

Measham Medical Unit (MMU) Patient Participation Group (PPG)

Minutes of meeting: 13 January 2020

Present: *Philip King, Jan King, Meriel Caron, Barbara Milner, Fred Baldwin, Liz Ford, Linda Plummer, Jane Grant, Norma Morris-Chapman, Dr Swaebe, Janet Joyce, Maddie Parker, Nesta Rosser, David Cornforth*

Item 1. Welcome and Apologies

- 1.1 Philip welcomed everyone to the meeting and apologies, where received, were noted and recorded on the attendance sheet. Philip explained that he had not re-issued the minutes of the last AGM as, in accordance with the usual procedure, any amendments or comments would have been fed back to Philip at the time. He reassured the PPG that he would be happy to take corrections to any minutes following their distribution to enable any changes to be made before publication.

Item 2. Decision of PPG Constitution, Ways of Working and Action Plan

- 2.1 The first draft amended Constitution and Ways of Working had been shared and 3 further changes agreed; the use of "chair" consistently in the documents, the reinstatement of the process for calling a Special General Meeting and a confirmation that cheques must be signed by any 2 of 3 named members of the PPG.
- 2.2 With the changes noted in 2.1, the Constitution and Ways of Working were agreed. The agreement of the Action Plan was deferred to the next PPG meeting. The amended and reformatted document is attached for final review.

ACTION: Action Plan to be an agenda item at the next PPG meeting

Item 3. Report from the Chair

- 3.1 Philip gave a summary of activities, highlighting how impressed he is with the MMU team, the work of the volunteers in the social prescribing groups and the commitment of the PPG members. There is much to celebrate and there is a great sense of community involvement in the membership. There is a pride in what we do and Philip gave a vote of thanks to everyone involved.

Item 4. Report from the Treasurer

- 4.1 Barbara said that she would email a copy of the accounts to the PPG. She is holding some money for social prescribing groups and she asked if anyone receiving a grant could inform her as soon as possible so it could be allocated to the correct place.

Item 5. Report from the Secretary

- 5.1 Minutes produced following each meeting. Thanks given to Philip for producing the agendas.

Item 6. Reports of activities through the year

Walking Groups

- 6.1 (Short) – There is an ongoing turnover of members but walks have typically 6-10 people including leaders. There has been up to 20 and there are 8 trained walk leaders. Twenty Five people came to the Pot Kilns Christmas brunch; particular thanks to the Pot Kiln staff for looking after the group so well.
- 6.2 Congratulations to Janet Joyce for being chosen for a Parish Champion Award. This includes a small sum of money that it is hoped will be used towards the purchase of some high-viz vests for leaders. There are plans for a pushchair walk but the following discussion identified that there may be another pushchair walk already taking place in Measham/ or a different start point:

ACTION: Janet to check with Jane at the Leisure Centre

6.3 (Long) – Numbers have gone down but there were still 6 walkers last week. There is a limit to the variety of long walks available so ideas to widen the area, maybe on a monthly basis were discussed:

ACTION: Group to explore using the Community Bus

Walking Football (WF)/ Measham Leisure Centre Activities

6.4 There are 2 WF sessions per week (Tuesday and Friday) with 16-20 players each week on average, weather depending. There is also a social aspect as 75% stay for refreshments after the game.

- Seated Aerobics – Tuesday 11.20 to 12.30 has 16 regular attendees
- 50+ Forever Fit – Thursday 11.30 to 12.30 had 22 attendees at the last session
- GP Gym Referral Sessions – available on Thursdays from 1.00 to 2.00 with Dan
- Steady Steps – Wednesday 1.30 to 2.30. Booking is through Emily at the District Council on 01530 454755

Art Therapy Group

6.5 There are 10 regular attendees with one prospective new member. The group continues to create friendships and confidence and the members had produced a collage which had been presented to MMU. The PPG were very impressed with the work that had gone into making it and the resulting piece of art. Maddie thanked Measham Library for their ongoing support.

