



Neath Port Talbot
Health & Wellbeing Group

NEATH PORT TALBOT HEALTH AND WELL-BEING GROUP

EXECUTIVE COMMITTEE

5 April 2022

Venue: via Microsoft Teams

MINUTES

Present: Karen Jones - Chair (KJ); Huw Jones - Treasurer (DHJ); Caryn Furlow-Harris - Secretary (CFH); Sheenagh Rees (SR); Anita James (AJ); Elinor Wellington (EW); Shirley Freeguard (SF); Lynne Doyle (LD); Derek Jones (DJ)

Jayne Dennis (JD); Steve Owen (SO); Neil Evans (NE)

Apologies: Cllr. Carol Clement-Williams (CCW); Debra Lawrence (DL); Kirsty Williams (KW),

1. Declarations of Interest

None

2. Minutes of Executive Committee Meeting held on 1.2.22

Minutes accepted as accurate by all in attendance.

3. Matters Arising

The following actions had been identified at the last meeting:

- KJ to circulate minutes of Lottery Sub-committee from 25.1.22 - **completed** subsequent to the meeting on 1.2.22
- AJ to work out the best dates for the additional bonus draws and circulate this to the group for information – **completed**
- Finance sub-committee to explore possible events and bring proposals back to the group – KJ reported that Margam Park had sent some suggestions through that morning, so we are working on that with them, and KJ will contact colleagues in Arts Marketing to look at other events and come back to the group.
- SF, JD and SO to find out what their teams would be interested in – tbc
- KW & AJ to bring back results of poll on possible well-being activities for consideration – AJ shared the results of the poll, as follows:

Idea	FB votes	Yammer votes	Total
------	----------	--------------	-------

Reduced price cinema tickets	111	4	115
Wellness package	89	7	96
Discounted theatre tickets	67	5	72
Discounted annual parking for the Gnoll (parkrun)/ Margam Park	17	7	24
Voucher for gym/swimming pool	13	5	18
Support fund for members in need of financial support	10	3	13
Yoga classes	4	1	5
Book vouchers	3	2	5
Men's wellbeing (Mal's Mauraunders)	2	0	2

Action - Finc & Gov sub-committee to take this information to look at then email Exec committee members with a suggested programme of well-being activities for comments/ agreement.

EW had been contacted by the Gwyn Hall with a view to re-starting the cinema nights. All were in agreement that this would be a good idea.

Action - EW to get more information from the Gwyn Hall on the offer so that it can be considered as part of the programme.

KJ also suggested that there might be opportunities to with Celtic Leisure on some kind of deal on a Wellness package now that they are coming back under the council's management. Along those lines of NPTHWG could pay for a taster of program 6-8 weeks, then it's up to Celtic to recruit people on an ongoing basis (to give people some motivation/encouragement to start).

Action - DJ to meet Paul Walker to ask for a meeting with the chief executive of Celtic to see what they can offer

- CFH to set date for AGM – CFH reported that this has been set for Wednesday 8 June (now 7th June). It was noted that the AGM needs to be promoted in line with the requirements set out in the constitution. CFH asked if a meeting of the Exec committee needs to be organised prior to the AGM.

Action – AJ/KW to promote the AGM in line with the requirements set out in the constitution

Action – CFH to arrange for the NPTHWG Exec Committee to meet prior to 8 June (now 7th June)

4. Lottery sub-committee meeting 31.3.22:

- **Recruitment** – KJ reported that we've exceeded the target we set for a membership in the last 12 months. We planned to have a net gain of 60 members for the year (five per month), but the net gain for 2021/22 was 94 members. KJ thanked KW/AJ for the marketing activity and SF/JD/LD for their help in recruiting.

KJ flagged that there are plans to stop sending sway notifications to people who have a @npt.gov.uk email address as they will be expected to access the sway via Yammer going forward. This could be a risk to membership as the forms are included in the sway:

Action: AJ to outline marketing plan for that change at next Lottery sub-group.

- **Risk Assessments** – KJ noted that risk assessments had been carried out for the draws
- **Administration** – KJ proposed that the group goes back to having a dedicated person to cover the administration for processing membership forms etc. to put the work on a more sustainable footing.

Action: Lottery sub-group to consider this and bring some proposals to the Exec.

