



**Neath Port Talbot**  
Health & Wellbeing Group

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

### **EXECUTIVE COMMITTEE**

**8<sup>th</sup> April 2021**

**Venue: via Microsoft Teams**

### **MINUTES**

**Present:** Caryn Furlow-Harris (Secretary & Chair), Cllr Carol Clement-Williams, Karen Jones (Treasurer), Julie Robinson, Anita James, Neil Evans, Debra Lawrence, Kirsty Williams, Derek Jones, Craig Griffiths (guest)

**1. Apologies**

Sheenagh Rees (Chair), Elinor Wellington, Lynne Doyle, Nita Sparkes, Jayne Dennis, Shirley Freeguard, Steve Owen, Rhys Williams

**2. Declarations of Interest**

None

**3. Minutes of Executive Committee Meeting held on 5<sup>th</sup> February 2021**

Minutes from 5<sup>th</sup> February 2021 were not available at the time of meeting, these will be circulated to members.

**4. Matters Arising**

None – all are covered later on the agenda

**5. Minutes of the Lottery Sub-Committee held on 25<sup>th</sup> March 2021**

KJ reported the membership numbers for 2020/2021. There was 108 net increase in members for the year.

Matters arising: None – all are covered later on the agenda

**6. Minutes of the Finance & Governance Sub-Committee held on 25<sup>th</sup> March 2021**

KJ presented the minutes of the Finance & Governance Sub-Committee held on the above date.

Matters arising: None – all are covered later on the agenda

## **7. Decisions made since last Executive Committee meeting (5th February – 7th April 2021)**

### **Draw error – 19th March 2021**

KJ reported that there had been a draw error on 19th March. This was reported at the time to Anne-Marie O'Donnell (AOD), CFH and AJ.

The March 2020 spreadsheet had been used for the draw in error (instead of the March 2021 spreadsheet).

Because the winners had already been contacted, KJ, CFH and AJ agreed to honour the prizes from the March 2020 sheet and redraw the weekly prizes from the correct sheet.

Advice from AOD was to put old draw sheets into an archive folder.

**Executive Committee formally noted the decision.**

## **8. NPTHWG Financial Statements – for decision – prize fund for 2021/2022**

KJ presented the budget forecast for the 2021/22 financial year.

### **LUCKY FRIDAYS:**

KJ included a projected increase of 5 members (net) per month again this year. We exceeded the target for new members in 2020/2021 and KJ thanked AJ and KW for their work on recruitment.

KJ explained that we have a high level of funds available at present and proposed that we have more prizes to pass the benefit back to the members, although this needs to be sustainable.

### **Agreed:**

- **Continue with £1 per week cost and limit entries to 1 per member**
- **Continue with weekly prizes of £650 (£300, £200, £100, £50)**
- **Continue with £1,000 Fabulous Fridays bonus on the first Friday of each month**
- **Introduce additional bonus prizes to the value of £10,000 for 2021/22 (4 x £2,500)**

**Action: KJ to update forecast and circulate to members so that it can be taken to AGM for endorsement.**

### **WELLBEING ACCOUNT:**

KJ reported that the new Virgin Go product will cost around £9,000. Perkz is still popular - benefits for members is far in excess of the £5,000 it costs. This leaves funds for other wellbeing initiatives that we can consider but there is more work to do in getting

feedback from members on what they would consider taking part in.

**The report was noted.**

#### **9. NPTHWG Draft Lottery Annual Report 2020/2021 – for comment**

KJ presented the Draft Annual Report.

It was noted that we budgeted to spend a slightly lower amount on wellbeing this year because of Covid.

KJ highlighted the wellbeing initiatives that had taken place this year and the initiatives for decision for next year (including Virgin Go, yoga, develop NPT Cycling, renew Reward Gateway/Perkz, secure early bird discounts and continue to develop mental wellbeing theme).

