

The Castle Practice
Patient Participation Group
Minutes of a meeting held on Tuesday 1st August 2023

1. Present

Ted Richards (chair) , Doreen Pearce, John Hookway, Elizabeth Perkins Lynn Brittain, Malcolm Luckman, Dr A Chitnis, Tina McSwiggan

2. Apologies

Anne Lawrence (secretary) Faye Anderson

3. Items discussed

- a) Anne Lawrence would like to continue Secretary Role if possible, Ted Richards offered to bring Anne to meetings if required discuss succession plan when Anne no longer able to
- b) Mr Hookway will compile an new newsletter
- c) PPG Attendance List to be arranged
- c) Website being kept up to date and setting up a Facebook page
- d) Advertising PPG Meeting – campaign to be placed on large board in waiting room
- e) Apps discussed – confirm which Apps patients should use

4. Items to actioned/A.O.B.

F.A. will liase with Mr Hookway re newsletter and arrange campaign board in Reception

The meeting closed at 14.15 pm

4. Date of next meeting will be Wednesday 4.10.23 at 1pm