

**NEATH PORT TALBOT HEALTH AND WELLBEING GROUP**

**NPTHWG**

**EXECUTIVE COMMITTEE**

**20th June 2024**

**Venue: via Microsoft Teams**

**MINUTES**

**Present:** Chair Steve Owen (SO), Huw Jones (DHJ), Anita James (AJ), Caryn Furlow-Harris (CFH), Lynne Doyle (LD), Celvin Davies (CD), Derek Jones (DJ), Julie Robinson (JR), Lauren Margetson (LM), Andrea Joseph (ALJ).

1. **Apologies:**

Shirley Freeguard (SF), Debra Lawrence (DL), Jayne Dennis (JD)

1. **Declarations of Interest**

None.

1. **Minutes of the Executive Committee Meeting – 10th April 2024**CFH took the group through the actions in the minutes. Noted that the Paint Along Lady is on the main agenda for today.

AJ fedback on the potential data breach, confirming that Julia Blake had confirmed that there was no formal data breach and therefore no need to report.

CFH confirmed that the appropriate promotion for the AG had been completed.

CFH noted that the swimming lessons will be discussed under the main agenda.

**Agreed**: Minutes accepted as accurate.

1. **Matters Arising**As above, CFH confirmed that all matters arising are either completed or on the Agenda for today.
2. **Minutes of the Special Executive Committee Meeting – 8th May 2024**CFH took the group through the minutes. At the meeting, the Annual Report and Business Plan was agreed and then later ratified at the AGM.

CFH outlined the discussion that was held around the Committee assuming the role of Promoter, rather than just an individual. Since that agreement was reached, CFH has also checked with Neil Chapple that Committee members are still able to participate in the Lucky Fridays lottery draws if they have the role of joint promoter and he has confirmed that yes, all are still able to participate.

**Agreed**: Minutes noted.

1. **Minutes of the Finance & Governance Sub-Committee – 13th June 2024**

AJ took the group through the minutes.

AJ confirmed that records have been updated with Companies House on new directors, post-AGM.

Data protection impact assessment – CFH confirmed documentation has been received from Julia Blake which CFH requested she have time to review and will then bring to next Executive Committee for approval. SO agreed.

**Action: CFH to bring to next Executive Committee meeting.**

AJ fedback on the discussion around the budget allocated to Theatres. Last year this was a £1500 allocation to fund the £10 discounts. AJ requested this be topped back up to £1500 as the fund is now running low, with an instruction to the Theatres to keep it as one “pot” and not to split between each venue as it has caused some issue with some running low quicker than others. HJ proposed, JR seconded. Approval given.

**Action: Budget to be replenished, with instruction as above.**

CFH outlined that there has still been a delay with HSBC. CFH and HJ to make contact with HSBC to ensure the amendments have been made following mandate being sent to them.

**Action: CFH/HJ to follow up with HSBC.**

1. **Terms of Reference – Finance & Governance Sub-Committee**

AJ outlined the discussion that took place in the F&CS meeting. The terms of reference are reviewed once a year.

AJ is happy to remain as Chair.

There has been a change in membership as Karen Jones and Elinor Wellington have retired and SO has joined the group.

As Anne-Marie O’Donnell has retired, her name has been removed and reference is now made to the Audit Manager instead.

**Agreed:** Changes to Terms of Reference approved by the Group.

1. **Decisions made since last Executive Committee meeting 11.04.2024-19.06.2024**

None.

1. **Annual General Meeting**

It was confirmed that Karen Jones, Sheenagh Rees and Elinor Wellington had retired as Directors at the AGM and SO welcomed LM as the new director on the committee.

SO gave an update on Paul Davis who has now retired from the Authority, so if group concur, then he can also be retired from the Committee. Group agreed.

**Agreed:** PD retired from the Committee.

1. **NPTHWG – Financial Information**

HJ went through the information that had been circulated ahead of the meeting. Balance is currently at £55,000 – this equates to £12,500 for Wellbeing activities and £42,500 for Lucky Fridays, which will obviously come down as the year goes on.

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

1. **NPTHWG – Rules: Executive Committee/Promoter Role**

CFH outlined changes to the rules; the majority relate to the Committee now becoming the Promoter. CFH stated that now we have a committee of 12, which is made up of the Chair and 11 other members including the Treasurer and Secretary, as part of this CFH will check what will constitute a quorate at regular Committee meetings. To feedback to next meeting.

Section 2.4 previously stated the Promoter is not allowed to enter the Lucky Fridays lottery. This was added previously when Karen Jones was the sole Promoter. As CFH outlined earlier, Neil Chapple has confirmed that there is no issue with Committee members being part of the Lucky Fridays lottery whilst also being a joint Promoter. Rules will be updated to reflect this.

**Action:** **CFH to confirm quorate at next meeting.**

1. **NPTHWG – Wellbeing Activities
Yoga sessions**
LD went through the paper provided in advance of the meeting, requesting funding for continuation of yoga sessions.

LD advised that the last sessions had sold out and were very well received. Another 12 sessions will cost £1300.

The group discussed how the sessions would work and it was suggested that those who had attended previously would not be able to book in the first instance.

LD confirmed that each session would be individual, so not a block booking; so there would be 20 slots per each of the 12 sessions.

**Agreed:** Group agreed proposal to fund a further 12 sessions.

**Wellbeing Talks**

ALJ outlined a proposal that had been put forward by a staff member to hold wellbeing sessions for staff with a Life Coach. Group requested more firm details including costings.

**Action:** **ALJ to investigate and bring firm proposal to next meeting.**

**Gwyn Hall Cinema Nights Update**

AJ outlined discussion held previously around whether the current setup of private cinema screenings is the only way we can offer a cinema discount or whether it would be possible to have discounts on any cinema screening at the Gwyn Hall. ALJ has discussed this with the Gwyn Hall and they have investigated and said they do not have the IT setup to be able to offer the food package discount and cinema subsidy in any other way.

AJ suggested that as they currently offer the £10 discount on show bookings, they could perhaps offer that off a cinema booking. Proposal to be discussed with the Gwyn Hall. AJ suggested that if the Gwyn Hall agree, we then open a poll for members to see which offer they would prefer.

**Action:** **ALJ to investigate and feedback to next meeting.**

1. **AOB**

**Celtic Leisure offer – Subsidised adult swimming lessons**

ALJ feedback on the offer that has been discussed at the group previously. The discussion with Celtic has been to offer adult swimming lessons at a 50% discounted rate (£17.20 p/m), for up to six months. Celtic are now ready to launch the offer but they have said that as essentially by joining people become swim members, this also entitles them to free swimming at any public swim session.

HJ queried whether we should restrict the number of places that we are offering with this discount. Group discussed this and it was felt that demand will likely be higher due to the inclusion of the free swimming. HJ will look into figures to proposal a suitable cap on numbers prior to it being launched.

**Agreed:** Group agreed proposal subject to cap being agreed.

**Action:** **HJ to propose suitable cap on numbers.**

**Next meeting: Wednesday 7th August 2024, 2pm, Microsoft Teams**

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

Signed (Chair) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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