



**SCHC - PATIENT PARTICIPATION GROUP**  
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**MINUTES OF PPG MEETING HELD ON:-**

**MONDAY 3<sup>rd</sup> APRIL 2023 AT 12.00 NOON**

**Present:** Suzanne Sleeman - SS  
Viv Crouch - VC  
Elizabeth Sayer - ES  
Jeff Sayer - JS

**Apologies:** Kevin Brice - KB  
Berry Kipping - BK  
Mike Bilton - MB  
Danielle Brewer- DB  
Tina Tripp - TT  
Mark Hooper - MH  
Rena Laybourn - RL

**In the absence of KB, VC appointed as Acting Chair and Acting Minute Secretary**

**SS informed meeting that if fire drill bell should sound, the meeting place after exiting the building is at the bus stop.**

- 1) Acting Chair's Welcome**
- 2) Apologies were received as above.**
- 3) Minutes of the last meeting held Monday 6<sup>th</sup> March 2023**  
VC asked if there were any comments regarding the minutes of the above meeting. There were none, therefore minutes were passed as a true record.
- 4) Matters arising from the minutes not covered by the agenda**  
No matters arising.

## 5) Practice Update / PPG Engagement – Practice Manager’s Report (Suzanne Sleeman)

(a) Reception/Lobby is currently being painted with new flooring

(b) Repairs to road carried out and thank you to the councillor, unfortunately they didn’t complete the job to the end - not sure why.

(c) Our homeless man is still visiting our lobby and reception area and has on occasions used our toilet and left it in a foul mess. Toilet keys are now only given out upon request.

(d) Training Days have been cancelled for the 2<sup>nd</sup> week of the month for both April and May due to Junior doctors strikes and Bank Holidays. These dates have now been moved to the 4<sup>th</sup> Tuesday of the month for April and May. We will advertise this and the chemist Easter opening times in the new cabinet.

(e) Cervical Screening – as we are aware due to covid these services were suspended for a while. We are pleased to say that for the first time since I have been here, 5 years we have reached our full target this is thanks to all our staff from admin to clinical team as we implemented a new system at the start of last year

(f) DNA’s for the month of March (by telephone, econsult or in person) were 148 appointments, which equalled 40 hours

## 6) Written Reports:

- **Practice Community Engagement - Viv Crouch**  
Please refer to VC’s report in the AGM’s report.
- **Acorn Hub - Mike Bilton**  
Please refer to MB’s report in the AGM’s report
- **External Health Bodies / Wider Community Engagement - Kevin Brice**  
Please refer to KB’s report in the AGM report.

## 7) 2023 AGM – THURSDAY 6<sup>TH</sup> APRIL 2023

Venue confirm for AGM – Headon Hall – 6.30pm Refreshments 7pm AGM starts.

MB has confirmed that he will open the premises at 5pm. This is so seating can be arranged for visitors to the AGM, and also for VC, ES and JS (and other members of PPG committee if available) to put tables in foyer to put hand knits on.

HAND KNITS ARRANGEMENTS – 5.15pm – 6.45pm for public

The following AGM meeting arrangements were agreed as regards to knitting in foyer:-

5.00pm Opening Time

5.00pm – 5.15pm – put tables in foyer and put hand knits out

5.15pm – 6.45pm – local community invited to take items that have been knitted by the SCHP PPG knitting group.

6.45pm – 7.00pm – All knitting to be packed away ready for AGM at 7pm.

During this event the following must be observed:-

- (a) A member of the PPG committee to be on door to ensure only 2 or 3 people are in foyer at any one time and to ask visitors to use hand spray (provided by VC) before touching hand knits.
- (b) A member of the PPG committee is to offer hand knits and ensure that visitors do not exceed an unacceptable amount of goods taken.
- (c) A member of the PPG committee will have a container with DONATIONS on it and can ask '*are you able to give a donation?*' when items are taken.

REFRESHMENTS – to be served from 6.30pm – 7.00pm

Danny (Manager at Tesco's in Crammavill Street) will provide tea, coffee, sugar, milk and snacks.

Tina (and any other PPG volunteer) will be in kitchen offering refreshments through the hatch to the hall. Hygiene practice to be observed at all times in the kitchen, as follows:-

- (a) an apron to be worn – will be provided
- (b) gloves to be worn – will be provided
- (c) sleeve protection to be worn – will be provided.
- (d) Kitchen door to be closed at all times.
- (e) Cups/plates that are not returned to hatch are to be collected at end of AGM meeting.

HANDOUTS

KB will provide Health Watch Thurrock pamphlets 'What is a PPG'

VC will provide 'How to join PPG Facebook'

VC will provide 'How to join PPG'

SIGNING IN VISITORS

VC has provided a signing in sheet for all visitors to the AGM. SS has kindly offered to ensure that everyone signs the sheet(s).

## ACTING CHAIRS REPORT

It was agreed that to assist KB, VC could read the section in red. You will notice that VC will also read the Practice Manager's report – this was discussed and agreed at meeting. There is still time for other members of the PPG to share VC's 'red' statements. If anyone would like to read some of the red statements, please let VC know asap and they will be colour coded for you to read at the AGM.

### 8) DNAs – How can the PPG assist?

It was agreed that this item be on our next PPG meeting.

### 9) AOB

It would be appreciated if PPG members could come early to assist pre AGM activity taking place in the foyer before AGM meeting.

### 10) Meeting dates for 2023

To confirm the following PPG meeting dates for 2023: -

- Monday 3 April 2023
- Thursday 6 April 2023 - AGM
- Monday 15 May 2023
- Monday 5 June 2023
- Monday 3 July 2023
- Monday 7 August 2023
- Monday 4 September 2023
- Monday 2 October 2023
- Monday 6 November 2023
- Monday 4 December 2023

**NEXT MEETING: MONDAY 15<sup>TH</sup> MAY 2023**