**ZOOM Meeting held on Tuesday 9 February 2020**

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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 and James Ridout |
| **Apologies** | Maureen Cook Eric McLaughlin 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. | **All had received** |  |
|  | **Matter Arising**  **These items have been put on hold whilst COVID clinics are**  **Underway.** | **None** |  |
|  | **Potterells Update**  **Update from Potterells – Everyone is busy with the COVID clinics in Bellingham Court at the University of Hertfordshire – everything going well. Good team spirit and making lots of new contacts.**  **Hot Hub**  No change to the Hot HUB – it is not being used as much as we thought it would be.  **COVID-19**  We are on Cohort 4 and about to start on 5. This is slightly ahead of the guidelines but we have the vaccine and we need to just plough on. It’s going to be a long haul.  **Wesite**  – Long discussion re whether or not to have their own email address. It was agreed that it probably is not the best way forward.  It was agree that Martin and Lilian would look at the website and move forward with maybe a link for the patients to contact the PPG direct  **Newsletter -** It was agree that this would be produced for the Spring season. We will do a bit on e-consultations and try to educate the patients on what this is to be used for.  All suggestions of items to Martin for approval.  Nigel will oversee but the final draft will be approved by Martin.  **Primary Care Network and Flyer**  We are now a Network of 4 practices and we want to try and reach some of the younger population to join the virtual group and one of the ways to do this is a joint venture with the other surgeries. Flyer 2 is the preferred option.  Maurice felt that we should not be the Prop.  Chris from Burvill is keen to get an active group up and running.  Apologies for being a shorter meeting than normal. Hopefully normality will return for the next meeting.  **Next Meeting Tuesday 6 April 2021 – Zoom (face-to-face)?** | **Lilian/Martin**  **Lilian**  **Maurice**  **Martin**  **Lilian**    **Jan**  **Nigel**  **Martin**  **Martin** |  |