

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

**NPTHWG**

**EXECUTIVE COMMITTEE**

**7 February 2024**

**Venue: via Microsoft Teams**

**MINUTES**

**Present:** Karen Jones (KJ) - Chair, Huw Jones (DHJ), Anita James (AJ), Sheenagh Rees (SR), Steve Owen (SO) Debra Lawrence (DL), Jayne Dennis (JD), Derek Jones (DJ), Shirley Freeguard (SF)

1. **Apologies:**

Caryn Furlow-Harris (CFH), Elinor Wellington (EW), Lynne Doyle (LD), Celvin Davies (CD), Julie Robinson (JR), Paul Davies (PD), Andrea Joseph (ALJ)

1. **Declarations of Interest**

None.

1. **Minutes of the Executive Committee Meeting – 7th December 2023.**

Agreed as accurate.

1. **Matters Arising**  
   None.

1. **Minutes of the Finance & Governance Sub-Committee on 30 January 2024**

AJ provided updates on two items from the Finc & Gov Sub-committee (all other items discussed at that meeting were included on the agenda for executive Committee (7.2.24):

* **Data Sharing Agreement** – Officers from Information Governance and Legal were due to meet to complete the Data Protection Impact Assessment (DPIA) by the end of last week (Friday 2nd Feb 2024) to enable the group to move forward with paying winnings using account details held by Payroll. This has not yet been received.  
    
  It was noted a process needs to be established on how and from whom ALJ will obtain the bank details of winners from Payroll.  
    
  **Action:** CFH to chase up Information Governance Team re: DPIA **Action:** DHJ to contact Payroll Manager to establish officer contact for ALJ with Payroll
* **HSBC Mandate** – this is awaiting signatures to be added and can then be returned to HSBC.   
    
  KJ suggested that once the bank account access is resolved a report be brought back to the NPTHWG Exec setting out who has access to the banking arrangements (and what level of access they have) to ensure transparency and to enable other Exec members to ask questions to the relevant people.  
    
  **Action:** CFH to return completed form to HSBC **Action:** Report be brought the NPTHWG Exec setting out who has access to the banking arrangements (and what level of access they have)

1. **Decisions made since last Executive Committee meeting (07.12.23 – 06.02.24)**   
     
   None
2. **Decision required re Mega Draw £5,000 – 1st March 2024 (how the prize money is to be split)**

AJ explained that the business plan has allowed for a £5,000 ‘Mega Draw’ on 1 March 2024. The splitting of the £5,000 draws to provide more bonus prizes/winners has proved popular, so views were sought on whether the 1 March draw should be 1 bonus prize of £5,000 or whether the amount should be split between a number of bonus prizes.  
  
A discussion followed and the general consensus was that the bonus prize money should be split.

**Agreed:** March 1st Mega Draw to be split into 5 bonus prizes as follows:

* 1 x £2,000
* 2 x £1,000
* 2 x £500

1. **NPT Health and Wellbeing Group – Financial Information**  
   DHJ presented the financial information and confirmed an opening balance at the start of the financial year of approx. £48,000 with an income to date of just over £90,000.   
     
   In terms of deductions, the group has paid out prizes in the region of £73,000, Payroll costs c.£2,000 and £50 in bank charges. There have also been costs of c. £5,500 for various other services. In addition, £11,000 has been spent on well-being activities, leaving c.£46,500 in the bank at the time the budget was prepared (w/e 2.2.24).

There are still three months’ worth of deductions due for the Wellbeing fund this year (approx. £3000), therefore the forecast is that there will be £11,700 in the Wellbeing Fund by the end of March 2024 and, but at the time of reporting there is £8,700 in the Wellbeing Fund and £37,000 in Lucky Fridays.

KJ highlighted that there is a lot of money in the bank account so consideration needs to be given as to how some of this can be spent to benefit NPTHWG members.

