

Swansea Environmental Forum

Report of the Executive Committee
and financial statements

31 March 2009

Swansea Environmental Forum

Report of the Executive Committee and financial statements

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Swansea Environmental Forum

Legal and administrative information

Executive Committee

D Hill
R Owen
J Edwards
J Griffiths
N Jones
Paul Jones
Peter Jones
R Jones
S Jones
J Llewellyn
P Marks
E May
P McDonnell
T Nash
H Osbourne
E Roberts
T Scales
A Sennett
K Sinclair
R Wright

Chair Executive Committee
Chair Swansea Environmental Forum
Treasurer Swansea Environmental Forum

Principal address

c/o The Environment Centre
Pier Street
Swansea
SA1 1RY

Bankers

The Co-operative Bank
34 The Kingsway
Swansea
SA1 5LG

Independent examiner

Alun Walters
Llanddewi Castle
Llanddewi
Reynoldston
Swansea
SA3 1AU

Swansea Environmental Forum

Report of the Executive Committee

The Executive Committee presents its annual report and financial statements for the year ended 31 March 2009. The Executive Committee has adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (revised 2008) in preparing the annual report and financial statements of the charity.

Objects and activities

Swansea Environmental Forum ("SEF") is established as an unincorporated association under a Constitution. Although not a registered charity the Forum operates along charitable lines.

The purpose of SEF is to promote and facilitate environmental sustainability. In order to achieve this SEF will:

- influence policy and action;
- drive behaviour change;
- encourage and support partnership working;
- develop and support environmental projects and innovation;
- provide expertise, collate evidence and highlight priority areas for action.

The principal project activity of the association at present is to operate the Sustainability Initiative, which aims to make a significant and long-lasting contribution to changing Swansea into a more sustainable place to live, work and visit and developing more environmentally sustainable communities.

Organisational structure

The policy and general management of the affairs of the association are directed by an Executive Committee. Meetings of the Committee take place not less than five times a year. The Committee may appoint such special or standing committees as it deems necessary.

The Committee had a Sustainable Swansea Manager and a Project Officer to deliver the Sustainable Swansea Initiative until the end of May 2008. After this time the Project Officer became full-time. As of October 2008, the Forum's project management and co-ordination as well as administrative support for these workers has been provided by The Environment Centre Limited, at the premises of which the staff are based.

Subject to the approval of the Executive Committee, membership of the Forum is open to individuals and voluntary or other non-profit distributing organisations with an interest in furthering the work of the association. For-profit organisations can become non-voting honorary members.

Achievements and performance

2008-9 was another busy year for the Forum and its executive. The forum now has a website www.swanseaenvironmentalforum.net and a new corporate look, logo, pop-up displays and leaflets.

Our appointed consultant completed his work on the Forum's strategic review into its structure and function. SEF reviewed the report's recommendations and spent the rest of the year implementing the actions. The report highlighted the need for better co-ordination and closer links with the Environment Centre. In October 2008 SEF contracted the Centre to carry out Forum co-ordination and project

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Achievements and performance (*continued*)

management. This temporary arrangement proved to be very successful and there are plans to continue with this arrangement.

During this financial year SEF has further developed its strategic role and the forum's Sustainable Swansea project.

The Environment Strategy's second action plan for the period 2008-10 was developed through a series of meetings with key stakeholders and published in May 2008.

There were three full Forum meetings in this financial year. The spring Forum meeting took place in early April 2008 and explored "What would a Zero Carbon Swansea look like?". The AGM was well attended and included a discussion about the plans for a tidal lagoon in Swansea Bay. The impact of climate change on our local wildlife was the focus of our Forum meeting in March 2009 and featured a wide range of interesting speakers.

Members continue to build links with other forums and strategic bodies and contribute to the community planning process and other local and national strategic processes and consultations. A new SEF project "The BIG Issues" was begun in January 2009. It seeks to address five crucial environmental issues that are affecting the county. The tackling of these BIG Issues will necessitate a long-term partnership approach.

The BIG Issues

The Big Issues project was initiated following a request from the Better Swansea Partnership ("BSP") for each of the key strategic partnerships to identify a small number of priority actions or outcomes that could only be achieved through collaborative working and support of more than one partnership – referred to as Shared Partnership Priorities.

A meeting of SEF Executive members was held towards the end of 2007 to determine which priorities would be put forward by SEF and then throughout 2008 there was extensive discussion and debate between the SEF and the BSP leading to the following priorities being agreed:

- improving air quality
- preparing for climate change
- energy and carbon management
- achieving Blue Flag status for Swansea Bay
- protecting and promoting biodiversity.

