

Swansea Environmental Forum

Report of the Executive Committee
and financial statements

31 March 2019

Swansea Environmental Forum

Report of the Executive Committee and financial statements

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Swansea Environmental Forum

Legal and administrative information

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

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

Swansea Environmental Forum

Report of the Executive Committee

The Executive Committee presents its annual report and financial statements for the year ended 31 March 2019. 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 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 to administer payroll for Forum staff. In the financial year, the Forum had two employees on payroll – Sustainable Swansea Project Officers Dai Power and Delyth Higgins. Both were based at the Environment Centre. The Forum also employed a SEF Coordinator, Philip McDonnell, and a Community Green Spaces Project Officer, Neil Barry, on a contract basis. 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 contracted work including a Service Level Agreement with PMDevelopments (Philip McDonnell) relating to SEF coordination, which includes strategy and partnership work, project management, secretariat for 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

With reduced income for SEF in 2018/19 and priority given to maintaining Sustainable Swansea and the Community Green Spaces project work, less resource was available for the coordination of SEF and the strategic and partnership work. However, SEF continued to attend PSB meetings and supported the *Working with Nature* Task Group – receiving a contract from NRW partway through the year to specifically to enable the SEF Coordinator to organise and chair meetings and help develop a *Working with Nature* Action Plan. SEF also worked with NRW and the Environment Centre to organise a programme of *Working with Nature* events, which included a major conference which actually took place in May 2019. One of the key topics of SEF discussions in the year was Green Infrastructure and the development of a GI strategy by colleagues in Swansea Council and NRW. SEF also received a presentation from NRW on their Area Statement plans.

During the year further discussions were held about the future priorities of SEF and the 2018 AGM included a presentation and discussion on SEF's achievements and future goals. Some time was also spent during the year ensuring that SEF's administration of data complied with GDPR requirements. A successful tender was submitted to Swansea Council for a two-year contract, in partnership with the Environment Centre, to provide a strategic environmental partnership and support the council's environmental objectives.

Sustainable Swansea and Digital Streams

Funding from NRW, which had supported the Sustainable Swansea and Digital Streams initiatives for many years, came to an end in March 2018 but SEF maintained the projects until the end of March 2019 using funding from the Swansea Change Fund, topped up with some of SEF's unrestricted funds. Delyth left her Sustainable Swansea post in September 2018 to join the Renew Wales central team, though she was retained for a few extra hours in the following three months to follow through on some project work. Sadly, Dai was made redundant in March 2019. The officers did research other potential funding sources during the year and submitted applications to both the Postcode Lottery the Pobl grant scheme but without success.

No new Green Maps were developed this year but a Green Map promotional window sticker was produced and distributed to about 100 venues around Swansea that feature on local Green Maps. The sticker included the website addresses for Sustainable Swansea and the Open Green Map.

Following an initial public meeting about plastic pollution organised by Swansea Friends of the Earth, Delyth agreed to support the new campaign group – arranging subsequent meetings and facilitating communication between members of the group. Delyth also supported the Refill Cymru scheme and organised a formal launch at the Green Fayre where Dai also staffed a Sustainable Swansea stall. Delyth delivered several talks on sustainability issues to various groups and the SEF Coordinator organised a Sustainable Swansea / Plastic Free Swansea / Renew Wales stand at the Gower Show.

An exhibition of photos from the fourth Digital Streams programme was exhibited in the Environment Centre with a celebratory launch event in June 2018. The display was also exhibited in the National Waterfront Museum at the start of 2019.

Renew Wales and Enterprising Solutions

Delyth Higgins and Philip McDonnell continued to act as Local Coordinators for Renew Wales and also took on the same role for Enterprising Solutions. Through the two schemes, support was given to VocalEyes, Crynant Community Centre and St Paul's Church, Sketty. Delyth and Philip also organised a successful and well-attended Renew Wales regional event in Port Talbot in November to help promote the scheme. When Delyth finished with SEF, Philip continued alone as Local Coordinator for both schemes.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

Low Carbon Swansea Bay

The four Low Carbon Swansea Bay network events in 2018/19 were Sustainable Procurement held at The Environment Centre in July, Motivating Colleagues and Influencing Decision Makers in the Active Classroom on Swansea University's Bay Campus in September, Managing Energy Effectively at The Royal Mint in Llantrisant in December and Low Carbon Building hosted by UWTSD at their SA1 campus in March. On average, each event attracted 19 participants from 13 different organisations. Formal membership of LCSB reached 22 organisations in 2018/19 with Pobl, the Fire Service and 4theRegion all joining for the first time. The Electric Vehicle subgroup continued to meet and was renamed the Swansea Bay Ultra Low Vehicle Task Group. LCSB again had a presence at the Clean Air Roadshow and the Green Fayre. More electric fleet vehicles of Swansea Council and Swansea University were marked up with the LCSB logo.

