

The Friends of Botesdale Health Centre  
Reg Charity 285606

**Minutes of AGM held Wednesday 2<sup>nd</sup> July 2025**

**Present:** John Humphries (Chairman)  
Jo Meekings (Treasurer)  
Nigel Logsdail-Oliver (Secretary)

**Trustees:** Sue Oliver, Linda Green, , John Dunkley, Janet Russell

**Practice:** Donna Szukalski, Naomi Bartholomew, Dr. Donald Maceachern,  
Dr. Lauren Bate, Dr. Fennelow

**Also present:** 21 members / public

**Apologies:** Sue Bray

Meeting opened at 19.31

**1) Minutes of meeting 25/06/2024:** Accepted

**2) Report of Committee for the year up to date:**

Funds still being raised. Items bought include Minor surgery light, Vaccine fridge, blood pressure monitors, Television Licence

Redgrave Park, Thanks to Ann Topham, event was well attended

**3) Treasurer's Report:**

Income	£ 7979.67
Expenditure	£ 6029.36
Total Balance as of 31/12/24 was	£24,637.83

**4) Patients' Participation Group Report:**

This was given by Christine Waters.

What is the PPG – those who work with the practice and community to enhance experience, listen to views, enable involvement and instil confidence using health apps and Anima as well as producing leaflets, sharing information through the media and parish newsletter, co-ordinating volunteers, supporting carers and organising wellbeing walks.

**5) AOB**

August 30<sup>th</sup> - Quiz Night Park View Chapel - Tickets £5.00

*Formal part of meeting closed at 19.46*

**Amy Stillwell** from the pharmacy explained the prescription process.

Prescriptions taken from the box are checked they are still valid, the requests are then passed to the GP for authorisation, sent back to pharmacy to allocate and bag order, which is then checked by the pharmacist.

If an item is unavailable then alternative suitable medicines will need to be sought. Some items may be recommended as readily available to be purchased by the patient from other sources.

The Pharmacy has only three to four different outlets suppliers, as opposed to multiple ones for the supermarkets, and receive deliveries twice per day.

Highest number of drugs per individual can be on average six to seven.

To avoid wastage patients should only order one month's supply.

### **Anima**

From October, inline with the NHS contract surgeries must provide online triage which is overseen by medical and software staff. PPG members were on hand after the meeting to help with patient queries regarding Anima.

Thanks were given to all the Surgery staff.

Meeting concluded 8.20pm

Light refreshments were served