

Swansea Environmental Forum

Report of the Executive Committee
and financial statements

31 March 2012

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
G Allen
J Armstrong
A Baharie
J Childs
G Evans
B George
J Griffiths
J Ireland
K Jones
N Jones
R Jones
J Llewellyn
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 2012. 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 Sustainable Swansea project had two employees, both as Get Sust Officers: David Power and Delyth Higgins. 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, 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

2011-12 was another busy year for the Forum and its Executive. During this financial year SEF has further developed its strategic role and the Forum's Sustainable Swansea Initiative. The new "Low Carbon Swansea" project was also further developed and will employ a full-time worker in 2012-14.

Websites and social media continue to be very useful in introducing our work to potential partners and keeping in touch with members and supporters.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

Achievements and performance *(continued)*

Countryside Council for Wales and the Swansea Change Fund were once again our two major funders. These two grant funds were secured as part of two partnership bids with the Environment Centre and Swansea Environmental Education Forum. As a result our working relationship with the Centre has become much closer and programmes of work have been developed through a stronger collaboration.

There were two full Forum meetings in this financial year. These were a joint event with the Swansea Waste Forum in June and the AGM held in October, which included a presentation on Swansea's Heritage. Forum members were also invited to attend film screenings and a debate related to the Tarnished Earth exhibition in October and a conference around the developing of a Swansea Bay Strategy in September.

Swansea Environment Strategy

The 2010-11 review of the Swansea Environment Strategy had highlighted the need for better progress in the built heritage area. During this year we brought together officers and voluntary organisations active in heritage issues for a series of meetings.

Funding has been secured to begin the Five-Year Review of the Strategy and an update of the Action Plan. Work will be completed in Summer 2012. We will also be reviewing the indicator set. The Forum will be using these to feed into the developing Single Integrated Plan for Swansea. In this financial year, following lobbying over several years, each strategic partnership has been asked to provide a formal representative for the Better Swansea Partnership.

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 the initiation of the "Low Carbon Swansea" project (see below),

Low Carbon Swansea

After adoption by the Local Service Board in January 2011 the project's development has been hampered by delays in securing funding. However, the project board is now meeting regularly, a partnership has been brought together and we have held two meetings of this so far. 22 public bodies have been involved in this and the Carbon Trust commissioned Arup to prepare a series of carbon footprints for these organisations as a key starting point/baseline for the project. A number of case studies have been shared as part of partnership meetings and they have also discussed a possible District Heating collaboration project.

Funding was finally confirmed in December 2011 and a project manager has been recruited who started in April 2012. The funding from the Local Service Board via Welsh Government will enable us to run the project with a full-time manager until March 2014.

Initially the project will work with public sector bodies and concern only energy used by non-domestic buildings, but the plan is to widen this to include other sectors and other forms of energy use.

Cross-partnership working

This year saw the forum work closely with other partners including the Healthy Cities group to facilitate closer collaboration in community growing.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

Achievements and performance *(continued)*

We secured funding from Welsh Government's Local Environmental Quality grant scheme to support the development of 3 new community-growing projects. The Vetch Veg site was a huge success turning some of the land previously occupied by the Vetch football ground into a community garden for the people of Sandfields. The Garth Farm site in Glais was planted with willow and will now act as a willow bank for community use. The Townhill site was delayed by legal issues over access, but it was cleared, fenced and raised beds built, ready for community engagement work to begin with a number of established groups in 2012-13.

SEF facilitated the meeting together of groups interested in community growing. The latest meeting on March 22nd agreed to the setting up of a formal community-growing network. We have worked closely on this with the Federation of Community Farms and Gardens.

Work on the Green Jobs agenda has sadly stalled, but it is hoped this will be given a new impetus in 2012.

Sustainable Swansea

This year the project's achievements included production of a new community Green Map, the bringing to Swansea of the Tarnished Earth Exhibition and the running of a series of Swansea Telly workshops.

Get Sust

This year Pontarddulais 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. We worked closely with the Pontarddulais Partnership regularly supporting their local produce market and linking with their work and clients. We also supported a number of community groups by bringing in experts in areas such as waste, real nappies and community growing to work with them.

