Swansea Environmental Forum

Report of the Executive Committee and financial statements

31 March 2016

Report of the Executive Committee and financial statements

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# Legal and administrative information

**Executive Committee** A Baharie Treasurer

J Childs

A Davies

A Flannigan

D Hill Chairperson

P Holcroft

C Howell

S Kersey Secretary

C Lindley

P McDonnell

T Nash

H Osborn Vice-chairperson

H Smith

R Steel

J Williams

**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 2016. The Executive Committee has adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

### 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 are to operate as Swansea’s strategic environmental partnership and to run the Sustainable Swansea Initiative and other projects, which aim 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 financial year, the Forum had four employees, two Get Sust Officers: David Power and Delyth Higgins, a Clear Streams 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 Executive Committee representatives and members of the Low Carbon Swansea network. Clear Streams is a partnership initiative with Natural Resources Wales (NRW) and has a Steering Group made up of representatives from NRW and SEF. The Community Green Spaces project has a Steering Group of service deliverers and SEF Executive Committee members. A Contracts group oversees other contracted work and 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 associates.

One key change in 2015 was the loss of Jenny Edwards who moved on from the Environment Centre Manager position and stood down from the SEF Executive where she had served for over ten years and had given tremendous service including secretariat and financial management roles. A new Centre Manager was appointed and has joined the SEF Executive and picked up some of these tasks.

### Achievements and performance

2015-16 was a year of important changes for the Forum and its Executive Committee. During this financial year SEF further developed its strategic activities and its partnership projects, including the Sustainable Swansea, Clear Streams, Low Carbon Swansea and Community Green Spaces. A key feature of the year was SEF’s contribution to NRW’s Tawe Trial in the form of a User and Accessibility Study on the River Tawe and a Community Consultation project, which became known as the Smart Nature project.

Natural Resources 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. The close working relationship with the Centre continues and programmes of work have been developed collaboratively. Funding was also received from NRW for SEF’s two Tawe Trial projects and through Swansea CVS for delivering the Community Green Spaces project.

There were just two Open Forum events in this period. These were a very successful and well-attended meeting in June 2015 on Community Energy and the AGM held in October, which also had a talk and discussion on the NRW Tawe Trial and natural resource management.

*Strategic and Partnership Work*

The Forum continued to play an active role in meetings of the Local Service Board and its subgroups – supporting the development of the One Swansea Plan and Single Needs Assessment.

SEF also continued to attend Swansea Healthy City meetings and took on a leading role for the Healthy Urban Environment work stream – setting-up a working group and developing an action plan.

The Forum also continued to facilitate the Swansea Built Heritage Group, organising meetings in November 2015 and February 2016, updating its action plan and setting-up a new website for the group. The Forum maintained its support for the Swansea Community Growing Network by chairing its committee meetings, providing financial administration and managing a grant it received from the Grow Local Fund.

*Low Carbon Swansea*

Since April 2015, the Low Carbon Swansea network has been funded through annual subscription fees and event sponsorship. The project was coordinated by the Forum’s Strategy and Partnership coordinator under the existing service level agreement.

In the first year of this new arrangement, 18 members were recruited from across the public, business and voluntary sectors but a much wider network of associates was maintained and developed. Four training and networking events took place on a variety of themes, hosted by different members: Transport and Travel in June 2015 at the National Waterfront Museum; Lighting in October 2015 at Gower College Swansea; SMART Technologies in December 2015 at the new Bay Campus; and Heating in March 2016 at the SPECIFIC site in Baglan Energy Park. These were well attended with, on average, 24 attendees from 15 different organisations. Event evaluation scores averaged close to 90% and the final two events were CPD-certified through an arrangement with Cynnal Cymru.

Throughout the year, the LCS website was developed and updated on a regular basis with topical news storied and event information plus special regular features – *Moore on Carbon* and *Smart with S&C*. The coordinator also maintained regular email contact with members and the wider network and facilitated meetings of the project board.

*Clear Streams and Smart Nature*

Though the initial funding and the coordinator post for Clear Streams Swansea came to an end in December 2014, the initiative was maintained through the employment of a Clear Streams Survey Officer as part of the Tawe Trial. Her work focused on a User and Accessibility Study which involved surveys, questionnaires and focus group events organised to help understand how the River Tawe is used and to identify barriers and issues affecting communities. The Clear Streams Survey Officer also conducted awareness-raising activities to promote the new voluntary Marine Code for Swansea Bay, as part of a FLAG project.

