

# Swansea Environmental Forum

Report of the Executive Committee  
and financial statements

31 March 2018

# 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 - 5
Report of the independent examiner	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 11

# Swansea Environmental Forum

## Legal and administrative information

<b>Executive Committee</b>	P Anderson	
	A Baharie	Treasurer
	S Bolchover	
	J Childs	
	A Davies	
	A Flannigan	
	D Hill	Chairperson
	P Holcroft	
	C Howell	
	C Lindley	
	P McDonnell	Secretary
	H Osborn	Vice-chairperson
	Fran Rolfe	
	H Smith	
R Steel		
J Williams		

<b>Principal address</b>	c/o The Environment Centre Pier Street Swansea SA1 1RY
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<b>Bankers</b>	The Co-operative Bank 34 The Kingsway Swansea SA1 5LG
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<b>Independent examiner</b>	Martin Waterworth Martin Waterworth Limited Bronwylfa Llangunnor Road Carmarthen SA31 2PB
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# Swansea Environmental Forum

## Report of the Executive Committee

The Executive Committee presents its annual report and financial statements for the year ended 31 March 2018. 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 FRS 102 (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 two employees – Sustainable Swansea Project Officers Dai Power and Delyth Higgins. Both were employed through 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 and members of the Executive Committee. The Low Carbon Swansea Bay project is overseen by a Project Board made up of SEF Executive Committee representatives and members of the Low Carbon Swansea Bay network. The Community Green Spaces project has a Steering Group of service deliverers and SEF Executive Committee members. A Contracts Group, made up of SEF Executive Committee members, oversees other contracted work including a Service Level Agreement with PMDevelopments relating to strategy and partnership work, project management, administration of the organisation and financial management.

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.

# Swansea Environmental Forum

## Report of the Executive Committee *(continued)*

### **Achievements and performance**

#### *Strategic and Partnership Work*

Extensive support was given to the development of the Swansea Well-being Assessment with the collation of evidence related to environmental issues. Participation in each of the PSB groups continued as the Swansea Wellbeing Plan was developed. SEF representatives participated in a series of workshops and meetings to determine the objectives (priorities) for the plan and to explore its structure. Environmental issues featured well in discussions and we were pleased to see that ‘Working with Nature – to improve health, enhance biodiversity and reduce our carbon footprint’ was selected as one of four main objectives for Swansea PSB. SEF also actively supported the consultation on the plan and the analysis of consultation responses.

SEF is in the process of planning its own priorities and activities for the next three to five years, including continuing the collaboration with The Environment Centre. The 2017 AGM event included a presentation and discussion on SEF activities (past, present and future) and the Well-being Plan.

A meeting of the Swansea Built Heritage Group took place in February at Penllergare Valley Woods and was well attended by various groups and individuals. SEF also provided support for a new emerging group Plastic Free Swansea.

#### *Low Carbon Swansea Bay*

The Low Carbon Swansea Bay network events in the year focused on waste, retrofitting, water management and transport. These were well attended with around 25 members participating each time. Membership of the network reached 22 with the addition of Gower Power, Tata and The Royal Mint taking up subscriptions. The Electric Vehicle group also started to meet again and LCSB and members played a part in the Clean Air Roadshow event. LCSB also had a presence at the Green Fayre and organised a display of electric vehicles.

#### *Renew Wales*

Delyth Higgins and Philip McDonnell continued to act as a Local Coordinator for Renew Wales and worked with several local community groups including CUSP indoor skate park, Swansea Community Workshops, Friends of Mayhill, Swansea CVS, Pennard Community Council and St Paul’s Church, Sketty.

#### *Sustainable Swansea*

Two new green maps were developed in 2017 – one on green spaces across Swansea, which was produced in collaboration with the City & County of Swansea, and a second map focusing on community growing, which was developed in collaboration with the Swansea Community Growing Network. The Green Spaces Map was distributed widely and promoted extensively online. The online Swansea Community Growing Map, and the short animated film which was created to help publicise it, were extensively promoted via our social media and website platforms.

The Sustainable Swansea project workers organised and participated in several public awareness-raising activities and events throughout the year including workshops, talks and the annual Green Fayre. The Trailblazers activity project took place once again in October 2017 half-term holiday involving 21 children.

#### *Digital Streams*

An exhibition of photos from the third Digital Streams programme was exhibited in the Whitewalls gallery at the National Waterfront Museum and a selection of photos from previous programmes was also displayed on the stairway at the Environment Centre. The fourth Digital Streams programme also took place this year with trips to Trebanos, Clydach, Llansamlet, the Clyne Valley and Dunvant. The exhibition of photographs from this programme was initially held in the Environment Centre’s main hall and there was a celebration event to mark the end of the NRW-funded project. This final exhibition is booked to go on show at the National Waterfront Museum and in the foyer at County Hall in early 2019.

# Swansea Environmental Forum

## Report of the Executive Committee *(continued)*

### *Community Green Spaces*

The Community Green Spaces project was extended to the end in December 2017 so that the allocated funding from Big Lottery could be fully expended and Neil Barry continued as the project officer. The project working group was reconvened to support and to advise on the delivery of the project. Support was given to several project and sites including the Seaview Terrace Allotments, Tycoch Woods, Mayhill Washing Lake, Pentylla playing fields and Rosehill Quarry. A training event was organised with Hafod Park Community Garden and a consultation event took place in Blaenymaes to gather views on use of green space and growing projects. A successful workshop also took place with representatives from several community projects and working group members to explore the form and content of a new toolkit website for the project. After the lottery funded ended, the Forum committed some of its other funding to enable the project to continue.

