

EAST SUSSEX LINK

The County's Local Involvement Network in Health and Social Care

**Minutes of Core Group Meeting
10.00 – 12.30 - 20th March 2009
Meeting Room East Sussex Disability Association**

Attending: Janet Colvert - Chair
Maureen Lawrence, Vice Chairs
Tony Moore, Ivy Elsey, June Jarrett, Ambrose O'Boyle, Margaret Stanton, Sue Weiner and David Lawrence.

In attendance: Elizabeth Mackie - LINK Manager, Jan Cutting - Development Worker (*notes*)

Apologies: Liz Lash, Geoff Thomas, Ray Barrett, Geoff Brown, Alan Keys and Baldev Soni.

ACTIONS

Date of meeting	Action	Person Responsible
27.1.09	Item 6.1 – Item 5.5 – PA equipment • Check equipment and decide if needs to be changed for next meeting in public.	EM
27.1.09	Item 7.1 – Identity badges and cards • Official cards for all representatives.	EM
27.1.09	Item 8.1.3 – District Nurse Meeting – 16.2.09 • Request for representation to be resent to office.	GT
27.1.09	Item 8.2.1 – Children and Young People – box 5 • Comments on revised leaflet and timeline and Work Programme to be sent to Sue. (No-one responded) • Children and Young People on adult wards to be raised as an official issues and Janet to write to East Sussex Hospital Trust once this has been undertaken. • Report from Janet on meeting held with Lisa Compton, Jane Hentley and Sam Williams on the question of what to do with people raising an issue who do not want to use the PALS service.	ALL asked to respond GT/JC JC
27.1.09	Item 8.2.5 – Commissioning – box 27 • Number of, and who, should undertake representation with regard to Practice Based Commissioning to be agreed once extent of involvement known.	JC/EM
27.1.09	Item 8.2.7 – General comments on work programme • Meeting between David L and Elizabeth re full remit of hospital lead work still to be arranged.	DL/EM
27.1.09	Item 9 – Issues List • Ensure that each meeting in public has this as an agenda item.	EM
19.2.09	Item 3.8 – Corrected version of representatives protocol • Staff team to issue a monthly update to representatives for use at meetings. (However see 19.2.09 Item 4.3 – Work Programme – now to be undertaken by Janet).	JC
19.2.09	Item 3.5 – Annual Health Check • Training and a system for evidence gathering for 2009-10 to be referred to training subgroup.	Training sub-group
19.2.09	Item 4.3 – Work Programme	

	<ul style="list-style-type: none"> • Ray to write report on Ore Valley Primary Care Centre site visit. 	RB
19.2.09	<p>Item 11.2 – Training</p> <ul style="list-style-type: none"> • Programme for training for the coming year to be compiled and circulated. 	Training sub-group
20.3.09	<p>Item 1 – Welcome and Apologies</p> <ul style="list-style-type: none"> • Letter to Liz Lash. 	JC
20.3.09	<p>Item 3 – Minutes and Matters arising not on today’s agenda</p> <p><u>27.1.09 Item 5.2 – Forthcoming events/calendar</u></p> <ul style="list-style-type: none"> • All to check paper calendar and inform office of forthcoming meetings. <p><u>27.1.09 Item 8.1.2 – Patient Involvement Group</u></p> <ul style="list-style-type: none"> • EM to check wider participants. <p><u>27.1.09 Item 10.2 – Members Directory</u></p> <ul style="list-style-type: none"> • David to inform office of new email address. <p><u>27.1.09 Item 8 – Work programme</u></p> <ul style="list-style-type: none"> • Check PCT policy. Problems with claiming expenses/just starting to undertake meetings with statutory partners inform Elizabeth. <p><u>19.2.09 - Item 3.5 – Annual Health Check</u></p> <ul style="list-style-type: none"> • Training and system for evidence gathering for next year to be referred to training sub-group. <p><u>19.2.09 - Item 4.3 – Work Programme</u></p> <ul style="list-style-type: none"> • Monthly update to be produced by Janet but this will not be for a couple of months due to current work commitments. • Ambrose to report to Jan any information with regard to Ore Valley Primary Care Centre. • All to let staff team know of the name of the reporter with regard to any health and social care issue pertinent to the LINK so that the staff team can follow this up. • Meeting to look at geographical areas to be arranged, for core group agenda in May or June. <p><u>19.2.09 - Item 6 - IT training and Equipment provision</u></p> <ul style="list-style-type: none"> • Due to congested agenda for March, to be agenda item next meeting. <p><u>19.2.09 - Item 8 – Independent Safeguarding Authority</u></p> <ul style="list-style-type: none"> • EM to check with Nick Tapp with regard to level of CRB check being undertaken. <p><u>19.2.09 - Item 9 - Forthcoming meetings and events</u></p> <ul style="list-style-type: none"> • Elizabeth to present a proposal with regard to calendar management. <p><u>19.2.09 – Item 10 – Good news</u></p> <ul style="list-style-type: none"> • Alan to write newsletter article re pre-op checks at Brighton Sussex Hospital. • Once written David L to check East Sussex Hospital NHS Trust board minutes and raise issue with them. <p>Item 4 – Issues List</p> <p><u>IR02/3</u> – Staff team to research. Elizabeth to discuss with Ambrose.</p> <p><u>IR04</u> – EM to contact originator of issue and Vicki Smith for quarterly updates.</p> <p><u>IR05/7/8/9</u> – mapping of prisoner and young offenders numbers, research actions of other LINK, survey of prisoners and young offenders.</p>	<p>All</p> <p>EM</p> <p>David Lawrance</p> <p>EM/ALL</p> <p>Training sub group.</p> <p>JC</p> <p>Ambrose</p> <p>ALL Staff team</p> <p>Staff team</p> <p>Staff team</p> <p>EM</p> <p>EM</p> <p>AK</p> <p>DL</p> <p>Staff team/EM</p> <p>EM</p> <p>Not allocated</p>