After an initial scoping exercise at the end of 2008, SEF began the process of actively progressing each of these issues. SEF initiated an air quality task group involving officers from several council departments and service units. At the end of March 2009, SEF organised a Swansea Blue Flag Symposium with over 30 delegates from a wide range of stakeholder organisations. SEF also assisted in the organisation of a climate change seminar held at Swansea University towards the end of March.

Sustainable Swansea

Kathryn Tate continued as a project officer for the Digital Media Project. Helen Grey left the project at the end of May. The initiative made good use of consultants and contractors to deliver its projects during this financial year. The projects were managed through the new co-ordination arrangements with the Environment Centre. The project's Steering Group continues to oversee the initiative's work.

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Achievements and performance (*continued*)

Digital Media Project

Funding from Communities@1 was extended beyond the Planet Penlan project to cover five other Communities First areas, delivering ICT taster courses combining learning digital photography with exploring local sustainability issues. The taster sessions proved to be a successful way of engaging with people who were 'not the usual suspects'. Photos taken by participants were used on the new Open Green Map of Swansea, an interactive web resource, which has also opened up volunteering opportunities with Sustainable Swansea.

Communities@1 funding was again extended in January 2009 and as the Castle Communities First Group were keen to continue, and so working with local residents and a team of volunteers, a new Green Map of the Castle Ward was published.

Trailblazers

Following on from the successful 2007 Summer Play Scheme, Trailblazers received greater funding to run an extended scheme in the summer and half term holidays. The scheme was a great success with nearly 200 places filled over the 4-week Summer Scheme, and the Spring half term was also very well attended.

Plans for a Trailblazers 2, a youth volunteering scheme for 14-25 year olds, were developed in partnership with SCVS. The project will begin in late April 2009.

Sustainable Swansea Awards 2008

Helen Grey made the initial arrangements for this before she left. We were once again very successful in attracting external sponsors. We then took on a consultant to run the scheme with the support of a working group and the council's Sustainable Development Unit.

A judging panel of fourteen experts in the fields of environment, education, development and community regeneration deliberated over 45 applications. Twenty-one projects were short-listed in seven different categories and the winners were announced at a prestigious ceremony in the Brangwyn Hall on 22nd July 2008. An overall winner was also selected. The event was presided over by the Evening Post's editor, Spencer Feeney, and there was a special address by BBC presenter Jason Mohammad.

Reserves policy

As substantially all the Forum's activities are externally funded the Executive Committee's policy is to maintain reserves of the order of £1,000 to enable it to fund meeting, administration and governance costs.

Executive Committee

The following were members of the Executive Committee during the year:

| | |
|-----------|--|
| D Hill | Chair Executive Committee |
| S Brown | Chair Swansea Environmental Forum (resigned December 2008) |
| R Owen | Chair Swansea Environmental Forum from December 2008 |
| J Edwards | Treasurer Swansea Environmental Forum |

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Executive Committee (*continued*)

| | |
|-------------|---------------------------|
| S Charles | (resigned October 2008) |
| H Grey | (resigned May 2008) |
| J Griffiths | |
| N Jones | (appointed January 2009) |
| Paul Jones | (appointed January 2009) |
| Peter Jones | |
| R Jones | |
| S Jones | |
| J Llewellyn | |
| P Marks | |
| E May | |
| P McDonnell | |
| T Nash | |
| H Osbourne | (appointed December 2008) |
| E Roberts | |
| T Scales | |
| A Sennett | |
| K Shadrack | (resigned November 2008) |
| K Sinclair | |
| R Wright | |

Members of the Executive Committee are elected at Annual General Meetings of the association, initially for a three year period. Honorary Officers, including the Chairperson, Vice-Chairperson and Treasurer are ex-officio members of the Committee. The Committee may co-opt further members on an annual basis provided only that the number of such co-opted members shall not exceed one-third of the total membership of the Committee.

By order of the Executive Committee

R Owen
Chair Swansea Environmental Forum
10 September 2009

Pier Street
Swansea
SA1 1RY

Independent examiner's report to the Executive Committee of Swansea Environmental Forum

I report on the accounts of Swansea Environmental Forum for the year ended 31 March 2009, which are set out on pages 8 to 13.

