

# **Swansea Environmental Forum**

**Report of the Executive Committee  
and financial statements**

**31 March 2014**

# Swansea Environmental Forum

## Report of the Executive Committee and financial statements

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# Swansea Environmental Forum

## Legal and administrative information

<b>Executive Committee</b>	D Hill J Edwards G Allen A Baharie J Childs G Evans N Jones R Jones C Lewis C Lindley P McDonnell P Meller T Nash H Osborn T Scales H Smith R Steel G Williams R Wright	Chair Executive Committee/Acting Forum Chair Treasurer Swansea Environmental Forum
<b>Principal address</b>	c/o The Environment Centre Pier Street Swansea SA1 1RY	
<b>Bankers</b>	The Co-operative Bank 34 The Kingsway Swansea SA1 5LG	
<b>Independent examiner</b>	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 2014. 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 activities of the association at present is to operate as Swansea's strategic environmental partnership and to run the Sustainable Swansea 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 Forum had six employees, two Get Sust Officers: David Power and Delyth Higgins, a Low Carbon Swansea Manager: Clemmie Twiggs, a Clear Streams Coordinator: Connor Whiteley and a Community Green Spaces Development Officer: Lea Harborg. All were employed through and managed by the Environment Centre where they were also based. The Executive Committee 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 Committee. The Low Carbon Swansea project has a Board too, made up of SEF members and the Carbon Trust. Clear Streams is a partnership initiative with Natural Resources Wales (NRW) and the Wildlife Trust of South and West Wales (WT). It has a Steering Group made up of officers from NRW, WT and SEF. The Community Green Spaces project is part of Sustainable Swansea and has its own Steering Group of service deliverers and SEF members. A Contracts group oversees other contracted work; its membership is made up of SEF Executive Committee members.

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.

# Swansea Environmental Forum

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

### Achievements and performance

2013-14 was another busy year for the Forum and its Executive Committee. During this financial year SEF has further developed its strategic role and the Forum's Sustainable Swansea Initiative and Low Carbon Swansea project as well as successfully finding funding for a new initiative, Clear Streams Swansea. A full-time Clear Streams Coordinator was recruited in July 2013.

Websites and social media continue to be very useful in introducing our work to potential partners and keeping in touch with members and supporters. The new Clear Streams initiative has been particularly successful in utilising new technology.

In 2013 a new Welsh Government body, Natural Resources Wales replaced the Countryside Council for Wales and the Environment Agency, Wales. This new organisation and Swansea Change Fund were once again our two main funding sources. These two grant funds were secured as part of two partnership bids involving the Environment Centre and Swansea Environmental Education Forum. The close working relationship with the Centre continues and programmes of work have been developed collaboratively.

There were two full Forum meetings in this financial year. These were a meeting in April, which had a green spaces theme, and the AGM held in October, which had a water quality theme.

#### *Strategic Work*

The Forum oversaw and supported progress with the Swansea Environment Strategy and Action Plan, particularly with the big issues (shared priorities) agreed in 2008 and additional areas highlighted in the biennial strategy reviews. In 2013/14, the Forum continued to facilitate the Swansea Built Heritage Group, organised a meeting of Air Quality Task Group and continued to support the development of the Swansea Community Growing Network. The Forum also continued to play an active part in the Single Integrated Plan and the Single Needs Assessment, being represented on the Local Service Board and its subgroups.

#### *Low Carbon Swansea*

The Low Carbon Swansea project board and the LCS partnership continued to meet regularly, and a new electric vehicle subgroup was established. The partnership was initially comprised primarily of public sector bodies but in early 2014 the local housing associations and several businesses were invited to join. A second analysis of partners' energy consumption was carried out and this showed that there had been a significant reduction in partners' carbon emissions from the baseline figures, surpassing the project's targets. An independent project evaluation was undertaken as funding through the Welsh Government came to an end in March 2014. A special partners meeting was held to explore the future of Low Carbon Swansea and a number of partners joined the project board members to form a forward planning group. Several partners also contributed to a £10,000 interim fund to support the development of a business plan and enable the project to move towards a new phase.

