

PATIENT PARTICIPATION GROUP
CHEVIOT PRIMARY CARE CENTRE

A meeting was held on Tuesday 12 July 2016 at 4pm at Cheviot Centre, to discuss the Glendale Festival Stall.

PRESENT:

Cheviot Primary Care Centre – Mike Allport (Chair), Sue Wade (Minute Taker), Teresa Culbertson, Jan Clucas, Christine Short

Glendale Surgery – Joyce Robertson, Liz Veevers, Harry Wilson

APOLOGIES – Lorna Moore, Rosanna Read

Minutes of meeting of 10 May to be approved at next meeting. This meeting was to discuss the Stall and Arrangements for Glendale Festival on Sunday 24 July 2016.

Timetable – Stalls will be available for setup from 9.00am. Access to stall with car is available **ONLY TO SET DOWN EQUIPMENT**, then car must be removed to parking area – Padgepool Place or beyond. We are Stall 21 just up from old Co-Op.

TC to contact Practice Nurse re Dr's Quiz, and Paramedics – email answers to MA

Costings from Pharmacist not available, hopes to give them to SW before 24 July

ROTA – Rosanna Read – 9.00 – 5.00 (subject to change as required)

Sue Wade – 9.00 – 11.00

Joyce Robarts – 9.00 – 12.00

Jan Clucas - 9.00 – 11.30

Harry Wilson – 9.00 – 10.30

Liz Veevers – 11.00 – all day

Teresa Culbertson – 11.00 – 5.00

Jan can come back if required.

Drop Inn Centre will supply refreshments/bring your own

EQUIPMENT TO BRING – Own chairs, string, tape, blue tack, pens, drawing pins.

SW to bring 2 notice boards

TC to supply white sheets/tablecloths to RR to bring on the day

Boxes of supplies are in Meeting Room from Health Trainers (**need to be made available**)

Banner from MA in Meeting Room with above boxes.

SW will bring Diabetic Leaflets

Age UK will supply leaflets

Information list from Pharmacist

HW to bring leaflets re MIND in Alnwick (Stephanie Goulder – Glendale to ask her to talk at their meeting on 13 September at 6.30 – all welcome). Leaflets from Berwick Talking Newspaper. He also has plastic containers suitable to display leaflets which he will bring on the day.

Joyce and Sue went round to see Rachel Sinton to confirm start time – it is 9.00am (12.30 is for entertainment as per Festival Leaflet), and also to enquire if Stand 22, at the moment not allocated, may be available as we could be short of room, especially if paramedic comes. We were told this was being held free in case a stallholder turned up thinking they had booked! If it stays free then we possibly could overflow, but they won't know until later in the morning. If anyone has folding tables, might be useful to bring.

All stalls etc. must be away by 5.00pm, any equipment supplied by those already gone to be taken home by someone else please. To be collected later. Names on the equipment would be a help.

Items for next meeting – we might want to attend Glendale meeting if Stephanie is doing a presentation, or Tom Armstrong may be invited from RABI (health within the farming community) – to be decided.

Sue Wade gave her apologies for meeting of 13 September.

Date of Next Meeting – 13 September 2016 4pm