

**LIME TREE SURGERY (PATIENT PARTICIPATION GROUP) CHARITY  
TRUSTEE MEETING**

Minutes of Meeting on: Monday 20<sup>th</sup> August 2018

Attendees: KY(Chairperson/Trustee), CB (Trustee), SD (Treasurer/Trustee), DD (Trustee),

Apologies: DP (Trustee)

Item	Detail	Action
1.0	<p><b>New Charity Constitution (amalgamation of former Lime Tree Surgery and Mayflower Surgery Charities)</b></p> <p>It was decided by Trustees to remove any ambiguity from the charity wording.</p> <p>5 Membership</p> <p><i>Original:</i> People who support the work of the charity and are aged 18 or over, can apply to the Trustees to be come a member. <i>Amendment:</i> ... are aged 18 or over can apply at the AGM to become aTrustee.</p> <p>6 Annual General Meeting – A.G.M.</p> <p><i>Original:</i> v) Members shall elect a minimum of 3 Trustees toserve for the next year. They may retire at the next A.G.M. but may stand for re-election. <i>Amendment:</i> v) Members shall elect a minimum of 2 Trustees who can serve for 3 years. They may retire at the next AGM or stand for re-election.</p> <p>8 <i>Original:</i> Heading: Money and Property <i>Amendment:</i> Heading: Money and Equipment <i>Original:</i> Money and property must only be used for the charity’s purposes. <i>Amendment:</i> Money and equipment must only be used for the Practices purposes.</p> <p>The signed off copy will be issued at the next Lime Tree Surgery PPG meeting 3<sup>rd</sup> September 2018. The Charity Constitution will be known as Version 1_03rdSept2018) and (added) The L.T.S.P.P.G committee duly elected the following trustees at the A.G.M. on 18<sup>th</sup> June 2018:</p>	KY
2.0	<b>Review of Cheque Procedure ... Change/Addition of Signaturies</b>	

	<p>Currently since retirement of Chairman in 2016 we only have one signatory (SD) for signing cheques. All signing of cheques require two signatories under Charity Constitution. Furthermore, SD is unhappy with current our bank because it does not offer cash handling in branch (ie. Charity Book money). SD will discuss with current bank regarding signatories while looking at other High Street banks which will offer a better service.</p>	SD
3.0	<p><b>What Has Been Arranged For Durrington Health Centre (DHC) Improvements?</b></p> <p>KY outlined what has happened at DHC.</p> <ol style="list-style-type: none"> <li>1) NHS Facilities have carried out erecting PPG/Charity notice board in DHC waiting room – No charge to Charity</li> <li>2) LTS Charity have agreed with NHS Facilities to purchase new chairs for the DHC waiting room - £380 + VAT. Awaiting invoice from NHS Facilities. If cheque is required and bank signatories signed off SD will cover cost with a personal cheque and money will be taken from Charity float.</li> <li>3) New chairs for LTS consulting rooms at DHC will be purchased by the Practice using a separate invoice. – No charge to Charity</li> <li>4) New Comments/Suggestion lockable box has been purchased by the Practice and is awaiting fixing to the wall in DHC waiting room</li> <li>5) Practice have agreed to purchase a floor standing A4 leaflet holder to remove table in DHC waiting room. This will declutter area. An additional floor standing A4 leaflet holder may need to be purchased by Charity if sufficient space is not generated. – Cost £60 -70</li> </ol> <p>All money for these improvements have come from legacy Book Club from DHC charity.</p>	SD and KY.
4.0	<p><b>Where Could The Charity Raise Money and What Is Our Vision For Charity?</b></p> <p>There is a local recycling company in Sussex that collects printer inks and old mobile phones in exchange for cash. This was used by Mayflower charity up to 2016 when charity was closed. KY has agree to see if this company still offers this service. It would require small space by Book Club at both surgeries for a collection point.</p> <p>Post Meeting: Recycle4charity is still offering cash for used printer inks and old mobile phones. Link: <a href="http://www.recycle4charity.co.uk">http://www.recycle4charity.co.uk</a> Free to register but require info regarding bank details as they transfer money by BAC. Sheena please have a look regarding setting up account. If any problems happy to help.</p> <p>Long term Charity needs to look at both Surgeries requirements regarding replacing or purchasing new items which meet the Charities charter.</p>	KY  SD

		All
5.0	<b>Funds Required to Set-Up Walking &amp; Keep Fit Groups</b>	
5.1	<p><b>Keep Fit Group</b></p> <p>CL-R has requested that the first week is free for participants and starts on 6<sup>th</sup> September at the church. The outlay is £30 (instructor) + £16 (room hire). SD will give CL-R a float to get the class started. The class will run for 6 weeks and be reviewed for numbers.</p> <p>Chairman to ask CL-R the instructor can give us a copy of her insurance.</p>	
5.2	<p><b>Walking Group</b></p> <p>Charity to ask PL at next L.T.S.P.P.G. meeting on 3<sup>rd</sup> September what funds he may require to start up Walking Group.</p>	
6.0	<p><b>Book Club Funds</b></p> <p>The DHC book club generated £107.50p. This was lower than expected due to the DHC patient waiting room being closed for 4-5 weeks during Summer for refurbishment. The money has been passed to Treasurer and will be incorporated in the Charity float to cover Keep Fit and NHS chairs should they arrive before cheque signatories has been resolved.</p> <p>Money has also been collected from Findon surgery Book Club (sum not recorded at meeting).</p> <p>It was agreed that every time money is collected at either Surgery a thank you note, with amount collected, is posted on PPG/Charity notice board.</p>	KY and SD
7.0	<p><b>A.O.B.</b></p> <p>Notice boards in both Surgeries need to be labelled so that patients will know what information is displayed and by whom. Furthermore, the purpose of charity and P.P.G. need to be updated/displayed on these notice boards to encourage and attract patients attention.</p>	All
8.0	<p><b>Next L.T.S. Charity Meeting</b></p> <p>The next Charity meeting will be 3-4 months (before the following L.T.S.P.P.G. meeting) unless there are developments on changing of Charity bank account or update on cheque signatories.</p>	All

Meeting No. 1\_20Aug2018 (updated 18Mar2019)