The Smart Nature Community Consultation Project also involved an online survey and face-to-face questionnaires conducted at various locations along Swansea Bay and up Swansea Valley, along with six community consultation events and a major conference held at the Liberty Stadium. An innovative interactive Smart Nature website was also developed. The purpose of the project was to collect information and public opinion on managing our natural resources and to test a variety of consultation methodologies. The information gathered from the two studies contributed to the development of an NRW area plan and will also provide useful evidence for future funding bids from SEF and its partners.

SEF also continued to deliver *Digital Streams* work through Sustainable Swansea (see below).

## Sustainable Swansea

The City Centre was the focus of Get Sust’s community engagement work this year, which included green mapping, holding local environmental events, supporting community events and consultation events.

As part of the Green Mapping process map consultations activities were held with relevant and interested community groups such as Spring Terrace Church ladies group, the Tenants Consultative Panels of both CCS Housing and Family Housing, Vetch Veg Community group, at Gloucester House in the marina, at a Gwalia Big Day Out event, and at a drop-in session in the Environment Centre. Digital photography sessions were also run with Caer Las and from the Environment Centre, where participants contributed ideas to the green map whilst learning about digital photography, and practiced by going out to photograph sites which could feature on the printed version. 5,000 copies of the green map were printed and have been distributed widely across the city centre.

Community events included an energy efficiency drop-in session with partners, housing agencies and NEST at The Environment Centre; a food workshops highlighting food miles, local food, packaging and food waste with CCS Housing tenants in both Sketty and in the city centre; a litter pick around the marina and beach areas; and a drop-in event with the CCS Recycling Team. Sustainable Swansea officers also attended Swansea Community Farm Festival in July 2015 to highlight the Penderry map, produced in the previous year, and also delivered two environmental awareness-raising sessions with Gower College students, visited a Gwalia Disability Group meeting and held a stall at the Green Fayre highlighting ways of making Christmas more sustainable.

*Renew Wales*

Delyth Higgins continued to act as a local coordinator for the Renew Wales support project and worked with six organisations – Quakers Meeting House, Penllergare Trust, Swansea MIND, Wheelrights, Swansea Women’s Aid and Bikeability – helping with a variety of sustainability projects. A new phase of the project started in January 2016 and new organisations were identified.

*Digital Streams*

In October 2015, a Digital Streams exhibition was launched at Environment Centre with over 100 photos taken at various locations across Swansea, concentrating on those environments closer to the city centre including the Wildlife Corridor, with Rosehill Quarry and Mayhill pond, and sites such as Crymlyn Bog and Penllergare Valley Woods. This was the culmination of the Digital Streams work in the previous year.

*Community Green Spaces*

The Community Voice Initiative is BIG lottery funded and part of a Swansea Council for Voluntary Services (SCVS) coordinated initiative which aims to engage local communities in having a voice about their services. SEF’s Community Green Space Development officer continued to work with groups in several communities to help them have a greater say in the way their green spaces are developed and managed. This included working with the new Friends of Parks network.

### Reserves policy

As substantially all the Forum's activities are externally funded the Executive Committee's policy is to maintain reserves sufficient to enable it to fund basic meeting, administration and governance costs for at least a year and to meet its responsibility to provide redundancy payments to staff.

### Executive Committee

The following were members of the Executive Committee during the year:

D Hill Chair Executive Committee/Acting Chair of Forum

P McDonnell

G Allen (resigned November 2015)

A Baharie

J Childs

G Evans (resigned January 2016)

A Flannigan

C Howell

R Jones (resigned October 2015)

C Lindley

J Edwards (resigned October 2015)

P Meller (resigned November 2015)

T Nash

H Osborn

K Sinclair (resigned November 2015)

H Smith

R Steel

J Williams

R Wright (resigned October 2015)

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

10 October 2016 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 2016, which are set out on pages 8 to 13.

### Respective responsibilities of the Executive Committee and examiner

The Executive Committee is responsible for the preparation of the accounts. The Executive Committee considers that an audit is not required for this year under section 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 the 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