#### *Clear Streams, Swansea*

The new partnership Initiative **Clear Streams** was launched by SEF, Natural Resources Wales and The Wildlife Trust of South and West Wales in June 2013. Funding for 18 months has been provided by Welsh Water and NRW. The initiative's Coordinator, Connor Whiteley, was appointed by SEF in July 2013. The Initiative's focus is improving Swansea's water environment, by working with the public, third and private sectors. The Wildlife Trust has also employed a Water for Wildlife Officer under this partnership initiative.

# Swansea Environmental Forum

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

### Achievements and performance (*continued*)

#### Coordination:

The Clear Streams Coordinator has established a strong online presence by setting up a Clear Streams, Swansea website and creating the initiative's social media presence (Facebook, Twitter). He has set up network links with organisations that are currently working on the water environment; coordinating efforts from these organisations to reduce repetition and increase collaboration. The Coordinator has also been attending various events to promote the importance of Swansea's water environment.

#### Clear Streams Means Business:

The Coordinator has been working on trying to improve the water efficiency, reduce pollution and increase water awareness of local businesses. Initially the Coordinator has contacted over 1,500 local businesses offering advice and workshops. He then visited 245 businesses to perform site inspections, assessing the potential pollution risks and providing advice on how to reduce water pollution.

#### *Sustainable Swansea*

##### Get Sust

This year the Eastside area of Swansea was the primary geographical area that this project worked with. Get Sust's community engagement process included green mapping, holding local environmental events, supporting community events with a stall or outside expertise and community consultation events. As part of the Green Mapping process we held consultations with relevant and interested community groups (including Gwyn Mission Sunshine Club members, a drop-in session at St Thomas library, Kilvey Woodland volunteers, the Local History Group and at the Eastside carnival), as well as offering digital photography sessions where participants contributed ideas to the map whilst learning about digital photography, and practising by going out to photograph sites to go on the map which could feature on the printed version.

Community events included an energy efficiency drop-in session with partners housing agencies and NEST, a food workshop highlighting food miles, local food, packaging and food waste and visits to local toddler groups to raise awareness of real nappies. Additionally we prepared a display on tips and ideas for sustainable living which was on display at St Thomas library for a month.

##### Trailblazers

Trailblazers did not take place this year due to lack of suitable funding.

##### Digital Streams

During April and June 2013 a second programme for the Digital Streams photography project was developed looking at the River Tawe. 20 people took part, visiting the Tawe at various locations from its source high in the Brecon Beacons to the barrage in the Marina to photograph the river itself as well as the flora and fauna and the surrounding environment. The participants on the project were really excited by having the chance to explore and photograph the river that was, for some, a completely new experience and for others, something that they had lived with and taken for granted for many years. As with the previous project, an exhibition of over 90 photographs was created from the photographs taken. The exhibition was launched at the Environment Centre in October and has been exhibited for 6 weeks in the Waterfront Museum. It will be seen next in the Civic Centre in 2015.

##### Community Green Spaces

The Community Voice Initiative is BIG lottery funded and aims to engage local communities in having a voice about their services. As part of a Swansea Council for Voluntary Services coordinated initiative, our

# Swansea Environmental Forum

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

### Achievements and performance (*continued*)

Community Green Spaces project aims to give people a voice in how they want to use, improve, design & develop underused local green spaces for community use and enjoyment.

Lea Halborg was appointed as SEF's Community Green Space Development officer in July 2013 and has been working across Swansea, helping community groups and individuals develop ideas and generate interest in improving local green spaces for community use. Over a four year period from 2013-2017 the project is designed to help the community to better access and understand urban green spaces and to allow them to influence how they are run. The project will support communities through building up new channels of communication within the maze of public, private and community sector bodies involved. This project will lead to more accessible, better-valued and utilised green urban spaces in 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/Acting Chair of Forum
R Owen	Chair Swansea Environmental Forum (resigned April 2014)
J Edwards	Treasurer Swansea Environmental Forum
G Allen	
A Baharie	
J Childs	
G Evans	
B George	(resigned January 2014)
J Griffiths	(resigned October 2013)
N Jones	
R Jones	
C Lindley	
P McDonnell	
P Meller	
T Nash	
H Osborn	
E Roberts	(resigned October 2013)
T Scales	
K Sinclair	(resigned November 2013)
H Smith	
R Steel	(appointed October 2013)
J Williams	(appointed January 2014)
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

# Swansea Environmental Forum

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

### Executive Committee (*continued*)

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 Wright**

*Vice Chair Swansea Environmental Forum*

13 October 2014

Pier Street

Swansea

SA1 1RY

# Independent examiner's report to the trustees of Swansea Environmental Forum

I report on the accounts of Swansea Environmental Forum for the year ended 31 March 2014, which are set out on pages 9 to 14.

