

**DUKINFIELD MEDICAL PRACTICE
 PATIENT NETWORK GROUP MEETING HELD ON TUESDAY 14 NOVEMBER 2023 AT 1.30
 PM AT DUKINFIELD MEDICAL PRACTICE, CONCORD WAY, DUKINFIELD**

Present: Marion Higgins (Chair) Julie Pregnall, Sheila Frith (Minutes), Vernon Marshall-Coulaudon, Kath Ratcliffe, Brian Malpas, Ann Wright, Joyce Jones

Apologies for absence: Chris Eckersall, Joan Drummond, Pat Bradshaw

1. Minutes of the last Meeting and Matters Arising

The minutes were approved with the following amendment and update. Joyce reported that a minor transaction between the general fund and that of Baby Bundles leaves a balance of £134.73 in the general fund.

Julie reported that this month's patient survey showed a satisfaction score of 97%.

2. Treasurer's Report

This month's starting balance is £851.73. £120 debit for ASP across the groups leaves nothing left and a deficit of £3 taken from general funds (£131.73) less debit of further £75 for hire of the church hall for the Health event. (£56.73).

Refreshments Baby Bundles debits are £38.32 (balance £61.68).

Walking Groups debits are £76.64 (balance £98.36).

BB wool and packaging debit is £153.76 (balance £46.24). Two donations of £50 and £37.03 have been made.

WGs First Aid fund of £125 has still to be used. £500 Christmas Activities funding; some is to be used for a new craft group and rest other activities i.e. Xmas Party and hampers if enough funding.

Debits	Credits	Balances	£851.73
		New Balances	
120.00		nil	ASP (£200 grant)
38.32		61.68	BB Refreshments
76.64		98.36	WG Refreshments
153.76	50.00	46.24	BB wool/packaging
	37.03	87.03	
75.00		56.73	General funds
		125.00	WGsFirst Aid
		500.00	Xmas activities
463.72	87.03	£975.04	Total funds

$851.73 + 87.03 = 938.76 - 463.72 = 475.04 + 500 = 975.04$

Joyce also reported donations of wool and the group would like to express its gratitude to those donors.

Joyce had also prepared Treasurer's Guidelines, which are attached to these minutes and will be added to the Constitution.

3. Update on PNG Activities

Hampers: Marion reported that signs had been made requesting donations. A significant amount has been donated from local businesses. The decision on the Winter Pressures funding application will determine the quantity and content of the hampers. **(NOTE: Notification was received after the close of the meeting, that the application had not been successful).**

Baby Bundles: The Group is thriving. The Royal British Legion has asked if it would be prepared to help with making knitted poppies for future occasions. Materials would be provided. The gifts to new babies continue to be distributed.

Christmas Craft Group: A series of 3 sessions planned, starting 17 November at 10-11.30am. It is hoped that a craft group will continue into the future. The group will meet on alternate Fridays to the knitting group at Dukinfield Library.

Christmas Party: Fixed for 5th December at Dukinfield Cricket Club. Plans are progressing well to hold a Christmas Afternoon Tea for attendees. A small sub group is organising the event but volunteers are needed to help on the day. There are still some outstanding elements but Julie is making enquiries.

Walking Group: The group recently celebrated its first anniversary. It has become a cohesive, strong group that is always open to new members. They have enjoyed a mix of excursions during the year.

LEAP/Gardening: Julie reported that they had attended the Open Day on 27 November, which had proved to be very worthwhile, not least for identifying some people with high blood pressure. She reported that the Practice has been allocated a good sized raised bed and it is hoped to plant crops that can be grown to provide a meal, i.e. soup or similar. A meeting will be arranged with Graham to determine what happens next. A key for the allotment will be kept at the Practice. We continue to need more volunteers to take this project forward.

Brian reported that he has over-winter plans to make the garden at Concord Way less overgrown, including painting a wall and erecting new trellis. There were offers of help in this task.

4 Staffing

Julie reported on recent new starters to the admin team. She also reminded the meeting that the doctors' staff rotation will mean that some of our current trainee GPs will be leaving early next year and others joining us.

5. Secretary

Marion reported that we are needing a new Secretary for the PNG since Geoff's resignation. She asked that people consider whether they would be interested in taking up this role, with support from herself and Sheila. She invited anyone interested to contact her for a discussion.

6. Health Event

Sheila gave a brief report on the comments received to date from participants. All had been very positive and expressed a wish to be involved in future events. She said that a final meeting of the sub-group will meet soon to fully evaluate the event, which will produce an action plan that will determine future events.

7. Future Meetings

Content of future meetings has been discussed previously. It was acknowledged that the groups are running well and that we could consider different topics. Presentations from MIND, Willow Wood were suggested. Complementary therapy was an area felt worth exploring. It was agreed that Vernon would do a presentation on Reikki at the January meeting. It was agreed that Marion would contact organisations to arrange presentations. Consequently, in order to facilitate this, meeting dates until July 2024 were agreed.

8. Date of Next Meeting

Tuesday, 16th January 2024 at 1.30 at Concord Way.

DUKINFIELD MEDICAL PRACTICE
PATIENT NETWORK GROUP
TREASURER'S GUIDELINES

1. Funds are kept in Lloyds Bank.
2. The Treasurer can withdraw, transfer and deposit funds. One other person has to authorise this, together with the treasurer, and it is mainly done electronically.
3. The Treasurer will keep the Network Group committee informed of bank balance at every meeting. The committee officers will be kept informed of any difficulties if and when they occur.
4. No monies should be spent in advance without notifying Treasurer of amount and reason
5. Amounts of £100 debits or over should seek committee's approval and if not possible the chairpersons, unless already grant fund allocated.
6. All monies spent should have proof of purchase i.e. receipts where possible.

7. Grant funds should adhere to giver's policies and procedures.