



**Neath Port Talbot**  
Health & Wellbeing Group

## NEATH PORT TALBOT HEALTH AND WELL-BEING GROUP

### EXECUTIVE COMMITTEE

1 June 2022

Venue: via Microsoft Teams

### MINUTES

**Present:** Karen Jones - Chair (KJ); Huw Jones - Treasurer (DHJ); Sheenagh Rees (SR); Anita James (AJ); Derek Jones (DJ); Debra Lawrence (DL); Jayne Dennis (JD); Julie Robinson; Anne-Marie O'Donnell (AOD); Kirsty Williams (KW),

**Apologies:**

Caryn Furlow-Harris - Secretary (CFH); Shirley Freeguard (SF); Steve Owen (SO); Elinor Wellington (EW);

1. **Declarations of Interest**

None

2. **Minutes of Executive Committee Meeting held on 5.4.22**

Minutes accepted as accurate by all in attendance.

3. **Matters Arising**

The following actions had been identified at the last meeting:

- Finc & Gov sub-committee to email Exec committee members with a suggested programme of well-being activities for comments/ agreement – **included in the business plan (see item 8.3)**
- EW to get more information from the Gwyn Hall on the offer so that it can be considered as part of the programme – **completed (see item 6)**
- DJ to meet Paul Walker to ask for a meeting with the chief executive of Celtic to see what they can offer – **deferred**
- AJ/KW to promote the AGM in line with the requirements set out in the constitution - **completed**
- AJ to outline marketing plan for that change at Lottery sub-group on 31.5.22 – **completed (see item 4)**
- Lottery sub-group to consider administrative support – **see item 5**

- Finc & Gov sub-committee to discuss risk and mitigating actions linked to the change in how the sway is circulated and the possible effect on membership at the next meeting
- KJ to ask about discounts on electric bike hire at Margam when she speaks to Sophia about the offers for Margam Park – **focus has concentrated on events in the Park, carry this action forward and report back to next meeting**
- CFH to arrange an Exec Meeting prior to AGM - **completed**

#### 4. **Lottery sub-committee meeting 31.5.22:**

KJ presented the minutes of the Lottery sub-committee on 31.5.22:

- Risk to membership from changes to the way the Sway is distributed – KJ explained that around 2,500 employees continue to get notified when the sway is out by way by email or text because they're not Office 365 users - so those people will still be able to get the information on the lottery as they do now. Just over 2,500 people have been moved on to Yammer and an announcement is published every time the sway goes out, so this group of employees is notified about the sway even if they have switched off their notifications. The sway notification is also still posted on the staff news section of the intranet, so people will still be able to see it there.

KJ stated that it has been noted that we've actually had quite a large number of new members this month and last month, so we don't seem to be seeing a drop off in new members at the moment – it is thought that the increased cash bonus prizes are having a positive impact on recruiting and retaining members.

**Agreed:** That the mitigation measures for the changes to the sway appear to be effective. Membership numbers will be monitored, so if there is a drop off, we can consider what action to take.

- Bonus prizes – the Jubilee bonus agreed at the last executive committee was drawn yesterday.
- Administrative support – Deena Cook (DC) has been identified to undertake the duties. Arrangements will be made over the next month or so to familiarise DC with the processes. KJ also suggested that AOD is asked to follow up at some point to check the arrangements are working robustly.  
**All agreed** with this arrangement

#### 5. **Finc & Gov sub-committee meeting 31.5.22:**

AJ had chaired the meeting in the absence of CFH and talked through the notes.

During the meeting the NPTHWG rules had been reviewed. 3 amendments had been identified and AJ confirmed that these had been made prior to circulating the rules as part of the papers for today's meeting.

KJ asked those in attendance there were any amendments they wished to propose to the group rules.

**Agreed:** there were no further amendments proposed and the meeting agreed to sign off the rules as circulated with the papers.