Respective responsibilities of the Executive Committee and examiner

The Executive Committee is responsible for the preparation of the accounts. The Executive Committee considers that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed and has decided that, although the Forum is not a registered charity, such an independent examination should proceed as though the Forum did have charitable status.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as the Executive Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Alun Walters
Chartered Accountant
10 September 2009

Llanddewi Castle
Llanddewi
Reynoldston
Swansea
SA3 1AU

Swansea Environmental Forum

Statement of financial activities for the year ended 31 March 2009

| | <i>Note</i> | Unrestricted funds £ | Restricted funds £ | 2009 Total £ | 2008 Total £ |
|--|-------------|-------------------------------------|-----------------------------------|-----------------------------|--------------------|
| Incoming resources | | | | | |
| Voluntary income | 3 | 56 | 87,689 | 87,745 | 171,286 |
| Activities for generating funds | | | | | |
| Awards scheme sponsorship | | - | 11,680 | 11,680 | - |
| Investment income | | | | | |
| Bank interest | | 421 | - | 421 | 786 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Total incoming resources | | 477 | 99,369 | 99,846 | 172,072 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Resources expended | | | | | |
| Costs of generating funds | | - | 764 | 764 | 150 |
| Charitable activities | 4 | - | 89,612 | 89,612 | 142,701 |
| Governance costs | 5 | 2,293 | - | 2,293 | 9,096 |
| Other resources expended | | 46 | 7,500 | 7,546 | 20 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Total resources expended | | 2,339 | 97,876 | 100,215 | 151,967 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Net outgoing resources for the year | | (1,862) | 1,493 | (369) | 20,105 |
| Balance brought forward | | 3,496 | 54,348 | 57,844 | 37,739 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |
| Balance carried forward | | 1,634 | 55,841 | 57,475 | 57,844 |
| | | <hr/> | <hr/> | <hr/> | <hr/> |

Swansea Environmental Forum

Balance sheet at 31 March 2009

| | <i>Note</i> | 2009 | 2008 |
|---|-------------|---------|----------|
| | | £ | £ |
| Fixed assets | | | |
| Tangible assets | 6 | 78 | 556 |
| Current assets | | | |
| Debtors | 7 | 13,181 | 3,621 |
| Cash at bank | | 46,541 | 70,522 |
| | | <hr/> | <hr/> |
| | | 59,722 | 74,143 |
| Creditors: amounts falling due within one year | 8 | (2,325) | (16,855) |
| | | <hr/> | <hr/> |
| Net current assets | | 57,397 | 57,288 |
| | | <hr/> | <hr/> |
| Net assets | | 57,475 | 57,844 |
| | | <hr/> | <hr/> |
| Funds | | | |
| Unrestricted funds | | 1,634 | 3,496 |
| Restricted funds | 9 | 55,841 | 54,348 |
| | | <hr/> | <hr/> |
| Total funds | 10 | 57,475 | 57,844 |
| | | <hr/> | <hr/> |

The financial statements were approved by the Executive Committee on 10 September 2009 and were signed on its behalf by

J Edwards
Treasurer

Swansea Environmental Forum

Notes to the accounts

1 Basis of accounting

The financial statements have been prepared on the basis of historic cost in accordance with the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities".

2 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material to the association's financial statements:

Fund accounting

Unrestricted funds are funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The cost of administering such funds are charged against the specific fund. Details of the restricted fund are set out in the notes to the financial statements.

Grants and donations

Grants and donations are only included in the Statement of Financial Activities when the charity has unconditional entitlement to the resources.

Resources expended

All expenditure is accounted for on an accruals basis.

Fixed assets and depreciation

Equipment is capitalised and depreciated on a straight line basis over its estimated useful economic life of 3 years.

3 Voluntary income

| | Unrestricted funds | Restricted funds | 2009 Total | 2008 Total |
|------------------------------------|-------------------------------|-----------------------------|-----------------------|---------------|
| | £ | £ | £ | £ |
| Sustainable Swansea | | | | |
| Wales Co-operative Centre | - | 24,645 | 24,645 | 29,700 |
| City & County of Swansea | - | 29,215 | 29,215 | 35,841 |
| Countryside Council for Wales | - | 6,889 | 6,889 | 15,000 |
| Welsh Assembly Government | - | 5,000 | 5,000 | 41,741 |
| Hilton in the Community Foundation | - | 9,000 | 9,000 | 19,400 |
| Donations | - | 940 | 940 | - |
| DVLA | - | - | - | 10,000 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Carried forward | - | 75,689 | 75,689 | 151,682 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

Swansea Environmental Forum

Notes to the accounts (*continued*)

