

**DUKINFIELD MEDICAL PRACTICE PATIENT NETWORK GROUP
MINUTES OF THE MEETING HELD ON 15 APRIL 2025 AT 2.00 PM AT DUKINFIELD
MEDICAL PRACTICE, CONCORD WAY, DUKINFIELD**

Present: Marion (Chair), Sheila (Secretary), Julie, Kath, Amrit, Bhikhu, Brian, Simone, Ann, Charlie

1. Apologies: Joyce (Treasurer)

2. Minutes of the last meeting

These were approved as a correct record. All matters arising were included on the agenda for the meeting.

3. Treasurer's Report and Bank Account

As Joyce was unable to attend the meeting, she submitted the following report:

The Lloyds bank account is now closed as agreed by Management Committee. The General Fund balance brought forward is £42.79 less bank charges of £4.25 leaving £38.54. This amount is in Treasurer's personal account awaiting transfer to envisaged new Metro bank account.

Lloyds bank wanted a further month's charge from Geoff but this was in error. Thanks to Geoff for his diligence in this matter.

It is proposed to open a Metro bank account with three signatories, myself, Julie and Geoff.

It has been researched and alternative banks are not feasible due to their criteria for opening a Constituted Group account. The signatories have to provide IDs as proof of identity, proof of addresses and provide original documents not print outs or copies. I have spoken to Geoff and he is willing to provide what is required of himself. Myself and Julie will also provide documents and Practice ID etc . too. It will require a visit to the bank in Manchester to open the account.

Funding has ceased for Baby Bundles and Craft activities and the future is uncertain. The allotment activity has not yet got off the ground and is greatly in need of funds, as will the Christmas hamper and Christmas Party if one is to take place. Not all is gloom and doom as the volunteers are rallying round and still enthusiastic about what is to come.

Members of the Committee voted unanimously for the change to a Metro bank account.

4. Constitution

A review of the Constitution had become necessary due to the way in which the PNG and its activities have developed. A small working group spent time looking at the Constitutions of similar organisations and improving the wording and content of the document so that it better reflects the current status of the group. This was particularly necessary as funding providers will often look initially at a requesting group's Constitution to determine whether it's a suitable recipient of funding. The revised document was submitted to members for scrutiny. The next stage is to seek advice from Sue Moorcroft and Sharon Power who had recently held an online workshop on the criteria for the current funding opportunities to ensure that we have met the necessary requirements for funding panels.

5. The new DMP Website

The changes to the website have been ongoing for sometime and the changes are in line with new guidance that is aimed at making the content easily understood and navigable. There are some elements which are mandatory, including the number of "clicks" it takes to achieve an outcome. It has been widely tested by both patients and staff and some really

useful feedback has been received. It does seem to be aimed at mobile phone users but it was acknowledged that it is still an option to call into reception and get assistance from staff or to use a landline to phone for assistance. There are explanatory videos and it was acknowledged that they are really user friendly and informative. Julie once again encouraged everyone to continue to use the prototype version to offer feedback regarding errors, spelling etc. In general, feedback was very positive from those who have been trying it out.

6. Funding

Criteria that we have previously successfully met in funding bids have this year been changed significantly and some of the activities that we conduct will not fit neatly with them. They have to be “new” initiatives and meet very different aims including activities that will help overcome barriers for those experiencing neuro-diversity. They are also aiming to fund projects that will reduce harmful behaviour and anti-social behaviour. However, two of our activities might and it was agreed that a small group will meet on Wednesday 23rd April to pursue this opportunity. The deadline for receiving bids is 25th April so it is a very tight timescale. This led on to a wide-ranging discussion about how we might fund our current level of activity by other means. Lots of really useful suggestions were made, including sponsored events and those that might include family involvement. Due to time constraints, it was necessary to curtail the discussion and it was agreed that this would be a priority for the next meeting.

7. Any Other Business - Data Breach

Sheila reported that some newsletters and list of addresses and other items had been taken from her car whilst it was being cleaned. As there are no identifiers at all on the list, it was not considered necessary to report it as a formal breach. However, it was recognised that it was an issue that affected others. Julie will write a protocol.

8. Date of next meeting

Tuesday, 10th June 2025 at 1.30 pm at Dukinfield Medical Practice.