



**Neath Port Talbot**  
Health & Wellbeing Group

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

### **EXECUTIVE COMMITTEE**

**1 February 2022**

**Venue: via Microsoft Teams**

### **MINUTES**

**Present:** Karen Jones (KJ), Jayne Dennis (JD), Kirsty Williams (KW), Derek Jones (DJ), Anita James (AJ), Elinor Wellington (EW), Shirley Freeguard (SF), Huw Jones (DHJ), Steve Owen (SO), Sarah Coward (SC)

**Apologies:**

Caryn Furlow-Harris (CFH); Neil Evans (NE), Cllr. Carol Clement-Williams (CCW), Sheenagh Rees (SR), Lynne Doyle (LD),

**1. Declarations of Interest**

None

**2. Minutes of Executive Committee Meeting held on 14.10.21**

Minutes accepted as accurate by all in attendance.

**3. Matters Arising**

**Constitution of the group**

- KJ and HJ confirmed that CFH has now received the final signature from CCW and the papers have been submitted to Companies House

**New Members - Induction Pack**

- AJ confirmed that LD has included information on the NPTHWG in the induction pack.

**4. Lottery sub-committee meeting 25.1.22:**

**Lottery Draw**

The minutes of the Lottery Sub-committee from 25.1.22 weren't available, but KJ stated there was nothing to report other than for AJ to outline the arrangements that had been in place for making the draw remotely since the covid infection rates had increased.

- AJ explained that draws were made via Teams, with independent adjudicators and someone independent to press the button. To do this, AJ would open the draw sheets, then give control to whoever was pressing the button so they could do this remotely. One of the independent adjudicators would note down the numbers and email KW to confirm that those were the numbers that were drawn. The online process had been checked with AOD, who was comfortable with it.
- AJ confirmed that from this week (w/c 24 January, herself and KW will be back in the office on a Tuesday and Thursday and that the 'physical' weekly draws would resume – drawn on a Thursday and winners published on a Friday)

**Action:**

KJ to circulate minutes of Lottery Sub-committee from 25.1.22

**5. Finc & Gov sub-committee meeting 25.1.22:**

DJH reported that whilst the committee had previously agreed to contribute 20% from the lottery proceeds into the wellbeing pot, the pandemic has meant that we have struggled to find opportunities for wellbeing activities. The sub-group has discussed reallocating £10,000 back from well-being activities into bonus prizes between now and the end of the financial year.

It is proposed that before 31.3.22, we draw an additional £5,000 bonus prize and two additional £2,500 draws.

KJ explained that an extra bonus prize had been drawn in error on 28.1.22 which we had to honour, therefore it would be two additional £2,000 bonuses not two £2,500 bonuses.

All agreed to the additional bonus prizes – 1 x £5,000, 2 x £2,000

**Action:**

AJ to work out the best dates for the additional bonus draws and circulate this to the group for information.

KJ stated suggested we could consider if there is an opportunity for some more discounted tickets for council events and initiatives, especially in the light of the increased cost of living. All agreed.

**Action:**

Finance sub-committee to explore possible events and bring proposals back to the group.

**6. Decisions made since last Executive Committee meeting**

None.

**7. NPT Health and Wellbeing Group - Financial Statements**

**Lottery Account**

DHJ reported that we started off with £17,000. To date, we've received £92,000 worth of income, costs of £76,000 and transferred £22,000 to the well-being account.

### **Well-being Account**

DHJ reported that we started off with £3,000, transferred £22,000k. We have incurred some expenditure on Perkz, late payment to Celtic Leisure and Council will reimburse the cost for for Virgin Go so that will leave us with £20,000 in the well-being account.

As discussed earlier in the meeting we will now transfer £10k of that back into the lottery account.

### **Book keeping Fee**

HJ proposed the establishment of a bookkeeping fee i.e. that Finance will charge 1% of all lottery takings as a contribution towards the bookkeeping and administration of prize payments. That equates to just over £1000 in total for the year.

All agreed that this proposal be implemented from 1.4.22

## **8. NPT Health and Wellbeing Group - Risk Register**

- KJ explained that we are not proposing any other changes to the risk register at the moment. Group confirmed and endorsed the risk register.

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

- **Mal's Marauders**

DJ reported that he has spoken to Mal Emmerson, who has a lot of commitments at present, so they have discussed revisiting this idea again during the summer months.

Agreed that this proposal be included in next year's budget.

- **Ideas for future activities**

KJ stated that hopefully there will be more opportunity for face-to-face events in the next financial year.

### **Actions**

SF, JD and SO to find out what their teams would be interested in  
KW & AJ to bring back results of poll on possible well-being activities for consideration.

## **10. AOB**

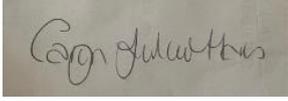
A discussion took place about the need to set a date for the AGM.

### **Action**

CFH to set date for AGM

**Next meeting –via Teams**

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

Signed (Chairwoman)  Date: 5.4.22

Signed (Seconder) *A. James* Date: 5.4.22