

**PATIENT REPRESENTATIVE GROUP MEETING  
WEDNESDAY 14 September 2011  
10 AM  
Bawtry and Blyth Medical Centre**

**Present:**

Rev Jonathan Strickland, Chairman (JS)  
Mr Richard Gilbert, Secretary (RG)  
Sir Andrew Buchanan, Patient Representative (AB)  
Mrs Linda Merryweather, Patient Representative (LM)

		<b>Actions</b>
<b>1</b>	<b>Apologies for Absence</b> Mrs Astrea Smith sent her apologies for missing the meeting due to work commitments	
<b>2</b>	<b>Minutes of last meeting 10 August 2011</b> The minutes were agreed as a full and accurate account of the meeting.	
<b>3</b>	<b>Matters Arising from the minutes</b> JS asked if a signature block could be added to the minutes so that he could sign off the minutes as chairman. RG to add the required signature block and to forward the minutes of the last meeting to JS for signature.	<b>RG JS</b>
<b>4</b>	<b>Proposed Patient Survey</b> RG explained the proposed survey to the group and following discussion it was noted that an additional column should be added to allow patients to have a place to record that they did not know a suitable title to be added by RG. The PRG felt that an additional question be added to the final section to allow patients to express if there was anything else they would like to add, RG to sort. Time scale for the survey was discussed and it was decided that the survey should run for the month of November with 150 paper copies being sent out to random selected patients for completion with a suitable covering letter and a return envelope,	<b>RG</b>
<b>5</b>	<b>Any Other Business</b> There was no other business.	
<b>6</b>	<b>Date and Time of Next Meeting</b> Wednesday 11 January 2012, 10.00 am, Bawtry & Blyth Medical Centre	
<b>Meeting closed at 10:45 am</b>		

These minutes were a true and accurate record of the meeting

Rev Jonathan Strickland