

Swansea Environmental Forum

Report of the Executive Committee
and financial statements

31 March 2010

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
A Baharie
J Childs
J Griffiths
K Jones
N Jones
Paul 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 2010. 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 strive to:

- 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 continues to use the services of the Environment Centre Limited for the Forum's project management and co-ordination. In the year the Sustainable Swansea project had two employees, Kathryn Tate Get Sust Officer and John Casey Trailblazer2 Co-ordinator. Both were employed through and managed by the Environment Centre where they were also based. The Executive oversees the Sustainable Swansea Initiative through a small Steering Group made up of the staff, a representative of the Environment Centre's management and P McDonnell and D Hill from the SEF Executive.

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

2009-10 was another busy year for the Forum and its Executive. The Forum continued to work through the recommendations of the Forum's strategic review. As part of this process the Forum carried out a review of its constitution; members voted to accept the new constitution in May 2010.

During this financial year SEF has further developed its strategic role and the Forum's Sustainable Swansea Initiative. SEF has become a formal network partner of Cynnal Cymru, which will allow us to have more of a voice at a national level and the chance to link with other environmental groups outside our county. SEF also now has a formal representative on the Better Swansea Partnership.

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Achievements and performance (*continued*)

Our website and business prospectus continue to be very useful in introducing our work to potential partners and members. SEF has also written a business plan which will help in directing the Forum's work.

There were four full Forum meetings in this financial year. Three of them were linked to work being done on our Big Issues, "Protecting Diversity" in June, "Air Quality" in November and "Carbon Foot-printing" in February. Our AGM held in October included a discussion of the new Marine Bill. 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.

Environment Strategy review

In December 2009 SEF took on a consultant to begin a review of the Forum's Environment Strategy and its Action Plan. The review was published at the end of March 2010 and included a four-page summary document. The Strategy's Action Plan has also now been updated.

The BIG Issues

Work continued in this financial year on the Forum's Big Issues, now known as Shared Partnership Priorities. The areas are:

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

Three of our full Forum meetings have been Big Issue themed. Progress has varied, but in all cases the Forum has been successful in facilitating partners in discussion and action. Notable achievements in this period include: preparation of a draft Air Quality Action Plan, support in securing extensive funding for research in water quality in Swansea Bay, reconvening the Built Environment and Energy Subgroup and forming task groups for both carbon management and the Local Development Plan.

Sustainable Swansea

This year Sustainable Swansea began a new project called Trailblazers2 and put on a climate change themed outdoor exhibition called "Hard Rain and Vital Signs, Swansea".

Get Sust (Digital Media project)

In 2009 we branded the community green mapping and IT training project as "Get Sust". During 2009/10 the project delivered more IT training and green mapping projects alongside training and advice about sustainability issues for some of Swansea's most deprived areas. Wards receiving the full Green Mapping experience this year were Castle and Townhill. A training course was also run in Sketty Park, Swansea's most recently designated Community First area.

Trailblazers

The Trailblazers project ran again for two weeks this summer. The environmental activities for 8 – 14 year olds took place at 10 different sites from the Sustainability Trail. It was very successfully targeted at young people from Community First areas.

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Achievements and performance (continued)

Trailblazers2

This new youth volunteering scheme for 14 – 25 year olds was developed in partnership with SCVS and began in April 2009. We worked closely with youth and employment services and the SCVS to link our young people's needs with the opportunities offered by Trail sites. An evaluation report written in December proved that it was a huge success, but securing further funding has been a problem.

Hard Rain and Vital Signs, Swansea

The Forum organised a high-profile exhibition for the summer of 2009. In June the nationally acclaimed Hard Rain exhibition was displayed outside the National Waterfront Museum. Hard Rain was joined by another exhibition – Vital Signs, Swansea, which was produced in collaboration with Hard Rain's designer as a world first. It showcased sites from around Swansea which showed some of our local solutions to the climate change issues raised by Hard Rain. An estimated 10,000 visited the exhibitions over the three months they were on display. There were also associated events and activities, which included guided visits and school workshops. Vital Signs, Swansea then went on tour around the county in both the autumn and the spring. The exhibition will continue to be used at events and venues over the next year at least.

Sustainable Swansea Awards 2010

During November 2009 work began on organising 2010's Sustainable Swansea Awards. Our consultant tasked with running the scheme recruited sponsors and partners. The Awards Ceremony will take place on 18th October 2010.

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
R Owen	Chair Swansea Environmental Forum
J Edwards	Treasurer Swansea Environmental Forum
A Baharie	(appointed November 2009)
J Childs	(appointed October 2009)
J Griffiths	(resigned October 2009, reappointed March 2010)
K Jones	(appointed October 2009)
N Jones	
Paul Jones	
Peter Jones	(resigned March 2010)
R Jones	
S Jones	
J Llewellyn	
P Marks	
E May	
P McDonnell	
T Nash	

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Executive Committee (*continued*)

H Osbourne
E Roberts
T Scales
A Sennett
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
11 October 2010

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 2010, 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 Act have 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
11 October 2010

Llanddewi Castle
Llanddewi
Reynoldston
Swansea
SA3 1AU

Swansea Environmental Forum

Statement of financial activities for the year ended 31 March 2010

	<i>Note</i>	Unrestricted funds £	Restricted funds £	2010 Total £	2009 Total £
Incoming resources					
Voluntary income	3	-	78,088	78,088	87,745
Activities for generating funds					
Management fees		-	4,500	4,500	-
Awards scheme sponsorship		-	-	-	11,680
Investment income					
Bank interest		45	-	45	421
		-----	-----	-----	-----
Total incoming resources		45	82,588	82,633	99,846
		-----	-----	-----	-----
Resources expended					
Costs of generating funds		-	-	-	764
Charitable activities	4	-	125,815	125,815	89,612
Governance costs	5	471	-	471	2,293
Other resources expended		56	-	56	7,546
		-----	-----	-----	-----
Total resources expended		527	125,815	126,342	100,215
		-----	-----	-----	-----
Net outgoing resources for the year		(482)	(43,227)	(43,709)	(369)
Balance brought forward		1,634	55,841	57,475	57,844
		-----	-----	-----	-----
Balance carried forward		1,152	12,614	13,766	57,475
		-----	-----	-----	-----

Swansea Environmental Forum

Balance sheet at 31 March 2010

	<i>Note</i>	2010	2009
		£	£
Fixed assets			
Tangible assets	6	-	78
Current assets			
Debtors	7	13,710	13,181
Cash at bank		991	46,541
		<hr/>	<hr/>
		14,701	59,722
Creditors: amounts falling due within one year	8	(935)	(2,325)
		<hr/>	<hr/>
Net current assets		13,766	57,397
		<hr/>	<hr/>
Net assets		13,766	57,475
		<hr/>	<hr/>
Funds			
Unrestricted funds		1,152	1,634
Restricted funds	9	12,614	55,841
		<hr/>	<hr/>
Total funds	10	13,766	57,475
		<hr/>	<hr/>

The financial statements were approved by the Executive Committee on 11 October 2010 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 "Accounting and Reporting by Charities" (revised 2008).

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	2010 Total	2009 Total
	£	£	£	£
Sustainable Swansea				
SCVS (Compact)	-	30,000	30,000	24,645
Environment Agency	-	10,000	10,000	29,215
Welsh Assembly Government	-	10,000	10,000	5,000
Countryside Council for Wales	-	6,701	6,701	940
City & County of Swansea	-	3,535	3,535	9,000
National Museum of Wales	-	2,500	2,500	-
Wales Co-op Centre	-	1,500	1,500	6,889
Sundry income	-	948	948	-
Carried forward	-	65,184	65,184	75,689

Swansea Environmental Forum

Notes to the accounts (*continued*)

3 Voluntary income (*continued*)

	Unrestricted funds	Restricted funds	2010 Total	2009 Total
	£	£	£	£
Brought forward	-	65,184	65,184	75,689
Environment Strategy	-	4,480	4,480	-
SEF Development				
Countryside Council for Wales	-	7,524	7,524	12,000
Environment Agency	-	900	900	-
Other income	-	-	-	56
	-----	-----	-----	-----
Total voluntary income	-	78,088	78,088	87,745
	-----	-----	-----	-----

4 Charitable activities

	Unrestricted funds	Restricted funds	2010 Total	2009 Total
	£	£	£	£
Sustainable Swansea				
Cost of charitable activities	-	96,232	96,232	70,534
Support costs	-	15,208	15,208	5,598
Depreciation	-	78	78	478
	-----	-----	-----	-----
	-	111,518	111,518	76,610
Environmental Strategy				
Cost of charitable activities	-	4,480	4,480	1,350
SEF Development				
Cost of charitable activities	-	3,380	3,380	11,652
Support costs	-	6,437	6,437	-
	-----	-----	-----	-----
	-	125,815	125,815	89,612
	-----	-----	-----	-----

Swansea Environmental Forum

Notes to the accounts (*continued*)

5 Employee and other costs

Total staff remuneration in the year for three employees, one of whom was employed for only one month, was as follows:

	2010	2009
	£	£
Salaries	36,950	28,242
Social security costs	3,267	2,687
Other pension costs	2,122	1,271
	<hr/>	<hr/>
	42,339	32,200
	<hr/>	<hr/>

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments totalling £18,000 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 (2009: £500) is included in governance costs.

6 Tangible fixed assets - equipment

	£
Cost	
At 31 March 2009 and 2010	2,713
	<hr/>
Depreciation	
At 31 March 2009	2,635
Charge for the year	78
	<hr/>
At 31 March 2010	2,713
	<hr/>
Net book value	
At 31 March 2010	-
	<hr/>
At 31 March 2009	78
	<hr/>

7 Debtors

	2010	2009
	£	£
Other debtors and prepayments	13,710	13,181
	<hr/>	<hr/>

Swansea Environmental Forum

Notes to the accounts (*continued*)

8 Creditors: amounts falling due within one year

	2010	2009
	£	£
Trade creditors and accruals	570	2,325
Payments in advance	250	-
Other creditors	115	-
	<hr/>	<hr/>
	935	2,325
	<hr/>	<hr/>

9 Restricted funds

	2009	Incoming resources	Outgoing resources	2010
	£	£	£	£
Sustainable Swansea Environment Strategy	52,993	65,184	(111,518)	6,659
SEF Development	-	4,480	(4,480)	-
	2,848	12,924	(9,817)	5,955
	<hr/>	<hr/>	<hr/>	<hr/>
	55,841	82,588	(125,815)	12,614
	<hr/>	<hr/>	<hr/>	<hr/>

10 Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted funds	-	1,152	1,152
Restricted funds	-	12,614	12,614
	<hr/>	<hr/>	<hr/>
	-	13,766	13,766
	<hr/>	<hr/>	<hr/>