Dukinfield Medical Practice

Patient Network Group (PNG) – Meeting Minutes

Date: Wednesday 18 November 2026
Location: Dukinfield Medical Practice
Chairperson: Marion
Note Taker: Julie
Attendees: Joyce, Brian, Ann, Margaret
Apologies: Simone, Charlie, Amrit, Kath, Bhik, Sheila and Roger

1. Apologies for Absence

Apologies were received and recorded as detailed above.

2. Minutes of the Previous Meeting

Marion provided a brief overview of the previous meeting, including the Treasurer's Report, funding applications, patient survey results, Christmas arrangements, patient referrals and GP trainee placements.

The group acknowledged the positive feedback received through the patient surveys. Further work on these will be picked up in the new year.

The minutes of the previous meeting were agreed as an accurate record, with no matters arising requiring further discussion.

3. Treasurer's Report

Joyce presented the current financial position:

Fund	**Balance**
Growing Together Fund	£154.59
General Fund	£31.85
Christmas donation received	£500.00
Total balance	**£686.44**

Julie advised the group of a further generous donation of **£**600 from Stephen Goodison of SG Promotions, bringing the total funds to £1,286.44, once banked.

The donor requested that the additional £600 be allocated as follows:

- **£400** towards Christmas gifts, hampers and activities organised by the PNG.
- **£200** towards food donations for the local foodbank supported by the practice.

The group expressed their appreciation for both donations and agreed that these would make a significant difference to the Christmas activities planned.

Joyce agreed to contact St John's to establish which food items would be most beneficial before arranging the purchase of £200 worth of supplies.

Receipts for all purchases will be retained for the group's financial records. Julie confirmed that she would arrange for the donor to be thanked.

Actions: Joyce to liaise with St John's and organise the foodbank donation. All members to retain receipts for Christmas purchases. Julie to thank the donor.

4. Update on Funding Applications

The group discussed the outstanding funding application previously identified as suitable for the PNG's activities.

Joyce has completed much of the preparatory work, with the application now requiring a final review and supporting documentation.

Julie agreed to review the application, strengthen the supporting information where appropriate and arrange for submission.

It was acknowledged that the funding criteria require applications to demonstrate additional activity rather than simply supporting existing projects, which can make securing funding for established community groups more challenging.

The group also discussed the possibility of further funding opportunities becoming available in the new year, particularly towards the end of the financial year.

Action: Julie to review and progress the funding application. Committee to continue to monitor future funding opportunities.

5. Christmas Activities and Arrangements

5.1 Christmas Gifts, Knitted Bundles and Hampers

Marion provided an update on the Christmas gifts and knitted bundles being prepared by the group.

She has visited Fir Trees Care Home and spoken with Nicole, who was delighted that the residents would be receiving gifts again this year.

Fir Trees currently has 44 residents, including 14 men. The group has approximately 80 knitted gifts available, which should allow them to support a second care home.

The additional Christmas funding will enable the group to include small treats and gifts alongside the knitted items.

The group agreed the following approach:

- Prioritise the Christmas gift bundles for Fir Trees and explore providing gifts to a second care home.
- Use some of the additional funding to purchase suitable Christmas treats and gifts.
- Use remaining funds to prepare a smaller number of larger Christmas hampers for individuals or families who may particularly benefit from support.
- Ask practice staff to identify patients or families who may appreciate a hamper.
- Consider approaching local schools or community organisations to identify additional recipients.
- Display posters in the practice inviting nominations and promote the initiative through the practice's Facebook page.

Marion advised that she was still awaiting an update from Goeff regarding possible supermarket donations. However, the additional funding means the group is less reliant on these contributions.

The group discussed the possibility of supporting other local charitable initiatives, including organisations providing Christmas gifts to isolated residents. This will be considered once the care home bundles have been prepared and the remaining resources are known.

It was agreed that the group would continue to prepare and distribute its own hampers where possible, maintaining an activity that members have enjoyed supporting in previous years.

Julie agreed to look into purchasing suitable hamper boxes and packaging. Items can be stored at the practice in preparation for the packing session.

Christmas hamper preparation

Tuesday 8 December 2026 at 10.00am

Dukinfield Medical Practice

The group agreed to meet to assemble the Christmas gifts and hampers. Julie will reserve the room and ask other PNG members to confirm their availability when circulating the minutes.

Christmas hamper deliveries

Thursday 10 December 2026, from approximately 10.00am

Friday 11 December will be available as an additional delivery day if required.

Brian confirmed he would be available to assist with deliveries on 10 December. Other volunteers, including Bhik, John and David, may also be able to assist.

Actions: Marion to coordinate the care home gifts and establish what additional items are required. Julie to arrange packaging, reserve the room and circulate volunteer requests. Members to assist with preparation and deliveries.

5.2 Carers' Christmas Party

Julie provided an update on arrangements for the annual Carers' Christmas Party.

