

MINUTES OF COMMUNITY PHARMACY DERBYSHIRE COMMITTEE MEETING

held on Tuesday 18th March 2025

Peak Pharmacy HO, Buttermilk Lane, Bolsover, S44 6AE

MEMBER	CATEGORY	04.07.24	17.09.24	19.11.24	21.01.25	18.03.25
David Evans (DE) Chair	AIMp / IPA	✓	✓ Part	A	Y part	Y
Andrea Smith (AS), Vice-Chair	AIMp / IPA	A	✓	✓	✓	✓
Darryl Dethick (DD) Treasurer	AIMp / IPA	✓	✓	✓	✓	✓
Ben Eaton (BE)	AIMp / IPA	✓	✓	✓	A	✓
Justin Gilbody	AIMp / IPA	N/A	✓	✓	✓	✓
Nitin Lakhani (NL)	Independent	✓	✓	✓	✓	✓
Matthew Hind (MH)	Independent	✓	A	✓	✓	✓
Lindsey Fairbrother (LF)	Independent	✓	✓ Part	✓	A only for agenda item	✓
Yasir Pirmohamed (YP)	Independent	✓	✓	✓	✓	✓
David Holmes (DH)	CCA	A	✓ Part	✓	✓	✓
Amanda Kelly (AK)	CCA	✓ * Part	✓	✓	✓	✓
Khuram Ahmad (KA)	CCA	✓	✓ Part	✓	✓	A
Nick Hunter (NH), Chief Officer	Officer	✓	✓	✓	✓	✓
Amanda Alamanos (AA) Engagement Lead	Officer	✓	✓	✓	✓	✓
Chris Kerry (CK) Services Lead	Officer	A	✓	✓	✓	✓
Alison Ellis (AE) Business Support Officer	Minutes	✓	✓	✓	✓	✓

✓ Present / A Apologies for absence / Absent X / R Resigned/ S sick/ N/A Not applicable * Member unable to attend all or part of meeting due to attendance at a meeting elsewhere on behalf of the LPC on the same day.

Welcome/Apologies/Introductions/Announcements

Attended

- Paula Whitehurst, Community Pharmacy Integration Programme Manager, ICB (PW)
- Shazia Patel, Community Pharmacy Clinical Lead, NHS Derby and Derbyshire ICB (SP)

		<ul style="list-style-type: none"> ▪ Ravi Mohan, NHS Derby and Derbyshire ICB (RM) ▪ James Barsby, Senior Commissioning Manager, East Midlands Primary Care Team ▪ Matthew Moore, Commissioning Manager, East Midlands Primary Care Team ▪ Dr Ben Milton, Derby, and Derbyshire LMC Chair (BM) ▪ Weronika Tobiasiewicz, LMC (WT) ▪ Kate Needham, Derbyshire Community Health Services NHS Foundation Trust (KN) ▪ Kirsten Atkinson, Priest & Co (KA) – via Teams ▪ Amy Lacey, Healthwatch Derbyshire (A Lacey) <p>Apologies for absence</p> <ul style="list-style-type: none"> ▪ Steve Hulme, Chief Pharmacist, NHS Derby and Derbyshire ICB (SH) ▪ Lesley Parkinson, Secretary, Derbyshire LOC (LP) ▪ Douglas Ssekyanzi, Clinical Advisor, East Midlands Primary Care Team (DS) ▪ Khuram Ahmad, LPC member (KAhmad)
		GOVERNANCE
1	1.1	<ul style="list-style-type: none"> ▪ Declarations of interest 2025 <p>Members checked declarations from 2024 at the meeting and if no changes then resigned, if there were changes then completed a new declaration document.</p> <ul style="list-style-type: none"> ▪ Competition Law check re agenda items <p>NL has checked the agenda and documents and no concerns were raised other than the following item on the minutes.</p> <p>IP pilot pathway – NL felt that it should be documented that the process was through the ICB and was sent out to all contractors for their expressions of interest.</p> <ul style="list-style-type: none"> ▪ Governance update <p>Nothing to update</p> <ul style="list-style-type: none"> ▪ Election of Officers (Chair, Vice-Chair, Treasurer) will be completed at the May 2025 meeting <p>Asked members if they are interested to contact AE – a reminder will be sent prior to the May 2025 meeting where officers will be elected for the next year.</p>
	1.2	<p>Approval of minutes from 21st January 2025</p> <p>The minutes were agreed to be a true and accurate record of the meeting held on 21st January 2025. Proposed by DE and seconded by DH.</p>
	1.3	<p>Matters arising from previous meeting on 21st January 2025 (not on the agenda)</p> <ul style="list-style-type: none"> ▪ Action tracker <p>1) Instagram work - decided not to do this – not the right platform – we do not have enough visual items – mark as complete</p> <p>2) Bank account - Lloyds – still trying to get access sorted for DH and take off old signatories – James Wood at CPE is chasing this up too.</p>

