Swansea Environmental Forum

Report of the Executive Committee and financial statements

31 March 2015

Report of the Executive Committee and financial statements

*Contents Page*

[Legal and administrative information 2](#_TOC_250004)

[Report of the Executive Committee 3 - 7](#_TOC_250003)

Report of the independent examiner 8

[Statement of financial activities 9](#_TOC_250002)

[Balance sheet 10](#_TOC_250001)

[Notes to the accounts 11 - 14](#_TOC_250000)

# Legal and administrative information

**Executive Committee** D Hill Chair Executive Committee/Acting Forum Chair

J Edwards Treasurer

G Allen

A Baharie

J Childs

G Evans

A Flannigan

C Howell

N Jones

R Jones

C Lewis

C Lindley

P McDonnell

P Meller

T Nash

H Osborn

K Sinclair

H Smith

R Steel

J Williams

R Wright

**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** Martin Waterworth

Martin Waterworth Limited

Bronwylfa

Llangunnor Road

Carmarthen

SA31 2PB

# Report of the Executive Committee

The Executive Committee presents its annual report and financial statements for the year ended 31 March 2015. 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 (until July 2014), a Clear Streams Coordinator: Connor Whiteley (until December 2014), a Clear Streams User Survey Officer: Winter Dotto and a Community Green Spaces Development Officer: Lea Halborg. 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.

### Achievements and performance

2014-15 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 and Clear Streams Swansea.

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 2014 Natural Resources Wales 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 three full Forum meetings in this financial year. These were a meeting in July “Towards a Healthy and Sustainable Swansea”, the AGM held in October, which also had a talk and discussion “Housing in Swansea: A Sustainable Vision for 2020” and then in March 2015 “Managing Waste in Swansea and Wales”.

SEF started to work closely with NRW in support of their Tawe Trial. Two projects were initiated in this period; the “Community Consultation” project and the “User Survey” project (see below in Clear Streams).

*Strategic Work*

The fourth biennial review of the Swansea Environment Strategy and Action Plan took place in Spring 2014 which primarily assessed progress made in 2012/13 and 2013/14 towards the Strategy’s priorities. Data and information was provided by a wide range of partner organisations and additional data and other relevant achievements were also taken into account as part of the assessment process. A new action plan (for 2014-16) was also collated and published along with a summary of the strategy review.

The review demonstrated that progress had been made under each of the Environment Strategy’s five themes. Most significantly, in waste management, sustainable building and energy use, managing flood risk, and community engagement. However, the safeguarding of our natural assets, the restoration of contaminated land, the provision of public transport, and the availability of affordable housing were highlighted as areas of particular concern. The review also found evidence of good progress being made in each of the shared priorities (air quality, climate change, carbon management, biodiversity and water quality) and built heritage, which had all been previously identified by SEF as requiring special attention.

In 2014/15, the Forum continued to facilitate the Swansea Built Heritage Group; support the development of the Swansea Community Growing Network; and participate in meetings of the Local Service Board and its subgroups – playing an active role in the development of the One Swansea Plan and Single Needs Assessment.

*Low Carbon Swansea*

Grant funding for Low Carbon Swansea, and the associated Project Manager post, came to an end in spring 2014 but the project was able to continue and develop thanks to donations from several partners and the support of the project board. A successful networking event, focussed on solar energy and sponsored by British Gas Solar, took place in July and a further project visioning event was held in October. The latter led to the development of a business plan which outlined how the project would be funded primarily through annual subscription fees from April 2015. An infographic was produced to promote the network and the new membership scheme and training programme. The new scheme was launched at a network event in March

2015, which focused on the new Resource Efficient Wales. The website has continued to be maintained and is a useful tool for sharing information with partners and members.

*Clear Streams, Swansea*

The Clear Streams initiative completed its first phase in December 2014. The funders NRW and Welsh Water were both very positive about the impact made over the 18 months the project ran for. The community engagement aspects of this innovative project were particularly successful and we are continuing to deliver Digital Streams sessions through Sustainable Swansea (see below).

With funding from NRW we employed a new officer to undertake a **User Survey of the River Tawe**. The report written in July 2015 will inform the Tawe Trial Area Statement being prepared by NRW for October 2015.