20.3.09	<p> <u>IR06</u> – letter to originator of issue. <u>IR12</u> - further 20 day letter. <u>IR13</u> – letter to originator of issue. <u>IR14</u> – Val to forward information. <u>IR15/16/18/34</u> – letter. <u>IR17</u> – letter to DGH and originator of issue. <u>IR21/42</u> – letter to Lisa Compton. David to carry out research. - cluster these together <u>IR23/49/52</u> – further research required. <u>IR27</u> – contact Maurice Langham. <u>IR29</u> – letter to originator. <u>IR31</u> – letter to PCT. <u>IR38</u> – 20 day response letter to PCT. <u>IR48</u> – Ivy to link with Seniors Forum and report quarterly. <u>IR50</u> – Letter to Sam White. Letter to hospital requesting patient discharge policy. Tony to give contact details to Janet with regard to complex discharge group. David to raise with Trust Board as appropriate. <u>IR51</u> – letter to originator. <u>IR53</u> - decision deferred until April meeting. </p> <p> <u>IR01/35/36/39/40/43/44/45/46</u> – set up activity group as stated. Contact Brian and David to join group. - Move IR39 to Mental Health cluster (IR02/03). - Add activity group to Work Programme. <u>IR09</u> – Initial meeting of activity group agreed. <u>IR26</u> – work with hospital trust – David to highlight good practice and issues with Trust board and core group. <u>IR32/33</u> – Letter and copy of report to originator of issue. - Letter to request copy of Hospital Trust survey at DGH and County Council survey of Conquest. - David to keep watching brief at Trust Board. - Change coding to 4 and review one year. <u>IR37</u> – 20 day letter to dental board. - Defer to April’s meeting. <u>IR47</u> – David to report to core group on six monthly basis any major issues arising from monitoring issues and Trust Board meetings. </p>	<p>EM</p> <p>JC/EM JC/EM JC/EM VAL JC/EM JC/EM JC/EM VAL EM EM JC/EM JC/EM JC/EM IE JC/EM/TM/DL</p> <p>JC/EM ISSUES GROUP /April meeting EM</p> <p>VAL JAN JJ/ML/JAN DL</p> <p>JC/EM</p> <p>DL VAL JC/EM April meeting DL</p>
20.3.09	<p>Item 5. Work Programme</p> <ul style="list-style-type: none"> • Update Work Programme as detailed below. • Comments to office as soon as possible. • Monthly update. <p>Item 5.1 – Policies sub-group – Governance pack</p> <ul style="list-style-type: none"> • Updated documents to be circulated on 23.3.09 with letter to confirm receipt, agreement and comments to be returned to office by 27.3.09. 	<p>JAN ALL JC</p> <p>Staff team ALL</p>
20.3.09	<p>Item 6 – Maternity Services Development Group</p> <ul style="list-style-type: none"> • Maureen to supply written copy of comments at 1 Year On Event for newsletter. • Sue to email her update on Children and Young People’s sub group. 	<p>Maureen</p> <p>Sue</p>

