**ZOOM Meeting held on Tuesday 13 April 2021**

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| **Present** | Martin Connolly (Chair), Tricia Clough, Lilian Cross, Jan Allan, Nigel Bain, Christine Bewley, Audrey Sparkes, Maurice Gammel, Lyn Warren , Pamela Davis Eric McLaughlan |
| **Apologies** | Maureen Cooke Christine Bewley & James Ridout |
| **Distribution** | All |

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| **Item** | **Details discussed** | **Action**  **By** | **By**  **When** |
| 1. 1 | **Welcome by Chair**   * The chair thanked everyone for their help with the COVID clinics and is amazed at the calibre of volunteers and is enjoying working with the larger team. This continues to be an amazing turnout and very worthwhile service. | **All had received** |  |
|  | **Matter Arising**  **These items have been put on hold whilst COVID clinics are**  **Underway. Item 3 has been put on hold** | **None** |  |
|  | **Potterells Update**  **COVID Clinics –** We are on target with our second vaccinations. We have 6 clinics mapped out until the end of this month – the 26 April dates to be confirmed due to awaiting deliver of Pfizer**.**  **Hot Hub**  Hot hub now has reduced service and will be reviewed again in June.  **Wesite**  – Zoom meeting to be arranged with Martin, Nicky and Lilian as soon as possible.  **Newsletter -** Nigel is still working on this and should be available soon. It was agreed that we would text/email patients with a link to our website to enable patients to access.  **ICS**  Nigel filled everyone in on this – we are part of West Essex, Stort Valley and East and North Herts.  Everyone is delighted that Alan Pond is still the financial director.  Looking at new contracts as joint projects i.e. Mount Vernon.  Nigel feels that they have an excellent team working together for all our figures  **Staffing -** Everyone happy/sad that Lilian is retiring and happy with the Job Descriptin that was published as it did mention the PPG as they are very much considered as part of the wider team.  **Primary Care –** This will be discussed tomorrow evening.  **Next Meeting Tuesday 8 June 2021 (via Zoom)** | **Lilian/Martin**  **Nigel/Jan**    **Nigel**      **Martin** |  |