10 October 2016 Carmarthen

SA31 2PB

# Statement of financial activities

## for the year ended 31 March 2016

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Note* | **Unrestricted** | **Restricted** |  |  | **2016**  **Total** |  | 2015  Total |
| **Income and endowments from:** |  | **funds**  **£** | **funds**  **£** |  |  | **£** |  | £ |
| Charitable activities  Investment income | *3* | **5,75215** | **91,190**  **-** |  |  | **96,942**  **15** |  | 165,92077 |
| Total income |  | **5,767** | **91,190** |  |  | **96,957** |  | 165,997 |
| **Expenditure on:**  Charitable activities | *4* | **-** | **105,69984331** |  |  | **105,699831** |  | 183,04331 |
| Governance costs | *5* | **-** | **874** |  |  | **874** |  | 1,421 |
|  |  |  |  |  |  |  |  |  |
| Total expenditure |  | **-** | **106,573** |  |  | **106,573** |  | 184,464 |
| **Net income/(expenditure) for the year** |  | **5,767** | **(15,383)** |  |  | **(9,616)** |  | (18,467) |
| Total funds brought forward |  | **2,070** | **18,075** |  |  | **20,145** |  | 38,612 |
| Total funds carried forward |  | **7,837** | **2,692** |  |  | **10,529** |  | 20,145 |

# Balance sheet

## at 31 March 2016

*Note* **2016** 2015

**£ £** £ £

### Current assets

Debtors *6* **7,362** 16,250

Cash at bank **5,323** 25,428

**12,685** 41,678

### Creditors: amounts falling due

**within one year** *7* **(2,156)** (21,533)

**Net assets 10,529** 20,145

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funds**  Unrestricted funds |  | **7,837** |  | 2,070 |
| Restricted funds | *8* | **2,692** |  | 18,075 |
| **Total funds** |  | **10,529** |  | 20,145 |

The financial statements were approved by the Executive Committee on 10 October 2016 and were signed on its behalf by:

### A Baharie

*Treasurer*

# Notes to the accounts

### Basis of accounting

The financial statements have been prepared in accordance with the Charities SORP (FRSSE) “Accounting and Reporting by Charities”: Statement of Recommended Practice (effective 1 January 2015).

### 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 income.

*Expenditure*

All expenditure is accounted for on an accruals basis.

### Income from charitable activities

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unrestricted**  **funds** | | | | | | **Restricted**  **funds** |  | | **2016**  **Total** |  | 2015  Total |
| **£** | | | | | | **£** |  | | **£** |  | £ |
| Natural Resources Wales **-** | | | | | | **16,768** |  | | **16,768834127** |  | 18,834275 |
| Swansea Change Fund **-** | | | | | | **11,958** |  | | **11,95852934** |  | 9,934 |
| Community Voice **-** | | | | | | **6,441** |  | | **6,441** |  | 10,5886 |
|  | | | | | |  |  | |  |  |  |
|  | | | | | |  |  | |  |  |  |
| Trailblazers grants | | | | | | **1,500** |  | | **1,500** |  | 1,500 |
| Renew Wales (surplus from fees) | | | **5, 752** | | |  |  | | **5,752** |  | 3,250 |
| BIG Award Wales | | | | | | **-** |  | | **-** |  | 4,976 |
| Green Map – Community First | | | | | | **3,020** |  | | **3,020** |  | 1,540 |
| Digital Streams – NRW 2013 | | | | | | **-** |  | | **-** |  | 3,835 |
| Transfer from SEF Strategy | | | | | | **3,700** |  | | **3,700** |  | - |
| Total Sustainable Swansea | | **5, 752** | | | | **43,387** |  | | **49,139** |  | 54,457 |
| SEF Development and Strategy Work | | | | | |  |  | |  |  |  |
| Swansea Change Fund | | | |  | **- 7,497** | |  |  | **7,497** |  | 12,030 |
| Natural Resources Wales | | | |  | **- 7,482** | |  |  | **7,482** |  | 9,071 |
| Transfer to Sustainable Swansea | | | |  | **(3,700)** | |  |  | **(3,700)** |  | - |
| Total SEF Development and Strategy Work | | | |  | **- 11,279** | |  |  | **11,279** |  | 21,101 |
| Carried forward |  | | | **5, 752** | **54,666** | |  |  | **60,418** |  | 75,558 |