ITEMS DISCUSSED AS PER AGENDA:-

Item No	Item	Agreed
1.	<p>Welcome, introductions and apologies</p> <ul style="list-style-type: none"> Janet welcomed all to the meeting. Sadly, due to a re-organisation within Care for the Carers, Liz Lash will no longer be able to take part in the Core group. She was thanked for her hard work. Janet to send an official response from the group. It was hoped that she may be able to undertake some specific work with the Children and Young People's activity group. Apologies recorded above. 	Agreed Action
2.	<p>Declaration of interest</p> <ul style="list-style-type: none"> No new declarations of interest were declared. 	
3.	<p>Minutes of meeting held on 19th February 2009</p> <ul style="list-style-type: none"> Minutes were agreed as an accurate recording of the meeting and are to be signed by the Chair. <p>Completed actions:- 16.10.08:- <u>Item 3.6</u> - Letter to Lisa Compton re pharmacy, dentistry board and optician lead contacts.</p> <p>27.1.09:- <u>Item 5.2 – Forthcoming events/calendar</u></p> <ul style="list-style-type: none"> Online calendar should be available by end of March Paper versions circulated, all to check and inform office of forthcoming meeting dates. <p><u>Item 8.1.2 – Patient Involvement Group</u></p> <ul style="list-style-type: none"> No one available from core group, Elizabeth to look at wider participants. <p><u>Item 10.2 – Members Directory</u> – updated version circulated. David to inform office of new email address.</p> <p><u>Item 10.3 – Expenses</u> - December expenses received. All current claims paid by cheque or BACS on 19.3.09. The process for payment of expenses by the PCT needs to be checked. Any problems with claiming expenses from statutory partners or if just starting to attend meetings inform Elizabeth.</p> <p><u>Item 6 – Finance sub group</u> – new meeting date arranged.</p> <p><u>Item 6.1 – Item 5.5 – PA equipment</u> – still to be checked.</p> <p><u>Item 6.2 – Item 5.7 – Printer for office</u> - done</p> <p><u>Item 7 – Use of personal email and postal addresses</u> – note new policy.</p> <p><u>Item 7.1 – Identity badges and cards</u> – underway.</p> <p><u>Item 8 – Work Programme</u></p> <ul style="list-style-type: none"> Back claim expenses from statutory partners that have previously been claimed via LINK – further decision that this would not happen. Report form has been emailed to all. <p><u>Item 8.1.1 – Patient Environment Action Team inspections</u> – some reports received. Added to work programme.</p> <p><u>Item 8.2.4 – Annual Health Check</u> – Janet spoken to Walter who is recovering well but not currently available to undertake this type of work.</p> <p><u>Item 8.2.6 – Out of hours</u> – initial meeting to take place after core group meeting. Corrections made.</p> <p><u>Item 8.2.7 – General comments on work programme</u> – updated.</p> <p><u>Item 10 – Forthcoming meetings</u> – circulated.</p> <p><u>Item 11.2 – Research Project – Alan</u> – underway.</p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Agreed</p>