## 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 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 seeking 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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*  
13 October 2014

Llanddewi Castle  
Llanddewi  
Reynoldston  
Swansea  
SA3 1AU

# Swansea Environmental Forum

## Statement of financial activities for the year ended 31 March 2014

	<i>Note</i>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2014 Total</b>	<b>2013 Total</b>
		£	£	£	£
<b>Incoming resources</b>					
Voluntary income	3	-	<b>168,776</b>	<b>168,776</b>	152,893
Investment income					
Bank interest		<b>78</b>	-	<b>78</b>	17
		_____	_____	_____	_____
Total incoming resources		<b>78</b>	<b>168,776</b>	<b>168,854</b>	152,910
		_____	_____	_____	_____
<b>Resources expended</b>					
Charitable activities	4	-	<b>168,531</b>	<b>168,531</b>	126,462
Governance costs	5	-	<b>1,204</b>	<b>1,204</b>	941
Other resources expended		-	-	-	20
		_____	_____	_____	_____
Total resources expended		-	<b>169,735</b>	<b>169,735</b>	127,423
		_____	_____	_____	_____
<b>Net incoming/(outgoing) resources for the year</b>					
		<b>78</b>	<b>(959)</b>	<b>(881)</b>	25,487
Balance brought forward		<b>1,915</b>	<b>37,578</b>	<b>39,493</b>	14,006
		_____	_____	_____	_____
Balance carried forward		<b>1,993</b>	<b>36,619</b>	<b>38,612</b>	39,493
		_____	_____	_____	_____

# Swansea Environmental Forum

## Balance sheet at 31 March 2014

	<i>Note</i>		<b>2014</b>		<b>2013</b>
		£	£	£	£
<b>Current assets</b>					
Debtors	6	<b>16,523</b>		12,944	
Cash at bank		<b>47,901</b>		39,293	
		_____		_____	
			<b>64,424</b>		52,237
<b>Creditors: amounts falling due within one year</b>					
	7	<b>(25,812)</b>		(12,744)	
		_____		_____	
<b>Net assets</b>			<b>38,612</b>		39,493
			_____		_____
<b>Funds</b>					
Unrestricted funds			<b>1,993</b>		1,915
Restricted funds	8		<b>36,619</b>		37,578
		_____		_____	
<b>Total funds</b>			<b>38,612</b>		39,493
			_____		_____

The financial statements were approved by the Executive Committee on 13 October 2014 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.

### 3 Voluntary income

	Unrestricted funds	Restricted funds	2014 Total	2013 Total
	£	£	£	£
Sustainable Swansea				
Natural Resources Wales	-	<b>20,127</b>	<b>20,127</b>	16,145
Swansea Change Fund	-	<b>11,405</b>	<b>11,405</b>	14,910
Community Voice	-	<b>5,406</b>	<b>5,406</b>	-
City & County of Swansea: RDP	-	<b>1,102</b>	<b>1,102</b>	17,695
Trail income	-	-	-	1,008
Awards sponsorship & tickets	-	-	-	8,234
Transfer from SEF Development	-	-	-	3,917
	—	—	—	—
Total Sustainable Swansea	-	<b>38,040</b>	<b>38,040</b>	61,909
	—	—	—	—
SEF Development				
Swansea Change Fund	-	<b>19,265</b>	<b>19,265</b>	9,853
Natural Resources Wales	-	<b>3,335</b>	<b>3,335</b>	12,747
Transfer to Sustainable Swansea	-	-	-	(3,917)
	—	—	—	—
Total SEF Development	-	<b>22,600</b>	<b>22,600</b>	18,683
	—	—	—	—
Carried forward	-	<b>60,640</b>	<b>60,640</b>	80,592

