

Patient Participation Group - Waterloo Practice

1st Draft of Minutes of the PPG Meeting held on: Monday 1 December 2025

AGENDA ITEM NUMBER	ITEM TITLE AND SUMMARY	ACTION POINTS REQUIRED AND BY WHOM
1.	<p>Open and Welcome – Chair – J.D.</p> <p>14:03 Chair opened the meeting thanking members for their attendance.</p>	
2.	<p>Notification of any Guest Speakers or Visitors – Secretary – S.H.</p> <p>Joathan Bryce and Sam Woodward from WizeKap</p> <p>The visitors made a presentation before business moved onto the next item. Details of the presentation can be found after agenda item 17</p>	
3.	<p>Attendees, Apologies for absence and Notified AOB – Secretary – S.H.</p> <p>Members</p> <p>Attendees - J.D. - Y.G. - S.H. - C.H. - C.L. - R.M.</p> <p>Apologies - W.J.R - A.J.</p> <p>DNA – B.B. - B.D. - W.B. – R.J. – P.L.</p> <p>Virtual Members</p> <p>Apologies - A.H.</p> <p>4 Virtual members did not send an email or make contact</p> <p>Total No Attendees 6</p>	
4.	<p>Minutes of PPG Meeting held on: 2nd June 2025</p> <p>Chair – J.D.</p> <p>All members had been issued with a first draft of the minutes by email and, having asked members if they had read through the minutes for any errors or omissions.</p> <p>Accepted by 5 members who were present, who had also attended the AGM meeting on Monday 6 October 2025.</p> <p>Proposed R.M. Seconded C.H.</p>	
5.	<p>Matters Arisings – Chair – J.D.</p> <p>Appointment of officers held over from AGM (current holders not present at the AGM)</p> <p>Treasurer - Present and agreed to continue for another year</p> <p>Communications Secretary – Not Present</p>	Appointment of Community Secretary held over to next meeting – Chair/Secretary
6.	<p>Finance Report – Treasurer – Y.G.</p> <p>Bank balance remains the same at £873.83.</p>	
7.	<p>Membership Update – Membership Secretary - A.J.</p> <p>Nothing to report.</p>	
8.	<p>Communications Secretary Report – W.J.R.</p> <p>Communications Secretary not present</p>	

Patient Participation Group - Waterloo Practice

9.	<p>Website Update – Practice Representative</p> <p>WizeKap information to be added to website.</p>	
10.	<p>Notice Board – Practice Team</p> <p>Nothing to report.</p>	
11.	<p>GHCCG/PRGN/FFT – Chair – J.D.</p> <p>WizeKap - Approach to be made to PCN about the possibility of a Microsoft Teams meeting.</p>	C.L. – To contact PCN
12.	<p>Practice Information/Update – Practice Operations Manager – C.L.</p> <p>Looking for a new practice nurse due to a staff resignation.</p> <p>Dr Cho - has been at the practice for 6 months and everything looks good.</p> <p>Dr Kelly - Monday working is going well, also a half day via the PCN.</p> <p>Dr Khider - Has been working Mondays at the practice for 12 months.</p> <p>Reception - Receptionist who has been on maternity leave is due to return to work on the 5 January 2026. Reception will then be fully staffed providing nothing else happens in the interim.</p>	
13.	<p>Correspondence – Secretary – S.H.</p> <p>This item to be removed from future agendas.</p>	
14.	<p>Fund Raising – Chair – J.D.</p> <p>No fund raising activities</p>	
15.	<p>Notified AOB Items/AOB – Chair – J.D.</p> <p>W.J.R. Communications Secretary not present at the meeting. See Item 5 Matters Arising for Action Point.</p>	
16.	<p>Date of next meeting – Chair – J.D.</p> <p>Monday 2 February 2026</p>	
17.	<p>Meeting closure – Chair – J.D.</p> <p>Chair thanked everyone for their attendance and input to the meeting.</p> <p>Meeting closed at 15:15.</p>	
	<p>Presentation by WizeKap</p> <p>After Item 2 on the agenda WizeKap made their presentation. After discussion and thanks, they left the meeting and the meeting continued onto item 3 on the agenda</p> <p>Jonathan Bryce and Sam Woodward from WizeKap a self-funded CIC gave a presentation to members about the work that the organisation does helping people with mental health issues. They're both in Slaithwaite and Dalton. At Dalton they have two peer led groups one called WizeMen and the other called WizeWomen. Each group meets monthly and every month there is an anchor topic</p> <p>You can find out more about the work being done by WizeKap at https://wizekap.co.uk</p>	C.L. Is going to try to arrange for WizeKap to make a presentation at a PCN meeting

Patient Participation Group - Waterloo Practice

	<p>At WizeKap, we are dedicated to empowering communities by supporting mental health, physical health, and overall wellbeing. We believe in fostering connections and providing guidance to those in need. Our initiatives, Men's & Women's Coalition Groups, a safe space for men facing loneliness or seeking direction in life. We're also launching services for young adults and teenagers, designed to keep them off the streets, excel in school, and build a brighter future. At WizeKap, we're here to uplift, guide, and inspire positive change in every life we touch.</p> <p>Following the presentation members held a discussion about mental health issues in general.</p>	
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Appendix A

Membership

NAME	MEMBERSHIP TYPE	SIGNATURE	MEETING DATE:
	Officer/Member		
Dickinson, J.	Member/Chairperson		
Gledhill, Y.	Member/Treasurer		
Halstead, S.	Member/Secretary		
Hanson, C.	Member/Members Secretary		
Rushton, W.J.	Member/Communications Secretary		
Lear, C.	Practice Operations Manager		
	Members		
Bashiran, B.	Member		
Benjamin, D.	Member		
Brown, W.	Member		
Jones A.	Member		
Jones, R.	Member		
Lim, P.	Member		
Mulhall, R.	Member		
	Virtual Members		
Barry, J.	Virtual Member		
Cunningham, D.	Virtual Member		
Hunter, A.	Virtual Member		
Norbury, A.	Virtual Member		
Parsons, M.	Virtual Member		