<p>3. con</p>	<p><u>19.2.09:-</u> <u>Item 3.5 – Annual Health Check –</u></p> <ul style="list-style-type: none"> • Form circulated and letter written to East Sussex Hospital NHS Trust and the two PCT's. • Training and a system for evidence gathering for next year to be referred to training sub-group. <p><u>Item 3.7 – Host support for Core group meetings – updated and circulated.</u> <u>Item 3.8 – Corrected version of representatives protocol – updated and circulated</u></p> <p><u>Item 4.3 – Work Programme</u></p> <ul style="list-style-type: none"> • Monthly update to be produced by Janet not staff team but this will not be for a couple of months due to current work commitments. • As the Sussex Partnership NHS Foundation Trust cover 3 areas they do not want to invite 3 LINK representatives to the Board meeting or have 1 representative attending for all 3. Instead they have set up quarterly meetings involving the Chair of each LINK as their preferred way forward. Work Programme updated to this effect. • Ore Valley – Ambrose offered to be keep an eye out on this subject as he lives in that area and let Jan know if he sees or hears of anything. • Maureen suggested that a member of the staff team should assess all local papers each week for health and social care related articles. Although this was a good idea it was felt that with the current work load this would not be possible. • It was suggested that if anyone notices an article that is pertinent to the LINK that they note the name of the reporter and report to the office so that it can be followed up. • It was agreed that a meeting to look at a way of working for the geographical areas should be arranged, for May or June core group agenda. <p><u>Item 7 – Expense policy – policy sub group have met.</u> <u>Item 8 – Independent Safeguarding Authority – not required if full CRB check being undertaken. EM to check with Nick Tapp that this is happening.</u> <u>Item 9 - Forthcoming meetings and events</u></p> <ul style="list-style-type: none"> • The lists of team meetings and events have been available at meetings but they have not been taken. A copy is sent to the Chair and Vice Chairs. As there are a lot of different calendar's and lists around at the present time it was agreed that these would not be copied for each meeting but that Elizabeth would come up with a proposal with regard to calendar management. <p><u>Item 10 – Good news</u></p> <ul style="list-style-type: none"> • Alan to write article for next newsletter. • Once newsletter article written David can carry out his action. <p><u>Item 11 – Any other business</u></p> <ul style="list-style-type: none"> • Janet's new email address is working well. <p><u>Item 11.2 – Training – Subgroup meeting set for 2.4.09.</u></p>	<p>Agreed Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Agreed Action</p> <p>Action</p> <p>Agreed Action</p> <p>Alan David</p>
<p>4.</p>	<p>Issues List <u>4.1 – Report from meeting – 5.3.09</u></p> <ul style="list-style-type: none"> • Janet, Maureen and Elizabeth met to look at the previous issues list, Geoff gave his apologies due to ill health. • Each issue was discussed and given a number, relating to the key at the top of the document. • It had been agreed that the Chair, Vice Chairs and Elizabeth should meet before each core group meeting to assess and code new issues before discussion by the core group. • Elizabeth is attending these meetings to advise and take forward work that 	

