



**Neath Port Talbot**  
Health & Wellbeing Group

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

### **EXECUTIVE COMMITTEE**

**4 October 2022**

**Venue: via Microsoft Teams**

### **MINUTES**

**Present:** Caryn Furlow (CF), Anita James (AJ), Kirsty Williams (KW), Huw Jones (DHJ), Sheenagh Rees (SR), Steve Owen (SO), Debra Lawrence (DL), Shirley Freeguard (SF), Lynne Doyle (LD), Jayne Dennis (JD)

**Apologies:** Karen Jones (KJ), Elinor Wellington (EW), Julie Robinson (JR), Derek Jones (DJ)

**1. Declarations of Interest**

None

**2. Minutes of Executive Committee Meeting 1<sup>st</sup> June 2022**

Minutes accepted as accurate by all in attendance. No outstanding actions.

**3. Lottery Sub-Committee Meeting 27th September 2022**

Summary from (DHJ);

Duplicate numbers had been issued as a result of a clerical error. This emerged when one of the numbers was drawn for a prize. Both of those with the winning number were paid and new numbers have since been issued to all duplicates.

There are unused vouchers for Llanerch Vineyard from last Christmas. Any unused vouchers will be drawn in a future draw as bonus prizes.

#### **4. Finance Sub-Committee Meeting**

Summary from (DHJ);

Eventbrite tickets for events – members are booking tickets for events and not cancelling them if they are then unable to attend.

**Action (KW & AJ): circulate communications to members reminding them to cancel events they can't attend to maximise attendance and give others the opportunity.**

#### **5. Decisions made since last Executive Committee meeting**

Update from (CF);

The ticket prices for this year's Mayor of Neath Port Talbot Armed Forces Festival in November will be reduced for members.

The ticket prices this year are £12.10 for adults and £9.90 and the exec Committee members have agreed to subsidise the tickets for members as part of the £10 deal.

#### **6. NPT Health and Wellbeing Group - Financial Statements**

##### **Lucky Fridays Account**

Update from (DHJ);

- At the end of August we've received £57,000 in payroll contributions
- We paid out some of the wellbeing activities on Celtic leisure
- As at the 23rd of September we had £34,000 in the account, but as we approach the Christmas period we've got a larger draw schedule so that balance should come back down to approx £20,000 by the end of the financial year.

#### **7. Matters Arising**

Update from (AJ);

AJ reported that the forward work plan requires the Procedure for use of NPTHWG Logos to be reviewed at regular intervals.

The review had taken place and was discussed at the Finance and Governance sub-committee on 27 September 2022, where AJ had explained that there have been no issues with the use of the logo, therefore no changes to the procedure are recommended.

The group accepted the recommendation that no changes are needed to the Procedure for use of NPTHWG Logos and agreed to continue with the procedure as it currently stands.

## 8. Risk Register

Update from (CF);

- Risk added to the register concerning the Safeguarding Review being undertaken by HSBC on the Groups 2 x accounts
- The risk will be removed when we receive assurance from the bank that we have successfully gone through the safeguarding review

## 9. NPT Health and Wellbeing Group - Well-being Activities:

Update from (DHJ);

- We have set aside 10% of proceeds to deliver wellbeing activities. To date, we have not spent a great deal of money this year, apart from a few events in the Gwyn Hall.

Update from (AJ);

Christmas Party - Originally planned to book out the whole of the Orangery which is 200 tickets. Having discussed it with the Orangery, it was felt that it was very short notice to now advertise. So, the proposal is to join two of their existing parties;

- Orangery Christmas party 9<sup>th</sup> and 17<sup>th</sup> December with 10% discount – members can purchase tickets for £35.95 each. All agreed
- Christmas bonus draws – instead of a £5k single bonus the prize pot is to be split into 10 x £100 or gift card. All agreed
- £10 one-off discount at Pontardawe, Margam, Princess Royal and Gwyn Hall events.

**(DHJ) Decision to keep discount open until end of financial year to continue to promote our venues.**

- Film nights at the Gwyn Hall (Black Adam, Black Panther and Matilda) – all agreed

Update from (CF);

- Couch 2 5k with Port Talbot Harriers. Approximate cost of £500. Exec committee happy for CF to pursue
- Case studies would contribute to the uptake of the sign-up.

**Action (CF): follow up and report to group at next meeting**

**Action (KW): Identify former members to contribute to case study**

(SF) – Requested Panto tickets. Group confirmed details will be follow.

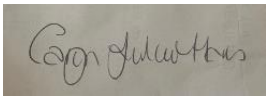
## 10. AOB

(LD) requested additional information for Perkz and Yammer for new starters. (JD) suggested to include info electronically.

**Action: (LD) to speak with HR regarding recruitment policy to include digitally.**

**Next meeting –via Teams**

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

Signed (Chairwoman)  Date: 14.12.22

Signed (Seconder)  Date: 14.12.22