

# Leatside Patient Group (LPG) – Committee Meeting

Minutes	Tuesday 16 September 2025	18:00 hrs	Leatside Surgery
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Type of Meeting	Committee Meeting
Attendees	LPG: Mike Mintrum (MM Chair), Katie Porkess (KP Vice Chair), Janice Balch (JB Secretary), Sue Barry-Campbell (SB-C), Sally Lougher (SL), Jack Paterson (JP), Rod Hewett (RH)  Leatside Surgery: Martin Randall (MR, Practice Manager), Dr Kate Gillard (DrKG)
Apologies for Absence	Fiona Green (FG), Julie Spinks (JS)

Minutes of meeting held on 29 July 2025 and matters arising	<p>Amendments to Minutes – There was a request that page numbers be inserted on future Minutes.</p> <p>There were no matters arising.</p>	<b>Action JB</b>
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Chairman's Report and Pharmacy Campaign	<p>MM had not, as previously planned, been interviewed by BBC Spotlight. The programme had changed the news angle it was adopting to report on rural pharmacies.</p> <p>The 'Totnes Pulse has been thanked for their help and support in the Pharmacy Campaign.</p> <p>The September 2025 issue of 'The Leat' has been printed and will be issued 17 September. Copies were handed out at the meeting. Two members of Leatside staff have provided articles for current issue of 'The Leat'. The intention is also for future editions to include staff articles.</p> <p>MM asked if anyone was prepared to take Minutes at future meetings to give JB a break and allow her to contribute to the meeting. There was no response. He commented that if no one else would volunteer the minutes would have to be taken on a rota basis by committee members.</p> <p>The LPG section of the Leatside website has been changed without consultation with the Committee. MR explained that changes had also been made to the Leatside website, without consultation, during an update process by Leatside's IT providers. MM and JB are to meet to try to resurrect the previous format.</p> <p>Caroline Voaden has received a reply from Steve Kinnock about the Petition which she delivered to Parliament on behalf of the LPG. This reply was copied to the LPG and has been circulated to the Committee. We are now awaiting the view of the Pharmacy Needs Assessment (PNA) which is due to be issued around October 2025.</p> <p>MM's Freedom of Information request, on the Well appeal, has been refused. MM suggested that in the light of the reply any further progress would require an application for a Judicial Review which would incur significant costs. It was agreed not to pursue further.</p> <p>JP provided details on the statutory relationship between the Secretary of State and NHS Resolution. MM said he would pass on to Caroline Voaden.</p> <p>MM and MR are attending a meeting on 18<sup>th</sup> September of Community Pharmacy Devon, the membership organisation for all pharmacies in Devon. The Regional Managers of Morrisons and Well are also attending. MR reported that Morrisons has recruited a full-time pharmacist. Well has also indicated commitment to recruiting further pharmacist.</p> <p>MR commented that as of 18<sup>th</sup> September, the surgery will be in direct electronic communication with Morrisons and Well under the 'Pharmacy First' initiative, to handle minor</p>	<p><b>Action</b></p> <p><b>MM</b></p> <p><b>MM &amp; JTB</b></p> <p><b>MM &amp; MR</b></p>
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	<p>Vaccination timing is every 2-3 minutes; cholesterol checks every 10 minutes.          Blood tests will be taken, where needed, by the phlebotomist.          The pharmacist will have available appointments for two to three weeks after          The car parking system will be suspended and there will be a one-way system in the car park.</p>	
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Secretary's Report	<p>JB reported that:</p> <p>Fiona Green has resigned from the LPG because of ill health. JB has thanked her for her contribution to the Group and wished her well.</p> <p>The booking and risk assessment forms have been completed for the AGM meeting at the United Free Church, 56 Fore Street Totnes TQ9 5RU on Tuesday 4<sup>th</sup> November. JB has inspected the space the LPG is hiring and has spoken to the administrator who confirmed she had received all necessary forms and would send out an invoice shortly.</p> <p>The space has disabled access and capacity for 150 chairs which the Committee will be required to set out before the meeting which starts at 18:00 hrs.</p>	Action
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Any other business	There was none.	Action
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Date of next meeting	<p>General meeting: Tuesday 4 November at 18:00 hrs at United Free Church 56 Fore Street Totnes TQ9 5RU</p> <p>LPG Committee meeting: 25 November 2025 at 18:00 hrs at Leatside Surgery</p>	
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**Meeting closed at 19:27 hrs.**