

Kirkby Community Primary Care Centre
Portland Street, Ashfield Health Village,
Kirkby-in-Ashfield, Nottingham NG17 7AE

Minutes – PPG Meeting

Date:	18.12.2025
Chairperson:	Michelle Vickery
Minutes taken by:	Michelle Vickery
Attendees:	Michelle Vickery PM (MV), Tracy PN (THB)
Apologies:	Dr Oke RMD (OO), PPG Members

Items of discussion

1.	Welcome & Introductions	Responsible (Initial)	Date due
2.	Apologies and announcements:		
3.	Previous Minutes review actions: No patients attended the meeting on 18.09.2025 – No actions		
4.	Practice Updates	Responsible (Initial)	Date due
	Staffing Nikki has left the practice Onboarding at the practice GP – December 2 days per week - Dr Eshemogie, GP – January 2 days per week - Dr Latif, GP - Dr Sanusi tbc Vacancies at the practice ANP – 1 day per week Receptionist - x2 25hours per week Dr IQ The practice is currently trialling changes to our online access throughout September 2025 – Increasing access to routine care. New pathway on the Dr IQ app – “I need help, but it's not urgent” any requests submitted using this option will be responded to by a member of the team within 5 working days. Practice Events Smear event on 20 th December offering walk in and bookable appointments – over 300 invites sent out – Patient that attend will be entered into a prize draw for a mini Christmas relaxation gift.		

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	Child Imms event on 20 th December offering walk in and bookable appointments – 75 invites for due or missing imms sent out - Children will receive a gift from under the Christmas tree.		
5.	Feedback		
	Not discussed		
6.	PPG Representative Feedback		
	No patients attended		
7.	PPG Representative Questions		
	No patients attended		
8.	AOB		
	Extra Flu clinic arranged for 20 th December		

Meeting Closed:	Updated Practice Information Noted
Next Meeting:	2026 Dates TBC, updated on Practice website and poster in the practice
Chair:	Michelle Vickery
Minute:	Michelle Vickery