



**PINN MEDICAL CENTRE PATIENTS' ASSOCIATION**  
**Registered Charity No: 1095260**

**Minutes of Board Meeting held on Tuesday 2 June 2020**  
**On Line via Google Meet Virtual Conferencing**

**Attendance**

Joanne Daswani (Chair) - **JD**  
Kevin Mahon (Vice Chair) - **KM**  
George Bardwell (Secretary) - **GB**  
Anita Manek (Treasurer) - **AM**  
Martin Grossman (Trustee) - **MG**  
Nicky Heskin (Trustee) - **NH**  
Jagdish Kapur (Trustee) - **JK**  
Phillip Snell (Trustee) - **PS**  
Jenny Stephany (Trustee) - **JS**  
Brian Yim Lim (Trustee) - **BYL**  
Jo Telfer (Associate Board Member) - **JT**  
Dr Isobel Bleehen (Partner **PMC**)

**1 Apologies for Absence**

Sheila Cole (Associate Board Member)  
Rupa Yagnik (Practice Manager **PMC**)

**2 Minutes of Previous Board Meetings and Matters Arising**

The Minutes of the Board Meeting held on 24 March 2020 were approved. The majority of action points and matters arising would be dealt with in subsequent agenda items. The following items were still outstanding and were deferred:

- A Safeguarding Strategy (**JD**);
- A Governance Handbook (**GB**);
- Consideration of training and advice on the legal liability/accountability of our volunteer drivers (**KM**).

In respect of the consideration of items of equipment to be donated from PMCPA funds, Joanne and Anita would discuss the appropriate amount that could be made available from PMCPA funds and would inform the PMC who would consider.

**(Action JD, AM, PMC)**. Jenny noted that there had been an HPPN discussion on the possibility of providing items for housebound people during the Covid pandemic. It may be appropriate to purchase such items as thermometers or blood pressure machines and make them available on loan.

### **3 Finance Report**

Anita reported as follows:

- The PMCPA bank balance as at the end of April 2020 stood at £6,719.38;
- The annual grants for this financial year and the previous year had now been received from the PMC;
- There had been a surplus of over £700 from the Quiz Night;
- The Annual Accounts for the year ending 30 April 2020 had now been forwarded to our auditors;
- The on-going issue of duplicate payments to Vonage (our telephone system supplier) is not yet fully resolved, although progress was being made. It was agreed that whatever the outcome Kevin should be re-imbursed for the payments to Vonage he has made personally. Although Vonage's administrative arrangements left something to be desired, Kevin noted their technical service was very good and we did not need to consider replacing them.

### **4 Transport Report**

Kevin reported that the number of assignments for our volunteer drivers remained very low. And all were referred through the PMC. There had been some 10 prescriptions picked up with medication taken to patients, together with two patients being taken to the PMC. There had also been some cases of Members placing Click and Collect orders with local supermarkets which our drivers had collected.

The volunteers and Kevin had made direct contact with the last 50 people who had used our transport service to ask if they needed help. In a separate exercise Sheila Cole had updated our database of some 300 names by making contact (or attempting to make contact) with all those who had used our transport service in the past, and removing those who no longer needed help. She was thanked by the Board for this huge task. Kevin observed that it would be helpful if the PMC could advise us of changes to that database. It was agreed that the PMC would discuss future revisions to that database taking into account data protection regulations. **(Action KM, PMC)**. George said he would review the use of that database to ensure it was compliant with the General Data Protection Regulations **(Action GB)**.

Kevin would be bringing forward proposals in respect of an expanded role for our own volunteers **(Action KM)**. George said that he would re-consider the proposed changes to our Charitable Objects in our Constitution which were due to be put to the next PMCPA AGM having been agreed by the Charity Commission. **(Action GB)**.

### **5 Carers Network Report**

Jenny reported that the regular Carers' Café was now taking place online through Google Meet. She was grateful to the PMC for forwarding information about the Virtual Carers Week being organised by Harrow Carers. The PMC agreed to issue a group text or email about the PMCPA Carers Network to all known carers **(Action JS, PMC)**. *(Subsequently PMC indicated they would need to work towards this and were restarting a project to flag carers on their database)*. In addition George would email all our Members about the Virtual Carers Café, and the identification of carers would be brought forward to a future meeting **(Action JS, GB)**.

## 6 PMC Report

Dr Bleehen reported that Dr Hannah Bundock, working part time at the PMC had now become a PMC Partner.

The overall number of appointments/consultations at the Pinn was at the same level as before the Covid pandemic. It remained the case that there had been a very significant reduction in face-to-face consultations during the pandemic although that number was now gradually increasing as the need for blood tests etc. resumes. A new email system for patient contact with the PMC was being introduced. It may well be that there will be longer term changes to the services being offered at the Pinn, with an increase in telephone and other contact. The sharp reduction in preventative services remained a concern as did a reduction in the number of cancer referrals.

There had been no developments on the Walk In Centre. The Harrow Clinical Commissioning Group was still to respond to the PMC's funding proposal, although it remained committed to maintaining a walk in service at the Pinn after the pandemic.

## 7 The 2020 Annual General Meeting

It was clear that the AGM which had been planned for 18 June 2020 could not take place as usual due to lockdown restrictions. The Charity Commission recognised the difficulty in holding AGMs and would accept variations in the normal arrangements as long as such variations were properly authorised by Trustees. The Board unanimously agreed to suspend the provisions in our Constitution that relate to:

- The need to hold an AGM each calendar year and within fifteen months of the previous AGM (Section 5);
- The provisions for a quorum for the meeting (Section 5.2).

George suggested the following options for the 2020 AGM

1. A normal meeting when possible;
2. Fully on-line meeting with all Members being able to join and vote via a platform such as Meet, or Zoom or Skype;
3. Top table (including possible guest, and potential new Trustees) streamed in real time, all voting (and questions) in advance by post and online;
4. Video recordings of contributions put up on our website, questions invited by a specified date, all voting on line or by post.
5. No videos; all items put up on our website; all voting on line or by post.

In discussion it was noted that not all our Members would be adept at joining online meetings, and many of them had declined to receive emails from the Association. It would be important not to introduce bias by restricting the number of Members who could attend by joining in. As there was no pressing urgency to hold an AGM immediately, it was unanimously agreed that we should adopt option 1 above - holding a normal AGM when it was possible to do so. The issue would be reviewed at the next Board meeting and in the meantime George would advise Members of the position via email and a notice on our website (**Action GB**).

On a related matter - the recruitment of new Trustees - George had informed the candidates earlier that the selection process (concluding with a recommendation to

an Annual General Meeting) had been suspended. He would discuss the way forward with the Recruitment Panel (*Subsequently* Recruitment Panel agreed to delay interviews until they could be held in a normal setting. George would contact them again to assure them of our continuing interest in their candidature (**Action GB**)).

#### **11 Dates of Next Meetings**

The next Meeting was provisionally due to be held at 6.00pm on 2 July 2020 - to consider any issues arising from the AGM. It was agreed that an informal meeting should still be held then, for any updates and for Board Members to remain in contact. The next full Board Meeting would be held at 6.00pm on 10 September 2020.

***GB June 2020***