## Sustainable Swansea

Get Sust

The Penderry area of Swansea (including Penlan, Portmead and Blaenymaes) was the focus of Get Sust’s community engagement work this year which included green mapping, holding local environmental events, supporting community events with a stall or outside expertise and community consultation events. There are numerous other agencies and organisations working in the area and we worked closely with them whenever possible. We joined the Penderry Providers Forum where many links were made.

As part of the Green Mapping process we held map consultations with relevant and interested community groups and these included a drop-in session at Penlan library, a stall at National Play Day event in Blaenymaes, Mother’s Union and Toddler group parents at St. Teilo’s Church, at Cheriton Medical Centre and with members of the Penderry Providers Forum. Digital photography sessions were also run from Penlan library, where participants contributed ideas to the map whilst learning about digital photography, and practised 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 at Penlan Community Centre, a food workshop highlighting food miles, local food, packaging and food waste with a young mum’s group at the Children’s Centre, and visits to 3 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 Penlan library for a month.

Trailblazers

Trailblazers took place for a week during February 2015 half term with funding from Clarks Giving Back Fund (via Community Foundation in Wales) and The Gower Society. Children from the Penderry area were targeted with the publicity and it was well supported with 18 individuals participating. Activities included days at Swansea Community Farm, Down to Earth Project, St Madoc’s Centre, Bishop’s Woods and Garnswllt Activity Centre.

Digital Streams

The Digital Streams Tawe exhibition has continued to be displayed, spending time in the Environment Centre and also, 2 months at the Civic Centre community exhibition space in County Hall. Here, the exhibition was seen by hundreds of people each week and received many positive and favourable comments.

The latest Digital Streams project has focused on the Townhill and Blaenymaes areas, where, with funding from Awards for All Wales and support from NRW, it has worked to engage residents and local groups, encouraging them to explore some of the watercourses in a distinctly urban environment.

All the groups have (again!) expressed surprise at the beauty and abundance of flora and fauna to be found on their doorsteps and the activities have been very positively received. In particular, a group of service users from SANDS enjoyed the activity so much that they have successfully petitioned the management at SANDS for funds to purchase cameras and have now set up a photography club of their own.

This project will again feature an exhibition of the photographs taken by participants, and will take place in mid-October 2015. The launch of the exhibition will be held at the Environment Centre, the photos will then be exhibited further afield at a later date to venues that would include the Waterfront museum and the Civic Centre to maximise viewing by the public.

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 (SCVS) coordinated initiative, our 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.

SEF’s Community Green Space Development officer has been working across Swansea since July 2013. The first successful community accessible green space as part of this consultative community initiative was located in Parry’s Park in Sketty. This green space was completed and installed in Oct 2014. The project has also developed plans for a Dyfatty green space project landscape drawings were produced based on the findings of a community consultation. Other consultations have taken place in Hafod and Penderry. The involvement of partners like council officers and members, NRW, SCVS and Gwalia has been a crucial to the project’s success so far.

### 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

J Edwards Treasurer, Swansea Environmental Forum

G Allen

A Baharie

J Childs

S Davies (appointed November 2014) G Evans

A Flannigan (appointed October 2014)

C Howell (appointed July 2014)

N Jones

R Jones

R Lewis

C Lindley

P McDonnell

P Meller

T Nash

H Osborn

T Scales (resigned March 2015)

K Sinclair (appointed November 2014) H Smith

R Steel

J Williams

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

**D Hill** Pier Street

*Chair Swansea Environmental Forum Executive* Swansea

12 October 2015 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 2015, 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

1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Martin Waterworth FCA Bronwylfa