# Swansea Environmental Forum

Notes to the accounts (*continued*)

## 3 Voluntary income (*continued*)

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2014 Total</b>	<b>2013 Total</b>
	£	£	£	£
Brought forward	-	<b>60,640</b>	<b>60,640</b>	80,592
Low Carbon Swansea City & County of Swansea	-	<b>53,136</b>	<b>53,136</b>	37,281
Clear Streams Dwr Cymru Environment Agency	-	<b>55,000</b>	<b>55,000</b>	-
	-	-	-	35,000
Total Clear Streams	-	<b>55,000</b>	<b>55,000</b>	35,000
Other income	-	-	-	20
	-	-	-	-
Total voluntary income	-	<b>168,776</b>	<b>168,776</b>	152,893
	-	-	-	-

## 4 Charitable activities

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2014 Total</b>	<b>2013 Total</b>
	£	£	£	£
Sustainable Swansea Cost of charitable activities	-	<b>28,842</b>	<b>28,842</b>	54,534
Support costs	-	<b>8,465</b>	<b>8,465</b>	7,428
	-	<b>37,307</b>	<b>37,307</b>	61,962
SEF Development Cost of charitable activities	-	<b>7,221</b>	<b>7,221</b>	19,129
Support costs	-	<b>15,600</b>	<b>15,600</b>	9,031
	-	<b>22,821</b>	<b>22,821</b>	28,160
Low Carbon Swansea Cost of charitable activities	-	<b>41,925</b>	<b>41,925</b>	29,853
Support costs	-	<b>7,651</b>	<b>7,651</b>	7,428
	-	<b>49,576</b>	<b>49,576</b>	37,281
	-	-	-	-

# Swansea Environmental Forum

Notes to the accounts (*continued*)

## 4 Charitable activities (*continued*)

### Clear Streams

Cost of charitable activities	-	<b>54,580</b>	<b>54,580</b>	-
Support costs	-	<b>5,451</b>	<b>5,451</b>	-
	_____	_____	_____	_____
	-	<b>60,031</b>	<b>60,031</b>	-
	_____	_____	_____	_____
	-	<b>169,735</b>	<b>169,735</b>	127,403
	_____	_____	_____	_____

The support costs reported under SEF Developments represent the costs of co-ordinating all the Forum's projects and staff.

## 5 Employee and other costs

Total staff remuneration in the year for five employees was as follows:

	<b>2014</b>	2013
	£	£
Salaries	<b>68,154</b>	53,257
Social security costs	<b>5,054</b>	3,998
Other pension costs	<b>4,662</b>	3,225
	_____	_____
	<b>77,870</b>	60,480
	_____	_____

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments totalling £6,995 were made to PM Developments in respect of project management and strategy co-ordination services provided by P McDonnell, a member of the Executive Committee; the strategy co-ordination services were provided under a service level agreement between PM Developments and Swansea Environmental Forum.

The independent examiner's fee of £700 (2013: £500) and other governance costs are included in SEF Development's cost of charitable activities.

## 6 Debtors

	<b>2014</b>	2013
	£	£
Other debtors and prepayments	<b>16,523</b>	12,944
	_____	_____

## 7 Creditors: amounts falling due within one year

	<b>2014</b>	2013
	£	£
Trade creditors and accruals	<b>25,336</b>	12,268
Other creditors	<b>476</b>	476
	_____	_____
	<b>25,812</b>	12,744
	_____	_____

# Swansea Environmental Forum

Notes to the accounts (*continued*)

## 8 Restricted funds

	2013	Incoming resources	Outgoing resources	2014
	£	£	£	£
Sustainable Swansea	-	38,040	(37,307)	733
SEF Development	2,578	22,600	(22,821)	2,357
Low Carbon Swansea	-	53,136	(49,576)	3,560
Clear Streams	35,000	55,000	(60,031)	29,969
	<hr/>	<hr/>	<hr/>	<hr/>
	37,578	168,776	(169,735)	36,619
	<hr/>	<hr/>	<hr/>	<hr/>

Income received for the Clear Streams project at the end of 2012/2013 was reported under SEF Developments but Clear Streams has been shown as a separate project in these accounts.