

**NEATH PORT TALBOT HEALTH AND WELL-BEING GROUP**

**NPTHWG**

**EXECUTIVE COMMITTEE**

**4 April 2023**

**Venue: via Microsoft Teams**

**MINUTES**

**Present:** Karen Jones (KJ), Huw Jones (DHJ), Caryn Furlow-Harris (CFH), Anita James (AJ), Sheenagh Rees (SR), Lynne Doyle (LD), Kirsty Williams (KW), Julie Robinson (JR), Steve Owen (SO)

1. **Apologies:** Debra Lawrence (DL), Jayne Dennis (JD), Derek Jones (DJ), Amanda Coleman (AC), Elinor Wellington (EW), Shirley Freeguard (SF)
2. **Declarations of Interest**

None

1. **Minutes of the Executive Committee Meeting 7th February 2023**

Minutes accepted as accurate.

1. **Matters Arising**  
   None
2. **Minutes of the Lottery Sub-Committee 28th March 2023**

Lottery Administrator:

KJ reported that the cost of Administrative support for the NPTHWG will be £15,000. This will cover a Grade 4 for two days a week and falls within the allowances that were put in place when the lottery was set up – i.e. we can spend up to 20% of the turnover on administration.  
 **Agreed:** that the post be established and advertised asap

**Action:** all to help promote the post to anyone they know who has the required skills and might be interested

1. **Minutes of the Finance & Governance Sub-Committee 28th March 2023**

Draw Issues:

DHJ reported that there had recently been two incidences where the weekly draw sheet had rolled. The advice provided by AOD for these incidences has been applied consistently. The spreadsheet has previously been checked by Digital Services and there are no errors.

Bank Account:

DHJ confirmed that he has located the functionality on the HSBC online banking to add himself to the mandate - once this is done, the primary user can be changed from KJ to DHJ.

**Action:** DHJ to progress

Financial Information

DHJ confirmed a balance surplus in the well-being account of £22k, which will be brought forward to 2023/2024 and asked for it to be noted that point 6 in the Finance & Governance Sub-Committee notes of meeting for 28th March 2023 (circulated with the agenda) should show a balance surplus of £22k, not £32k.

1. **Decisions made since last Executive Committee meeting (08.02.23 – 03.04.23)**   
     
   None
2. **NPT Health and Wellbeing Group – Financial Information**  
   Lucky Fridays Account - Update from DHJ:

* started off with a surplus of £40,000 (we received 13 member subscription payments in 2022/23, as the March payment arrived on the 31st March, not the 1st April). The member subscription payments forecast for April is zero because that month is already included in the £40,000 brought forward.
* forecasting 11 months’ worth of income of £108,900 pounds.
* in terms of expenditure for the year, we have previously agreed to ring fence 10% for wellbeing, there are payroll costs, the audit fee, £15,000 (subject to approval) for the admin fee, and £70,000 to pay out in prizes
* based on this forecast, there will be £48,000 remaining

Well-being Account - update from DHJ:

* £10,900 rolling over from the last two years for wellbeing activities.
* It is anticipated the 10% income this year will be £10,890.
* There is approximately £22,000 total funding available for wellbeing. The cost of Perkz has been estimated at £6000 so that leaves a £16,000 balance to spend on wellbeing activities

Additional lottery prizes  
A discussion took place about allocating some of the £48K surplus that is forecast to additional lottery prizes.

**Agreed:** the following additional prizes will be included in the schedule for 2023/24:

* Fabulous Fridays - increase from £1,000 to £1,500
* Easter Bonus Draw £500
* Coronation Bonus Draw £2,500 (5 x £500)
* Payday bonus draws - £1,000 every month
* January bonanza (Fabulous Friday on the first Friday of the month then £500 per week bonus for the rest of January)

1. **NPT Health and Wellbeing Group - Risk Register**  
   CFH reported that the latest risk added to the register was around the sustainability of the group and good governance due to the lack of dedicated administrative capacity. That will be addressed as the Lottery Administrator will be advertised asap. No other risks have been added.
2. **NPT Health and Wellbeing Group – Financial Procedures**  
   CFH reported that these have been updated to reflect that Exec Committee members are now called executive committee directors, following the change to company status.  
   **Agreed:** all present happy to endorse the Financial Procedures
3. **NPT Health and Wellbeing Group - Well-being Activities**  
   Perkz  
   KJ reported that DC has done a good job of cleansing the Perkz database to remove former members  
   **Action:** KJ to check if £6k budgeted for Perkz will be sufficient in light of the above  
     
   Well-being Activities

The following well-being activities for 2023/2024 were proposed:

* continue with Perkz member discount scheme.
* continue with the cinema nights
* couch to 5K – CFH confirmed that AH from the Harriers look into this
* look into the feasibility of arranging events through Celtic Leisure / Parks / Theatres
* Follow up on the suggestion of arranging an event with ‘The Paint Along Lady’
* Wellbeing sessions to signpost people who are showing early signs of chronic conditions to the right services

**Action:** KJ to conduct poll to gauge what activities members would be interested in

**Action:** KW to speak to Chris Saunders regarding the possibility of events with our leisure facilities, and of further discounted membership for NPTHWG members.

**Action:** SR to speak to OHU about the sessions for chronic conditions

A discussion also took place on the possibility of arranging for train the instructors in Celtic Leisure on suitable exercises for those going through the menopause.  
**Action:** LD to contact Chris Saunders about the possibility of some kind of partnership with Celtic Leisure, where they agree to undertake the training then run the sessions for us.

1. **AOB**

CFH reported that she had set a provisional date of 20 June for the AGM, but will bring this forward following a discussion in the Finance and Governance Sub-group that the AGM should be nearer to the start of the new financial year as we agree the prizes and events in it.  
**Action:** CFH to set date for AGM in May

Next meeting: 7 June 2023 at 2pm

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

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

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