**The Hollies Surgery- Patient Participation Group**

**AGENDA for meeting Thursday April 7th 2022 at 2pm**

***Members are kindly requested to speak through the Chair and are reminded that this Forum is for general patient matters and not for personal concerns which should be addressed privately with the Practice.***

**Apologies for absence**

**Minutes of the last meeting 24th February 2022**

1. **Matters arising/feedback on progress with previously agreed action points that do not appear elsewhere on the Agenda:**

* **Disparity of arrival times of hospital letters – report back to the Trust re using accuMail (RC)**
* **Set up a meeting between Dr Omosini and RM and TH (BL)**
* **Minutes of Feb 24th meeting to be circulated to all clinicians (DT/BL)**
* **Practice Booklet/comments received/advertising situation/inclusion of Castlepoint Car Scheme (BL)**
* **Staff photo display to be completed (BL)**
* **Website note re access to PPG minutes and agendas to be posted on website (DT)**
* **Pre-bookable appointment situation review (BL/LB)**

1. **Dementia Training/Presentation to PPG (Josie Willis and Rugi Timbo)**
2. **Any other business**
3. **Date and time of next meeting**

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**\*\* *Please note – we are starting at 2pm and as agreed the meeting is scheduled to last no longer than 90 minutes***