

**Minutes of Kings Corner PPG Meeting
Wednesday 15th February 2017 6.30pm
at Kings Corner Surgery**

1. Welcome, apologies and previous minutes:

Present: Morag Langhorne (Chair), Mary Morris (Secretary), Clare McAteer (Practice Manager), Clair Baynton, Sonia Lippold, Sally Hanson, Lindy Cozens, Jess Deacon.

Apologies: from Peter Standley and Diana Hornett

2. Matters Arising:

Sonia referred to the links in the NAPP newsletter as she cannot not open from the "further reading" tag in the articles. Morag told her that there is no separate membership space for the PPG requiring a password so Sonia should contact Morag who will pass on any article requested.

3. Discussion of preparation for the Open Morning at the Surgery on Saturday 18th March.

Timing: 10am to 12 or 1 o'clock? A compromise of 10 - 12.30 was agreed. It will start with a **short presentation** from Morag then chatting to the PPG members who will be around. The presentation may be done twice and it will be casual.

Refreshments: Clare said that tea and coffee will have to be provided in the Nurses Room and extra kettles will be needed. Others offered to bring some. Clare's niece, Lily, has volunteered to help with the refreshments. Milk is needed and Clair volunteered to bring some.

Advertising: A long discussion followed until it was finally agreed that some thick paper cards (6 or 8 per page) will be printed as an invitation to be handed out by reception. **Lindy** offered to compile them and take them to the printer she frequently deals with.

Morag will prepare the wording of the 'save the date' cards and the A4 poster advertising the Open Morning and send it to Lindy for printing.

Sally plans to make a large poster which can be displayed in the surgery at the bottom of the stairs (location as decided after the meeting).

AOB: Mary was presented with a thank you bottle of wine and the group wished her well in her new role. Clair agreed to take the minutes of the next meeting.

Date of next meetings: 15th March and 19th April.