**CEDARS PATIENTS PARTICIPATION GROUP**

**Minutes of the PPG meeting held on 26 November 2012 at 6.20pm to 7.20pm at the Meeting Room of the Premier Inn, Swanley**

1. **Present:** Terry Haile (Chairman), Sophie Parker (Secretary), Maureen Manzi, Celia Kennedy, and Geoff Parsons
2. **Welcome:** TH welcomed those present and explained briefly the prospective role and activities of the Cedars PPG.
3. **Introductions:** Each member present introduced themselves.
4. **Constitution: Agreed -** a draft constitution be available for presentation at the next meeting. **Action GP**
5. **Name: Agreed –** For the time being the name be retained as “*Cedars Patient Participation Group*”.
6. **Notice Board: Agreed -** a notice board in the waiting room would help to promote the PPG to all. **Action SP**
7. **Newsletter: Agreed -** A newsletter be prepared and be distributed. (Locations such as the website, notice board, and waiting room were suggested, and that all staff have a personal copy.) **Action MM**
8. **Articles: Agreed -** Articlesbe submitted to MM for inclusion in the newsletter at her discretion, eg GP on “*Project Defibrillator*”, “*Health Walks*” and “*Take Heart*”. **Action All**
9. **Briefings: Agreed –** Adraft of abriefing talk of upto 15 minutes be prepared for delivery as required, eg to doctors, staff and others.  **Action TH**
10. **Activities:** Other activities were described including membership of “*National Association of the Patient Particiapation”*
11. **Next Meeting:** To be held in January 2013 in the daytime.