1. Attendees

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| Frank Smith **(FS)** | Jo Shepherd **(JS)** | Claudette Neville (**CN**) | Angela Saunders **(AS)** |
| Jill Westwood (**JW)** | Anna Gilson (**AG)** | Betty McBride **(BM)** | Jan MacFarland (**JM)** |

Apologies – Natalie Crabtree

* Jane Bryant has retired from the committee
* Natalie Crabtree is unable to attend due to work and family commitments but all agreed that she should continue as a ‘sleeping’ committee member and attend if and when she can.
* The Chairman **(FS)** welcomed Jan MacFarland to the committee.

1. Minutes of last meeting – Wednesday 20th September 2022 – approved and signed
2. Matters arising:

* Burwash Weald & Common Residents’ Association have funded the purchase of a portable Spirometer. This is now in use and can test patients quickly and easily to help in the diagnosis of lung conditions such as COPD. **JS** expressed thanks from the Practice.
* **BM** noted that the BP machine is back in use and that the message on the answerphone has been updated since the last meeting.

1. Covid-19 vaccination programme – **JS** agreed with **CN** that there has been no update regarding Covid vaccinations in 2023 so the present programme will finish at the Woodlands centre on the 17th December. **CN** is issuing information via local ebulletins and Facebook but it was agreed that this should be more ‘punchy’ to encourage uptake by those who are eligible. **CN** will send the poster to **JS** to display in the surgery.   
   Those in Care Homes and housebound and have been vaccinated.
2. Flu vaccinations **JS** reported that there has been a good uptake. National targets have been achieved for the eligible groups. One more clinic will be held in December.

The use of the booking software that should have made the process much easier was forbidden by the ICB (cost). **JS** will complain about this however it is hoped it will be available in the future as the manual appointment process is extremely time consuming.

1. Practice update

* **JS** reported that data on the number of patient appointments had been received the previous day (so she has not had time to study it in detail). Most days the Practice has 2 GPs, I Practice Nurse and an HCA providing patient consultations. The number of appointments for the last 12 months (2021-2022) has increased by 22% from the 12 months (2019-2020). The latter period included some months of lockdown when appointments took much longer because of the Covid protocols. Therefore, it is not like-for-like but does show a positive increase. Overall, the Practice is a little better than the national average for the appointments offered.
* General discussion highlighted that patients feel there is a reduction in the service offered by the Practice with less face-to-face appointments and those usually preceded by a phone consultation. However, it was agreed that nationally, before the pandemic, the move was to more online/phone consultations and although it was accelerated by the pandemic it is not the reason for the change.
* The extended hours appointments on Wednesdays are working well.
* **BM** suggested that more publicity regarding the appointments systems would be helpful. **JS** suggested a newsletter but there was agreement for a leaflet perhaps A5 that could be distributed round the villages in shops etc.

1. AOB

* **CN** asked why the TV screen in the waiting room which used to show health information is not in use. **JS** reported that the system is now out of date and the cost of updating is prohibitive at the moment.
* **BM** suggested that the Steps map could be updated to include the new path round the Burwash Common Playing Fields. She will look into this.

1. Date of next meeting - Tuesday 10th January 2023 at 6.30pm

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Grant £550  
Expenditure – Diabetes leaflets £118  
 Delivery £120  
 Donation to Diabetes UK £ 70  
 School leaflets £ 46.50  
 School leaflets and posters £ 35  
 Total £ 389.50

Remaining Grant £160.50