



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered charity No: 1095260

Minutes of Board Meeting held at the Pinn Medical Centre
Wednesday 7 June 2017

Attendance

Joanne Daswani (Chair) - **JD**
James Kincaid (Vice Chair) - **JKc**
George Bardwell (Secretary) - **GB**
Phillip Snell (Treasurer) - **PS**
Yvonne Haines (Trustee) - **YH**
Jagdish Kapur (Trustee) - **JKp**

1 Apologies for Absence

Sheila Cole, Nicky Heskin, Brian Yim Lim (Trustees); Dr Isobel Bleehen, Hilary Scott (PMC).

2 Minutes of Previous Meeting

The Minutes of the Board Meeting held on 30 March 2017 were approved.

3 Action Points and Matters Arising from Previous Meetings

The following items from previous meetings were still outstanding:

The PMC would look further into the insurance cover for items such as the wheelchair provided by the PMCPA for loan to patients **(PMC)**.

The PMCPA will review consultation with the PMC over such matters as the Sustainability and Transformation Plan and full delegated commissioning in September 2017 **(JD/GB)**.

The PMC would look further into the process for enrolling new patients into the PMCPA when they first registered with the Practice **(PMC)**.

An editorial piece on the PMCPA and its recruitment drive would be prepared and offered to The Villager and Pinner News **(GB)**.

A further email to all patients on the PMC virtual group would be prepared for issue by the PMC **(GB/PMC)**.

The preparation of a Governance Handbook. **(GB)**.

4 Chair's Report

The HRT Talk held on 10 May had been well-attended; it was proposed to hold a talk on Prostate Issues in the Autumn. We would again have a stall at the Village Show on 9 September; it was agreed that the West House and Heath Robinson Museum Trust, which Phillip Snell would also be representing on that day, could share our stall/gazebo. It was agreed that a link to the Harrow Patient Participation Network should be placed on our own website, and vice versa **(Action GB)**. The donation of a wheelchair for the PMC had just been received; the donor would be asked if he was content to be identified as such in the Pinn Piper **(Action GB)**. Not least because the

Disclosure and Barring Service (DBS) itself made no charge for checks on charitable volunteers, the Harrow Association of Voluntary Service had now reduced its administrative charge for arranging such checks to £15 a head. Voluntary Action Harrow Co operative are an umbrella body for DBS checks.

James Kincaid announced that, with considerable regret, he had decided he should now stand down as a Trustee of the PMCPA, having served for fifteen years. Joanne Daswani said that he would be very much missed and thanked him for his tremendous work for the patients of the PMC.

5 Finance Report

The Treasurer tabled a Receipts and Payments Account for the period year ended 30 April 2017. It had been agreed by the Independent Reporting Accountant and would be tabled at the AGM when the Treasurer would summarise its contents. It showed a Cash at Bank of £3,739; and an Excess of Payments over Receipts of £2,006; the latter being caused principally by the fact that the annual contribution from the PMC had not, in fact, been made during our financial year (but was now being made).

6 Arrangements for the AGM

The draft Agenda for the AGM, tabled by the Secretary was agreed, and speakers for each item decided. The Agenda would be circulated to all Members with an invitation to attend the meeting. With the exception of the Minutes of the 2016 AGM (which would also be circulated), it was agreed that papers for the meeting would be made available in hard copy form on the day. A note would be taken of the names of all those attending the meeting – Sue Bardwell and Rose Snell would note the names at a table at the door.

7 Report from Communications and Membership Subcommittee

George reported that the new website was now live, and that five Trustees had received training in updating it. Further work would be undertaken by the consultant to produce a private section of the website for Trustees only, and to incorporate more sophisticated database arrangements.

8 PMC Report

Hilary Scott had provided a written report which noted that the new Practice Manager, Rupa Yagnik will join the practice on 3 July, with Hilary leaving on 28 July. A new Salaried GP will join the practice in w/c 26 June, working 6 sessions a week; the current Registrar will join on a permanent basis from August working 5 sessions a week. A Physician Associate has now started at the practice, with the hope that another will join as well. The practice is looking to appoint more Nurse Practitioners, and a number of new reception staff are joining. Negotiations are starting with the CCG and NHSE on the Personal Medical Services contract and a possible loss of funding. A strong case will be needed to retain the funding – the PMC will keep the PMCPA informed.

12 Date of Next Meeting

13 September 2017 – 1800 hrs – PMC. The AGM will be held on 15 June 2017 at 1930 hrs at the Methodist Church Hall in Love Lane, Pinner

GB June 2017