

2nd Draft of Minutes of the PPG Meeting held on: Monday 13 April 2026

AGENDA ITEM NUMBER	ITEM TITLE AND SUMMARY	ACTION POINTS REQUIRED AND BY WHOM
1.	Open and Welcome – Chair – J.D. 14:08 Chair opened the meeting thanking members for their attendance.	
2.	Notification of any Guest Speakers or Visitors – Secretary – S.H. There are no guest speakers nor visitors to the meeting.	
3.	Attendees, Apologies for absence and Notified AOB – Secretary – S.H. Members Attendees - J.D. - S.H. - W.J.R. - R.M. Apologies – Y.G. - C.H. - C.L. DNA – B.B. - D.B. - W.B. - A.J. - R.J. - P.L. Virtual Members Apologies - A.H. 4 Virtual members did not send an email or make contact Practice Representatives D.W. – E.M. Total No Attendees 6	
4.	Minutes of PPG Meeting held on: 2 February 2026 Chair – J.D. All members had been issued with a draft of the minutes by email and, having asked members if they had read through the minutes for any errors or omissions. Proposed – R.M. Seconded - W.J.R. Accepted by 4 members who were present, who had also attended the meeting on 2 February 2026. 0 Abstentions from those who were not present	
5.	Matters Arisings – Chair – J.D. None	
6.	Finance Report – Treasurer – Y.G. Receipts book sales £5.77 (Still to bank) Bank balance £888.69.	
7.	Membership Update – Membership Secretary – C.H. Nothing to report. Members Secretary not present at meeting	
8.	Communications Secretary Report – W.J.R. Nothing to report.	
9.	Website Update – Practice Representative RSJ vaccinations ongoing (Ad Hoc appointments) J.D. asked about minutes of the PPG meetings Copy of minutes (2 February) still to go on website	

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10.	Notice Board – Practice Team Nothing to report	
11.	GHCCG/PRGN/FFT – Chair – J.D. W.J.R. tried to access online meeting without success.	
12.	Practice Information/Update – Practice Operations Manager – C.L. Updates provided by practice representatives D.W. and E.M. Covid Clinics 2 Practice Nurses 2 Receptionists 1 Admin Dr Kelly on maternity leave (funded by PCN) No new updates regarding progress with premises lease.	
13.	Fund Raising – Chair – J.D. No fund-raising activities	
14.	Notified AOB Items/AOB – Chair – J.D. W.J.R. - Prescription Issues. Practice Staff acknowledged that there can be issues with the electronic prescription system on occasion. The problem described was with the Waterloo Pharmacy. Practice staff said that if patients contacted the practice they could see if there was a system issue and where it had happened. Issues were often related to Pharmacy systems, however there were happy to investigate any specific problem. R.M. Mental Health Resources Some mental health help was available via the practice, but it wasn't extensive and was not a crisis team. Self referral is possible. Clinicians do have templates giving information about available support services (i.e. Talking Therapies) which they can give to patients. J.D. Chair J.D. the current Chair asked if anyone was interested in becoming Chair of the PPG. J.D. has held the position as Chair for a number of years and would like to think about standing down to.	Is there any information on the website about mental health services and referrals.
15.	Date of next meeting – Chair – J.D. Monday 1 June 2026	
16.	Meeting closure – Chair – J.D. Chair thanked everyone for their attendance and input to the meeting. Meeting closed at 15:00.	

Appendix A

Membership

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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		