		<p>3) SystmOne messaging – NH had a conversation with Ben Milton but the LMC cannot tell GP’s what to do, the same as the LPC cannot tell contractors. Raised with MOL and links in with work regarding 7-day prescription turn around.</p> <p>4) Bank Holidays – CK has developed a MS form and will send to those pharmacies that have been directed to open in April and May bank holidays – this is to support contractors so can identify if there is a need in the area.</p>		
		FINANCE AND AUDIT		
2	2.1	<p><u>Accounts for January / February 2025</u></p> <p>Account balance - £93,415.26 – just started collecting levy again after 4-month holiday and then will have 6 months reserve at end March 2025.</p> <p>February salaries were paid out of the Account 1 this month.</p>		
	2.2	<p><u>2024/2025 budget and spend update</u></p> <p>Now have received the £50,000 LPN funding which will go into Account 2 to pay for AA and CK salaries.</p> <p>Accountant has decided that will no longer be doing the final accounts – also given notice to other LPCs too.</p> <p>Expenses need to be sent across asap, so the accounts are up to date on 31.03.25.</p>		
	2.3	<p><u>CPE levy 2025/26</u></p> <p>2% increase overall but rebalancing of items and services income for Derbyshire contractors means that actually have a 1% decrease in levy for 2025/26.</p>		
	2.4	<p><u>2025/26 Final budget</u></p> <p>No feedback received from members when sent via email for comments – this has been submitted to NHSE and CPE.</p> <p>Going to need to pay salaries out of Account 1 (main account) for 6 months from October 2025 onwards which has been included in the budget.</p> <p>No levy holidays next year.</p> <p>Total budget comes out at £224,000 which is an increase from £180,000</p>		
	2.5	<p><u>Risk register draft</u></p> <p>Need to complete – separated into sections so governance to be completed by governance committee and finance section by finance and audit committee and then the rest of the register to be completed by the Ops team.</p> <p>Bring back completed sections to the May 2025 committee meeting.</p> <p>Need to re-elect the governance and finance committee at the May 2025 meeting.</p> <table border="1"><tr><td>Action: Risk register to be completed by governance committee, finance and audit committee and Ops team and then review again at May 2025 committee meeting</td></tr><tr><td>Action: Election of governance and finance committee members to be completed at the May 2025 committee meeting</td></tr></table>	Action: Risk register to be completed by governance committee, finance and audit committee and Ops team and then review again at May 2025 committee meeting	Action: Election of governance and finance committee members to be completed at the May 2025 committee meeting
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	2.6	<p><u>Asset register</u></p> <p>DD completed</p>		
	2.7	<p><u>CPE March 2024 and June 2024 audit results</u></p> <p>Shared periodically – very little discrepancy now.</p>		

