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| **Date** | Wednesday 8th January 2020 |
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| **Attendees** | **Patients –** Derry Grumbridge, Teresa Grumbridge, Helen Baldwin, Lesley Hemingway, Dodo Rawlings, June Weller |
|  | **Senior Administrator:** - Cheryl Morrison |
| **Apologies** | **Patients –**Helen Thomas, Jemma Wilson, Alan Bunn, Gill Chapman  **Operations Manager**: - Paula Cooke  **Administrator**:- Mike Goodfield  **Absent**- James Henderson, |

**Previous Minutes**

* Minutes of 20th November agreed

**This meeting has been called to finalise details of the fundraising raffle**

* Tickets to be sold at £1 per strip
* PPG members will sell tickets in reception
* Names of patients and numbers to be written on the back of tickets. Also stamped.
* JW will provide a charity collection bucket to put all the raffle tickets in.
* Each person should be responsible for folding the tickets sold.
* PC asked that they avoid Mondays due to how busy they tend to be.
* Will attend in pairs 10.30 – 12.30 on the below dates

Tues 14th - Helen and TBC

Wed 15th - Lesley and Dodo

Thurs 16th – Derry and Teresa

Tues 21st - Helen and Lesley

Wed 22nd - Dodo and June

Tues 28th – Lesley and Helen

Wed 29th – Dodo and June

* Will need a float – PC to provide
* Would like table and chairs, leaflets and pictures of prizes and couches
* Pictures of couches to be provided – ACTION CM
* Edit FB post to say ‘adjustable’ couch – ACTION CM
* Discussion over whether the couch/s will be put in the nurses or GP room. PPG think it would be most beneficial in Nurses room. CM explained they already have up to date couches and it is the GPs that need replacing.
* Draw will take place in Reception on Friday 31st January.
* Draw day, Prizes to be brought down, with drinks and biscuits or nibbles. Would like the draw to be an occasion and have pictures taken to put on facebook etc

* Time TBC – Dodo to update according to time of memorial attending.
* Patients to be invited to draw tickets out

**WHP and healthwatch PPG meetings**

* Discussed the date of the next WHP and Healthwatch PPG meetings should anyone be able to attend – HB will try to get to the WHP

**2020 Meeting Date: Wednesday 4 March**

**Wednesday 15 April**

**Wednesday 27 May**

**Wednesday 8 July**

**Wednesday 19 August**

**Wednesday 30 September**

**Wednesday 11 November**

**Wednesday 6 January 2021**