

**Minutes of the meeting of the Executive Committee
for Swansea Environmental Forum**

Held on Thursday 21st January 2016 at 10.00-12.00

Venue: Environment Centre, Pier Street, Swansea, SA1 1RY

Name	Role	Representing	Abbreviation	Present / Apologies
Deb Hill	Chair	CCS – Nature Conservation	DH	Present
Hamish Osborne	Vice Chair	NRW	HO	Present
Alyx Baharie	Treasurer	Swansea CVS	AB	Present
Ant Flanagan		Gower Power	AF	Present
Sarah Kersey		Environment Centre	SK	Present
Philip McDonnell		Swansea Built Heritage Group	PM	Present
Heidi Smith		Swansea University	HS	Present
Tanya Nash		CCS - Sustainability	TN	Present
Chris Lindley		CCS - AONB	CL	Present
Gail Evans		CCS - Housing	GE	Present
Andrew Davies		ABMU	AD	Present
Gill Williams		CCS - Housing	GW	Apologies
Rebecca Wright		NRW	RB	Apologies
Chris Howell		CCS – Waste/Parks	CH	Apologies

Item No	Minutes	Action by whom	Action by when
1.	<p>Welcome and apologies</p> <p>1.1 GE said that it would be her last meeting as she is moving to another job and that Gill Williams will still be representing Housing at SEF meetings but that Patrick Holcroft could also be invited to join the Exec. Committee. DH thanked GE on behalf of the committee.</p> <p>Action: GE to give SK details of officer taking over from her.</p>	SK	Before next Exec. meeting
2.	<p>Minutes of the meeting held on the 18th November 2015</p> <p>2.1 Accuracy The minutes were agreed as a true record.</p> <p>2.2 Matters Arising PM said that RWE have sent a briefing sheet for those who want to write a letter of support. PM will prepare a letter of support before 15th February. AD meeting RWE to discuss how they can help.</p> <p>2.3 (2) Postcode Lottery bid needs to be checked</p>		

	<p>Action: SK to check progress of Postcode Lottery application status.</p> <p>2.4 (4) Sustainable Swansea Steering Group was held.</p> <p>2.5 (2) Rural Development Partnership – there was some discussion about who might represent SEF on the partnership as Jenny had applied to do so. It was pointed out that a number of other Exec. members already sit on the partnership representing various organisations.</p> <p>Action: SK to attend</p>	SK	Before next Exec. Meeting
3.	Proposals for public seminars in 2016	SK	
	<p>3.1. DH asked the board for topic suggestions for 2016. PM said that SEF is committed to holding 9 seminars via the NRW 3-year contract and that the committee needed to be planning 3 for the new financial year. DH said SEF also needs to think about how it is representing the environment sector. PM said cycling and energy has been really popular in the past. AF said could we ask members. TN asked where the active networks are and said that the forum needed to engage with those groups. HO said we need to get wider involvement. Andrew asked what is it that we are seeking to do by asking people. HO commented that the Tawe Trial was well themed and resourced were very well attended. DH suggested working through the 7 Well-being Act themes or green infrastructure linking to the city centre development. HO agreed with linking to the Well-being Act. PM said it would be difficult to repeat things which have already been done. Heidi suggested personal well-being or eco therapy, which would bring in mental health improvement. PM said a new cycling forum is starting. Andrew commented again what was the purpose and asked is it about wider debate on the act or to influence decision makers. PM said it would be providing an opportunity to engage SEF members and get feedback. TN also asked what would be the outcome of the engagement. Andrew suggested that there are lots of community groups who would like speakers and SEF could provide a speaker about SEF. HO agreed and commented as long as there are networks this could work. Andrew said there could be a standard presentation SEF could use. DH brought the discussion to a conclusion saying we can make a decision about the next seminar now, look at feedback and maybe get a group together to plan future. DH asked board members who would join a working group to look at this. AF, SK, HO and DH all volunteered to join a working group. PM said we shouldn't lose the mental health theme. DH said mental health could be the theme for October.</p>		

<p>4.</p>	<p>Executive Committee members and roles</p> <p>4.1 HO suggested Fran could be co-opted onto the SEF board. Board members discussed membership of the board and agreed this needed to be discussed further.</p> <p>Agreed: Committee agreed to co-opt SK to represent EC and be the new SEF secretary in place of Jenny Edwards.</p> <p>4.2. It was confirmed that, as agreed in the November meeting, Alyx Baharie and Sian Jenkins had recently become signatories for the bank account. PM proposed that Sarah Kersey also become a signatory. Hamish Osborn also agreed to become a signatory as vice chair.</p> <p>Agreed: Sarah Kersey and Hamish Osborn to be added as SEF account signatories.</p> <p>Action: PM to send latest list of Executive Committee members to all board members.</p> <p>Action: Executive Committee membership to be added to March agenda.</p> <p>Agreed: Executive Committee members agreed to co-opt Patrick Holcroft in place of GE.</p>	<p>PM</p> <p>SK</p>	<p>ASAP</p>
<p>5.</p>	<p>Project Updates</p> <p>5.1 Project updates were tabled for committee members to read.</p> <p>5.2 AD commented on the Community Green Spaces project saying that Hill Hospital has closed and he thought the green area was a potential community green space. PM suggested Lea Halborg be asked to attend next Executive Committee.</p> <p>Action: SK to invite Lea Halborg to next EC meeting.</p> <p>AD commented that the Come Outside Project ends in March and that momentum from the project needed to continue.</p> <p>Action: SK to send Lea Halborg's contact details to AD.</p> <p>5.3 PM updated group that the last Low Carbon Swansea event was well attended and had very positive feedback. PM said that the programme for the year was coming together. He said that he had met ABMU and talked through issues and provided leads. AD referred to the ARCH project.</p>	<p>SK</p> <p>SK</p>	<p>Before next Exec. Meeting</p> <p>Before next Exec. Meeting</p>
<p>6.</p>	<p>Finances</p> <p>6.1 SK updated the committee that the Big Lottery application had been looked at by herself and PM and they had decided to start again with developing the project idea. AF and AD expressed an interest in joining a working group to develop the project.</p> <p>Action: SK to invite all executive committee members to a working group to develop the Big Lottery application.</p>	<p>SK</p>	<p>ASAP</p>

	<p>6.2 DH updated committee members that the contracts group had met and agreed PM to carry on looking after SEF finance until March. PM updated the committee on the strategy for building a reserve to cover redundancy payments for project staff and said that money has been accruing from the coordination fee from Renew Wales and will be allocated to help cover SEF project staff redundancy payments.</p> <p>Agreed: Executive Committee members agreed SEF to build reserves to cover staff redundancy.</p>		
7.	<p>Strategic Partnership Activities</p> <p>7.1 TN gave presentation on Future Generations Wellbeing Act given to committee members. After presentation PM suggested the SEF AGM should be on how SEF activities fit with the Act. TN agreed that this would be good as it sits in the middle of the FGWA consultation.</p> <p>Action: TN to send the presentation to all committee members.</p> <p>7.2 PM updated the committee on Healthy City saying that there hadn't been much progress at meetings. The steering group was pulling together an action plan. DH suggested that the steering group membership be widened. Heidi said that Swansea University was undertaking a review of healthy universities so she would like to be involved.</p> <p>Action: PM to send invite to Exec. members to Healthy City Steering Group.</p> <p>Action: Healthy City to be added to the next Exec. meeting agenda.</p>	<p>TN</p> <p>PM</p> <p>SK</p>	
8.	Close 12.10pm		