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 logistics  Plan for car parking  Produce 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 drink  Stall will be set up by Kevin  MJ to coordinate | MJ |
| 4 | Raffle:  Sainsbury vouchers:  £25  £15  £10 | MJ |
| 5 | MJ to provide councillors list for invite.  FI to circulate invitation. | MJ  FI |
| 6 | Dr Imran wants the PPG stall to be the biggest  Have a big banner Laminated perhaps cloth  ‘’Patient Participation Group of Chadwell Heath Health Centre’’  Talk to the printers  Get people to sign up to the PPG and become active members – Provide clipboard | ALL |
| 7 | Put ads in Romford Recorder and Post  MJ to contact Jim Dunne | MJ |
| 8 | Ronald Curtis closed the meeting at 13:20. | RC |
| 9 | Next meeting date TBC | RC/FI |