

Executive Committee Meeting

Date & Time: Thursday 17th March 2016 10am-12pm

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	Apologies
Alyx Baharie	Treasurer	Swansea CVS	AB	Present
Ant Flannigan		Gower Power	AF	Apologies
Sarah Kersey		Environment Centre	SK	Present
Philip McDonnell		Swansea Built Heritage Group	PM	Present
Heidi Smith		Swansea University	HS	Apologies
John Childs		Swansea Friends of the Earth	JC	Apologies
Tanya Nash		CCS - Sustainability	TN	Apologies
Chris Lindley		CCS - AONB	CL	Apologies
Andrew Davies		ABMU	AD	Apologies
Patrick Holcroft		CCS - Housing	PH	Apologies
Jill Williams		CCS - Housing	JW	Apologies
Rebecca Wright		NRW	RB	Apologies
Chris Howell		CCS – Waste/Parks	CH	Apologies
Rosy Steel		Gwalia	RS	

Item No	Minutes	Action
1.	<p>Welcome/Intro/Apologies/Conflicts of Interest Apologies from several people were recorded. Julia Adair was attending the meeting in place of Jill Williams. Delyth Higgins was also in attendance. No conflict of interests were declared.</p>	
2.	<p>Minutes of the last meeting The minutes were accepted as a true record of the meeting.</p> <p>Matters Arising Item 2.2 PM said RWE had suggested that we wait until after the enquiry to send a letter of support. AB asked for the letter to be circulated to all members before being sent.</p> <p>Item 2.3 SK has not yet checked the People’s Postcode Lottery.</p> <p>Item 2.5 DH, SK, AB, AF and HO are all attending the Rural Development Partnership Board.</p> <p>Item 5.2 PM Lea Halborg cannot attend meetings on Thursdays. Members agreed the project support group needs to meet.</p> <p>Item 7.1 SK to convene Big Lottery application meeting.</p>	<p>PM to circulate RWE support letter before sending.</p> <p>SK to check postcode lottery application.</p> <p>SK to ask Lea to organise a support group meeting.</p> <p>SK to send invites to Big</p>

	Item 8.1 TN to send Wellbeing Act presentation from last meeting.	Lottery application. SK to ask TN to send presentation
3.	<p>Proposals for public seminars in 2016</p> <p>3.1 DH said city centre and green infrastructure theme for June was most popular at the last SEF Executive Committee meeting and mental health for October. PM said there was a lot of discussion in the last meeting about what the point of the seminars were but that the committee agreed they were primarily to engage with members. DH said at the event in June we could launch the Central Swansea Green Map too. DH said that the working group members identified at the last meeting include SK, AF, HO and DH. PM said he would like to join this working group.</p>	Working group to meet asap.
4.	<p>Membership of SEF Executive Committee</p> <p>PM said that Patrick Holcroft was co-opted onto the committee in place of Gail Evans at the last meeting. He also circulated a paper detailing the current composition of the Executive Committee and the split between elected and co-opted members. The paper also indicated the split between public sector and third sector representation, both of which can be no more than two thirds of the Executive Committee.</p> <p>There was some discussion about who else could be invited to join the Executive Committee. DH suggested Executive Committee members could have a think about who could join the committee.</p> <p>Agreed: FR was co-opted onto the Executive Committee.</p>	

<p>5.</p>	<p>Project Updates</p> <p>Sustainable Swansea 5.1 DHig talked the Executive Committee members through the project report. Highlighting the number of people participating in talks and green map consultations.</p> <p>Renew Wales 5.2 DHig said she is working with a number of groups including Swansea Women's Aid and Gower Power. She encouraged Executive Committee members to tell organisations who might want to develop a project linked to climate change that they can get free support from Renew Wales mentors.</p> <p>5.3 PM asked DHig if the Solcer House was worth visiting for Low Carbon Swansea. DHig said it would be and it was also suggested that Housing colleagues might consider a visit too. Julia said that the council was looking at two sites to create passive or low carbon houses. PM said that the last Low Carbon Swansea event was held at the Baglan Energy Park and included a visit to the SPECIFIC laboratories and demonstrators which were very interesting. He thought that there was potential for a link to be established with housing colleagues.</p> <p>Community Green Space 5.4 DH asked when the last support meeting had been held, FR said not for a long time. SK to ask Lea Halborg to organise a support group meeting. DH informed everyone that RSPB has an officer called Sarah Reed who is organising biodiversity experiences in schools and recruiting and training volunteers for when the funding runs out. Another officer is being contracted for the summer months to organise events in green spaces.</p> <p>Clear Streams 5.5 PM said that he, FR, Winter and HO are all administrators of the Clear Streams Facebook account and that he will ask Winter if she has login details for the Twitter account.</p> <p>Low Carbon Swansea 5.6 PM reported that events being planned for the 2016/17 programme include a visit to Down to Earth in May where the focus is likely to be on carbon and biodiversity and then in September going to the new building in Morriston Hospital with a session relating to renewable energy. He will send information out to Executive Committee members.</p> <p>Smart Nature 5.7 PM said that renewal of the website is due and asked if we should renew it. All felt that it is worth paying for another year. DH said that she could pay for the cost of website renewal.</p>	<p>SK to ask Lea to organise support meeting.</p> <p>PM to ask Winter for twitter login.</p> <p>PM send information</p>
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6.	<p>Strategic Partnership Activities 6.1 PM said he had received an email from CCS saying there is a rapid review of the One Swansea Plan outcomes and primary drivers and asked for feedback. DH said that she thought Outcome F – People have good places to live and work should include visit. DH also said that culture should be included as an outcome.</p> <p>Healthy City 6.2 PM said he had tried to get a meeting together of partners but as yet no success as people were too busy.</p> <p>Fossil Free City by 2025 6.3 This item was deferred to the next meeting as JC was not in attendance.</p>	<p>DH to feedback to LSP</p> <p>SK to add to May agenda</p>
7.	<p>Any other business (AOB)</p> <p>Finances 7.1 PM updated the meeting that the final balance at the end of March is likely to be around £8k of which about £4.5k is earmarked for Digital Streams / Clear Streams work. This also includes about £500 of Low Carbon Swansea budget and about £1.5k of the funding that SEF has been holding for the Community Growing Network. This group is making a further funding application and it was agreed that it could again be held in the SEF bank account until they have set up their own bank account. The underlying balance is therefore around £1.5k (it was about £2k at the start of the year). The excess Renew Wales amount totals about £4k and will be transferred from the Environment Centre in April. This will increase the underlying balance to cover redundancy commitments as agreed in the last SEF Executive meeting. PM said that Swansea Change Fund has been confirmed but we will be getting £51k which is a reduction from £54k and SEF will need to meet with the Environment Centre to agree the budget for the next financial year.</p> <p>7.2 DH thanked PM for looking after the finances in the interim while SK was settling into the Centre Manager post at The Environment Centre.</p>	<p>PM to brief AB when handing over finances.</p>
8.	<p>Close 11.35am</p> <p>Dates of next meeting: Thursday 19th May 10am – 12pm, Thursday 21st July 10am – 12pm, Thursday 15th September 10am – 12pm, Thursday 17th November 10am – 12pm To be held at: Environment Centre, Pier Street, Swansea, SA1 1RY</p>	