1. Apologies – Dr Mark Robertson, Betty McBride
Attendees

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| Lorraine Lea (**LL)** | Jane Bryant, (**JB)** | Claudette Neville (**CN**) | Anna Gilson (**AG)** |
| Frank Smith **(FS)** | Julie Watson (**JW**) | Jill Westwood (**JWest)** |  |

Councillor John Barnes sent his resignation from the committee in advance of the meeting. He invariably has other meetings to attend at the same time as the PPG meetings which are making it impossible for him to participate. The committee members expressed their thanks to John who chaired the committee from the start when it was just a fledgling PPG and without whom it would have struggled to get off the ground. They wished him well with all his other commitments.

1. Minutes of last meeting – 19th November 2019. Correction to AOB - Jill Westwood to enquire at Dudwell St Mary – minutes approved and signed
2. Matters arising: **LL** asked about DNA for appointments. **JW** reported that this is being monitored but not followed up at present due to staff shortages.
3. Patient Survey – Discussion about Dr Thomas’ draft questionnaire for chronic disease management. **CN** will redraft with committee’s suggestions. Surgery will circulate finalised document via mail-merge
4. NAPP Newsletter – should we circulate to the virtual PPG? **CN** is now emailing the Virtual group via the PPG email address so can circulate documents more easily. Proposed that **CN** ask Virtual group what kind of information they would like.
5. Community Hub – for future meeting when **BM** attends
6. Practice update - **JW** reported that at present there are a number of Practice staff off sick, both long and short term. The shortfall is being addressed with help from the Battle Practice but she asked for understanding from patients if they are affected by this. Dr Thomas retires in March and his hours will be covered by Dr Robertson, Dr De Heer and regular locums.
NHS England has issued the draft specification for Primary Care Networks for the next 12 months but GPs nationally have stated that the funding is insufficient to meet these.

The Practice continues to work with the developments for NHS app.

1. Dementia Choir no progress. Agreement that we should have something more low key. **CN** suggested we should see if the weekly coffee group might be interested in a sing along
2. AOB – If there is anything they can do, the Members of the committee offered their help to the Practice.
3. Date of the next meeting - 17th March **LL** gave her apologies.
Provisional dates of further meetings – 19th May, 21st July, 15th September, 17th November

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