Sustainable Swansea

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3** | **Income from charitable activities** *(continued****)*** | **Unrestricted**  **funds** | **Restricted**  **funds** |  |  | **2016**  **Total** |  |  | 2015  Total |
|  |  | **£** | **£** |  |  | **£** |  |  | £ |
|  | Brought forward | **5, 752** | **54,666** |  |  | **60,418** |  |  | 75,558 |
|  | Clear Streams / Smart Nature |  |  |  |  |  |  |  |  |
|  | Dwr Cymru | **-** | - |  |  | - |  |  | 45,000 |
|  | NRW – Tawe Trial |  | **28,324** |  |  | **28,324** |  |  | 14,888 |
|  | Other |  | **800** |  |  | **800** |  |  | 903 |
|  | Total Clear Streams / Smart Nature |  | **29,124** |  |  | **29,124** |  |  | 60,791 |
|  | Low Carbon Swansea |  |  |  |  |  |  |  |  |
|  | City & County of Swansea (WG) | **-** | **-** |  |  | **-** |  |  | 19,171 |
|  | Membership / Sponsorships | **-** | **7,400** |  |  | **7,400** |  |  | 10,400 |
|  | Total Low Carbon Swansea | **-** | **7,400** |  |  | **7,400** |  |  | 29,571 |
|  | Other income | **-** | **-** |  |  | - |  |  | - |
|  | Total income from charitable activities | **5, 752** | **91,190** |  |  | **96,942** |  |  | 165,9206 |
| **4** | **Charitable activities expenditure** |  |  |  |  | **2016** |  |  | 2015 |
|  |  | **Unrestricted** | **Restricted** |  |  | **Total** |  |  | Total |
|  |  | **funds**  **£** | **funds**  **£** |  |  | **£** |  |  | £ |
|  | Sustainable Swansea |  |  |  |  |  |  |  |  |
|  | Cost of charitable activities | **-** | **39,923** |  |  | **39,923** |  |  | 42,295 |
|  | Support costs | **-** | **2,337** |  |  | **2,337** |  |  | 13,417 |
|  |  | **-** | **42,260** |  |  | **42,260** |  |  | 55,712 |
|  | SEF Development and Strategy Work |  |  |  |  |  |  |  |  |
|  | Cost of charitable activities | **-** | **16,444** |  |  | **16,444** |  |  | 6,761 |
|  | Support costs | **-** | **874** |  |  | **874** |  |  | 9,951 |
|  |  | **-** | **17,318** |  |  | **17,318** |  |  | 16,712 |
|  | Low Carbon Swansea |  |  |  |  |  |  |  |  |
|  | Cost of charitable activities | **-** | **11,637** |  |  | **11,637** |  |  | 26,808 |
|  | Support costs | **-** | - |  |  | - |  |  | 1,230 |
|  |  | **-** | **11,637** |  |  | **11,637** |  |  | 28,038 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4** | **Charitable activities** *(continued****)***  Clear Streams / Smart Nature |  | | | | | |
|  | Cost of charitable activities |  | **- 35,358** |  | **35,358** |  | 76,351 |
|  | Support costs |  |  |  | - |  | 7,651 |
|  |  |  | **- 35,358** |  | **35,358** |  | 84,002 |
|  |  |  | **- 106,573** |  | **106,573** |  | 184,464 |

The support costs represent the costs of coordinating the Forum’s projects and staff.

### Employee and other costs

Total staff remuneration in the year for three (last year five) employees was as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2016** |  | 2015 |
| **£** |  | £ |
| Salaries | **37,7372454** |  | 59,92447 |
| Social security costs | **1,848** |  | 3,757 |
| Other pension costs | **1,927** |  | 4,060 |
|  | **41,512** |  | 67,741 |

No member of the Executive Committee received any remuneration or expenses from the association. During the year payments of £20,930 were due to PMDevelopments in respect of project management services and strategy and partnership work provided by P McDonnell, a member of the Executive Committee (last year £24,013). The strategy and partnership work was provided under a service level agreement between PMDevelopments and Swansea Environmental Forum and the additional project management services related to delivering the Smart Nature project and coordinating Low Carbon Swansea.

The independent examiner's fee of £700 (2015: £700) and other governance costs are included in SEF Development’s cost of charitable activities.

### Debtors

**2016** 2015

**£** £

Other debtors and prepayments **7,362** 16,250

### Creditors: amounts falling due within one year

**2016** 2015

**£** £

Trade creditors and accruals **2,156** 21,057

Other creditors - 476

**2,156** 21,533

Notes to the accounts *(continued)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **8** | **Restricted funds** | **2015** | **Incoming** | **Outgoing** |  | **2016** |
|  |  |  | **resources** | **resources** |  |  |
|  | Sustainable Swansea | £  (522) | £ 43,38711 | £ (42,260)473) |  | £ 605 |
|  | SEF Development and Strategy Work | 6,746 | 11,279 | (17,318) |  | 707 |
|  | Low Carbon Swansea | 5,093 | 7,400 | (11,637) |  | 856 |
|  | Clear Streams / Smart Nature | 6,758 | 29,124 | (35,358) |  | 524 |
|  |  | 18,075 | 91,190 | (106,573) |  | 2,692 |