Stroke and Disability Group

6.6 Nesta explained that there are 15 regular members and that she uses her creativity to find activities which stimulate members whilst holding their attention. It has been a challenging year but it seemed to have settled and she offered particular thanks to her volunteers. The group is currently financially stable and it was suggested that craft supplies could be found for the group to use.

Netherseal £ Club

6.7 There are currently around 30 members and the club continues to flourish.

Dementia Singing Group

6.8 The numbers are stable and the group is financially sound. Catherine may need to talk to her employer about future arrangements but the group works very well and benefits both the dementia sufferer and the carer. It was noted that Tesco are now taking applications for community funding (Bags of Help).

ACTION: Dr Swaebe to arrange for a thank you letter to be sent to Tesco for the funding that was awarded to the Dementia Singing Group

Gardening Group

6.9 During 2019, the Gardening Group has worked on 4 sites in Measham with a sub-group tending an allotment in Appleby Magna. Surplus food was donated to a Leicestershire food bank and they have recently reached the top of the waiting list for a Measham allotment. They have been successful in gaining funding from the County Council and have been invited to join local agencies concerning the possibility of a community growing initiative on the Rivers estate.

6.10 The group has a core of 6 members who have also offered some personal support to individuals requesting help with their gardens. Community magazines have been used to promote the group.

6.11 Representatives of the Parish Council have been supportive from the start and in 2019 the group were delighted to be named as Parish Champions for “services to the community”.

Item 7. News from MMU

- 7.1 Dr Swaebe explained that the [Social Prescribing Link Worker post](#) has now been readvertised through the Federation as the previous recruitment process was unsuccessful. Interviews have been arranged; it was stated that the 2 posts would cover all of North West Leicestershire.
- 7.2 The process for communicating consistent messages from MMU using current forms of messaging has started:

ACTION: MMU to provide a clinical message for the next round of communications (cervical screening suggested).

Item 8. Matters Arising

- 8.1 Colin gave an update and explained that planning permission has now been received for the Leisure Centre extension. He stressed the importance of bidding for available pots of money; considerable amounts of Section 106 money, as part of the several housing and business developments that are taking place in the area, is available:

ACTION: Dr Swaebe to follow up on MMU grant applications with Tracey and Colin to forward the information to Dr Swaebe.

- 8.2 Car parking was discussed as there are times when all car parks are full. With more customers in the improved Leisure Centre and an increase in patients at MMU, this situation will not improve. Antisocial behaviour, particularly in the library car park, is possibly encouraging the use of the Leisure Centre car park for none Leisure Centre users:

ACTION: Car parking to be looked at and possible solutions identified.

- 8.3 Antisocial behaviour was discussed further as youths continue to harass people and leave unpleasant mess that staff have to clean up. Colin stressed the importance of reporting incidents to the Police. There is CCTV footage but this does not appear to be a deterrent as several of the youths are known. It is understood that parents are being spoken to by the authorities which may improve the situation:

ACTION: Dr Swaebe to speak to the Partners to see if any money/ action can be taken to help clear up the mess

ACTION: The trees in the car park need pruning

Item 9 (plus 10, 11 and 12) – Election of Chair, Secretary, Treasurer and Practice and Patient Representatives

- 9.1 There were no changes to the committee roles and the following people were nominated, seconded and therefore re-elected:

- Chair – Philip King
- Treasurer – Barbara Milner
- Secretary – Jane Grant
- Practice and Patient Representatives (cheque signatories) – Meriel Caron and Fred Baldwin (with Barbara Milner).

Item 13. Open Discussion

- 13.1 The process for registering opportunities for volunteers with VAL was discussed and the need for groups to have insurance. It was decided that it would be useful to invite Andy/ Noel from VAL to a PPG meeting to talk about this:

ACTION: Philip to invite Andy and Noel to a PPG meeting to talk about insurance for social prescribing groups

ACTION: Jane to share the survey/ risk assessment that had been put together by Gloucester VCS Alliance

13.2 Philip thanked everyone again for their input and commitment. Feedback from social prescribing groups would be by exception for a period but would be welcomed.

Date of next meeting: **Monday 10 February 2020 from 13.00 – 14.00.**