*Chartered accountant* Llangunnor Road

12 October 2015 Carmarthen

SA31 2PB

# Statement of financial activities

## for the year ended 31 March 2015

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Note* | **Unrestricted** | **Restricted** |  |  | **2015**  **Total** |  | 2014  Total |
| **Incoming resources** |  | **funds**  **£** | **funds**  **£** |  |  | **£** |  | £ |
| Voluntary income Investment income  Bank interest | *3* | **- 77** | **165,920**  **-** |  |  | **165,920**  **77** |  | 168,776  78 |
| Total incoming resources |  | **77** | **165,920** |  |  | **165,997** |  | 168,854 |
| **Resources expended**  Charitable activities | *4* | **-** | **183,04331** |  |  | **183,0431** |  | 168,531 |
| Governance costs | *5* | **-** | **1,421** |  |  | **1,4214** |  | 1,204 |
| Other resources expended |  | **-** | **-** |  |  | **-** |  | - |
| Total resources expended |  | **-** | **184,464** |  |  | **184,464** |  | 169,735 |
| **Net incoming/(outgoing) resources for the year** |  | **77** | **(18,544)** |  |  | **(18,467)** |  | (881) |
| Balance brought forward |  | **1,993** | **36,619** |  |  | **38,612** |  | 39,493 |
| Balance carried forward |  | **2,070** | **18,075** |  |  | **20,145** |  | 38,612 |

# Balance sheet

## at 31 March 2015

*Note* **2015** 2014

**£ £** £ £

### Current assets

Debtors *6* **16,250** 16,523

Cash at bank **25,428** 47,901

**41,678** 64,424

### Creditors: amounts falling due

**within one year** *7* **(21,533)** (25,812)

**Net assets 20,145** 38,612

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funds**  Unrestricted funds |  | **2,070** |  | 1,993 |
| Restricted funds | *8* | **18,075** |  | 36,619 |
| **Total funds** |  | **20,145** |  | 38,612 |

The financial statements were approved by the Executive Committee on 12 October 2015 and were signed on its behalf by:

### J Edwards

*Treasurer*

# Notes to the accounts

### 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).

### 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 Executive Committee in furtherance of the general objectives of the association. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The costs 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 association has unconditional entitlement to the resources.

*Resources expended*

All expenditure is accounted for on an accruals basis.

### Voluntary income

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unrestricted**  **funds** | | | **Restricted**  **funds** |  | | **2015**  **Total** |  | 2014  Total |
| **£** | | | **£** |  | | **£** |  | £ |
| Natural Resources Wales **-** | | | **18,834** |  | | **18,834127** |  | 20,1275 |
| Swansea Change Fund **-** | | | **9,934** |  | | **9,934** |  | 11,40510 |
| Community Voice **-** | | | **10,588** |  | | **10,58827** |  | 5,406 |
|  | | |  |  | |  |  |  |
| City & County of Swansea: RDP **-** | | | - |  | | - |  | 1,102 |
| Trail income **-** | | | **1,500** |  | | **1,500** |  | - |
| Renew Wales | | | **3,250** |  | | **3,250** |  | - |
| BIG Award Wales | | | **4,976** |  | | **4,976** |  | - |
| Green Map – Community First | | | **1,540** |  | | **1,540** |  | - |
| Digital Streams – NRW 2013 | | | **3,835** |  | | **3,835** |  | - |
| Transfer from SEF Development **-** | | | **-** |  | | **-** |  | - |
| Total Sustainable Swansea **-** | | | **54,457** |  | | **54,45704570** |  | 38,0409 |
| SEF Development | | |  |  | |  |  |  |
| Swansea Change Fund |  | **- 12,030** | |  |  | **12,030** |  | 19,265 |
| Natural Resources Wales |  | **- 9,071** | |  |  | **9,071** |  | 3,335 |
| Transfer to Sustainable Swansea |  | **-** | |  |  | **-** |  | - |
| Total SEF Development |  | **- 21,101** | |  |  | **21,101** |  | 22,600 |
| Carried forward |  | **- 75,558** | |  |  | **75,558** |  | 60,640 |