	2.8	<p>DE asked NH to follow up with CPE whether there are any differences in accuracy when pricing EPS to paper FP10s and therefore were pharmacies near dispensing practice at risk of disadvantage because many dispensing practices are still not using EPS.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Action: NH to follow up with CPE whether there are any differences in accuracy when pricing EPS to paper FP10s and therefore were pharmacies near dispensing practice at risk of disadvantage because many dispensing practices are still not using EPS.</p> </div> <p><u>Audit committee</u> Meeting after today's committee meeting – update in May 2025 committee meeting</p>
3		<p>CP DERBYSHIRE 24/25 STRATEGY</p>
	3.1	<p>Review of delivery against priorities. Reviewed progress of the deliverables for each section of the strategy.</p> <p><u>Develop</u> 4 – Map service provision to understand areas of low sign up and make contact. This has been completed by CK with regards to Hypertension and Contraception services 5 – Information evenings – organised two sessions and a further session was completed this month. 6 – DMS figures are dipping – not been pushed forward 7 – developing new services with ICB - vaccinations is the next thing that is being discussed</p> <p><u>Communicate</u> 6 – rollover to 2025/26 – no appetite for focus groups at present</p> <p><u>Integrate</u> 1 - Pharmacy Integration strategy - Initial meeting held but no rep from CPD invited. Flagged with SP. 2 - Regular meetings in diary with ICB CPCL, Chief Pharmacist and Director of Primary Care 3 – LPN funding received and have been told that LPCs in the East Midlands will not receive any further in future 4- Continued attendance and voice of community pharmacy at ICB and regional meetings- have meetings in the diary. 5 – PCN level to increase Pharmacy First / Contractor Service / BP check referrals - PF task and finish group being led by PW. 6 – Provider meetings in diary for 2025/26 – attended LMC.</p> <p><u>Protect</u> 1 – Continue to review data regularly to understand better opportunities to support contractors to maximise income – review again in May 2025. 4 – LPN funds received for 2024/25 6 - PNA ongoing 7 - All rest are ongoing naturally and will be carried over to 2025/26</p> <p>Governance is in place and working well and ops team stronger.</p>

4		CPE Regional Rep Update		
		<p>Lindsey Fairbrother</p> <ul style="list-style-type: none">Update since last CPE meeting <p>LPC needs to lobby the department on the spending review – use the public energy to push for this. Need to encourage the contractors to do this positively not negatively</p> <table><tr><td>Action: Need to keep up lobbying of MPs for a proper spending review of community pharmacy for 2026/27 onwards</td></tr><tr><td>Action: Push for the economic review to be published by NHS England</td></tr></table>	Action: Need to keep up lobbying of MPs for a proper spending review of community pharmacy for 2026/27 onwards	Action: Push for the economic review to be published by NHS England
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5		Market Entry applications		
	5.1	<p>Contract applications -</p> <p>Application offering unforeseen benefits By: Henmore Health Limited At The Green, Brailsford, Derby, DE6 3BX Closing date for 2nd responses: 18th March 2025</p> <p>HWB contradict their own PNA – This application was not on the list and discussed at the HWB in Jan and AA will raise at the next meeting and ask when it was discussed and by who Opportunity to comment on those responses received – support except for HWB – highlight that didn’t discuss at the HWB meeting and don’t reference their own PNA.</p>		
	5.2	<p>Decisions</p> <p>5.2.1 Application for a no significant change relocation By: United Healthcare 4U Limited From: Unit 2 Mansfield Woodhouse Gateway, Mansfield, NG19 9QH To: 28 The Village, Maisies Way, South Normanton, DE55 2DS Approved</p>		
	5.3	<p>Amendments to contractor list</p> <p>5.3.1 Change of ownership From: LP SD Five Ltd To: Ascent (Spondon) Ltd t/a Chapel Street Pharmacy At: 22 Chapel Street, Spondon, DE21 7JP Changed 03.03.25</p> <p>5.3.2 Change of ownership From: Rowlands Pharmacy To: PCT Healthcare Ltd trading as Peak Pharmacy At: 9-11, Patchwork Row, Shirebrook, Mansfield, NG20 8AL Changed 01.02.25</p> <p>5.3.3 Change of ownership From: LP SD Five Ltd To: Ascent Crich Ltd t/a Crich Pharmacy</p>		