### **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:

P Anderson  
A Baharie  
S Bolchover  
J Childs  
A Davies  
A Flannigan  
D Hill  
P Holcroft  
C Howell  
C Lindley  
P McDonnell  
H Osborn  
Fran Rolfe  
H Smith  
R Steel  
J Williams

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**  
*Chair Swansea Environmental Forum Executive*  
22 October 2018

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 2018, 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 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

- (2) 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  
*Chartered accountant*  
2 October 2018

Bronwylfa  
Llangunor Road  
Carmarthen  
SA31 2PB

# Swansea Environmental Forum

## Statement of Financial Activities

for the year ended 31 March 2018

	Note	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
<b>Income and endowments from:</b>					
Charitable activities	4	3,629	76,683	80,312	74,823
Investment income		-	-	-	3
Total income		<u>3,629</u>	<u>76,683</u>	<u>80,312</u>	<u>74,826</u>
<b>Expenditure on:</b>					
Charitable activities	5	-	73,934	73,934	73,960
Governance costs		1,052	-	1,052	869
Total expenditure		<u>1,052</u>	<u>73,934</u>	<u>74,986</u>	<u>74,829</u>
<b>Net income/ (expenditure) for the year</b>		<b>2,577</b>	<b>2,749</b>	<b>5,326</b>	<b>-3</b>
Transfers between funds		-	-	-	-
Total funds brought forward		8,557	1,969	10,526	10,529
Total funds carried forward		<u>11,134</u>	<u>4,718</u>	<u>15,852</u>	<u>10,526</u>



# Swansea Environmental Forum

## Statement of Financial Position

at 31 March 2018

	<i>Note</i>	£	2018 £	£	2017 £
<b>Current assets</b>					
Debtors	6	7,293		8,269	
Cash at bank		17,446		12,356	
		24,739		20,625	
<b>Creditors: amounts falling due within one year</b>	7	(8,887)		(10,099)	
<b>Net assets</b>			15,852		10,526
<b>Funds</b>					
Unrestricted funds			11,134		8,557
Restricted funds			4,718		1,969
<b>Total funds</b>			15,852		10,526

The financial statements were approved by the Executive Committee on 22 October 2018 and were signed on its behalf by:

**A Baharie**  
*Treasurer*

# Swansea Environmental Forum

## Notes to the accounts

### 1 **Basis of accounting**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102 “Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)”, Financial Reporting Standard 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### 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 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 other income*

Grants and other income are recognized in the Statement of Financial Activities when the association has entitlement to the income, it is probable that the income will be received and the amount can be measured reliably.

#### *Expenditure*

Liabilities are recognized as expenditure as soon as there is a legal or constructive obligation committing the association to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate costs related to the category.

### 3 **Staff and other costs**

The average monthly number of employees during the year was 2 (2017: 2). No employees received in excess of £60,000.

No member of the Executive Committee received any remuneration or expenses from the association.

During the year payments of £25,538 were due to PM Developments in respect of project management and coordination services provided by P McDonnell, a member of the Executive Committee (last year £19,872). This work was provided under a service level agreement between PM Developments and Swansea Environmental Forum and included project management services related to coordinating Low Carbon Swansea Bay.

The independent examiner's fee of £700 (2017: £700) and other governance costs are shown separately on the Statement of Financial Activities.

# Swansea Environmental Forum

## Notes to the accounts

### 4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	2018 total £	2017 total £
<u>Sustainable Swansea</u>				
Natural Resources Wales	-	21,209	21,209	16,471
Swansea Change Fund	-	13,005	13,005	12,790
Community Voice (Green Spaces)	-	10,865	10,865	4,870
Trailblazers grants	-	1,785	1,785	1,500
Renew Wales (surplus from fees)	3,224	-	3,224	2,719
BIG Award Wales	-	-	-	-2,123
Green Map (other contributions)	-	2,790	2,790	3,600
Other fees/ donations	405	-	405	15
Total sustainable Swansea	<b>3,629</b>	<b>49,654</b>	<b>53,283</b>	39,842
<u>SEF Development and Strategy Work</u>				
Swansea Change Fund	-	10,266	10,266	11,346
Natural Resources Wales grant	-	7,963	7,963	12,935
Natural Resources Wales fee	-	3,000	3,000	1,000
Total SEF Development & Strategy Work	-	<b>21,229</b>	<b>21,229</b>	25,281
<u>Low Carbon Swansea Bay</u>				
Membership/ sponsorships	-	5,800	5,800	9,700
Other income	-	-	-	-
Total Low Carbon Swansea Bay	-	<b>5,800</b>	<b>5,800</b>	9,700
<u>Clear Streams/ Smart Nature</u>				
NRW - Tawe Trial	-	-	-	-
Other	-	-	-	-
Total Clear Streams/ Smart Nature	-	-	-	-
Total income from charitable activities	<b>3,629</b>	<b>76,683</b>	<b>80,312</b>	74,823

# Swansea Environmental Forum

## Notes to the accounts

### 5 Charitable activities expenditure

	Unrestricted funds £	Restricted funds £	2018 total £	2017 total £
Sustainable Swansea	-	49,189	49,189	40,235
SEF Development and Strategy Work	-	16,971	16,971	25,014
Low Carbon Swansea Bay	-	7,774	7,774	8,711
Total charitable expenditure	-	<b>73,934</b>	<b>73,934</b>	73,960

### 6 Debtors

	2018 £	2017 £
Other debtors & prepayments	<u>7,293</u>	<u>8,269</u>

### 7 Creditors

	2018 £	2017 £
Trade creditors & accruals	<u>8,887</u>	<u>10,099</u>