Wednesday 9 December 2026

Dukinfield Cricket Club

Set-up from 11.30am; guests 12.30pm–2.30pm

The group discussed the following arrangements:

- **Volunteers:** Brian, Joyce, Margaret confirmed their willingness to help.
- **Entertainment:** Brian will organise the bingo again this year. Julie is also exploring options for singing and other entertainment.
- **Refreshments:** Carol and Chris will assist with preparing teas and coffees, washing up and kitchen duties.
- **Catering:** Sainsbury's is currently being considered for sandwiches, with Park Cakes providing cakes. Additional biscuits, chocolates and refreshments will also be purchased.
- **Equipment:** Existing cake stands and serving trays will be reused. Julie will look into sourcing suitable glasses, plates, napkins and any additional decorations.

Julie advised that she has retained last year's planning and shopping lists, which will be used to help organise this year's event.

The group acknowledged that costs have increased, and expenditure will need to be managed carefully.

Action: Julie to finalise catering, entertainment, equipment and volunteer arrangements.

5.3 Christmas Decorations at the Practice

Marion updated the group on the progress of the handmade Christmas decorations.

Members have been working on hanging decorations, wreaths and other festive displays for the practice.

John and David have extended the handmade Christmas tree by approximately 10 inches. The additional padding and decorations will be completed before installation.

The group agreed that the practice would be decorated on:

Saturday 28 November 2026

Marion, Sheila, John and David will coordinate the installation. Due to limited space and the need for some ladder work, additional volunteers are not currently required.

The group discussed suitable methods of securing decorations without damaging the walls or doors. Julie offered to source removable adhesive fixings if required.

It was also agreed that any door-mounted decorations must not interfere with fire safety arrangements or prevent doors from closing properly.

Julie will arrange access to the practice for the volunteers.

Actions: Marion and the decorating volunteers to complete preparations. Julie to arrange access and assist with suitable fixings where required.

5.4 Christmas Post Box Decoration

Joyce provided an update on the knitted Christmas decoration being prepared for the local post box.

The group discussed adding Father Christmas and snowman figures to the display. Members agreed to help with the remaining knitted items.

Joyce confirmed that she had already spoken to the Post Office and received agreement for the decoration to be installed.

Suitable elastic or string will be used to secure the display.

The group also briefly discussed the possibility of creating an Easter-themed version in the future.

Action: Joyce to complete the decoration and arrange for it to be fitted securely.

5.5 Baby Bundles and Craft Activities

Marion advised that the baby bundle and craft groups continue to be well attended, with increasing demand for both activities.

The group discussed the limited space available at the library, particularly as more people are attending.

Marion also highlighted a shortage of knitted items suitable for baby boys, particularly blankets, shawls and clothing.

Members agreed to prioritise making additional items to replenish supplies.

The group noted that the additional Christmas donation may also help support festive craft activities and ensure participants can take home the items they make.

Action: Knitting group members to prioritise baby boy items, including blankets, shawls and clothing.

6. Any Other Business

6.1 PNG New Year Meal

Marion suggested arranging a meal for PNG members after Christmas, rather than trying to organise something during the busy December period.

Several possible venues were discussed, including SK15 and the Rising Moon.

It was agreed that suggestions would be shared with the wider group before a venue and date were selected.

Julie requested that, if possible, the meal be arranged on a Wednesday to make attendance easier.

Action: Marion to contact the wider PNG group for suggestions and availability.

6.2 Winter Newsletter

The group agreed that it would be beneficial to produce a winter edition of the PNG newsletter before Christmas.

Marion confirmed that she had prepared her article, which is ready for proofreading.

Julie agreed to coordinate the remaining content and arrange for the newsletter to be reviewed before publication.

The group discussed including an article about the practice paramedic service. Julie will arrange a suitable time to speak with Mike.

Brian's update on chronic kidney disease (CKD) will be included in a future edition, following his next review in January, as this topic was covered in the previous newsletter.

The group also discussed the image of the practice currently used on the newsletter. Geoff had raised a preference for a clearer photograph rather than the artistic version. The image was shown to members, who agreed that the current design was suitable and could remain.

Actions: Marion to forward her completed article. Julie to coordinate proofreading, arrange the paramedic article and progress the winter newsletter.

6.3 Previous Newsletters

Marion advised that Geoff has a number of old printed newsletters in storage and had asked whether these needed to be retained.

As previous editions are available electronically on the practice website, the group agreed that there was no need to keep multiple paper copies. Unnecessary printed copies can therefore be recycled.

The group also noted that printing newsletters as required, rather than producing large quantities in advance, helps reduce waste.

7. Date of Next Meeting

The next Patient Network Group meeting was agreed as:

Tuesday 19 January 2027 at 1.00pm
Dukinfield Medical Practice, Concord Way, Dukinfield.

The meeting closed with thanks to everyone for their continued support and contributions to the group's activities.