		<p>At: Crich Medical Centre, Oakwell Drive, Crich, Matlock, Derbyshire, DE4 5PB Changed 03.03.25</p> <p>From: LP SD Five Ltd To: Ascent Holme Hall Ltd t/a Holme Hall Pharmacy At: Unit 7 Wardgate Way, Holme Hall, Chesterfield, S40 4SL Changed 03.03.25</p>
5.4	<p>Litigation</p> <p>5.4.1 SHA/26375 Application offering unforeseen benefits By: LP SD Five Ltd At: Derby Road, Sandiacre, NG10 5HZ Appealed – refused</p>	
5.5	<p>Amendment to hours</p> <p>None received</p> <p>Appeals – most are post payment verification and bank holiday directions for Derbyshire.</p> <p>Will be focusing on ABPM v Clinical bp's – if outlier then will be asked for evidence to back up claims and investigated by EMPCT.</p>	
		<p>Discussion on what members would like to ask colleagues from Derby and Derbyshire ICB and East Midlands Primary Care Team</p> <ol style="list-style-type: none"> 1) Extended care and expansion of locally PF / MAS – infected eczema. West Midlands have commissioned this and so why can't East Midlands 2) RSV vaccine and whooping cough pilot– 3 sites selected – tender process was complicated 22 sites across 3 areas (Black Country, LLR and Derbyshire) – deprived areas are not just Derby City Centre – this was set nationally. National Enhanced Service (similar to Covid). 3) PCN Engagement Lead – 5 people in place Seems to be working with GP practices more than pharmacy AA reported that they have rolled the money forward to 2025/26 and will continue to work with Paula and Shazia. 4) Bank Holiday Volunteering pharmacies who expressed interest are now not being paid when they have opened
6		Reports
	6.1	<p>Chairs verbal update</p> <p>Nothing to report just that DE thanked the team for picking up the workload while he is dealing with some personal issues.</p>
	6.2	<p>➤ Chief Officer update</p> <p>Ongoing nomination concerns are now extending into services</p>

Supporting contractors

- Secured payment for contractor re bank holiday appeal
- Contractor feedback from the PF workshop and have been asked when the next one will be.
- CPAF support for contractors and concerns raised by EMPCT
- Palliative Care service review – seems to have been circulated without properly consulting LPCs and lack of clarity whether being rolled over or reviewed
- Announcement from the PM about abolishing NHSE and removal of duplication – considerable uncertainty and very unsettling for NHS colleagues. With further pressure on ICBs some joint working across Systems seems inevitable but quite what that will look like and when is unclear.
- Further work on contributing to the NHS 10-year plan
- Further PPV – especially BP Check / ABPM and (C-19) delivery service
- Attended the LMC f2f meeting with AA as well as regular ongoing dialogue with the LMC

➤ Engagement Lead update

6.3

Large list of meetings that AA has attended over the last 2 months
CPE negotiation training – very useful
PNA steering group – contractor survey has now reopened
LMC – PCARP services – was quite a feisty meeting but been invited back. Myth busting around referrals.
Varenicline – having regional discussions around fees
EHC service – re rejection of £15 offer.

➤ Services update by CK

6.4

Increase in contraception service sign up – 180/196
No change in Hypertension sign up
Now only taking 2 days for the module to be uploaded after sign up rather than weeks.
Visits
54 visits since July 2024
Threshold achievement by gateway point confidence – this is highlighted from the PF event

PF services – near end of financial year
Bottom 10% - mainly changes of ownership and DSPs
Some are sticking to the minimum threshold amounts and then if not accepted by NHSBSA don't hit the threshold payment.

7 clinical conditions -
70 pharmacies not met threshold over 3 months - use this data for CK to focus support and visits etc

Changes of ownership – seen a real increase in consultations once they have changed and signed up.

Need to engage the pharmacy staff and get them invested in the service – i.e. patient asking for medication for sore throat get them linking to the PF service.

MAS – dropping

Still going through data and booking in phone calls and visits

6.5		<p>Service update 171 – flu vaccs – 41,234 up to 21.02.25</p> <p>DMS – dipped and now below LLR May be because of implementing the Nerve Centre but this should make it better.</p> <p>Raise dispensing activity in dispensing doctors area – raise with Medicines Optimisation Team</p> <p>Smoking Service – no referrals ABPMs are improving – 325 in Feb – increased every month</p> <p>Contraception – increase in initiation and drop in ongoing treatment.</p> <p>➤ Communications update</p> <ul style="list-style-type: none"> ▪ Pharmacy First website <p>Is now live - asked members to have a look at the website and if have any comments let Kirsten know</p> <ul style="list-style-type: none"> ▪ Love your pharmacy campaign <p>634,413 impressions – 350 clicks through to find your nearest pharmacy Targeted campaigns i.e. women 16-45 contraception service! Can be more focussed compared to NHSE communications Finishes end March 2025. Kirsten will produce a full report for the next committee meeting.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: KA to produce a full report on Love Your Pharmacy campaign ready for May committee meeting.</p> </div> <ul style="list-style-type: none"> ▪ MP visits <p>AK is trying to get a MP visit booked in at Rowlands.</p>
7.	7.1	<p>Open meeting</p> <ul style="list-style-type: none"> ▪ Shazia Patel, NHS Derby and Derbyshire ICB <p>➤ EM CP Strategy</p> <p>In person event on 10th April 2025 – members asked to let Shazia know if wishing to attend – would be good to have contractors present. Shazia talked through the strategy and asked members for comments:</p> <ol style="list-style-type: none"> 1) Developing workforce <ul style="list-style-type: none"> - To develop workforce, need pharmacy to be funded properly - What do you want to develop them to do – is there a service to work towards? - Need to describe what the opportunities will be - Wish to feel respected and on the same level as GP's etc. 2) Supporting public health <ul style="list-style-type: none"> - Tendering process is complicated and pharmacies are then not signing up 3) Population health <ul style="list-style-type: none"> - Healthwatch can send across the data from what has been asked re pharmacy – Amy will send this to Shazia.