<p>4. Con</p>	<p>needs action.</p> <ul style="list-style-type: none"> • The issues have been grouped together to highlight clusters, a code added and the revised list circulated for today's discussion. • Once agreed the list will be published on the website, without the originators name, for comment. It will also be taken to events. • Annual review of all issues to take place. • Once Activity groups are established on a specific theme appropriate issues will be raised with that group who will assess and decide if needs further action. • Activity groups to be published on website and within Work Programme. • The list will show the name of the staff team member who logged the issue and the date an acknowledgement letter was sent. • Follow up will be within 20 days, either by another letter explaining progress or with a full account of resolution. • The action taken column will show the agreed coding as per the key. • Letters will be signed by Janet or pp'd by Elizabeth. This is so that the decision of the core group is reflected by the person signing the letter. <p><u>4.2 – Issues List</u></p> <ul style="list-style-type: none"> • Each issue was discussed individually for the core group to agree or disagree with the coding assigned. • Issues coded with 1, 2 and 4 were discussed first, then issues coded with 3. <p>IR02/3 – Mental Health (4 – require further information)</p> <ul style="list-style-type: none"> • These areas need more information – staff team to research. • Elizabeth to discuss with Ambrose. <p>IR04 – Funding Social Services (4 – require further information)</p> <ul style="list-style-type: none"> • This is a long standing issue and was raised at a time when there was great concern with regard to the funding levels in East Sussex. It was suggested that the person originating the issue be contacted to see if it is still a concern. • Funding will be an ongoing issue, especially as the Putting People First agenda gets underway and could be that this is picked up once the new agenda is in place. • It was suggested that quarterly updates are requested from Vicki Smith. <p>IR05/7/8/19 – Prisons (4 – require further information)</p> <ul style="list-style-type: none"> • It was suggested that research into the actions of other LINK with regard to this area should take place, for example Sefton are looking into the contracts for health and social care provision. • A survey could be undertaken with regard to young people and adults within prisons in East Sussex. • Need to know the number of prisoners, including young offenders, in the county. • Could work with Action 4 change. • Need to monitor what happens after becoming a prisoner, especially with regard to the elderly. • June supplied an article with regard to the current regulatory services for prisoners. <p>IR06 – Lack of care homes (1 – not within our remit)</p> <ul style="list-style-type: none"> • This is likely to be picked up through patient pathways and delayed discharge figures. • Letter to person raising issue to say can not take this on in its broad sense. <p>IR10/22/23 – Refer to PALS (2 – Signposting)</p> <ul style="list-style-type: none"> • All issues already referred to Patient Advise and Liaison services. <p>IR11 – Pharmacy Dispensing Issues – Newick (2 – resolved)</p>	<p>Agreed Action</p> <p>Agreed Action</p> <p>Agreed with one objection.</p> <p>Action</p> <p>Agreed Action</p> <p>Agreed</p> <p>Agreed</p>
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4. con	<p>number of concerns with regard to hospital discharge and would like to know if they should be forwarded to LINK. This was agreed, letter to Sam White.</p> <ul style="list-style-type: none"> • David would be happy to take this up at Trust Board level. Ask for hospital protocol with regard to discharging patients. • Need to look at general trends and headings rather than individual cases. • May need to set up a group to look into this. Tony suggested linking with the Complex Discharge group, to give details of this to Janet. <p>IR51 – Number of complaints against a nursing home (2 – signposting)</p> <ul style="list-style-type: none"> • Letter to signpost to Commission for Social Care Inspection. <p>IR53 – Support for carers – uncoded</p> <ul style="list-style-type: none"> • This issue has only just been brought forward. It was agreed to defer a decision on this until the April meeting. <p>IR37 – Dental provision for those without a postcode (3 – Live issue)</p> <ul style="list-style-type: none"> • 20 day letter to dental board to research current situation. • Possible item on website and questionnaire for events to ascertain community view. • Discuss further at April’s meeting when Geoff T will hopefully be present. 	<p>Action</p> <p>Agreed Action</p> <p>Agreed Action</p> <p>Agreed Action</p>
COMFORT BREAK		
4. con	<p>IR01/35/36/39/40/43/44/45/46 – Cross border issues (3 – Live issue)</p> <ul style="list-style-type: none"> • IR39 to be moved to Mental Health block (IR02/03). • Set up activity group to look at these and other cross border issues, to also link with neighbouring LINK. • Group to start with Janet, Elizabeth and other participants from Cross Border event and work in partnership with South Coast Ambulance Trust, Strategic Health Authority, ?Mental Health Trust, and new regional Director for LINK support. • Suggested and agreed to ask Brian Rockell or David Bold to join this group, both have knowledge of the Ambulance Trust. • Add activity group to Work Programme. <p>IR09 – Out of hours (3 – Live issue)</p> <ul style="list-style-type: none"> • To be reviewed as part of activity group. • Initial meeting with June and Maureen set up for today, Jan to support. <p>IR26 – Mixed bays at EDGH (3 – Live issue)</p> <ul style="list-style-type: none"> • Lot of work going on in this area with a £1.5million investment from the Hospital Trust, therefore need to work with them on this. • LINK have taken part in joint visits with regard to this. • David to highlight good practice and issues to Board and Core Group on a regular basis. <p>IR32/33 – Hospital Car Parking charges (3 – Live issue)</p> <ul style="list-style-type: none"> • Report from short questionnaire circulated. • Letter to originator of issue with copy of report. • Hospital has also undertaken their own survey and has subsequently agreed to change to a pay as you leave system – letter to request copy of survey. • County Council undertook similar research with regard to the Conquest Hospital – request copy of report. • David to keep a watching brief at Trust Board level. • Review situation in one year. • Change coding to 4. • Can not deal with problem of lack of public transport from Uckfield. <p>IR41 – Children and Young Peoples treatment (3 – Live issue)</p> <ul style="list-style-type: none"> • ? Choose and book issue (Sussex worst county in the country for this scheme), need more information. • ? defer to Cross border group. 	<p>Agreed Action</p> <p>Agreed Action</p> <p>Agreed Action</p> <p>Agreed Action</p> <p>Agreed</p>