## 6. Decisions made since last Executive Committee meeting (6th April – 25th May 2022)

KJ explained that given the current cost of living pressures the following had been agreed with the aim of making events affordable for people:

### Cinema Nights:

KJ outlined arrangements that had been made for three film nights at the Gwyn Hall – Top Gun, Elvis and Thor. The Gwyn Hall have offered a package of £10 for entry, a drink plus nachos/hotdogs or popcorn. The NPTHWG will subsidise the full price for members so they go free, guests will pay £10 to attend and there is also the option of a ticket only for £4.50 (without the food package).

### Other events:

It had also been agreed to offer subsidised tickets for a numbers of events at the Council run theatres and Margam Park. The proposal is to give a £10 discount to our members for events that cost more than £10 for a ticket. SB has created a webpage with the selected list of events eligible for the discount. AJ & KW will promote this.

A discussion followed about whether the Gwyn Hall could accept the film night vouchers from people's phones or whether a printed copy was needed. It was agreed that a paper copy would be easier, but that we would at least need a list of the voucher numbers that had been used at each film night as proof of numbers attending in order that the NPTHWG can reimburse the Gwyn Hall.

## 7. Decisions Required – NPTHWG Bank Accounts

DHJ outlined a number of decisions that are required concerning the NPTHWG bank accounts (Lucky Fridays Account and Wellbeing Account) due to changes in personnel on the executive committee.

**Agreed:** To remove Caroline Lloyd from the Lottery banking records at HSBC

**Agreed:** For Huw Jones (DHJ), as Treasurer, to take up the role of Primary User on the Lottery Bank Accounts at HSBC

**Agreed:** In addition to Huw Jones (DHJ) as primary user, for Karen Jones (KJ), Caryn Furlow-Harris (CFH), Anita James (AJ) and Deena Cook (DC) to be secondary users on the NPTHWG Bank Accounts (Lucky Fridays Lottery and Wellbeing accounts) at HSBC

## 8. NPT Health and Wellbeing Group AGM - 7th June 2022 (12pm) Preparation:

### 1. Draft Agenda

**Agreed:** that the Draft Agenda prepared by CFH be used for the AGM

### 2. Annual Report

KJ talked through the annual report that she is proposing to present at the AGM.

**All present agreed** with the content of the annual report

### 3. Business Plan 2022/2023

KJ talked through the business plan for 2022-23 that she proposed to present at the GM on 7.6.22. DJ proposed one amendment – to add Leisure Services alongside Celtic Leisure when referring to sourcing wellbeing activities.

**Agreed:** All agreed that they were happy with the plan and the proposals in it, subject to the amendment suggested by DJ

#### 4. Treasurer's Report

DHJ outlined the Treasurer's report that had been prepared for the AGM. It shows that there was £20,307.00 in the bank at the start of the year. The total income for the year was £115,000 (which includes a contribution from the council for the Virgin Go program). Expenditure of £117,000 was incurred (the report refers to the HEBC safeguarding review and the fact that the bank and transferred some funds out, but then reinstated them). The closing bank balances, if that transfer hadn't taken place, would have been £22,000 at the end of the year, which was in line with the forecasts. **All present agreed** with the contents of the Treasurer's report for the AGM

#### 5. Statement from the independent Auditor

AOD confirmed that the audit of accounts for 2021-22 has been concluded. Signed the statement for auditor. Don't have any problems with it - clean bill of health. The expenditure was as expected, it could be backed up by documentary evidence, all the receipts were there, so no issues at all from an audit point of view.

#### 9. AOB

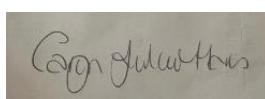
KJ stated the importance of having the accounts audited – the turnover is now high and the group is handling other people's money. It is important to have somebody independently reviewing the activities and any issues to give assurance. KJ proposed that it is recommended in the AGM that AOD be appointed again for a further year to continue as independent auditor.

**Agreed:** to the AGM on 7.6.22 that AOD be appointed to continue as independent auditor for another year.

**Next meeting 2.8.22 – via Teams**

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

Signed (Chairwoman)



Date: 6.10.22

Signed (Seconder)

*A. James*

Date: 6.10.22