

**MINUTES OF THE MANSFIELD PARK SURGERY  
PATIENT PARTICIPATION GROUP MEETING  
HELD AT THE SURGERY ON 1 JUNE 2023**

**PRESENT** Roy Cleaver, Interim Chair, Louise Webb, Deputy Practice Manager, Chris Harris, Gill Siddall, Hilary Oldham, Patricia Lyons.

**APOLOGIES** Karin Black

1. The Interim Chair, Roy Cleaver welcomed members to the meeting and thanked them for agreeing to be part of the new Mansfield Park Patient Participation Group. (MPPPG)
2. Member introduced themselves with a short biography
3. A sample Constitution had been sent to members (See Attached) and this was discussed at some length. It was agreed that a workable number for a Steering Group would be a maximum of 25, but that there were no restrictions on how many people could attend if they wished to do so. Louise pointed out that a PPG was open to all patients within a surgery. It was agreed that the sample Constitution should be adapted for our use.
4. Elections took place for the officers to the MPPPG. It was agreed that a Treasurer was not necessary at this stage. It was proposed and seconded that Roy Cleaver become Chair and he accepted this role. Patricia Lyons agreed to take on the role of Secretary at the present time
5. Louise Webb gave a update on the surgery at the present time. The feedback from patients is positive and there is still spare patient capacity. She emphasised the need for awareness of not only the MPPPG but also the need to encourage Health Management with patients. In particular encouraging them to have flu and Covid vaccinations since funding to the Practice is heavily dependent on the numbers doing so. However the surgery does well in this and figures were given to members by Louise. See Attached.  
There was discussion about the need for Awareness and it was agreed to make use of the Four Marks News. Roy will write an article introducing the new MPPPG and Louise will also write an article. Hilary will investigate the use of Medstead Village Hall for future events
6. The Aims of the MPPPG are summed up thus  
  
“ A PPG is a group of people who work with their practice to provide practical support to help patients to take more responsibility for their own health, and to provide strategic input and advice. They are based on a cooperation between the practice staff and patients”
7. There is a need to recruit new members to the MPPPG and Louise suggested that the Practice nurses could help with this by identifying possible members and chatting to them about the Group. It was agreed that it would be good to recruit across a wide age range including young mothers.

8. In the future it would be hoped that talks and activities could be arranged. It was agreed that MPPPG should join the National Patient Participation Group and Louise said the surgery would pay if a fee was involved.
9. The Date and Time of the next meeting was set at Tuesday 12 September at 3 p.m.

#### ACTIONS

1. Hilary to investigate Medstead Village Hall
2. Roy and Louise to write article for Four Marks News