



## **Minutes of the Patient Link Group, HIHC 11 June 2018**

### **6 of 2018**

**Present:** Lynn Bowman (Chair), Helen Walsh (Deputy Chair), Andrea Wharam, Jo Halfhide, Sue Barrell, Mel Ingham, Jenna Ingham, Mischa Butler, Jo Angear, Leslie Green, Janet McInnes.

**Apologies:** Bea Simmons, Dr John Simmons, Sheila Charlton

**This focus of the meeting was to discuss the Open Day 10am – 2pm on 23 June 2018. The purpose of the Open Day is to promote HIHC, Patient Link and to attract new patients.**

Lynn and Helen have met with Mel to discuss the event, the schedule and plans as detailed below. Helen circulated a report at the meeting which informed the committee of updates and the location in HIHC of different organisations on 23.06.18

### **Lobby**

- An easel will be set up in the lobby with schedule of events and layout of the tables.
- Sue and Andrea will meet and greet. Information about the positive work done by a practice (HIHC!) in East Sussex in the recent NHS publication, information about fundraising for a micro suction machine and new patient packs will be available.
- A donation box for the proposed micro suction machine will be available.
- Word Cloud – visitor comments will be put on post it notes and transferred to the Word Cloud after the event.

### **Reception Area**

- Energy Ball – Bea has recipes prepared.
- Walks – it was decided not to arrange a walk during the event so that Hilary is available to talk to visitors.
- Community Cardiology – Malcolm Lamb will attend.
- Smoothie bike – Laura Heales will supervise, apart from the during the choir session from 11-11.30am.
- Leaflets about HIHC and its services will be available on the reception desk.

- Care for Carers.
- Face Painting.
- The white board and pens will be available – Mel will organise.

### **Corridor**

- Vitality Villages – pop up advertising screen and leaflets – Sheila Charlton.
- Hailsham Active and Beat the Street – Steve Wennington and Kathryn Stanley.
- Pharmacy and CCG – Kirsty Ingram and Paula Gorvett.
- Book stall – Jenna I.
- Skeleton quiz – Jo H, Andrea and Jenna I.
- Health coach.

### **Great Space**

- 1.30 Qigong – Rob Bowley.
- 11.00 Choir – performance and workshop.
- 11.30 Breathing – Dr John Simmons.
- 12.00 Yoga – Safia Bowley.
- 12.30 Low back pain - Suzy Greenwood
- 1.00 - CCG Pharmacy
- 1.30 Breathing – Dr John Simmons
- Titles of talks to be advised.
- A table will be set up outside the Great Space with information on how to sign up for talks, classes or more information about any activities at HIHC

### **Outside**

- Tea/coffee/ strawberries and cream – Leslie and Jo A.
- Long Lady Garden – there will be 10-minute talks at the site by Julia Behrens, Medicinal Herbalist at 11am and 12 midday.
- Handmade cards - Natasha Bradley.

### **Admin**

- Tables needed – 15 – extra tables will be borrowed from Herstmonceux Village Hall and collected on Friday pm. Mel to liaise with Sheila Charlton.
- The tables and stands will be set up from 8am on Saturday morning.
- Gazebo for tea – Bea or Hilary will provide gazebo.
- Strawberries will be picked on Friday – Lynn will circulate information on when and where.
- Risk Assessment of the event will be undertaken – Mel to organise.
- Members of HIHC staff and family members will help with the event.

**Parking** – volunteers for parking management will be organised on the day.

**Next Meeting** - 7pm Monday 9 July 2018