

**NEATH PORT TALBOT HEALTH AND WELLBEING GROUP**

**NPTHWG**

**EXECUTIVE COMMITTEE**

**7th December 2023**

**Venue: via Microsoft Teams**

**MINUTES**

**Present:** Caryn Furlow-Harris (CFH), Anita James (AJ), Sheenagh Rees (SR), Lynne Doyle (LD), Steve Owen (SO) Debra Lawrence (DL), Celvin Davies (CD), Jayne Dennis (JD), Elinor Wellington (EW), Paul Davies (PD) Derek Jones (DJ), Julie Robinson (JR), Andrea Joseph (ALJ)

1. **Apologies:**

Karen Jones (KJ), Huw Jones (DHJ), Shirley Freeguard (SF)

1. **Declarations of Interest**

None.

1. **Minutes of the Executive Committee Meeting – 4th October 2023**

AJ fed back that the Perkz scheme is now having regular promotion, the case studies are an ongoing action to be undertaken.

**Action** – AJ/ALJ to further promote Perkz scheme.

**Agreed** - Minutes accepted as accurate.

1. **Matters Arising**None.
2. **Minutes of the Finance & Governance Sub-Committee on 29th November 2023**

AJ summarised the key points/actions:

* Limited company version of logo – agenda item for discussion today.
* Anne Marie O’Donnell (AOD) from Internal Audit was in attendance to feedback on her investigation into some unusual booking activities for the cinema nights. She found that whilst multiple bookings had been made by individuals, they were legitimate as they were on behalf of other group members. AOD has prepared more explicit terms and conditions to be given to members when they are provided with the booking code and ALJ confirmed this is already being utilised.
* HSBC mandate for new users: CFH advised there are no longer Business Support staff in any branch, everything is now online. CFH/DHJ will be completing another mandate and sending off to HSBC for action DHJ as primary user.
* Financial update – agenda item for discussion today.
* Privacy statement – agenda item for discussion today. No changes were proposed by F&GSC.
* Paul Walker (PW) attended the meeting to discuss what wellbeing proposals could be offered by Celtic Leisure. PW actioned to prepare proposals and costs for next meeting.

1. **Decisions made since last Executive Committee meeting (05.10.23 – 06.12.23)**   
   None.
2. **NPT Health and Wellbeing Group – Financial Information**  
   CFH went through update spreadsheet provided by DHJ.

At the beginning of the year, we had £48,300.96 in the account. DHJ has listed all monies that have been added to the account, taking it up to £69,824.40. DHJ has added an extra column which shows what we've transferred each month over to the wellbeing account. It was agreed at the AGM that would be set at 10%.

Listed are the prizes that we've paid out so far this year, as well as the unpaid prizes that were brought forward from the previous year. We also have our costs that have gone out; admin, payroll, ICO registration, bank charges relating to our type of account and audit services. We also have the big invoice that went out for the Perkz Reward Gateway of almost £11,000.

With the total expenditure of £75,070.25, that brings us a balance of £43,055.11 in our account.

**Agreed** – the financial information was noted by the Executive Committee.

1. **NPT Health and Wellbeing Group - Risk Register**CFH advised that no risks have been added or amended by the Finance & Governance Sub Committee.   
     
   Nothing to add or amend from this group.

**Agreed** – the Risk Register was noted by the Executive Committee.

1. **NPT Health and Wellbeing Group – Privacy Statement and Data Protection Policy**

CFH advised that these were reviewed by the F&GSC; nothing added and agreed.

No further additions from the Executive Committee.

**Agreed** – the Privacy Statement and Data Protection Policy was noted as reviewed by the Executive Committee.

**Action** – CFH to update reviewed on date.

**NPT Logo and Procedure**

AJ shared the revised group logo. No change to colourway, just the addition of ‘Limited’. AJ advised the only change to the procedures is the image examples of the logos and to add ALJ as well as AJ for queries in relation to its use.

**Agreed** – the Logo and Procedure was approved by the Executive Committee.

1. **NPT Health and Wellbeing Group - Wellbeing Activities**

**Comms Update**

An update was circulated, detailing the results of the poll carried out earlier in the year, asking group members what wellbeing activities they would like to see offered.

The option which had the highest number of votes was a Celtic Leisure offering such as a discount or taster session, second was Magnolia for yoga and meditation and third was the Paint-Along Lady.

The group will wait for the report from PW regarding Celtic Leisure proposals. This may include yoga.

**Action** - AJ/ALJ to investigate costs for sessions with the Paint Along Lady and report back to next meeting.

**Yoga Sessions for Menopause Members**

LD provided update to the group on the recent yoga sessions. These were funded by training for the Viva Engage Menopause Matters members and LD relayed a significant amount of positive feedback.

LD requested the Committee support funded sessions – 6 sessions, with a maximum 20 people per session, at a cost of £756. LD confirmed it would only be one session allowed per person, to ensure the maximum number of people were able to try it out.

CFH queried the governance of booking – what checks could be put in place to ensure it was HWBG members who were taking advantage of the offer? AJ and EW suggested Eventbrite could be utilised, with membership number needing to be provided as part of the booking process.

LD requested it be promoted as a HWBG activity, using multiple channels, with the target audience being menopausal women.

Group happy to support.

**Action** - LD to organise.

1. **AOB**

None.

CFH thanked everyone for their 2023 contribution to the Committee and advised the schedule of meetings for 2024 will be circulated shortly.

Next meeting: TBC

I hereby agree that these minutes are a true and accurate record of the meeting.

Signed (Chairwoman) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Seconder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_