

**Holly Tree Surgery (HTS)**  
**Patient Participation Group**

*“Working together for best practice”*

**Tuesday 28<sup>th</sup> October 2014**

**1. Introductions and apologies**

Present: Mayonne Coldicott, My Spence (acting as Secretary), David Kirk (Chair), Christine Pointer, Chris James, Michael Haddleton, Pam Shipp.

Apologies were received from Bob Jones.

In order to progress with the meeting, David Kirk was proposed by Mayonne Coldicott to continue as Chair; seconded by Christine Pointer. My Spence was present to take the minutes, but not as a group member.

**2. Minutes of meeting held on 4<sup>th</sup> May 2014**

The minutes were accepted.

**3. Matters arising**

None.

**4. Roles within the group & new recruitment**

Please see notes re election of Chair under point 1. It was agreed that further appointments within the group will be postponed until the next meeting. It is hoped that there may be someone new joining who will take on the post of secretary. Recruitment is needed and will be addressed by the group.

**Purpose of the group**

Following on from discussions at the BGM, it was agreed that the group needed to address, as a matter of priority, the future role of the PPG and specifically:  
the relationship between the practice and the PPG in response to changing priorities and funding ;  
the aims and objectives of the face-to-face group;  
the on-going need for both a face-to-face group and a virtual group.

**5. Any Other Business**

My Spence will send old questionnaires and other pertinent material to Chris James and any past suggestions for questions for our upcoming survey should please be sent to My for collating and forwarding. (MS) (ALL)

**6. Date of next PPG meeting**

Tuesday 20<sup>th</sup> January 2015 at 1.45pm at Holly Tree Surgery.  
Any apologies should go to David Kirk, please. (ALL)

The meeting closed at 8.15pm.