

COLTISHALL & SPIXWORTH SURGERIES PPF  
MINUTES OF MEETING 23rd JANUARY 2025

1. Welcome & Apologies – Attendees, Steve, Keith, Margaret & Christina. No apologies received.
2. Minutes from last meeting (24.10.24) emailed to all members.
3. Matters arising – Keith raised at the last meeting that he was having problems logging into the website. Christina investigated and our IT manager had emailed Keith to say that the logging-in process had changed and attached the new details.
4. Surgery news – The Registrars will be changing over in February. Dr Katie Smart and Dr Alice Antwi will be leaving. Dr Hattersley is currently only with us on a Friday, but she will become full-time and will be joined by Dr Sharma. We have a new member of staff, Violet, starting in the Dispensary. She will be doing part-prescribing, and part-dispensing. We have a new staff signing in board near the back door. There has been some decoration work done in the Surgery – all the toilets have been re-painted, along with two of the consultation rooms.
5. Finance & Bank Update – Thanks to Steve and Keith for completing end of year accounts. These have been agreed and signed off by the Group members. Due to the sad loss of one of the Account signatories, Steve will investigate adding further additional signatures for the bank account. Margaret is happy to be one of the revised signatories. The current balance of the account is £142.37. Full details of the 2024 Accounts can be found on the Surgery website. It was suggested by Margaret that maybe Steve investigates the possibility of a card reader for the sale of books / puzzles, as this would provide an alternative method of payment.
6. Patient Survey – Steve asked if the results that Nichola collated could be published. Christina will speak to Nichola.
7. Suggested future speakers – this is on hold until we have increased the Group numbers attending the meetings.

8. Any other business – Following Nichola's email issued to patients that had shown an interest in joining the Group, she has been in contact with them, and will send an invite to a meeting to discuss future involvement. It was agreed that we would have this on Thursday 20th February. Christina will speak to Nichola to send out the invite. If those interested are unavailable on that day, what dates would be acceptable.
9. Dates for next meetings – New members meeting – Thursday 20th February. Next full meeting Thursday 10th April.