



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered Charity No: 1095260

Minutes of Board Meeting held on Tuesday 12 January 2021
On Line via Google Meet Virtual Conferencing

Attendance

Joanne Daswani (Chair) Kevin Mahon (Vice Chair)
George Bardwell (Secretary) **GB** Martin Grossman (Trustee)
Nicky Heskin (Trustee) Jagdish Kapur (Trustee)
Phillip Snell (Trustee) Jenny Stephany (Trustee)
Lorraine Solomon (Trustee) Brian Yim Lim (Trustee)
Jo Telfer (Associate Board Member)
Dr Isobel Bleehen (Partner PMC) (Items 1 – 4 only)

1 Apologies for Absence

Anita Manek (Treasurer), Jayant Doshi (Trustee), Aryan Jain (Trustee)
Sheila Cole (Associate Board Member) Rupa Yagnik (Practice Manager PMC)

2 Introductions

Jo congratulated Sheila Cole for her well-deserved honour; and Lorraine, Jayant and Aryan on their election as Trustees at the AGM.

3 Minutes of Previous Board Meetings and Matters Arising

The Minutes of the Board Meeting held on 8 October 2020 were approved. George would review previous action points to identify any still unresolved. **(Action GB)**

4 Pinn Medical Centre Report

Isobel made the following oral report:

- Good progress was being made on Covid vaccination – the admin staff at the PMC were currently calling Groups 1 and 2 of the priority groups; and 1000 patients had been vaccinated over the last weekend;
- It was unlikely that the 8.00am to 8.00pm opening hours for the vaccination centres would be extended – each centre was licensed for a specific number of vaccinations each day; both Oxford and Pfizer vaccines were in use;
- Appointments were being made for the second dose of vaccine 10 weeks after the first, and the same vaccine was being used;
- Patients for non-Covid conditions were still having initial telephone consultations and being seen in person if necessary;
- For the last two weekends PMC doctors were also answering NHS 111 calls;
- The PMC much appreciated the work of Kevin and the volunteers at Tithe Farm (which Jo said, having visited it, was working very efficiently indeed).

5 Report on the 2021 AGM Process

George reported that the AGM process – online and postal – was now complete with 57 Members having returned voting forms. Four comments/questions had been received with responses made available during the voting period. The draft Minutes of the 2020 AGM were approved and would be uploaded to the website. **(Action GB)**

6 Election of Officers

The following Officers were unanimously elected to the PMCPA Board:

Chair – Kevin Mahon; Vice Chair – George Bardwell; Secretary – Lorraine Solomon; Treasurer – Anita Manek.

Joanne, Brian and Jagdish were standing down as Trustees and were thanked for their work over the last five years or more. Brian would remain available for advice on the future digital strategy of the Association – Aryan Jain would assume his role as an IT specialist on the Board.

7 Chair's Report

Joanne noted there was little to add to her AGM Chair's Report. Over the last five years there had been three successful Trustee recruitment exercises; the website had been created; Subcommittees had been established; a vision for the Association set out in a Strategic Plan; the Carers Network and Café established and now thriving; and wider use of volunteers and drivers. She had much enjoyed her time as Chair, regarding it as a privilege to work in a charity supporting the PMC and the NHS. Joanne thanked all Board Members for their support noting that she remained available to the Association in the future. Kevin paid tribute to Joanne's leadership of the Association, having taken over at a very difficult time for the PMCPA – he intended to build on this strong foundation.

8 Carers Network Report

Jenny reported on the virtual Carers' Café that morning, attended by ten carers and also by the carers lead from Harrow Council. George noted that in addition to providing a valuable and worthwhile forum for carers to meet, Jenny had established and publicised a number of contacts and resources for carers.

9 Transport and Volunteers Report

Kevin noted that the routine use of transport and volunteers had reduced considerably during the pandemic, although he and his wife Gretta had been doing some shopping and collection of medication for patients. In addition Sheila Cole had been making telephone contact with the lonely and bereaved. The transport service was now being used to take patients for Covid vaccination, but caution was urged in respect of any publicity for this – very large numbers of patients might be attracted to the service. It was noted that the PMC had access to other transport options, including NHS Responders.

6 Date of Next Meetings

The date of the 2021 AGM was provisionally set for 23 September 2021 – it may well have to be a combined online and normal meeting. The next Board Meeting would be held on Tuesday 13 April at 1800 hrs via Google Meet.

GB January 2021