**Alton Patient Participation Group**

**Minutes of the Meeting held on Tuesday 2nd April 2019**

**Present:** Dorothy Clohesy (Chair), Carol Edwards (Vice Chair), Joy Barleyman (Practice Manager)

 Sylvia Hollins, Freda Martin, Tony Moult, Yvonne Somerville, Peter Walker, Elaine Plant (Secretary)

 Members welcomed Alex who is the new Administration/Dispensing Assistant.

**1. Apologies**: Kathy Leese

**2. Minutes of the last meeting:**

The Minutes of the last meeting were approved as a true record.

**3. Matters Arising:**

* **DC Survey –** Members had completed survey.
* **CE - Hospital Parking:** Double yellow lines had been applied on roads surrounding the hospital.

 Parking had been opened up in front of **Smithfield Building.** The old Ambulance Station had also been made into a car park(free at the moment) but this is too far away for some people to walk. A system is being introduced where visitors pay on exit. Members agreed that parking is still a major issue which needs addressing.

* **Locality Group Meetings. JB** will be attending future meetings and will provide feedback to PPG.
* **My Surgery Website:** JB informed that the transition to this website will take place on 14th April. It should be a smooth transition with no loss of service. It was suggested that a tutorial workshop could take place at the surgery to help people who had difficulty in accessing the website. PW would be willing to help with this. It was also suggested that simple instructions could be printed out and given to patients who requested online access. JB would action this.
* **Fire Alarm: DC** requested that all visitors (not patients) should be made aware that a Fire Drill was not expected; therefore if the Fire Alarm went off they should vacate the premises. **JB to action.**

4. **Reports from Members**:

* **CE** had been unable to attend CCG meetings recently as she was recuperating from surgery. She had attended an awards meeting in London, as a patient representative for Royal Stoke Hospital.
* **JB** will be attending future Primary Care Network meetings and will provide feedback.
* **DC** will be attending Locality meeting on18th April and will report back.
* **FM & SH** had attended recent Coffee Morning at the surgery. More people had attended and they thanked JB for providing a Signing In/Out sheet to cover H&S regulations. Future Coffee Mornings would take place on 2nd Monday of each month.

**5. Date of next meeting: Tuesday 7th May 2019**

 **Following Meetings: 4th June, 2nd July and 3rd September. No Meeting in August.**