

# Swansea Environmental Forum

Report of the Executive Committee  
and financial statements

31 March 2013

# 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 - 12

# Swansea Environmental Forum

## Legal and administrative information

### **Executive Committee**

D Hill  
R Owen  
J Edwards  
G Allen  
A Baharie  
J Childs  
G Evans  
B George  
J Griffiths  
N Jones  
R Jones  
C Lewis  
C Lindley  
P McDonnell  
P Meller  
T Nash  
H Osborn  
E Roberts  
T Scales  
K Sinclair  
H Smith  
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 2013. 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 four employees, two Get Sust Officers: David Power and Delyth Higgins and a Low Carbon Swansea Manager: Chris Thomas April-July and Clemmie Twiggs August to present. Plus three temporary employees were taken on to deliver Trailblazers holiday activities. All 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. The Low Carbon Swansea project has a Board too, made up of SEF members and the Carbon Trust. A Contracts group oversees other contracted work, its membership is made up of SEF Exec 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.

### **Achievements and performance**

2012-13 was arguably the busiest year to date for the Forum and its Executive. During this financial year SEF has further developed its strategic role and the Forum's Sustainable Swansea Initiative. A full-time

# Swansea Environmental Forum

## Report of the Executive Committee

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

worker was employed in April 2012 for the Low Carbon Swansea project, which had been developed over the previous year.

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 Countryside Council for Wales and the 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 the AGM held in October, which included a presentation on Swansea's Local Development Plan and on December 3<sup>rd</sup> we held a forum with a Low Carbon Swansea theme.

#### *Swansea Environment Strategy*

In 2012 a Five-Year Review of the Strategy and an update of the Action Plan were completed and published. A review of the indicator set was also undertaken as part of the Forum's work in supporting the development of the Single Integrated Plan for Swansea.

The Forum continued to facilitate partnerships to address some of the agreed big issues and other concerns highlighted in Environment Strategy reviews. Most notably was the further development of the Low Carbon Swansea project (see below) to tackle the energy and carbon management big issue. The Swansea Built Heritage Group was facilitated and the Forum also continued to support the Healthy City Initiative. The Forum also secured funding to support community growing projects across Swansea, including the Vetch Veg project, and helped to establish a community growing network for Swansea.

#### *Low Carbon Swansea*

The project board and the Low Carbon Swansea partnership continue to meet regularly, In April 2012 a Low Carbon Swansea Manager was employed on a full-time basis. The Carbon Trust commissioned 2010-11 carbon footprints were produced in March 2012. From this work a group target for emissions reductions was created and all partners have now been asked to sign up to this through Memorandum's of Understanding (MOU).

Initially the project has been working with public sector bodies. Partnership meeting themes have included energy efficient lighting, waste, transport and water. Other activities have included setting up and maintaining a Low Carbon Swansea website and producing a quarterly project newsletter. One to one meetings with all of the project partners have been set up.

A project presentation was also given to the Local Service Board group in September 2012 to update them on the progress of the project and explain what their representatives have been involved with so far. Similarly, Welsh Government were also updated on progress in October 2012.

#### *Sustainable Swansea*

This year the project's achievements included production of a new community Green Map, the running of the Sustainable Swansea Awards and Trailblazers and the development of a new project "Digital Streams".

# Swansea Environmental Forum

## Report of the Executive Committee

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

#### *Get Sust*

This year Gower was the primary geographical area that this project worked with was Gower. 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 Reynoldston Afternoon Club, Llangennith WI, a coffee morning in Murton and one of the rural youth 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.

#### Trailblazers

Trailblazers was a 10-day program (between 26<sup>th</sup> July and 10<sup>th</sup> August) of environmentally-based activities for 8-12 year olds, held during school summer holidays. This year the activities were run at a variety of sites within the rural wards of Swansea. Some of the sites are on the Swansea Sustainability Trail, such as Down to Earth Project, Bishops Wood and the Gower Heritage Centre, whilst other locations were based in local communities such as in Reynoldston, Llanmadoc and Penclawdd.

This work was partly funded by Rural Development Plan funding and so the children who attended had to live in one of the rural wards of Swansea. 39 individual children participated and feedback was extremely positive from children, parents and sites who hosted days.

This year the project's achievements included production of a new community Green Map, the running of the Sustainable Swansea Awards and Trailblazers.

#### Digital Streams

In 2012 a new digital media based project, Digital Streams, was piloted in the Pontarddulais area. Residents were given the opportunity to look at the River Loughor from its source in the hills to where it ends in the sea. Ten people took part, with the first set of trips going out in August/September and the second in November/December. The outdoor sessions were followed by two sessions of IT training to allow the participants to learn how to edit their photos. The finished photographs were then printed and mounted for an exhibition held at Canolfan Y Bont at the end of February, 2013. A selection of photos were also displayed on the Big Screen in Castle Square.

During February and March a second programme looking at the River Tawe was developed ready for delivery in 2013-14.

#### *Sustainable Swansea Awards 2012*

The fifth biennial Sustainable Swansea Awards were launched in September 2012. The Awards recognise, reward and promote the achievements of local organisations, groups and individuals that have made an active commitment to good environmental practice and sustainable development. There were eight award categories this time, each focused on a particular type of project, organisation or theme. Thirty two applications were received across the eight award categories with twenty four invited to the awards ceremony in March 2013.