4) Digital

5) Research and innovation

- maybe have a national booking system for the services like flu and then pharmacies can manage consultations and patients will find easier to access as all will be using the same system.
- combine IP services with normal services to keep the pharmacist interested

ICBs will develop the operational plan and this document will be the strategy for all 5 ICBs to work from. Have held task and finish groups for each chapter.

7.2 ■ Ravi Mohan, NHS Derby and Derbyshire ICB

Role is to try and make community pharmacy integral part of the system/team.

ICB workforce is going to be cut by 50% but don't know what this means yet.

- Need to try and get GPs to use pharmacy better – encourage proper referrals – promote using pharmacies for ABPMs – there is one surgery that is doing this in Derbyshire at the moment.

7.3 ■ Paula Whitehurst, NHS Derby and Derbyshire ICB

➤ IP pathfinder site update

Explained the IP pathfinder to guests – helping with winter pressures and that all pharmacy graduates from 2026 will be IPs.

Cleo is now live in all sites – 4 sites in total – 2 sites are live – partnered with a practice and work out a referral process / triaging to the pharmacy.

Hoping to have all live by 31/03/25.

Evaluation and scale up – what is the plan??

Acne pathfinder will have a separate evaluation.

➤ GP/CP Engagement Scheme Update

Delivering some training to administrative staff.

3 PCNs progressing – have a champion for the PCN

7.4 ■ James Barsby and Matthew Moore, East Midlands Primary Care Team

➤ Bank Holiday Rota

Agreement that initial expressions of interest for volunteers and then selected to open – would be paid for opening but now saying that because wasn't directed then they won't be paid
Have a new process.

Seeking volunteers:

Map out where they are and identify gaps

Contact LPC and discuss the gaps and directing

Volunteer – will look at each and see who meets the assessment criteria will then be directed, the others could then open if they wish but will not be paid.

Directions:

LPC members asked if EMPCT can send through an email / letter to let pharmacy know they have not been selected.

Will also include a delivery and read receipt request for all communications

➤ Update / Issues around Market Entry

		<p>Raised the issues that are having around market entry applications at the moment</p> <ul style="list-style-type: none"> - Not receiving all the information to the designated email even after sending details numerous times. - Closures – can we know about them before they actually close? - Asked if EMPCT could contact the LPC to sense check the interested parties on applications before sending across to PCSE. <p>7.5 Kate Needham, Derbyshire Community Health Services NHS Foundation Trust – EOL</p> <ul style="list-style-type: none"> ➤ Discuss any issues and collaborative working between Community Health Services and Community Pharmacy <p>General discussion including Sexual health, Urgent Treatment services DMS – target is 50% - Trust needs to pull the report down from PharmOutcomes.</p> <p>7.6 Ben Milton and Weronika Tobiasiewicz, LMC</p> <p>Thanked AA and NH for attending the LMC meeting – it was certainly an active and lively discussion. Contract agreement for next year – caveat was that want written confirmation of a whole new contract review. Collective action – 25/26 agreement does not get rid of this. BMA is now no longer formally in dispute with the government but collective action still in place. Another caveat is that GP connect required from October 2025. Flu – Derbyshire had one practice that did not sign up this year and this may be increased next year as they have highlighted that they did not have the stress of running a clinic etc. Hypertension – Message to pharmacies - Send info back to the practice rather than an individual GP – more specific info needed. Comms re BPs – had to put a hold on this but still working on this.</p> <ul style="list-style-type: none"> ▪ Amy Lacey, Healthwatch Nottinghamshire <p>Amy going on maternity leave and will ensure that replacement receives the dates for the meeting and attends when can.</p>
8.		<p>Committee Development Session</p> <ul style="list-style-type: none"> ➤ Self-evaluation / assessment <p>It was decided at the meeting that should split the sections up and relevant sub-groups will complete and bring back to the May 2025 committee meeting to be reviewed and agreed by all members.</p> <ul style="list-style-type: none"> ▪ Governance section – Governance committee ▪ Business management section – Finance and Audit committee ▪ Communications section – Communications committee ▪ Service development and stakeholder section - AA / DE <div style="border: 1px solid black; padding: 5px;"> <p>Action: Sub-groups to complete the relevant section of the self-evaluation and review at the May committee meeting</p> </div>
9.		<p>National and Regional updates</p>

