



Darwen Healthcare Patient Participation Group AGM & Meeting Minutes

Monday 24th February 2025 5:30 – 6:30 pm

Name	Position	Int	Attended
Barry Ashbolt	Chair	BA	y
Anne Crook	Vice Chair	AC	y
Alan Pickup	Secretary	AP	y
Karen Narramore	Member	KN	y
Christine Sharples	Member	CS	y
Carol Guy	Member	CG	y
Brian Taylor	Member	BT	apologies
Anne Watson	Member	AW	y
Janet Bowker-Bull	Member	JB	n

Name	Position	Int	Attended
Ann Neville	Practice Manager	AN	y
Nicola Wright	Quality Lead	NW	
Kim Cunningham	Operations Lead	KC	
Susan Taylor	Patient Engagement	ST	y

No	Item	Content	Action	Deadline
	AGM	Alan Pickup Hon Sec welcomed every and advised that the previous date had been deferred for various reasons and would now take place. He asked if anyone wished to be nominated and with no replies advised that Barry Ashbolt was willing to stand as Chair, Anne Crook as Vice Chair and himself as Hon Secretary. This was accepted by the group and the AGM closed at 5:45pm		
	Welcome - Chair	Barry welcomed everyone to the meeting and Alan advised there was no set Agenda		
	Apologies - Sec	As noted above		
3.	Minutes of the last meeting - Chair	Minute of the September 2024 meeting where shown and noted no followup actions		
4.	Actions arising from the minutes	AN advised that the Healthwatch Bereavement Survey has now been completed AP to circulate a link to download and add to website homepage	AP to send links	

5.	Practice Update - Ann Neville – including report on Telephone system & Triage request	AN advised the new phone system was working well with many taking advantage of the ring back service. Still very busy early morning, sign postings to website for GP messaging for triage and other information. The week com 25 th March is Bowel Screening and Testicular Cancer Week. Thee number of cases of anxiety is increasing and may need dedicated clinics for self help.		
6.	Website	AN advised the GP partners are looking at changing the provider and AP to send details of them with existing sites to the members. AN advised that we had changed the colour scheme of the existing website to match NHS branding. AP reminded everyone that the website received a good report from Healthwatch in their inspection. AP to change “New Patient” box to register as a new patient	AP send links and make changes	
	Practice Newsletter	A practice newsletter is in the process of being complied with a target of early March AP has composed an article and poster on recruitment for the PPG, especially younger patients and parents, members confirmed they had reviewed the draft and thought it set out the situation clearly	AN & AP to finalise	
	Any Other Business	There being no further business the meeting closed. The proposed dates for next year are listed below		
	Date and Time of Next Meeting	Meetings to be on the 4 th Monday of the month, next 29th April in person at the Health Centre. No meetings in July/August because of holidays.	AN to arrange room	

Dates updated	Meeting
29 th April 2025	PPG Meeting
24 rd June 2025	PPG Meeting
23rd Sept 2025	PPG Meeting
25 th November 2025	PPG Meeting & AGM