3 Voluntary income (*continued*)

| | Unrestricted funds | Restricted funds | 2009 Total | 2008 Total |
|--|-------------------------------|-----------------------------|-----------------------|---------------|
| | £ | £ | £ | £ |
| Brought forward | - | 75,689 | 75,689 | 151,682 |
| Environmental Strategy City & County of Swansea | - | - | - | 8,423 |
| SEF Development Countryside Council for Wales | - | 12,000 | 12,000 | - |
| Other income | 56 | - | 56 | 11,181 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total voluntary income | 56 | 87,689 | 87,745 | 171,286 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

4 Charitable activities

| | Unrestricted funds | Restricted funds | 2009 Total | 2008 Total |
|-------------------------------|-------------------------------|-----------------------------|-----------------------|---------------|
| | £ | £ | £ | £ |
| Sustainable Swansea | | | | |
| Cost of charitable activities | - | 70,534 | 70,534 | 126,478 |
| Support costs | - | 5,598 | 5,598 | 8,352 |
| Depreciation | - | 478 | 478 | 798 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | - | 76,610 | 76,610 | 135,628 |
| Environmental Strategy | | | | |
| Cost of charitable activities | - | 1,350 | 1,350 | 7,073 |
| SEF Development | | | | |
| Cost of charitable activities | - | 11,652 | 11,652 | - |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | - | 89,612 | 89,612 | 142,701 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

Swansea Environmental Forum

Notes to the accounts (*continued*)

5 Employee and other costs

Total staff remuneration in the year for three employees, two of whom were employed for only part of the year, was as follows:

| | 2009 | 2008 |
|-----------------------|--------|--------|
| | £ | £ |
| Salaries | 28,242 | 44,411 |
| Social security costs | 2,687 | 4,126 |
| Other pension costs | 1,271 | 1,707 |
| | <hr/> | <hr/> |
| | 32,200 | 50,244 |
| | <hr/> | <hr/> |

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments totalling £12,354 were made to PM Developments in respect of consultancy services provided by P McDonnell, a member of the Executive Committee.

The independent examiner's fee of £500 (2008; £250) is included in governance costs.

6 Tangible fixed assets - equipment

| | £ |
|---------------------------|-------|
| Cost | |
| At 31 March 2008 and 2009 | 2,713 |
| | <hr/> |
| Depreciation | |
| At 31 March 2008 | 2,157 |
| Charge for the year | 478 |
| | <hr/> |
| At 31 March 2009 | 2,635 |
| | <hr/> |
| Net book value | |
| At 31 March 2009 | 78 |
| | <hr/> |
| At 31 March 2008 | 556 |
| | <hr/> |

7 Debtors

| | 2009 | 2008 |
|-------------------------------|--------|-------|
| | £ | £ |
| Other debtors and prepayments | 13,181 | 3,621 |
| | <hr/> | <hr/> |

Swansea Environmental Forum

Notes to the accounts (*continued*)

8 Creditors: amounts falling due within one year

| | 2009 | 2008 |
|------------------------------|-------|--------|
| | £ | £ |
| Trade creditors and accruals | 2,325 | 12,855 |
| Payments in advance | - | 4,000 |
| | <hr/> | <hr/> |
| | 2,325 | 16,855 |
| | <hr/> | <hr/> |

9 Restricted funds

| | 2008 | Incoming resources | Outgoing resources | Transfer | 2009 |
|------------------------|--------|--------------------|--------------------|----------|--------|
| | £ | £ | £ | £ | £ |
| Sustainable Swansea | 52,998 | 87,369 | (77,374) | (10,000) | 52,993 |
| Environmental Strategy | 1,350 | - | (1,350) | - | - |
| SEF Development | - | 12,000 | (19,152) | 10,000 | 2,848 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 54,348 | 99,369 | (97,876) | - | 55,841 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

The transfer of £10,000 represents funding received from Environment Agency Wales in the year ended 31 March 2008 towards the Development project but categorised as Sustainable Swansea in the accounts for that year.

10 Analysis of net assets between funds

| | fixed | Tangible current assets | Net assets | Total |
|--------------------|-------|-------------------------|------------|--------|
| | | £ | £ | £ |
| Unrestricted funds | | - | 1,634 | 1,634 |
| Restricted funds | | 78 | 55,763 | 55,841 |
| | | <hr/> | <hr/> | <hr/> |
| | | 78 | 57,397 | 57,475 |
| | | <hr/> | <hr/> | <hr/> |