<p>4. con</p>	<p>IR47 – MRSA and other bugs contracted whilst in hospital (3 – Live issue)</p> <ul style="list-style-type: none"> • David to report back on six monthly basis on major issues highlighted within Hospital Trust monitoring figures. • Keep a watching brief on this, may need to set up Infection Control group. • If there is a crisis the Hospital Trust automatically contact HOSC who inform all partners which includes the LINK. 	<p>Agreed Action</p>
<p>5.</p>	<p>Work Programme</p> <ul style="list-style-type: none"> • Janet has reported on the work programme to HOSC, the PCT steering group meeting and the County Council and explained that it will be a rolling work programme rather than one limited to certain time frames. The document is based on issues raised by the community and our statutory partners. • This is a new way of working for those who have been involved in Public and Patient Involvement Forums in the past. • Have to be wary at taking on to many issues that can not complete. • Monitoring – boxes 1 – 4 – format needs changing. • Box 4 should be core group not EM/NT. • Sub groups (pages 3-8) – need agreement for these so that they can be published on website. • Activity groups (pages 9-12) – new group on Patient Pathways to be added. • Both sub groups and activity groups need lead person identified and terms of reference set, which is then agreed by core group. • Representation (pages 15-23) – details where representatives attend partner meetings. • Any comments on the work programme need to be submitted to the office as soon as possible for action. • Janet will undertake a monthly update of the document. • The staff team were thanked for all their hard work on both this document and the issues list. <p>5.1 – Policies sub-group – Governance pack</p> <ul style="list-style-type: none"> • The governance pack has not been signed off although was previously agreed. • The Policies sub-group have met and updated and amended some policies. • The pack now needs to be signed off and sent to the County Council with a copy on the website. • No work should be carried out by any representative on behalf of the LINK until this pack is signed off and published. • It was agreed that due to time constraints the pack would be sent to all on Monday 23rd March with a covering letter which should be signed to show each members agreement with the pack and any comments they may have. This to be returned to the office in a stamped addressed envelope provided by Friday 27th March. • Each member to keep the new pack and discard the old pack previously supplied. 	<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>
<p>6.</p>	<p>Maternity Services Development Group – update from Maureen Lawrence</p> <ul style="list-style-type: none"> • Maureen suggested that the PCT could use the LINK newsletter and website as part of their communication strategy. • Mike Wood will probably using this joint piece of working in his speech at the 1 Year On Event. • PCT Project Team touching base with Janet and Elizabeth. • Next step is for the Clinicians forums to take this forward. • This subject was debated at the last HOSC meeting, the debate can be 	

6. con	viewed on the County Council website. <ul style="list-style-type: none"> Maureen was asked to produce an outline of comments she will be making at the 1 Year On Event for publication in the newsletter. Sue to email update on Children and Young Peoples sub group. 	Action Action
7.	Annual Report <ul style="list-style-type: none"> Checklist for annual report circulated prior to meeting. Not discussed due to time constraints. 	
8.	Newsletter articles and monthly update for representatives <ul style="list-style-type: none"> Janet has agreed to prepare a monthly update for all representatives but this will not start for a couple of months due to her current work commitments. Newsletter articles not discussed. 	
9.	Forthcoming meetings and events <u>9.1 - 1 Year On Event - 24th March, Wellshurst Golf Course, Hellingly.</u> <ul style="list-style-type: none"> Access to venue from 8.00am. Help in setting up, taking down and during the day always welcome. Car sharing from Hastings needed. <u>9.2 – Promotional DVD</u> <ul style="list-style-type: none"> Although due to be launched at the above event it was decided that there was not enough time to undertake this project effectively and so it has been put back to be launched with the publication of the annual report. However filming will take place at the event on the 24th March. The film crew would also like to film (pictures not audio) at the April Core group meeting. 	
10.	Finance report <ul style="list-style-type: none"> Not discussed due to time constraints. 	
11.	Good news <ul style="list-style-type: none"> Not discussed due to time constraints. However Janet thanked all for the hard work achieved by the meeting. 	
12.	Close of meeting <ul style="list-style-type: none"> Meeting closed at 12.35. 	

Date of Next two meetings:

Venue: Meeting room – East Sussex Disability Association

Thursday 16th April – 10.00-12.30pm.

Apologies: Les Tostevin and Ambrose O’Boyle.

Wednesday 13th May – 10.00-12.30pm.

Apologies: Janet Colvert (will need Maureen or Geoff to Chair),

Minutes agreed as correct at the meeting on: 16 April 2009

Corrections made (if any): None

Signed:

Date: