

Swansea Environmental Forum

Report of the Executive Committee  
and financial statements

31 March 2011

# Swansea Environmental Forum

## Report of the Executive Committee and financial statements

<i>Contents</i>	<i>Page</i>
Legal and administrative information	2
Report of the Executive Committee	3 - 6
Report of the independent examiner	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 - 13

# Swansea Environmental Forum

## Legal and administrative information

### **Executive Committee**

D Hill  
R Owen  
J Edwards  
G Allen  
J Armstrong  
A Baharie  
D Chapman  
J Childs  
B George  
J Griffiths  
J Ireland  
K Jones  
N Jones  
R Jones  
J Llewellyn  
P Marks  
P McDonnell  
P Meller  
T Nash  
H Osborn  
E Roberts  
T Scales  
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 2011. 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 Ltd for the Forum's project management and co-ordination. In the year the Sustainable Swansea project had three employees, John Casey, Trailblazer2 Co-ordinator, David Power and Delyth Higgins, Get Sust Officers. All three 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, A Baharie 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 and individuals under 18 years old can become non-voting associate members.

### **Achievements and performance**

2010-11 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. A feasibility study was also commissioned in 2010 into a new project "Low Carbon Swansea".

# Swansea Environmental Forum

## Report of the Executive Committee (*continued*)

### **Achievements and performance** (*continued*)

Our website, business plan and business prospectus continue to be very useful in introducing our work to potential partners and members. Sustainable Swansea's website was also revamped in 2010.

There were two full Forum meetings in this financial year. Our June meeting looked at the Swansea Bay Strategy and its implications. The AGM held in October included a presentation by Professor Falconer from Cardiff University on Severn Tidal Power. Our January meeting was to have been an opportunity to interact with the production of Swansea's Local Development Plan. However, due to resource and time constraints within the Planning Department, the LDP team were not able to attend and the meeting had to be postponed. 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*

The 2010-12 Environment Strategy Action Plan was published in May 2010. The review completed in March 2010 had highlighted the need for better progress in the built heritage area. SEF has agreed to take a lead in facilitating better co-ordination and communication between the various partners delivering on this theme. This process has begun and will continue in 2011.

#### *The BIG Issues*

Work continued in this financial year on the Forum's Big Issues. 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

The Forum continues to be successful in facilitating partners in discussion and action. Notable achievements in this period include facilitating discussions of the Swansea Bay Strategy, facilitating the Air Quality Task Group, organising a successful seminar on Low Emission Zones and commissioning a study into a possible low carbon project, which then lead to the initiation of the "Low Carbon Swansea" project. Low Carbon Swansea is an innovative project designed to support Local Service Board (LSB) members and other large Swansea-based organisations in the reduction of their carbon footprints. In January 2010 the project was adopted by the LSB and has already attracted £10,000 of funding.

#### *Cross-partnership working*

This year saw an even stronger emphasis on working with other strategic partnerships. The Green Jobs agenda was highlighted by WAG in their new strategy and is being taken forward locally by a group drawn from the Swansea Economic Regeneration Partnership (SERP) and SEF.

Following Swansea's designation under the WHO's Healthy Cities Initiative SEF representatives have become key members of the Initiative's steering group. A number of the Healthy City themes link closely with the environment, including healthy environments and healthy lifestyles. SEF has been particularly active in taking the edible land and community gardening elements forward. In 2011-12 we will begin our new "Swansea Grows Greener" project, which has received funding to mentor community members, helping them to acquire new gardening skills and develop a number of community gardens on Council land.

#### *Sustainable Swansea*

This year the project's achievements included a community carbon foot-printing project, production of a new community Green Map and the running of the 2010 Sustainable Swansea Awards scheme.

In June 2010 Sustainable Swansea closed down its Trailblazers2 project due to lack of suitable funds.



# Swansea Environmental Forum

## Report of the Executive Committee (*continued*)

### *Achievements and performance (continued)*

#### *Get Sust*

This year Morriston was the geographical area we selected to primarily work in. Following Kathy Tate's departure in March 2010, in June 2010 we took on two new part-time members of Staff. Delyth Higgins' role was to engage community members in a carbon foot-printing project and associated events. David (Dai) Power ran the project's Green-Mapping training and co-ordinated the production of the Morriston Community Green Map. The map was printed in June 2011, following lengthy delays due to problems with the designers and Dai's extended absence from work due to jury service. I

#### *Swansea Telly*

The new digital inclusion project began in July 2010 and will continue until March 2012. It is a collaborative project involving a number of partners including Undercurrents, who are administering the project. Sustainable Swansea is delivering digital media training to 96 people over the two years and providing images from these trainees for the project's internet TV channel "Swansea Telly".

#### *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 supported 41 young people and was very successfully targeted at young people from Community First areas.

#### *2010 Sustainable Swansea Awards*

The 2010 Sustainable Swansea Awards scheme was launched in May 2010 during the Welsh Assembly's Sustainability Week. In total the scheme received and assessed 41 separate applications across the seven award categories. Our consultant tasked with running the scheme was very successful in recruiting sponsors and partners leading to the whole scheme being very well received by both professionals and the organisations and individuals who applied. The Awards Ceremony took place on 18 October 2010 in the Dylan Thomas Centre, Swansea.

### **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
G Allen	(appointed October 2010)
J Armstrong	(appointed October 2010)
A Baharie	
D Chapman	(appointed October 2010)
J Childs	
B George	(appointed February 2011)
J Griffiths	
J Ireland	(appointed October 2010)

# Swansea Environmental Forum

## Report of the Executive Committee (*continued*)

### **Executive Committee** (*continued*)

K Jones  
N Jones  
P Jones (resigned October 2010)  
R Jones  
S Jones (resigned March 2011)  
J Llewellyn  
L Llewellyn (appointed February 2011)  
P Marks  
E May (resigned October 2010)  
P McDonnell  
P Meller (appointed January 2011)  
T Nash  
H Osborn  
E Roberts  
T Scales  
A Sennett (resigned October 2010)  
K Sinclair  
R Wright

Members of the Executive Committee are elected at Annual General Meetings of the association, initially for a three year period. The Committee will appoint a Chair, Vice-Chair, Secretary, Treasurer and other officers as appropriate. This will be reviewed annually. Up to 18 members will be elected from SEF's membership. The elected members can co-opt up to 9 additional committee members to ensure that all the relevant areas of expertise are represented on the Committee. The total should not exceed 27 and not have more than two-thirds of its members from either the public or voluntary sectors.

By order of the Executive Committee

**R Owen**  
*Chair Swansea Environmental Forum*  
15 September 2011

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 2011, 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*  
15 September 2011

Llanddewi Castle  
Llanddewi  
Reynoldston  
Swansea  
SA3 1AU

# Swansea Environmental Forum

## Statement of financial activities for the year ended 31 March 2011

	<i>Note</i>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2011 Total £</b>	2010 Total £
<b>Incoming resources</b>					
Voluntary income	3	1,471	79,810	81,281	78,088
Activities for generating funds					
Management fees		-	995	995	4,500
Investment income					
Bank interest		13	-	13	45
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		1,484	80,805	82,289	82,633
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>					
Charitable activities	4	-	80,632	80,632	125,815
Governance costs	5	724	-	724	471
Other resources expended		35	-	35	56
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		759	80,632	81,391	126,342
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming/(outgoing) resources for the year</b>					
		725	173	898	(43,709)
Balance brought forward		1,152	12,614	13,766	57,475
		<hr/>	<hr/>	<hr/>	<hr/>
Balance carried forward		1,877	12,787	14,664	13,766
		<hr/>	<hr/>	<hr/>	<hr/>

# Swansea Environmental Forum

## Balance sheet at 31 March 2011

	<i>Note</i>	2011	2010
		£	£
<b>Fixed assets</b>			
Tangible assets	6	-	-
<b>Current assets</b>			
Debtors	7	10,361	13,710
Cash at bank		5,303	991
		<hr/>	<hr/>
		15,664	14,701
<b>Creditors: amounts falling due within one year</b>	8	(1,000)	(935)
		<hr/>	<hr/>
<b>Net current assets</b>		14,664	13,766
		<hr/>	<hr/>
<b>Net assets</b>		14,664	13,766
		<hr/>	<hr/>
<b>Funds</b>			
Unrestricted funds		1,877	1,152
Restricted funds	9	12,787	12,614
		<hr/>	<hr/>
<b>Total funds</b>	10	14,664	13,766
		<hr/>	<hr/>

