



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered Charity No: 1095260

Minutes of Board Meeting held on Wednesday 10th March 2022
On Line via Google Meet Virtual Conferencing

Attendance

Jenny Stephany (Meeting chair)

Kevin Mahon (Chair)

George Bardwell (Trustee)

Martin Grossman (Trustee)

Nicky Heskin (Trustee)

Lorraine Solomon (Secretary)

Anita Manek (Treasurer),

Aryan Jain (Trustee) – first 20 mins only

Phillip Snell (Trustee)

1. Apologies for Absence

Jayant Doshi (Trustee), Jo Telfer, Sheila Cole (Associate Board Members), Dr Hannah Bundock (Partner PMC), Rupa Yagnik (Practice Manager PMC). It was noted that the absence of a PMC representative was regrettable.

2. Minutes of Previous Board Meetings and Matters Arising

The Minutes of the Board Meeting held on January 22nd 2022 were approved and several updates on the agreed actions were discussed:

- **Klinik.** While this has improved the ease of patient access to doctors, it was felt that it should be available in the evening, especially for people at work. This could include the caveat that forms submitted after 2pm will not be reviewed by clinicians until the following day. Kevin to discuss with the PMC.
- **Patients' panel.** Because Dr Kelshiker is unwell, Kevin has not been able to progress the patients panel idea but he will continue to champion this. The Trustees wish Dr Kelshiker well and hope he will be back soon.
- **Safer Neighbourhood Team.** Nicky has given Rupa contact details and will follow up with her.
- **Equipment donation.** The PMC has confirmed it would welcome the donation of an ECG machine (not available on the NHS). George to enquire about the costs **(Action GB)**. Anita confirmed that our finances are in good shape and will circulate details of our bank balance **(Action AM)**.
- **Delivery Drivers.** Kevin noted that some drivers still prefer to use cash. Anita to investigate the possibility of drivers using PayPal **(Action AM)**.

3. Chair's Report

- **Vaccinations.** Kevin reported that after a very successful vaccination programme at Byron Hall, it has now come to an end, and surgeries are now undertaking vaccinations using their own staff. Only one PCN has asked for additional volunteers. There is a possibility that a 4th vaccine might be available for vulnerable groups later in the summer – still tbc.

- **Transport.** Kevin reported that in general, 5 trips per week are undertaken. We have 13 / 14 drivers (we originally had 42) and he anticipates that more will be needed. There is an issue with GPs asking for patient transport without taking into account mobility issues. GPs also need to let patients know that we require a charitable donation for our services. Kevin to discuss with Rupa. **(Action KM)**.
- Kevin is considering asking the 590 vaccine volunteers if they might like to help with other services, which could include driving; befriending, shopping etc. Care needs to be taken regarding any GDPR implications when contacting them. **(Action KM)**

4. Carers Network Report

Jenny reported that the Carers Café continues to meet virtually with the PMC referring potential new members, noting that the discussion is very worthwhile. George thanked Jenny for continuing to run it. George agree to continue to remind Rupa and the doctors that it is available. **(Action GB)**

5. Pinn Piper

- Martin, Jenny and Kevin are working to resume to publication of the Pinn Piper (see attached paper with initial proposals and actions). Ideally we will produce an online and paper copy and the next edition will be available near to Easter – Martin investigating if this is possible. **(Action – MG, JS, KM)**
- The team are currently researching logistics, costs, editorial calendar (content) and brand.
- Additional content suggestions include: ‘A new dimension in integrated care by Dr Hannah Bundock’ and ‘A day in the life of a clinician’. Anita suggested that we ask patients for ideas for future articles and LS has agreed to be the link
- Nicky and Aryon are looking at the possibility of a redesign, including the rationale behind this. Everyone to feed thoughts to Nicky **(Action NG, AJ)**

6. Arrangements for Next AGM

- George shared a paper with options for the next AGM and it was agreed that we will hold this meeting person on 12th April at the Pinner Methodist Church, starting at 7pm. Covid secure arrangements to be made and communicated in advance. Actions: George to confirm reservation of the hall; contact David Simmonds, MP, to invite him to speak at the event; and send out invitations / agenda to all members. These need to go out at least 21 days before the event **(Action GB)**.
- Lorraine to invite Trustees to a further Board Meeting online at 6.30pm on 28th March with the AGM as the single agenda item. **(Action LS)**
- Kevin to encourage all trustees to attend our next Board Meeting and the AGM **(Action KM)**

8. Re-election of Trustees

- George confirmed that he wishes to step down as a Trustee and Kevin thanked George again for his incredible, dedicated service to the PMCPA. Kevin invited George to become an Associate Board member which George will consider.

- The Board recommended the re-election of all Trustees. George agreed to contact Jayant and Aryan to confirm they are content to remain a Trustee
(Actin GB)

8. Date of Next Meeting

The next Board Meeting would be held virtually on 28th March at 6.30pm with Martin Grossman taking the Chair. The single agenda item will be the AGM.

LS March 2022