Sustainable Swansea

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3** | **Voluntary income** *(continued****)*** | **Unrestricted**  **funds** | **Restricted**  **funds** |  |  | **2015**  **Total** |  |  | 2014  Total |
|  |  | **£** | **£** |  |  | **£** |  |  | £ |
|  | Brought forward | **-** | **75,558** |  |  | **75,558** |  |  | 60,640 |
|  | Clear Streams |  |  |  |  |  |  |  |  |
|  | Dwr Cymru | **-** | **45,000** |  |  | **45,000** |  |  | 55,000 |
|  | NRW – Tawe Trail |  | **14,888** |  |  | **14,888** |  |  | - |
|  | Other |  | **903** |  |  | **903** |  |  | - |
|  | Total Clear Streams |  | **60,791** |  |  | **60,791** |  |  | 55,000 |
|  | Low Carbon Swansea |  |  |  |  |  |  |  |  |
|  | City & County of Swansea | **-** | **19,171** |  |  | **19,171** |  |  | 53,136 |
|  | Sponsors/ Partners | **-** | **10,400** |  |  | **10,400** |  |  | - |
|  | Total Low Carbon Swansea | **-** | **29,571** |  |  | **29,571** |  |  | 53,136 |
|  | Other income | **-** | **-** |  |  | - |  |  | - |
|  | Total voluntary income | **-** | **165,920** |  |  | **165,920** |  |  | 168,776 |
| **4** | **Charitable activities** |  |  |  |  | **2015** |  |  | 2014 |
|  |  | **Unrestricted** | **Restricted** |  |  | **Total** |  |  | Total |
|  |  | **funds**  **£** | **funds**  **£** |  |  | **£** |  |  | £ |
|  | Sustainable Swansea |  |  |  |  |  |  |  |  |
|  | Cost of charitable activities | **-** | **42,295** |  |  | **42,295** |  |  | 28,842 |
|  | Support costs | **-** | **13,417** |  |  | **13,417** |  |  | 8,465 |
|  |  | **-** | **55,712** |  |  | **55,712** |  |  | 37,307 |
|  | SEF Development |  |  |  |  |  |  |  |  |
|  | Cost of charitable activities | **-** | **6,761** |  |  | **6,761** |  |  | 7,221 |
|  | Support costs | **-** | **9,951** |  |  | **9,951** |  |  | 15,600 |
|  |  | **-** | **16,712** |  |  | **16,712** |  |  | 22,821 |
|  | Low Carbon Swansea |  |  |  |  |  |  |  |  |
|  | Cost of charitable activities | **-** | **26,808** |  |  | **26,808** |  |  | 41,925 |
|  | Support costs | **-** | **1,230** |  |  | **1,230** |  |  | 7,651 |
|  |  | **-** | **28,038** |  |  | **28,038** |  |  | 49,576 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4** | **Charitable activities** *(continued****)***  Clear Streams |  | | | | | |
|  | Cost of charitable activities |  | **- 76,351** |  | **76,351** |  | 54,580 |
|  | Support costs |  | **- 7,651** |  | **7,651** |  | 5,451 |
|  |  |  | **- 84,002** |  | **84,002** |  | 60,031 |
|  |  |  | **- 184,464** |  | **184,464** |  | 169,735 |

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

### Employee and other costs

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2015** |  | 2014 |
| **£** |  | £ |
| Salaries | **59,92454** |  | 68,1547 |
| Social security costs | **3,757** |  | 5,054 |
| Other pension costs | **4,060** |  | 4,662 |
|  | **67,741** |  | 77,870 |

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments of £14,520 were due 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 (last year £6,995).

The independent examiner's fee of £700 (2014: £700) and other governance costs are included in SEF Development’s cost of charitable activities.

### Debtors

**2015** 2014

**£** £

Other debtors and prepayments **16,250** 16,523

### Creditors: amounts falling due within one year

**2015** 2014

**£** £

Trade creditors and accruals **21,057** 25,336

Other creditors **476** 476

**21,533** 25,812

Notes to the accounts *(continued)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **8** | **Restricted funds** | **2014** | **Incoming** | **Outgoing** |  | **2015** |
|  |  |  | **resources** | **resources** |  |  |
|  | Sustainable Swansea | £  733 | £ 54,4578 | £ (55,712)473) |  | £ (522) |
|  | SEF Development | 2,357 | 21,101 | (16,712) |  | 6,746 |
|  | Low Carbon Swansea | 3,560 | 29,571 | (28,038) |  | 5,093 |
|  | Clear Streams | 29,969 | 60,791 | (84,002) |  | 6,758 |
|  |  | 36,619 | 165,920 | (184,464) |  | 18,075 |