1. **NPT Health and Wellbeing Group - Risk Register**  
   AJ outlined three proposed amendments to the Risk Register following the meeting of the Finc & Gov Sub-Group on 7.2.24, as follows:

* Risk #3 – “that the Group will be liable for non-performance of theatre and other events that are sold through the Group” – proposed that this is reduced to a risk rating of Low
* Risk #6 – “risk that membership numbers will not grow in line with forecasts adversely impacting on the reputation of the Group and proposed wellbeing activities” – proposed that this be reduced to a risk rating of Low now that the NPTHWG Business Manager is in post.
* Risk #9 – “risk that key documentation is not signed appropriately” - proposed that this be reduced to a risk rating of Low now that the NPTHWG Business Manager is in post.

**Agreed** – the above amendments to risks #3, #6, and #9’ were agreed.

**Position of Promoter**

With the retirement of the promoter due towards the end of 2024, it was proposed that the following risk be added:

* Risk #10 – proposed new risk to be added “The Lottery will not be able to continue following the retirement of the promoter”.  
    
  **Agreed:** that risk #10 above be added

At this point in the meeting KJ explained that she will not be standing at the AGM for any of the offices this year. There are two considerations linked to this in terms of looking for someone to put themselves forward as chair and identifying a new promoter.  
  
The position of promoter is a legal requirement under the Gambling Act without which the lottery will not be able to run. The position entails looking for an assurance that the lottery is being run in accordance with the relevant rules and regulations.

KJ asked committee members to consider if any of them would be interested in taking on the role of promoter.

**Action:** anyone interested in taking on the promoters’ position to contact KJ for a conversation about what the responsibilities are.

**Action:** Need to agree at next Exec Meeting how to address this before the AGM.

1. **NPT Health and Wellbeing Group - Well-being Activities**  
   AJ outlined a number of ideas for discounted wellbeing activities following discussions with council providers and Celtic Leisure, and decisions were made on these as follows:

* Margam Park Family Events (Family Fun Day on 1.4.24, Dinosaur Spectacular - Bank Holiday Monday 6th May, Animal Magic - Bank Holiday Monday 27th May)  
  **Agreed:** to include both events as part of the existing £10 discount offer for NPT Theatres/events.
* **Celtic Leisure Subsidised Adult swimming lessons** – following discussions with Paul Walker, Celtic Leisure had suggested an offer of Subsidised Adult swimming lessons. The lessons take place on Saturdays. Costs provided by PW are £31.50 per month (DJ advised that this has increased to £34 per month). Discussion took place with the consensus being that whilst the take up on these might not be very high, they fit witht he group’s values in terms of improving wellbeing.  
  **Agreed:** to subsidise 50% the cost of these for members for up to 6 months  
  **Action:** ALJ to liaise with Celtic Leisure to progress (including clarify the cost)
* **Margam Park Subsidised Annual Membership** – Current fees are:
  + Park Membership (NPT Residents discount) £48.00
  + Park Membership Standard £53.00

KJ asked if anyone in the meeting was a member of Margam Country Park, and if so advised that they would need to declare an interest on this item. All present confirmed that they are not members.

**Agreed**: NPTHWG to subsidise the above fees so that members get £20 discount

* **Gnoll Estate Country Park Subsidised Annual Membership** – a discussion also took place with Chris Saunders about the possibility of a similar offer to that for Margam park. CS has advised that Gnoll Park isn’t currently in a position to participate in such an offer due to significant works taking place.  
    
  Again KJ advised that anyone on the committee who is a member of Gnoll Estate Country Park would need to declare an interest on this item. All present confirmed that they are not members.  
    
  **Agreed:** ALJ to approach Gnoll Park when the works are complete.
* **The Paint Along Lady** – this was a suggestion that came from a poll of NPTHWG Members. The event can accommodate from 30 to 500 attendees for a two hours session at £20 plus VAT per person (or 18 pounds plus VAT for groups of more than 45). Attendees choose from a selection of paintings and have guidance/tuition during the session on how to reproduce these.  
  **Action:** ALJ to get more details and prices and report back to the committee for a decision
* **Approaching other providers of health & well-being activities** – AJ asked the groups views on approaching providers outside of the council and Celtic Leisure to negotiate discounts in order to extend the offer to members, bot geographically and in terms of variety.  
  **Agreed:** above to be pursued and possible offers brought back to the group for decision

1. **AOB**

Next meeting: 10 April 2024 at 3pm

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

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

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