As part of the Green Mapping process we held consultations with relevant and interested community groups and other agencies as well as offering digital photography sessions where participants contribute ideas to the map whilst learning about digital photography, and practicing by going out to photograph sites to go on the map which could feature on the printed version.

This work was partly funded by Rural Development Plan funding.

Swansea Telly

This digital inclusion project began in July 2010 and continued until March 2012. It was a collaborative project involving a number of partners including Undercurrents, who are administering the project. Sustainable Swansea delivered digital media training to over 100 people over the two years and provided images from these trainees for the project's Internet TV channel "Swansea Telly".

Tarnished Earth

This outdoor exhibition was brought to Swansea by SEF in October 2011. This exhibition consisted of photographs by Jiri Rezac and tells the story of one of the world's biggest ecological disasters: the extraction of oil from tar sands below Canada's magnificent Boreal Forest. The lit panels were sited along the front of the National Waterfront Museum and so were available to members of the public throughout its three-week stay. The exhibition was commissioned, and the tour funded, by the Co-operative, working in partnership with WWF-UK and Greenpeace. Activities around the exhibition included petition collecting, two film screenings, an education pack and 60 schools pupils were given a specialist educational tour.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

Achievements and performance (continued)

Swansea Sustainability Trail

Following the Review of the Trail done in Spring 2011, we have now begun the process of re-vamping the trail by updating the sites on the trail and the accompanying resources. New web-pages will be added to the Sustainable Swansea website, a new trail leaflet produced and new onsite information panels put up at the new trail sites. This will be celebrated with a trail re-launch event in May 2012.

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	
J Armstrong	
A Baharie	
D Chapman	(resigned May 2011)
J Childs	
G Evans	(appointed January 2012)
B George	
J Griffiths	
J Ireland	
K Jones	
N Jones	
R Jones	
J Llewellyn	
L Llewellyn	(resigned December 2011)
P Marks	(resigned December 2011)
P McDonnell	
P Meller	
T Nash	
H Osborn	
E Roberts	
T Scales	
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

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

Executive Committee *(continued)*

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
20 September 2012

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 2012, 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 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:
 1. to keep accounting records in accordance with section 41 of the 1993 Act; and
 2. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met;
- (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
20 September 2012

Llanddewi Castle
Llanddewi
Reynoldston
Swansea
SA3 1AU

Swansea Environmental Forum

Statement of financial activities for the year ended 31 March 2012

	<i>Note</i>	Unrestricted funds £	Restricted funds £	2012 Total £	2011 Total £
Incoming resources					
Voluntary income	3	-	84,734	84,734	81,281
Activities for generating funds					
Management fees		-	-	-	995
Investment income					
Bank interest		21	-	21	13
		-----	-----	-----	-----
Total incoming resources		21	84,734	84,755	82,289
		-----	-----	-----	-----
Resources expended					
Charitable activities	4	-	84,285	84,285	80,632
Governance costs	5	-	840	840	724
Other resources expended		-	288	288	35
		-----	-----	-----	-----
Total resources expended		-	85,413	85,413	81,391
		-----	-----	-----	-----
Net (outgoing)/incoming resources for the year before transfers		21	(679)	(658)	898
Balance brought forward		1,877	12,787	14,664	13,766
		-----	-----	-----	-----
Balance carried forward		1,898	12,108	14,006	14,664
		-----	-----	-----	-----

Swansea Environmental Forum

Balance sheet at 31 March 2012

	<i>Note</i>	£	2012 £	£	2011 £
Fixed assets					
Tangible assets	6		-		-
Current assets					
Debtors	7	25,730		10,361	
Cash at bank		5,185		5,303	
			<hr/>	<hr/>	
		30,915		15,664	
Creditors: amounts falling due within one year	8	(16,909)		(1,000)	
			<hr/>	<hr/>	
Net current assets			14,006		14,664
			<hr/>	<hr/>	
Net assets			14,006		14,664
			<hr/>	<hr/>	
Funds					
Unrestricted funds			1,898		1,877
Restricted funds	9		12,108		12,787
			<hr/>	<hr/>	
Total funds	10		14,006		14,664
			<hr/>	<hr/>	

