



Crossley Street Surgery  
Patient Participation Group  
Minutes of Meeting held at the Surgery  
on 20 November 2025

Present: LB, NP, ST, CM, AH, FS, JD, AD, KS, LM, PG, MT, S-J Martin (Practice Manager)

Apologies: TG

Visitor: JB (Prospective new Member)

1. Welcome, Apologies & Introductions	LB welcomed those members present, gave Apologies on behalf of one member unable to attend and welcomed JB who spoke later in the meeting about her interest in joining the Group.
2. Approval of Minutes	The Group's October Minutes were approved.
3. Matters Arising	<p>Veterans' and Carers' Afternoons: These continue to be enjoyed by those attending. New carers and veterans are informed of the afternoon tea/coffee sessions and there is information online.</p> <p>NP spoke again about signposting patients to exercise classes and interest groups. A further discussion took place later in the meeting within Item 5 on the Agenda.</p>
4. Surgery Update	<p>Dr Prud'homme has now left the Practice. Dr Winterton will be leaving the Practice in January. Rusty Ripley will retire from the Practice in December. A new HCA will be starting on 24 November. A new Receptionist started earlier in November.</p> <p>Health Care Assistants will no longer be permitted to administer flu and COVID vaccinations. Two additional flu clinics scheduled for late November/early December will now have to be undertaken by a member of the Nursing staff.</p> <p>Staff have been undertaking a clothing 'swap shop' with money raised being donated to charity. £100 was donated to Green Leaf Animal Charity and £100 to Forget-me-not Children's Hospice. A 'toy/toiletries drive' will be taking place ahead of Christmas instead of a staff Secret Santa. Salvation Army and Lidl's charity - Local Families in Need - will benefit from the donations.</p> <p>The pad that operates the Surgery door opening is now fully working. Acquiring the necessary part and the fitting of it have taken a great deal of time and effort.</p> <p>S-J introduced the topic of fundraising in 2026. A discussion took place about what this would be for and when. A</p>

	<p>member of staff had suggested to S-J that a FeNo (Fractional exhaled Nitric Oxide) Machine would be of great value to patients and staff. This is a diagnostic tool that allows for a diagnosis of asthma to be made by a GP at first contact and leads to a patient then being able to start treatment sooner than the sharing of a machine with the other practices in the area currently allows. Members agreed in principle to this and that an Agenda item be raised in early 2026.</p> <p>Staff members are planning on taking part in another Wetherby parkrun in the Spring as a means of promoting healthy living and a healthy lifestyle. Information will be put online and on the Surgery Facebook page in due course.</p> <p>Appointments in October: A total of 5,477 GP and Nurse appointments were made. 1,808 of these were Nurse/HCA appointments, 2,243 were face-to-face appointments, 345 were telephone appointments, 949 were triage appointments and 132 were home visits. The number of appointments where a patient did not attend was 91. Of these, 34 were with a GP, 29 with a Nurse and 28 with an HCA and represent a total of 20hrs and 50mins.</p> <p>In addition there were 2,313 Flu and COVID vaccinations carried out.</p>
5. Main Board Display	<p>JD, FS and other members had drafted a new display for the Main Board. As raised earlier in the meeting under Matters Arising, JD confirmed that this will look at what activities/exercise classes/interest groups are available locally. S-J offered to send information to JD concerning 'Linking Leeds – Social prescribing for practical or emotional problems' who patients are referred to from the Practice. The group thanked JD and others for everything done so far. JD asked Group members for help in constructing the display after Bethany Martin has laminated the component parts.</p>
6. Winter Newsletter	<p>LB in the process of putting this together. Members were asked to let LB have a note of anything they wished to have included asap. LB hoped to have this finalised early December.</p>
7. AOB	<p>S-J asked for an update on the alphabetising/filing of Lloyd George notes. Those members involved passed on the information and said they would continue into 2026 using the Surgery Target Training Days.</p> <p>NAPP. Information had been received that this organisation would be folding up in December. The AGM will be held on 29 November (information for the online link had not been received). Following the AGM, the awarding of the Corkill Award will be announced. As Crossley Street PPG had submitted an application for this Award, the decision will be eagerly awaited. LB will send a link for the meeting when it is received.</p> <p>MT agreed – on behalf of the PPG – to donate biscuits to the Practice staff ahead of Christmas. The Group thanked her for this. <b>Members agreed to reimburse MT at their January meeting.</b></p>
8. Date of Next Meeting	<p><b>4 p.m. Thursday 22 January 2026.</b></p> <p><b>Dates of other meetings in early 2026 are: 19 February, 19 March, 16 April.</b></p>