**PPG MEETING**

**2 September 2016**

**PRESENT**

June Barrett (Practice Manager), Trish Campbell (Practice Secretary),

Glenys Whalley, Elaine Hartshorne, Sue Elwood and Joanne Lewis

**APOLOGIES**

Brian Todd, Kelly Ainsworth (Admin)

**Minutes of last meeting**

Minutes of last meeting were discussed and issues raised were:

The chairs are being cleaned and rotated

Pictures and book case purchase is on hold until after the waiting room has been decorated after Christmas

List size – suspending new registrations – this was discussed at the locality group and we are awaiting response from NHS England

Sandra Finney – Sandra has resigned from the group as she is being kept busy caring for twins who are a new addition to her family. We have thanked her for her involvement over the past few years.

Staffing – We have a new locum starting as Dr Janjua has left. The new locum is Dr Seedat.

There will be a change in staffing in reception and an advert for new reception staff is being placed.

Book fund is now £685.78

The next meeting will be Friday 4.11.16 at 11 am