#### *Swansea Sustainability Trail*

The review, extension and re-launch of the Trail was completed and new supporting materials produced including a Trail leaflet, a comprehensive set of web pages, educational resources and additional information panels at each of the new trail sites. The Trail re-launch was marked with an 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	(resigned October 2012)
A Baharie	
J Childs	
G Evans	
B George	
J Griffiths	
J Ireland	(resigned October 2012)
K Jones	(resigned October 2012)
N Jones	
R Jones	
C Lewis	(appointed October 2012)
J Llewellyn	(resigned May 2012)
P McDonnell	
P Meller	
T Nash	
H Osborn	
E Roberts	
T Scales	
K Sinclair	
H Smith	(appointed January 2013)
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*  
14 October 2013

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 8 to 12.

## **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*  
14 October 2013

Llanddewi Castle  
Llanddewi  
Reynoldston  
Swansea  
SA3 1AU



# Swansea Environmental Forum

## Statement of financial activities for the year ended 31 March 2013

	<i>Note</i>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	2012 Total £
<b>Incoming resources</b>					
Voluntary income	3	20	152,873	152,873	84,734
Investment income					
Bank interest		17	-	17	21
		-----	-----	-----	-----
Total incoming resources		37	152,873	152,910	84,755
		-----	-----	-----	-----
<b>Resources expended</b>					
Charitable activities	4	-	126,462	126,462	84,285
Governance costs	5	-	941	941	840
Other resources expended		20	-	20	288
		-----	-----	-----	-----
Total resources expended		20	127,403	127,423	85,413
		-----	-----	-----	-----
<b>Net incoming/(outgoing) resources for the year</b>		17	25,470	25,487	(658)
Balance brought forward		1,898	12,108	14,006	14,664
		-----	-----	-----	-----
Balance carried forward		1,915	37,578	39,493	14,006
		-----	-----	-----	-----



# 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 £	2013 Total £	2012 Total £
Sustainable Swansea				
Countryside Council for Wales	-	16,145	16,145	6,911
Swansea Change Fund	-	14,910	14,910	21,113
City & County of Swansea: RDP	-	17,695	17,695	3,240
Trail income	-	1,008	1,008	-
Awards sponsorship & tickets	-	8,234	8,234	-
Transfer from SEF Development	-	3,917	3,917	-
Community 2	-	-	-	10,722
City & County of Swansea	-	-	-	1,000
	-----	-----	-----	-----
Carried forward	-	61,909	61,909	42,986
SEF Development				
Swansea Change Fund	-	9,853	9,853	8,750
Countryside Council for Wales	-	12,747	12,747	12,000
Environment Agency	-	35,000	35,000	-
Transfer to Sustainable Swansea	-	(3,917)	(3,917)	-
Welsh Government	-	-	-	20,988
	-----	-----	-----	-----
	-	53,683	53,683	41,748
	-----	-----	-----	-----
Carried forward	-	115,592	115,592	84,734

# Swansea Environmental Forum

Notes to the accounts (*continued*)

## 3 Voluntary income (*continued*)

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Brought forward	-	115,592	115,592	84,734
Low Carbon Swansea City & County of Swansea	-	37,281	37,281	-
Other income	20	-	20	-
	-----	-----	-----	-----
Total voluntary income	20	152,873	152,893	84,734
	-----	-----	-----	-----

## 4 Charitable activities

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Sustainable Swansea				
Cost of charitable activities	-	54,534	54,534	33,427
Support costs	-	7,428	7,428	9,211
	-----	-----	-----	-----
	-	61,962	61,962	42,638
	-----	-----	-----	-----
SEF Development				
Cost of charitable activities	-	18,188	18,188	28,437
Support costs	-	9,031	9,031	13,210
	-----	-----	-----	-----
	-	27,219	27,219	41,647
	-----	-----	-----	-----
Low Carbon Swansea				
Cost of charitable activities	-	29,853	29,853	-
Support costs	-	7,428	7,428	-
	-----	-----	-----	-----
	-	37,281	37,281	-
	-----	-----	-----	-----
	-	126,462	126,462	84,285
	-----	-----	-----	-----

# 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:

	<b>2013</b>	2012
	£	£
Salaries	<b>53,257</b>	20,608
Social security costs	<b>3,998</b>	1,082
Other pension costs	<b>3,225</b>	1,470
	<hr/> <b>60,480</b> <hr/>	<hr/> 23,160 <hr/>

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments totalling £17,875 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 £500 (2012: £500) is included in governance costs.

### 6 Debtors

	<b>2013</b>	2012
	£	£
Other debtors and prepayments	<b>12,944</b>	25,730
	<hr/> <b>12,944</b> <hr/>	<hr/> 25,730 <hr/>

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

	<b>2013</b>	2012
	£	£
Trade creditors and accruals	<b>12,268</b>	16,433
Other creditors	<b>476</b>	476
	<hr/> <b>12,744</b> <hr/>	<hr/> 16,909 <hr/>

### 8 Restricted funds

	<b>2012</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>2013</b>
	£	£	£	£
Sustainable Swansea	53	61,909	(61,962)	-
SEF Development	12,055	53,683	(28,160)	37,578
Low Carbon Swansea	-	37,281	(37,281)	-
	<hr/> 12,108 <hr/>	<hr/> 152,873 <hr/>	<hr/> (127,403) <hr/>	<hr/> 37,578 <hr/>