5. Finc & Gov sub-committee meeting 31.3.22:

- DHJ updated the group that the safeguarding review for the bank accounts should be resolved soon, and that he will update on this at next exec meeting
- CFH reported that the group's registration as a company limited by guarantee should be received from Companies House in the next week or so.
- CFH also reported that she and Craig Griffiths have developed a draft service level agreement that sets out in detail the services that the group purchases from the Council and data sharing policy.

6. Decisions made since last Executive Committee meeting (2nd February – 4th April 2022)

None.

7. NPT Health and Wellbeing Group - Financial Statements

DHJ explained that the following figures are not the final figures for the end of March as the banking issue mean that he hasn't been able to update them.

Lottery Account - DHJ reported that we started off with £17,000. We paid out prizes and costs of approx. £108,000 and transferred £10,000 into the Well-being account, which left a surplus of just over £10,000.

Well-being Account - DHJ reported that we started off with £3,000, we incurred expenditure on the Perkz scheme, so ended up with £8000 in the well-being account.

Forecasts for next year

The financial forecast assumes £9,500 per month income from membership, with fixed costs in terms of payroll, marketing etc. In terms of prizes, DHJ outlined the standard weekly prizes (£600), £1000 per month for Fabulous Fridays, 4 x £5,000 pound bonus cash prizes and the additional bonus prizes that the group recommended for this year.

This leaves a spare £40,000.

A discussion took place on how best to use this. KJ suggested that we revert to putting 10% into from the Lucky Fridays income into well-being activities, so that we can pay out more cash prizes as that's what our members want, continue with Perkz because that is being well used, offer discounted tickets for events and establish a well-being packaged program including mental well-being. **All agreed**

SR suggested the group do something to mark the Platinum Jubilee. Following a discussion it was **agreed** that there would be a bonus draw of 7 x £1,000 on the Jubilee Bank Holiday weekend – one prize for each decade of Her Majesty's reign.

DHJ summarised that if £11,000 is earmarked for well-being and £7,000 for the Jubilee bonus prizes, there will be £23,000 left, so that will cover if there are any fluctuations in membership etc.

CFH reported that VPGO had made contact to enquire if we would be taking part again in 2022. The sub-committee recommended that we shouldn't pursue this again as the quality of the product last year is not as good as the very first year.

Agreed – the group will not take part in VPGO in 2022

8. NPT Health and Wellbeing Group – Financial Procedures – for approval for the 2022/2023 financial year

CFH presented the financial procedures for review and highlighted that how we deal with quotations for spend of £500 and above has changed since last year.

DHJ suggested that if the administration role for the NPTHWG is re-established that their role could include the recording of transactions, and DHJ will undertake the reconciliation as Treasurer.

Agreed: that the group approves the Financial Procedures as presented and that these are reviewed again in 6 months' time, when the administration has been resolved.

9. NPT Health and Wellbeing Group - Risk Register

CFH stated that the Risk register had been circulated and there were no risks added since the group last reviewed it.

KJ suggested that a risk be added in terms of the planned changes to the way the staff sway is circulated and the possible risk to membership. All agreed.

Action: Finc & Gov sub-committee to discuss risk and mitigating actions at their next meeting

10. NPT Health and Wellbeing Group - Well-being Activities:

DJ suggested that members might be interested on an offer on the electric bikes available in Margam Park.

Action: KJ to ask about this when she speaks to Sophia about the offers for Margam Park

KJ also suggested that activities linked to mental well-being and the cost of living be included in the business plan and that we encourage ideas to come forward for these.
All agreed

11. AOB

DHJ advised that there was an action for him from last week to speak to Anne-Marie O'Donnell (AOD) regarding auditing the accounts for 2021-22. This will be done when AOD returns from leave.

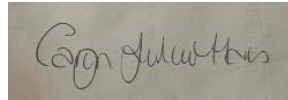
CFH suggested that an extra Exec Committee meeting be arranged prior to the AGM to sign the papers off and ensure that the business plan etc. is a formal proposal from the committee to the AGM.

Action: CFH to arrange an Exec Meeting prior to AGM

Next meeting 26.5.22 – via Teams

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

Signed (Chairwoman)



Date: 7.6.22

Signed (Seconder)



Date: 7.6.22