**Minutes for PPG Meeting 30th August 2023**

Present: Michelle Palmer Practice Manager, Jessica Burgess Administrator,

Mr Martin Gillespie, Mrs Elizabeth Gillespie, Zandra Fowler, Frances Brown & David Connelly.

Apologies: Catherine McCulloch.

1. MP: Welcomed everyone back to the PPG. Nice to see some new faces as well as returning members.
2. Newsletter- Michelle & Jessica agreed to create a quarterly newsletter to update patients on events at the Practice.
3. MP: As there had been changes to both the Multi- disciplinary team and the Practice team Michelle said that this would be useful information to have in the newsletter.
4. MP: Useful contact numbers will be added to the newsletter.
5. Michelle said she will add the vaccination helpline number for covid and the flu vaccination to facebook and the newsletter.
6. MP: Shingles & Pneumococcal update- patients will be updated via website Facebook and newsletter, once Michelle has received updated information from the health board.
7. MP: Discussed Halloween and running a colouring for children at the Practice. PPG agreed great idea. Discussion around prizes Halloween costume agreed. Frances will come into Practice and have photo taken alongside winner & Practice Team.
8. MP: Xmas raffle –PPG agreed to reach out to their networks for raffle prizes. Charity Cancer research.
9. MP: On behalf of Dr McCulloch- Night before Christmas box, for children in our area. PPG agreed worthwhile project and that they would reach out to their networks once they received an update on the contents from Michelle.

**Next Meeting Wednesday the 22nd November 2023 5.30pm start**

**Everyone Welcome**