

**Kingswell Surgery Patient Participation Group (PPG) Meeting, Tuesday 17 April 2018**

**Attendees:** Ian Batty (IB), Val Batty (VB), John Marshall (JJM), Jill Marshall (JM)

		Action	Planned Completion date	Complete
13	The group to meet with one of the new Practice Partners at the next meeting.	All	15/05/18	
14	<u>Facebook:</u> To be added: <ul style="list-style-type: none"> <li>• Surgery opening times</li> <li>• Information on hay fever</li> <li>• A request for more suggestions for improving the practice</li> </ul>	VB	15/05/18	Complete
15	<u>Suggestion box:</u> No further suggestions received from patients to date. JM to contact Mark Schofield re the possibility of a hand gel dispenser being placed in the reception area for patient use.	JM	15/08/15	25/04/18
16	<u>Newsletter:</u> Draft May newsletter to be emailed out to the group for suggestions, checking etc.	JM	15/05/18	25/04/18
17	<u>Any other business:</u> Minutes of the Patient Reference Group, 26 March 2015. All agreed to read the minutes and bring suggestions to the next meeting of anything that could be taken forward by the new group.	All	15/05/18	Complete
	<u>Next meeting:</u> Tuesday 15 May 2018, 1000, Kingswell Surgery			

