**ST. THOMAS’ ROAD SURGERY**

**PATIENT PARTICIPATION GROUP**

**MINUTES**

**Thursday 5th February 2015**

1. **Present:** Dr. D.G. Roberts, Nick Brown, Practice Manager, Jan Power, Chair, Christine Gill, Secretary, Dick Taylor, A. Margaret Roberts, Janice Cameron, Mick Clayton
2. **Apologies:** Graham Isherwood, Tony Lumb.
3. **Minutes:** The Minutes of the previous meeting were approved as being a true record of that meeting.
4. **Matters Arising:** The Patient, Families and Friends cards were being handed out. To date, the responses had not been forwarded to the correct authority
5. **The Patient Response Survey.** The forms had been completed. Margaret and Christine were to bring the findings to the next meeting.
6. It was suggested that another newsletter should be produced in the near future. People were asked to bring any ideas to the next meeting.
7. It was decided that meetings should normally be held every two months, regardless of how many people could be present. It would mean that any urgent matters could be dealt with at the earliest opportunity.
8. **Date and Time of the Next Meeting:** Thursday 5th March at 12.30p.m.