The financial statements were approved by the Executive Committee on 20 September 2012 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	2012 Total	2011 Total
	£	£	£	£
Sustainable Swansea				
City & County of Swansea	-	1,000	1,000	2,943
Countryside Council for Wales	-	6,911	6,911	6,931
Community 2	-	10,722	10,722	5,168
Swansea Change Fund	-	21,113	21,113	-
City & County of Swansea: RDP	-	3,240	3,240	-
SCVS (Swansea Development Fund)	-	-	-	30,000
Awards sponsorship & tickets	-	-	-	13,194
	<hr/>	<hr/>	<hr/>	<hr/>
Carried forward	-	42,986	42,986	58,236

Swansea Environmental Forum

Notes to the accounts (*continued*)

3 Voluntary income (*continued*)

	Unrestricted funds £	Restricted funds £	2012 Total £	2011 Total £
Brought forward	-	42,986	42,986	58,236
Environment Strategy	-	-	-	3,580
SEF Development				
Swansea Change Fund	-	8,750	8,750	-
Countryside Council for Wales	-	12,000	12,000	8,419
Welsh Government	-	20,998	20,998	-
Environment Agency	-	-	-	10,000
Other income	-	-	-	1,046
	-----	-----	-----	-----
Total voluntary income	-	84,734	84,734	81,281
	-----	-----	-----	-----

4 Charitable activities

	Unrestricted funds £	Restricted funds £	2012 Total £	2011 Total £
Sustainable Swansea				
Cost of charitable activities	-	33,427	33,427	48,237
Support costs	-	9,211	9,211	15,400
	-----	-----	-----	-----
	-	42,638	42,638	63,637
Environmental Strategy				
Cost of charitable activities	-	-	-	3,580
SEF Development				
Cost of charitable activities	-	28,437	28,437	5,810
Support costs	-	13,210	13,210	7,605
	-----	-----	-----	-----
	-	84,285	84,285	80,632
	-----	-----	-----	-----

Swansea Environmental Forum

Notes to the accounts (*continued*)

5 Employee and other costs

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

	2012	2011
	£	£
Salaries	20,608	25,575
Social security costs	1,082	1,689
Other pension costs	1,470	1,635
	<hr/>	<hr/>
	23,160	28,899
	<hr/>	<hr/>

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments totalling £8,375 were made to PM Developments in respect of consultancy services provided by P McDonnell, a member of the Executive Committee, under a service level agreement between PM Developments and Swansea Environmental Forum.

The independent examiner's fee of £500 (2011: £500) is included in governance costs.

6 Tangible fixed assets - equipment

	£
Cost	
At 31 March 2011	2,713
Disposals	(2,713)
	<hr/>
At 31 March 2012	-
	<hr/>
Depreciation	
At 31 March 2011	2,713
Eliminated on disposal	(2,713)
	<hr/>
At 31 March 2012	-
	<hr/>
Net book value	
At 31 March 2012 and 2011	-
	<hr/>

7 Debtors

	2012	2011
	£	£
Other debtors and prepayments	25,730	10,361
	<hr/>	<hr/>

Swansea Environmental Forum

Notes to the accounts (*continued*)

8 Creditors: amounts falling due within one year

	2012	2011
	£	£
Trade creditors and accruals	16,433	500
Other creditors	476	500
	<hr/>	<hr/>
	16,909	1,000
	<hr/>	<hr/>

9 Restricted funds

	2011	Incoming resources	Outgoing resources	2012
	£	£	£	£
Sustainable Swansea	833	42,986	(43,766)	53
SEF Development	11,954	41,748	(41,647)	12,055
	<hr/>	<hr/>	<hr/>	<hr/>
	12,787	84,734	(85,413)	12,108
	<hr/>	<hr/>	<hr/>	<hr/>

10 Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted funds	-	1,898	1,898
Restricted funds	-	12,108	12,108
	<hr/>	<hr/>	<hr/>
	-	14,006	14,006
	<hr/>	<hr/>	<hr/>