1. Apologies – Dr Thomas **MT**, Lorraine Lea (**LL),** Jill Westwood (**JWest),** John Barnes (**JB)**  
   Attendees

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| Frank Smith **(FS)** | Betty McBride **(BM)** | Claudette Neville (**CN**) |
| Jane Bryant **(JBr)** | Julie Watson (**JW**) | Anna Gilson **(AG)** |

**FS** chaired the meeting

1. Welcome to the new committee member – Anna Gilson. As a parent of school children she broadens the committee knowledge base.
2. Minutes of last meeting – 20th November2018, approved and signed.
3. Matters arising:   
   Expert patient to be discussed when **MT**  at meeting
4. DNA for appointments – to be reviewed at next meeting as surgery actions to be reviewed.
5. Mental health in young people – wide ranging discussion on possible approach. Focus can be on support for parents and children to address modern stresses on children. **BM** to raise at council meeting as part of future community projects. **JW** to research resources within CCG and relevant groups in Hastings and discuss with **MT**. Local resources to be tapped.   
   Proposed that **LL** and **AG** discuss before next meeting.   
   The main aim agreed is to provide resources/support for children/parents before issues require professional help.
6. Over counter medication **CN** will highlight this in next parish magazine reports.
7. Practice update

* Dr Thomas is on sick leave for 6-8 weeks following a cycling accident. He will return gradually as he cannot mobilise his left arm at present. **BM** offered to highlight the pressure on the doctors on the village website. **JW** to liaise with her.
* The Receptionist lead is retiring which will require a review of administration.
* A dispenser is retiring after 20 years.
* A part time HCA is leaving.  
  All these changes are being managed but will put extra pressures on the practice team
* One of the 2 nurses doing cervical smear training has completed her theory training so the clinics should soon be up and running again.
* Travel vaccinations – the Receptionists are giving mixed information. **CN** suggested **JW** could issue simple written instructions stating that travel information cannot be given at the surgery and should be accessed at agencies such as Boots. Some vaccinations can then be administered at the surgery but not all.

1. CCG/PPG Forum Thursday 21st February – **CN** will attend. **JBr** offered to join her.

1. Rother Voluntary Action Focus meetings to discuss the experiences of rurally based organisations in finding and retaining volunteers. **CN** to attend Hurst Green (31st Jan) and **FS** Battle (1st Feb)
2. AOB

* PPG Fed meeting 14th January – **CN** did not attend.
* NAPP new password to access members’ pages. **CN** will circulate to the committee
* NAPP membership due for renewal. **JW** agreed that the Practice will fund this.

1. Dates of next meeting – 19 March

Future proposed dates - 21 May, 16 July, 17 September, 19 November

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