9.1	<p>NHSE National/Regional</p> <ul style="list-style-type: none"> Midlands Regional Pharmacy First Oversight Group East Midlands Primary Care Team meeting <p>Vanessa Hails was not at the meeting – No commissioners were present</p> <ul style="list-style-type: none"> RSB/Pertussis Vaccination Service <p>Pilot starting in LLR and Birmingham.</p>
9.2	<p>CPE</p> <ul style="list-style-type: none"> ➤ <u>CPE events</u> <p>Will be some events after the announcement is made re contract. CPE newsletters received (link to CPE website) - Newsletter archive - Community Pharmacy England (cpe.org.uk)</p> <ul style="list-style-type: none"> ➤ The Forum of LPC Chairs Conference will take place in the Houses of Parliament on Wednesday 18th June 2-6pm ➤ LPC conference in November 2025
9.3	<p>Derbyshire ICB</p> <ul style="list-style-type: none"> East Midlands Primary Care Team <p>Covered in earlier section</p> <ul style="list-style-type: none"> Medicines Optimisation Regionwide Advisory Group Derbyshire Primary Care Providers meeting
9.4	<p>Workforce</p> <ul style="list-style-type: none"> Faculty update <p>DPPs. Secondary care do not put on training until been there a certain length of time due to staff churn so same as CP. Not been able to use the contact details that have previously been given due to not having data sharing rights and so trying to link trainees with pharmacies without the information needed. Foundation places.</p>
9.5	<p>Public Health Commissioned Services</p> <ul style="list-style-type: none"> <u>County EHC and Supervised Consumption</u> – <p>Went out for expressions of interest but realised that this has not been updated as per conversations AA had in meetings so emailed out to contractors highlighting the issues and to review whether they sign up or not. City – had a small increase for supervised consumption service. EHC no update. Sent out RAG rating for services to all contractors via newsletter.</p> <ul style="list-style-type: none"> <u>Palliative care</u> <p>Was under the impression that it was being reviewed and funding amended. It has been rolled on for another year.</p>

		<p>Feel should be changed to red on the RAG rating. LPCs have not been consulted on this service – no review of fee, stockist list and contents – not fit for purpose.</p> <p>Letters will be going out to contractors.</p> <p>AA has a meeting on Thursday with the Director of Public Health</p>
10.		CCA update
	10.1	<p>CCA Questions Qt1</p> <p>Nothing new – already answered questions at previous meeting</p>
	10.2	<p>CCA matters newsletter – February 2025</p> <p>For information</p>
11		AOB
	11.1	Outcomes for health
	11.2	Update from Anticoagulant service – still in progress – rolling forward for 2025/26
	11.3	Love your pharmacy – should we write up and highlight what have done with CPE and the comms team. NH/AA/KA/LF to work through in April 2025.
12		<p>Next Meeting</p> <ul style="list-style-type: none"> 20th May 2025 Peak Pharmacy, Buttermilk Lane, Bolsover, Chesterfield, S44 6AE 09:30am – 1:30pm – may extend following feedback from members about finding extra time useful. <p>Need to review the number of people attending the meeting – see what happens at the next meeting and then review if to change venue to accommodate more people</p>
13		Close

These minutes are signed as being a true record of the meeting, subject to any necessary amendments being made, which will, if any, be recorded in the following meeting's minutes.

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Signed: Position:CHAIR.....

Date: 20/5/25

Signed: NP Position:CEO..... Date:

...