



Neath Port Talbot
Health & Wellbeing Group

NEATH PORT TALBOT HEALTH AND WELL-BEING GROUP NPTHWG

EXECUTIVE COMMITTEE

7 February 2023

Venue: via Microsoft Teams

MINUTES

Present: Karen Jones (KJ), Huw Jones (DHJ), Debra Lawrence (DL), Anita James (AJ), Jayne Dennis (JD), Sheenagh Rees (SR), Lynne Doyle (LD), Julie Robinson (JR), Shirley Freeguard (SF),

1. **Apologies:** Caryn Furlow-Harris (CFH), Steve Owen (SO), Derek Jones (DJ), Elinor Wellington (EW), Amanda Coleman (AC), Kirsty Williams (KW)

2. **Declarations of Interest**

None

3. **Minutes of the Executive Committee Meeting 6th December 2022**

Minutes accepted as accurate by all in attendance.

4. **Matters Arising**

KW highlighted one matter arising – EW to contact local café (Franco's) regarding tea/coffee break prices. DL stated that this was in conjunction with Sunday morning walks once a month and EW was going to speak with Remo's, but they had been closed

Action: remains open

5. **Minutes of the Lottery Sub-Committee 31st January 2023**

Lottery Administrator Role

KJ drew the committee's attention to the item re: advertising the lottery administrator role. The

duties have been shared amongst a number of different people, but there is a need to get somebody back in that role to put the lottery administration on a more sustainable footing. The money the NPTHWG currently spends on marketing will need to be switched into funding that role. The Exec Committee will be kept up-to-date with progress.

£5,000 Draw – March 2023

AJ reminded the committee that the £5,000 Christmas draw had been split into 10 prizes of £500 to spread the prize money amongst more members in light of the cost of living crisis and asked if members were in agreement to do this again for the £5,000 in March 2023.

Agreed: St.David's Day Bonus Draw (24.2.23) to consist of 10 x £500 prizes

6. Minutes of the Finance & Governance Sub-Committee 31st January 2023

AGM

AJ reported that CFH is looking to set a date for this year's AGM so that it can be promoted in line with the requirements of the constitution.

Action: CFH to set date for AGM

Parc Margam 10k

AJ suggested that the committee might wish to offer a subsidy for NPTHWG members for the Parc Margam 10k on 12.3.23 (with all profit going to the Mayor of NPT's charities).

JR confirmed that the entry fee is £20

A discussion took place that £20 might be a barrier for some people who wish to participate. DHJ confirmed that there are sufficient in the wellbeing account so he would be happy to support this.

Agreed: NPTHWG to offer a £10 subsidy for entrants who are NPTHWG members

Action: AJ to speak to organisers to take this forward and to check that we could promote a message that participants can walk the course as well as run it.

7. Decisions made since last Executive Committee meeting (07.12.22 – 03.02.23)

None

8. NPT Health and Wellbeing Group – 2022/2023 Financial Forecast

HJ reported DHJ reported that income this year is circa £97,000. Membership increased again in December. Expenditure to date this year is circa £84,000. Credit is currently just over £37,000, the forecast is currently anticipating this to be approx. £28,000 at the end of March.

HJ also reported approx. £3000 remained for wellbeing activities if we ring fence 10% - so some of that £3000 on wellbeing will now reduce if the group subsidises entry fees for the Parc Margam 10k.

KJ observed that the wellbeing programmes has been disrupted because of the pandemic and

suggested that a discussion be had in the next meeting about what sort of wellbeing programme the group might want to try and arrange this year, e.g. working more with Celtic Leisure, couch to 5K for example with the Harriers. There is a budget of approx. £14,000 to spend.

Action: Wellbeing programme to be discussed at next NPTHWG Exec

9. NPT Health and Wellbeing Group - Risk Register

KJ talked through the controls in place to mitigate each the risks on the register. Deena has completed the work (in conjunction with a member of the Audit team) to remove all the people from Pekz who are no longer members of NPTHWG, so that risk is gone.

In terms of the Facebook group, it is difficult to identify some people from their usernames, but additional controls are in place to stop non-members accessing benefits – e.g. when things are promoted on Facebook the codes are not included, members have to email luckyfridays@npt.gov.uk for these at which point their membership status is checked.

KJ also reported that in terms of risk no. 9 ('there is a risk that key documentation is not signed appropriately'), CFH is on top of that and ensuring that records are maintained so the Audit and Governance Sub-committee might be able to look at reducing this risk.

KJ highlighted that the sustainability of the group and making sure that there is good governance in place is a risk at present due to the lack of dedicated admin capacity, but this is in the process of being addressed by bringing the lottery administrator roll back in.

Anne Marie O'Donnell (the group's independent auditor) now sits in on this on the Audit and Governance Sub-committee, so has good visibility of everything the group does and how we are doing it.

10. NPT Health and Wellbeing Group - Well-being Activities

These were covered under item 8.

11. AOB

Lottery Administrator Role:

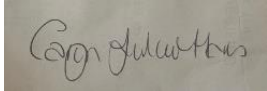
LD suggested that the group could consider a Finance Modern Apprentice for this role. KJ explained that the role has come out as a Grade 4 in JE and that it requires someone who can make financial transactions from the bank account, process the application forms, procure things on behalf of the group etc., so it probably wouldn't be suitable for Modern Apprentice. The role is probably only two days a week, would need to be in the office on a Friday during the draw, and carry out the other duties on the other day.

Agreed: post to be advertised as a Grade 4

Action: Exec Committee members to encourage anyone they know with the right skills to apply

Next meeting: 4th April 2023 at 12pm

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

Signed (Chairwoman)  Date: 4.4.23

Signed (Secunder)  Date: 4.4.23