



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered Charity No: 1095260

Minutes of Board Meeting held at the Pinn Medical Centre
Thursday 19 December 2019

Attendance

Joanne Daswani (Chair) - **JD**
Kevin Mahon (Vice Chair) - **KM**
George Bardwell (Secretary) - **GB**
Anita Manek (Treasurer) - **AM**
Martin Grossman (Trustee) - **MG**
Jagdish Kapur (Trustee) - **JK**
Jenny Stephany (Trustee) - **JS**
Brian Yim Lim (Trustee) - **BYL**
Dr Isobel Bleehen (Partner **PMC** - Items 1-4)
Rupa Yagnik (**PMC**).

1 Apologies for Absence

Nicky Heskin (Trustee)
Phillip Snell (Trustee)
Sheila Cole (Associate Board Member)
Jo Telfer (Associate Board Member).

2 Introductions

Joanne Daswani, the Chair, reported that Yvonne Haines had, after careful consideration, decided to resign as a Trustee of the Association. Yvonne was thanked for her work for the PMCPA, especially in respect of the Carers' Network. The Chair introduced and welcomed Prakash Daswani to the meeting; Prakash had been invited by the PMC Partners to take on the role of Campaign Organiser for the Save the Pinn Walk In Centre campaign.

2 Minutes of Previous Meeting

The Minutes of the Board Meeting held on 3 October 2019 were approved.

3 Matters Arising from Previous Meetings

The following Action Points from previous meetings remained outstanding:

- A Safeguarding Strategy (**JD**);
- A Governance Handbook (**GB**);
- The PMC would consider what item(s) of equipment should be donated from PMCPA funds. Some £3,000 was available. (**PMC**);
- Consideration of training and advice on the legal liability/accountability of our volunteer drivers (**KM**);
- Consideration of venue for 2020 AGM and the hire or purchase of a sound system (**JD and GB**);

- Consideration of a poster on training for the new app - Health Help Now **(JK)**.

4 Pinn Medical Centre Report

Dr Bleehen's Report covered:

- Thanks from the PMC for the considerable work being done by the Association on the Save the Walk In Centre campaign;
- Changes to medical and administrative staff at the PMC - in particular a new IT expert was being appointed and it was agreed that he should meet with the PMCPA IT consultant, Neil Rands, to coordinate patient/member lists (within GDPR) for such matters as the Pinn Piper distribution;
- It was expected that progress could be made on proxy access to EMIS by the time of the next Carers Café **(Action PMC)**;
- Discussions continued on the formation of Primary Care Networks which would involve additional funding for some joint posts such as Social Prescribing and Clinical Pharmacists;
- It was noted that Northwick Park Hospital A&E Department was the busiest in the country;
- It was agreed that the PMC would provide detailed figures on the use of the Walk In Centre, to include the impact of the conversion of Alexandra Avenue and Belmont to GP Access Centres **(Action PMC)**;
- The PMC Party for Volunteers would be held on 4 February 2020.

5 Chair's Report

Joanne Daswani presented a report that included:

- Thanks to Nicky for organising another successful Quiz Supper which more than 100 people attended;
- Following the decision of Yvonne Haines, Jagdish Kapur, Brian Yim Lim and herself to stand down in the near future, there would be an exercise to recruit Trustees;
- Further items are recorded in the next section of these minutes.

6 The Walk In Centre Campaign

Prakash Daswani provided a full written report on the campaign. The following further items were highlighted;

- Publicity for the Walk In Centre campaign had now been included in the Harrow Times, the Villager and Pinner News;
- A very significant leafleting campaign had been undertaken, organised by Prakash Daswani;
- A meeting, including PMC Partners, had been held with Nick Hurd (then the local MP), and local Councillors;
- Meetings were being sought with the new local MP (now agreed with David Simmonds MP for 10 January 2020) and the Harrow Clinical Commissioning Group (now agreed for 21 January 2020);
- Joanne would suggest that we should present the patient view to the Harrow Patient Participation Network, and more generally widen the campaign to other local Patients' Associations;
- Jenny argued that we should be clear about the unique characteristics of the Walk In Centre as opposed to the GP Access Hubs and the arrangements at Alexandra Avenue and Belmont;

- It is understood that the first tranche of funding reduction of £50,000 from September 2019 was now in effect.

6 Constitutional Changes

George reported that the Charity Commission had now approved the proposed change to the PMCPA Charitable Objects which, along with other changes, would be put to the AGM in June for ratification.

7 Finance Report

Anita presented the Finance report for the first two quarters of 2019/2020 - included as an Appendix to these Minutes. The Quiz Supper had resulted in a profit of £720. The PMC would make their contribution during this financial year, and would increase it to cover the costs of the campaign leaflets (**Action PMC**).

8 Transport

The following decisions on transport donations from patients were taken on Kevin's written report:

- 1 Within Harrow the suggested donation is £5.
 - This includes NPH, PMC, Alexandra Clinic, the physiotherapy clinics, and Mount Vernon Hospital;
 - Car parking costs (such as at NPH) are in addition to the suggested donation and are paid by the Patient
 - Drivers may retain £1, if they so wish.
2. Outside of Harrow the suggested donation is £10.
 - This includes the hospitals of Central Middlesex, Ealing, Edgware, Harefield, Hillingdon, Stanmore, and Watford.
 - Car parking cost for the first hour is included within the suggested donation. Should any further additional parking cost be incurred (ie beyond the first hour), they are to be met by the Patient.
 - Volunteer Drivers may retain £2, if they so wish.

It was noted that in 2019 there had been 291 journeys to the PMC and 95 others. It was agreed that there should be a small gift to the Transport Co-ordinators to thank them for their work.

9 Carers

Jenny reported that the Carers Café now regularly attracted some 10 - 12 participants each month.

10 Date of Next Meeting

The next Board Meeting would be held on Tuesday 24 March 2020 - a change from the originally planned date.

GB Dec 2019

PMCPA Board Meeting

19 December 2019

Finance Report 1 May 2019 - 31 October 2019**Payments**

	£
Insurance	73.4
Membership fees -NAPP	40
Website,IT support &phone	208.33
Poster design & Printing	473.6
Other admin costs	64.33
AGM	140.5
Total	<u>1000.16</u>

Receipts

Grant from PMC	3044.25
Transport receipts	277.1
Donations	40
Advert	100

Total	<u>3461.35</u>
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Net surplus	2461.19
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Bank bal b/fwd	3035.82
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Bank bal c/fwd	<u><u>5497.01</u></u>
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