

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

**NPTHWG**

**EXECUTIVE COMMITTEE**

**4 October 2023**

**Venue: via Microsoft Teams**

**MINUTES**

**Present:** Karen Jones (KJ), Huw Jones (DHJ), Caryn Furlow-Harris (CFH), Anita James (AJ), Sheenagh Rees (SR), Lynne Doyle (LD), Steve Owen (SO) Debra Lawrence (DL), Celvin Davies (CD), Jayne Dennis (JD), , Elinor Wellington (EW), Paul Davies (PD) Andrea Joseph (ALJ)

1. **Apologies:**

Derek Jones (DJ), Julie Robinson (JR) Shirley Freeguard (SF)

1. **Declarations of Interest**

None

1. **NPTHWBG – Business Manager – Andrea Joseph**

KJ welcomed ALJ to her first NPTHWG Exec meeting since taking up the post.

1. **Minutes of the Executive Committee Meeting 2nd August 2023**

Minutes accepted as accurate.

1. **Matters Arising**  
   CFH confirmed that SF’s appointment as a director of the NPTHWG has been filed with Companies house

The revised terms of reference for the finance and Governance Sub-committee (following the merging of this with the Lucky Fridays Sub0committee) were noted  
  
AJ confirmed that the action to invite Paul Walker and Chris Saunders to the Finance Governance Sub-committee hadn’t been completed yet, but that they were due to attend the meeting on 20 November.

1. **Minutes of the Finance & Governance Sub-Committee on 28th September 2023**

AJ summarised the key points/actions:

* Action: AJ to arrange for a Limited Company versionof the NPTHWG and amend the .
* There was also a discussion about notifying members that lottery prizes will be paid automatically into their bank account using the details held by payroll> KJ will take this forward with Payroll.
* Copies of the monthly info provided and received from payroll will be sent to the Head of Legal to help progress the data Sharing agreement that is being developed.
* Andrea Joseph had been appointed to the post of NPTHWG Business Manager, with a provisional start date of 4 September.
* because the group is now a company limited by guarantee, the logo needs updating so there is a “limited company” version, and the procedure for using the logo will be amended accordingly.
* Margam Park had been approached by McArthur Glen with an offer of a discount card. As this wouldn't be exclusive to NPTHWG members it was decided that it could be promoted to all employees via the internal channels and the money saving tip and things like that in this way.
* The quote for renewing the Perkz Member discount scheme has risen significantly this year. KJ has questioned this and is awaiting a response from them.

1. **Decisions made since last Executive Committee meeting (08.06.23 – 31.07.23)**   
     
   None
2. **Governance – Revised Terms of Reference of Finance & Governance Sub Committee**

CFH talked through the revised terms of reference (ToRs) combining the two sets of ToR from the previous lottery and finance and Governance sub-committees. AJ is chair, the independent auditor (AOD), for transparency will be copied into all papers, but will only attend the finance and governance sub-committee meetings if there's an item of relevance or one that she wishes to raise. CFH also added that the ToR will be reviewed on an annual basis after the AGM.

**Agreed:** all were in support and the revised ToR were agreed

1. **NPT Health and Wellbeing Group – Financial Information**  
   DHJ provided outlined the financial forecast for the year. DHJ confirmed there was £48,000 in the accounts at the start of the year (a combined amount for the lottery and wellbeing to date), three months’ worth of deductions from payroll at approx. £9900/month, so £29,000 so far.  
     
   In terms of payments out, there were some unpaid prizes, admin costs and one invoice. £23,000 has been paid out, leaving a surplus of £54,000 in the bank account with £850 of the unclaimed prizes.

We have increased some of the praises leading to a reduction from £40k to £27k, so a reduction of £12,700 in our cash balances. DHJ advised that when the prizes for the next financial year are agreed we'll have ensure we have a sustainable position going forward.   
  
At least 10% of the group’s turnover is earmarked for wellbeing activities. £4,921 was carried forward from 2021-22 and last year £5,979 was carried forward.

This year, based on 10% of the anticipated income is £10 890, so the total amount of funding available is £21,790. The only commitments/potential commitments against the Wellbeing Fund currently were est. £6000 for Perkz (but discussions on going with the company around that), an est. £1,000 in for cinema nights (to be updated in light of the suggestions at this meeting).  
  
DHJ noted that there is a substantial amount of money available and for wellbeing activities.

1. **NPT Health and Wellbeing Group - Risk Register**  
   CFH explained, no risks have been added or amended by the Finance & Governance Sub Committee. It was last reviewed on 7 June. There is a risk around administrative capacity, which can be updated after Andrea starts in post.

**Agreed** – the Risk Register was noted by the Executive Committee

1. **NPT Health and Wellbeing Group – Procedure for the use of the Logo**

Deferred

1. **NPT Health and Wellbeing Group - Well-being Activities**  
   KJ asked for ideas from the committee about what the £14,000 in the wellbeing account could be spent on to benefit members (in addition to discussions with Chris Saunders about the Leisure and Culture offer).  
     
   AJ reported that at the last meeting it was agreed to subsidise the £10 cost of tickets for the Armed Forces festival for members, with guests paying the advertised price. AJ asked the committee to note that the cost to the NPTHWG is £11.00 each because of the ticket levy.  
     
   **Agreed** – the above was noted by the Executive Committee  
     
   LD commented that bringing Celtic Leisure in-house would be an opportunity to increase membership.  
     
   LD also asked if the Facebook poll asking what wellbeing activities members would like to see had been promoted elsewhere as not everyone’s on Facebook. AJ confirmed that it had.  
     
   LD also commented that not everyone is aware of how to use Perkz or might be nervous about things like instant vouchers. KJ suggested that there might be an opportunity to promote this in a proposed workplace marketplace in the spring. Also, this is something Andrea might be able to promote.  
     
   **Action:** AJ to pick this up with Andrea as part of the marketing plan going forward  
     
   CFH reported that the Gwyn Hall had sent through a test link for the new way of booking tickets for the cinema nights to F&G sub-group members. This will be tested to ensure if that's fit for purpose and the Gwyn Hall will get a programme together for the NPTHWG for the remainder of the year.  
     
   DJ suggested a ‘film & Swim’ type deal with Celtic, or a coffee card (buy x get one free). KJ suggested that in the lead up to Christmas might be possible to tie this in with a ‘see father Christmas’ type event/offer, so parents and grandparents can take children perhaps free of charge for those. KJ suggested discussing these possibilities with Paul Walker.  
     
   **Action:** Paul Walker to be invited to the Finc & Gov Sub-committee meeting with Chris Saunders to discuss Leisure and Culture deals.
2. **AOB**

Next meeting: 4 October at 4pm

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

Signed (Chairwoman) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Seconder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_