The financial statements were approved by the Executive Committee on 15 September 2011 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	2011 Total	2010 Total
	£	£	£	£
Sustainable Swansea				
SCVS (Swansea Development Fund)	-	30,000	30,000	30,000
City & County of Swansea	-	2,943	2,943	3,535
Countryside Council for Wales	-	6,931	6,931	6,701
Community 2	-	5,168	5,168	-
Awards sponsorship & tickets	425	12,769	13,194	-
Environment Agency	-	-	-	10,000
Welsh Assembly Government	-	-	-	10,000
National Museum of Wales	-	-	-	2,500
Wales Co-op Centre	-	-	-	1,500
Sundry income	-	-	-	948
	<hr/>	<hr/>	<hr/>	<hr/>
Carried forward	425	57,811	58,236	65,184

# Swansea Environmental Forum

Notes to the accounts (*continued*)

## 3 Voluntary income (*continued*)

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Brought forward	425	57,811	58,236	65,184
Environment Strategy	-	3,580	3,580	4,480
SEF Development				
Countryside Council for Wales	-	8,419	8,419	7,524
Environment Agency	-	10,000	10,000	900
Other income	1,046	-	1,046	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total voluntary income	1,471	79,810	81,281	78,088
	<hr/>	<hr/>	<hr/>	<hr/>

## 4 Charitable activities

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Sustainable Swansea				
Cost of charitable activities	-	48,237	48,237	96,232
Support costs	-	15,400	15,400	15,208
Depreciation	-	-	-	78
	<hr/>	<hr/>	<hr/>	<hr/>
	-	63,637	63,637	111,518
Environmental Strategy				
Cost of charitable activities	-	3,580	3,580	4,480
SEF Development				
Cost of charitable activities	-	5,810	5,810	3,380
Support costs	-	7,605	7,605	6,437
	<hr/>	<hr/>	<hr/>	<hr/>
	-	80,632	80,632	125,815
	<hr/>	<hr/>	<hr/>	<hr/>

# Swansea Environmental Forum

## Notes to the accounts (*continued*)

### 5 Employee and other costs

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

	<b>2011</b>	2010
	£	£
Salaries	<b>25,575</b>	36,950
Social security costs	<b>1,689</b>	3,267
Other pension costs	<b>1,635</b>	2,122
	<hr/>	<hr/>
	<b>28,899</b>	42,339
	<hr/>	<hr/>

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments totalling £17,150 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 (2010: £500) is included in governance costs.

### 6 Tangible fixed assets - equipment

	£
Cost	
At 31 March 2010 and 2011	2,713
	<hr/>
Depreciation	
At 31 March 2010 and 2011	2,713
	<hr/>
Net book value	
At 31 March 2011 and 2010	-
	<hr/>

### 7 Debtors

	<b>2011</b>	2010
	£	£
Other debtors and prepayments	<b>10,361</b>	13,710
	<hr/>	<hr/>

# Swansea Environmental Forum

## Notes to the accounts (*continued*)

### 8 Creditors: amounts falling due within one year

	2011	2010
	£	£
Trade creditors and accruals	500	570
Payments in advance	-	250
Other creditors	500	115
	<hr/>	<hr/>
	<b>1,000</b>	935
	<hr/>	<hr/>

### 9 Restricted funds

	2010	Incoming resources	Outgoing resources	2011
	£	£	£	£
Sustainable Swansea Environment Strategy	6,659	57,811	(63,637)	833
SEF Development	-	3,580	(3,580)	-
	5,955	19,414	(13,415)	11,954
	<hr/>	<hr/>	<hr/>	<hr/>
	12,614	80,805	(80,632)	12,787
	<hr/>	<hr/>	<hr/>	<hr/>

### 10 Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted funds	-	1,877	1,877
Restricted funds	-	12,787	12,787
	<hr/>	<hr/>	<hr/>
	-	14,664	14,664
	<hr/>	<hr/>	<hr/>