KJ also reported that Huw Jones is happy to take on the role of Treasures and for Finance to take on the financial support for the group – this is a decision for Executive Committee and the AGM

**Agreed: all were happy to support the draft annual report as a basis for what is presented to the AGM.**

#### **10. NPTHWG Privacy Policy**

KJ propose we approve the Privacy Policy as a draft, but can't approve it as a final document until the data sharing agreement is in place.

**Agreed: draft approved**

**Action: need to complete this piece of work by the end of August 2021**

#### **11. NPTHWG Financial Procedures – for decision**

These had been reviewed in Finc & Gov sub-committee. One amendment proposed by SR, that the thresholds increased from £300 to £500. Also review date changed to 25 March 2022.

**Agreed**

#### **12. NPTHWG Well-being Activities:**

##### **i. Virgin Go – for decision**

CFH recommended we enrol for the July 2021 dates (enrolment can start on 2 June). Minimum commitment is 150 members, at a cost of £58.80 per person (total = £8,820).

KJ advised that the price has gone up by 20%, even so we have enough funds to go to 200 members

**Action: CFH to confirm costs with Virgin go**

**Agreed: to support this for up to 200 members**

ii. Book Club – update

CFH advised that the Book Club will launch in May. Paul Doyle from NPT Libraries has supported this and a Facebook page is ready to launch.

**Action CFH, AJ & KW need to arrange promotion**

iii. Luminate – for decision

Luminate has offered 10% discount, it was suggested that NPTHWG offers and extra £5 discount per booking for the first 200 bookings.

**Decision: agreed to support this**

iv. Yoga and Mindfulness Courses – for info

Feedback was positive. It was agreed that some research with members should be undertaken to find out what time would suit people. Also it would be worth obtaining quotes from other providers.

v. Perkz – renewal – for decision

Renewal is due in September time

**Agreed: this is something we want to continue**

**Action: KJ to negotiate with the company and come back to the committee with a proposal for decision**

**13. NPTHWG – Risk Register**

No amendments have been made since the Risk Register was last seen in February 2021.

KJ raised an issue relating to removing members who have left from the Facebook group. We are not able to organise the members in FB into the same order as they are on the membership role, also people's Facebook profiles are not always the same as their name.

**Action: KJ to take this back to Finc and Gov Sub-group for further consideration.**

**14. Constitution of Group – Update**

CG advised that the Limited Company approach is a beneficial one. Also that it would be beneficial to put an insurance policy in place to cover the group for any activities going forward.

CG stated that if we move to a Limited Company, Executive Committee members will need to everyone would have to update their Declaration of Interest forms and complete section 3.

KJ stated that we have a £108,000 projected turnover next year. We have good governance and good checks and balances, but need to be confident that we have the right level of protection in pace for this.

**Action: CFH to return old cheque for Companies House to KJ who will issue a new one so that the application can go back off to Companies House.**

## 15. AOB

ONLINE FITNESS SESSIONS – DJ advised that he is still struggling to get the fitness sessions online. There are 5 x 45 minute videos ready to go and it was suggested that we recruit volunteers to pilot these.

CG raised concerns that we don't have copyright for the music that was used in the background.

**Action: DJ to check with Lee Dennis at the Princess Royal Theatre about how to obtain permissions for the music. Once this has been clarified, post message on the FB group to get volunteers for a pilot.**

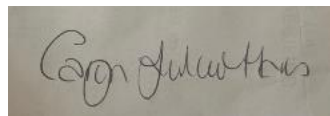
COMMS UPDATE - KW advised that:

- The Facebook group now has 1,144 members, an increase of 1.5% from last month and 21% increase from beginning of this financial year.
- Non-wellbeing activities seem to have the most engagement at the moment e.g. social networking pilot post did particularly well.
- There have been a steady trickle of membership forms coming in this week and word of mouth or the staff sway are the most popular ways that new members indicated they heard about the group.
- 47 people took part in the FB poll for Virgin Go - 40 said yes they would be interested in taking part and 7 said no.

**Next meeting – 2<sup>nd</sup> June 2021 via Teams**

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

Signed (Chairwoman)



Date: 17.6.21

Signed (Seconder)



Date: 17.6.21