**Minutes of SJW PPG Committee Meeting on Thursday 16th May 2019**

**Present:**

**PPG Committee members:** Caroline Humphries, Jan Pollock, Christina Sanchez de Beggs, Mary Slow, Francis Jacob, Frances Tomlinson

**MINUTES**

**Update of wellbeing groups**

**Food growing**

The project is thriving in the Partington Close site. The horticultural therapist, Poppy, is running the sessions, welcoming and registering new participants and continuing with wellbeing checks. Poppy is booked for 13 sessions and the group would like to her to continue beyond that.

The application from Our Space Award Grant was unsuccessful. We will be able to reapply in June.

In the meantime, Octopus are applying for another grant on our behalf. The Cripplegate funding application can be submitted in September

Action:

* Committee to meet in July to begin the process
* CH and FT to meet with Octopus to discuss current and future funding application

**Singing**

The first round of singing has concluded. The group were keen to continue but were not able to find a way to fund the sessions.

A second round of singing has been budgeted for and is planned for the autumn term.

Action:

* JP to confirm the dates and make the bookings with Guillermo Rozenthuler and the Girdlestone community centre.

**Art group**

The remaining money available does not cover a further 10 week art programme. The committee are keen to offer Art as part of the wellbeing programme. Caxton House have programmes running. With some financial support from the PPG they may able to offer places for our participants.

Action

* CH to follow up with Caxton house on the basis of 6 participants

**Funding groups in the future**

The committee agreed to re-apply for the Community Chest/Cripplegate Foundation. Applications are submitted in September.

Action

* Committee to meet 11am Thursday 11th July to begin the application process.

**Increasing number on all wellbeing projects**

We are concerned that number of participants is low and we feel the project needs to be promoted in other ways. No new participants have joined from the surgery. No information on the wellbeing programme was included in the SJWMC spring newsletter or posters/leaflets in the waiting area.

CH asked if the social prescribing role had been set up and if they had information about the wellbeing programmes

***Action:***

* FJ to contact Jack Rose to clarify if the role had been set up and to encourage promotion within the centre
* CH and FT to sort out a simple map to go with Grow for health leaflet.

**Public Liability insurance**

Public liability insurance is required for the all the wellbeing project initiated by the PPG. We are covered on the grow for health project while an Octopus representative is on site.

Action

* Review notes from Penny and get quotes.

**AGM**

The AGM is planned for 6.30 Wednesday 12th June. Minutes from the last meeting advised of this date. A reminder needs to be sent out to enable any members who wish to stand for office to express an interest. An agenda also needs to be drawn up.

The current committee will step down and re-elected at the AGM. JP offered to stand as chair. FJ as vice chair, MS to continue as treasurer and CSB to continue as secretary.

The committee are to prepare reports on the wellbeing projects

Action

* FJ to contact and meet JR to progress both items
* Committee to put forward points for the agenda
* CH to report on Grow for Health, JP on Singing, MS on Art

**Bank account**

CH to be added as a signatory on the bank account

Action

* MS and CH to complete forms and sign off with TSB

**ADENDUM**

Jan Lenny is now set up on the email account we were using for the SJW PPG

FJ met Jack Rose and Jan Lenny. An email reminder for the AGM will go out (along with nomination forms)

JR informed FJ that the role of social prescriber/ Primary Care network does not begin until 1st July. This will be an agenda item at the AGM