Community Green Spaces

SEF used part of the Swansea Change Fund this year to support the continuation of the Community Green Spaces project, though at a reduced level. Neil Barry continued as project officer and contributed to many projects including tree planting on the Ganges site, work with Cae Tan on a second site, created raised beds at Matthew's Café, developing proposals for a demonstration Medieval garden at the Environment Centre and providing support and advice to a wide range of other groups including Ty Fforest Community House, Penlan Family Centre, Friends of Primrose Park, Pennard Garden Club, Norton allotments, Clydach Community Council, Babel Cemetery scheme, Clyne Valley Community Project and the GRAT project at the National Waterfront Museum. The website toolkit was completed and formally launch at the Green Fayre and a Facebook page established. The project also received a capital grant from underspend in the Lottery Community Voices scheme which was passed on to Cae Tan for the purchase of a polytunnel.

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 any salaried 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
J Goddard
D Hill
P Holcroft
C Howell
C Lindley
P McDonnell
H Osborn
Fran Rolfe
H Smith
R Steel (until 5th October 2018)

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

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
19 November 2019

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 2019, 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
19 November 2019

Bronwylfa
Llangunor Road
Carmarthen
SA31 2PB

Swansea Environmental Forum

Statement of Financial Activities

for the year ended 31 March 2019

	Note	Unrestricted funds £	Restricted funds £	2019 Total £	2018 Total £
Income and endowments from:					
Charitable activities	4	3,627	41,330	44,957	80,312
Investment income		-	-	-	-
Total income		<u>3,627</u>	<u>41,330</u>	<u>44,957</u>	<u>80,312</u>
Expenditure on:					
Charitable activities	5	-	46,297	46,297	73,934
Governance costs		1,172	-	1,172	1,052
Total expenditure		<u>1,172</u>	<u>46,297</u>	<u>47,469</u>	<u>74,986</u>
Net (expenditure)/ income for the year		2,455	(4,967)	(2,512)	5,326
Transfers between funds		(2,084)	2,084	-	-
Total funds brought forward		11,134	4,718	15,852	10,526
Total funds carried forward		<u>11,505</u>	<u>1,835</u>	<u>13,340</u>	<u>15,852</u>

Swansea Environmental Forum

Statement of Financial Position

at 31 March 2019

	<i>Note</i>	£	2019 £	£	2018 £
Current assets					
Debtors	6	1,160		7,293	
Cash at bank		13,554		17,446	
		14,714		24,739	
Creditors: amounts falling due within one year	7	(1,374)		(8,887)	
Net assets			13,340		15,852
Funds					
Unrestricted funds			11,505		11,134
Restricted funds			1,835		4,718
Total funds			13,340		15,852

The financial statements were approved by the Executive Committee on 19 September 2019 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 1 (2018: 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 £18,600 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 £25,538). 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 and other projects.

The independent examiner's fee of £700 (2018: £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 £	2019 total £	2018 total £
<u>Sustainable Swansea</u>				
Natural Resources Wales	-	-	-	21,209
Swansea Change Fund	-	14,364	14,364	13,005
Community Voice (Green Spaces)	-	4,010	4,010	10,865
Trailblazers grants	-	-	-	1,785
Renew Wales (surplus from fees)	1,854	-	1,854	3,224
Enterprising Solutions (surplus from fees)	548	-	548	-
Green Map (other contributions)	-	-	-	2,790
Other fees/ donations	1,225	-	1,225	405
Total sustainable Swansea	3,627	18,374	22,001	53,283
<u>SEF Development and Strategy Work</u>				
Swansea Change Fund	-	11,136	11,136	10,266
Natural Resources Wales grant	-	-	-	7,963
Natural Resources Wales fee	-	4,820	4,820	3,000
Total SEF Development & Strategy Work	-	15,956	15,956	21,229
<u>Low Carbon Swansea Bay</u>				
Membership/ sponsorships	-	7,000	7,000	5,800
Other income	-	-	-	-
Total Low Carbon Swansea Bay	-	7,000	7,000	5,800
Total income from charitable activities	3,627	41,330	44,957	80,312

Swansea Environmental Forum

Notes to the accounts

5 Charitable activities expenditure

	Unrestricted funds £	Restricted funds £	2019 total £	2018 total £
Sustainable Swansea (Incl. Green Spaces)	-	28,989	28,989	49,189
SEF Development and Strategy Work	-	11,136	11,136	16,971
Low Carbon Swansea Bay	-	6,172	6,172	7,774
Total charitable expenditure	-	46,297	46,297	73,934

6 Debtors

	2019 £	2018 £
Other debtors & prepayments	1,160	7,293

7 Creditors

	2019 £	2018 £
Trade creditors & accruals	1,374	8,887