



Minutes of the Patient Link Group, HIHC 19 March 2018

3 of 2018

Present: Lynn Bowman (Chair), Helen Walsh (Deputy Chair), Dr John Simmons, Bea Simmons, Andrea Wharam, Jo Halfhide, Mischa Butler, Janet McInnes,

Apologies: Mel Ingham, Jo Angear, Sheila Charlton

This focus of the meeting was to discuss the Open Day on 23 June 2018

The event will take place at the Health Centre from 10am – 2pm

Family Open Day - 23rd June

Advertising

- This event is to be an opportunity to showcase all the services provided, promote health and wellbeing and attract new patients to the practice.
- The strap line is “Empowering your Health Choices”
- Advertising the event is essential and £500 has been allocated to the event from the ESCC grant to the Health Centre.
- The following options were discussed and agreed: -
 1. Health Centre newsletter – Lynn and Helen.
 2. A5 leaflets in the Health Centre.
 3. Posters – to be circulated in the area.
 4. Banners and notice boards – Bea will seek quotations.
 5. Local Parish News leaflets – copy needed for Herstmonceux Parish News by 15th of preceding month to publication, Hellingly - Lynn will organise, Ninfield – Jo H will arrange.
 6. Press release – Lynn will arrange copy
 7. WDC Alerts – Bea will contact WDC.
 8. Social media, e.g. Facebook, WDC and Herstmonceux Parish Council – Mel Ingham to be asked to arrange this.
 9. Local radio and Magnet magazine – Bea will organise.
 10. Local politician Nus Ghani and Huw Merriman – Bea and Lynn to contact.

Events

A spreadsheet will be circulated. Lynn and Helen to meet separately to contact each participant

Participants and Layout of the activities

A 'tour' of the health centre was undertaken and rooms discussed about where to host the tables and speakers

Supporting facilities needed

1. Badges for helpers.
2. New Patient Information Packs.
3. Word Cloud, log or recording method to gauge number of attendees and information on how it will work.
4. Refreshments – urn, mugs, plates, milk, tea, coffee, sugar, soft drinks, snacks. (NB The helpers may be there for over 7 hours, so provision should be made for people to sit down and have a break, something to eat)
5. Gazebo/marquee to go in car park for refreshments if weather is good.
6. Car parking helpers – there is limited parking at the Health Centre and if the Patient Link helpers and participating staff/practitioners use this parking, all other parking will need to be in the Village Hall car park. Bea will check whether there are any events at the Hall on this date.

Next Meetings

Monday 19 March at 7pm

Monday 16th April at 7pm

Monday 7th May – cancelled as it is Bank Holiday Monday

Monday 21st May

Monday 11th June