Patient Participation Group Committee Meeting

Drs Hamilton-Smith, Oladimeji & Imran

Date: 18th September 2012

12:30 – 13:20

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| Present: | Ronald Curtis (Chairman) | Dr Imran |
|  |  | Maire Justice (Treasurer) |
|  | K Bonny | Farhana Imran (Secretary) |
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| Apologies: | Terry Justice (Vice-Chair) |  |

**Minutes**

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| 1 | Discuss healthday logisticsPlan for car parkingProduce a list of car registration numbers to give to Sainsbury | RC |
| 2 | Design a car park ticket for the windscreen so the volunteers do not get a fine The ticket should say ‘’Attending health day’’FI to design | FI |
| 3 | Tea, cakes, biscuits, samosas, soft drinkStall will be set up by KevinMJ to coordinate | MJ |
| 4 | Raffle:Sainsbury vouchers:£25£15£10 | MJ |
| 5 | MJ to provide councillors list for invite.FI to circulate invitation. | MJFI |
| 6 | Dr Imran wants the PPG stall to be the biggestHave a big banner Laminated perhaps cloth ‘’Patient Participation Group of Chadwell Heath Health Centre’’Talk to the printersGet people to sign up to the PPG and become active members – Provide clipboard | ALL |
| 7 | Put ads in Romford Recorder and PostMJ to contact Jim Dunne | MJ |
| 8 | Ronald Curtis closed the meeting at 13:20. | RC |
| 9 | Next meeting date TBC | RC/FI |