



## **Minutes of Meeting held on 16 July 2025**

**Patient member attendees:** Alan White (Deputy Chair), Donald Gordon, John Greensmyth (Secretary), Susan Zappert, Neil Smillie and Maureen Cuthbert

**Practice Member Attendees:** Dr Hamish Shearer, Kerry Donaldson (Practice Manager)

**Apologies:** Dr Mark Grandison, Karen Henderson, Amanda Brodie

### **Minutes**

- Vote of thanks to outgoing Chair Steve Billingham was proposed by Alan White and unanimously agreed by all present. Steve was a dedicated and hard working Chair for the Group and we are all indebted to him for his guidance and getting the PPG to the position and structure it now enjoys.
- It was agreed that the Minutes of the Meeting (MoM) would be circulated to all attending members within one week of the meeting. All those members would have a further week to review and comment on the MoM and would send either their comments or approval back to the Secretary who would then circulate the approved version to all PPG members.
- Completed action points from the last meeting (16 April 2025) were reviewed and signed off.
- John Greensmyth (JG) demonstrated a Google Shared Drive he has set up for use by the PPG, he will circulate details to all members separately
- Practice Summer Bulletin was circulated by the PPG to the local organisations listed in our contacts and some paper copies were also distributed around the village. It was unfortunate that the Practice name was omitted from the heading on the first page. See further note below.

### **Constitution**

- A copy of the revised Constitution which was approved at the meeting of the 16th April was then signed by all attendees, Kerry Donaldson (KD) will keep a copy at Reception and all other PPG members are invited to call in and sign the document.

### **New Office Bearers**

- Following the resignation of Steve Billingham as Chair Alan White (AW) agreed to undertake this role on a continuing basis, Neil Smilie (NS) agreed to act as Vice Chair. The meeting stated their appreciation to Alan and Neil for stepping up to these roles.

Chair: Alan White

Vice Chair: Neil Smillie

### **Future Bulletins**

- There was an active discussion regarding the Practice and the PPG combining their bulletins or issuing separate bulletins. Some of the subjects covered in the recent Practice bulletin could be considered the domain of the PPG but the majority of the PPG members present felt a combined bulletin would make more sense. The Practice will have a Partners meeting week commencing 21st July and will consider this issue and revert to the PPG. Consideration needs to be given to the Fountain deadline - see note below.

## **Community Event Plan**

It was agreed that this event would take the form of a presentation from the Practice Partners and the PPG and cover subjects including:

- The running of the Practice
- Triage process
- Appointment bookings
- Cover for Aboyne Hospital and Allachburn Care Home
- Community Health Teams
- PPG

It was decided that the Victory Hall (VH) is the preferred location and a Saturday in late Oct / early November is preferred. An enquiry will be sent to the VH to ascertain availability and costs. The Practice will act as the booker as they will have the necessary Public Liability Insurance (PLI) in place.

- JG agreed to work with KD to organise this
- It was also agreed to offer tea/coffee/biscuits to all attendees.

## **Stonehaven PPG contact**

AW informed the meeting of a call he had with the recently retired Chair of the Stonehaven PPG and shared her experiences with the meeting. Some issues were specific to Stonehaven but the success with their engagement with the local Academy was noted - see further note below.

## **Fountain Deadline**

The deadline for the next issue of the Fountain is 1st August and KD and JG will liaise to draft a short article which will outline plans for the Community Engagement Event.

## **Engagement with Aboyne Academy**

Dr Hamish Shearer (HS) was keen to follow up on the Stonehaven PPG initiative and would approach the Academy senior management team when the 25/26 term kicks off with a view to encouraging any senior students interested in a career in any aspect of medical practice to get involved with the PPG.

## **Green Spaces and Construction Work**

- HS outlined plans for the internal re-modelling of the Health Education room (the room we have our meeting in) and the waiting room area. The result of this will be to provide two further consultation rooms and a desiccated room for the Phlebotomy (Bloods!) service. There will be no loss of seating provision in the new layout of the waiting area.
- Further to the report provided by NS on the outside spaces JG recounted a conversation he had with a Director of Aboyne Community Trust (formerly Mid Deeside Community Trust). The Friends of Aboyne Hospital had also approached the Aboyne Green Spaces Group with a view to tidying up the garden to the south of the hospital site. AW reported that he had tidied up the general area over the May bank holiday w/e and it was agreed that some regular intervention by a work party would achieve credible results in improving the appearance of the area without much expense. It was agreed to develop an outline scope of work for the existing planters on the approach to the medical centre and to liaise with the Aboyne Green Space Group and the Paths and Tracks Group as they had the necessary equipment, training and PLI.

Meeting closed at 20.30 pm with the date of the next meeting agreed for Wednesday 3rd Sept. at 19:00.

Minutes prepared by: John Greensmyth