



Swansea Environment Forum Executive Committee Meeting
Thursday 19th September 2019 10am-12pm
Environment Centre, Pier Street, Swansea, SA1 1RY

PRESENT

| Name | Role | Representing | Abbrev. |
|------------------|-----------|----------------------------------|---------|
| Deb Hill | Chair | CCS – Nature Conservation | DH |
| Alyx Baharie | Treasurer | Swansea CVS | AB |
| Philip McDonnell | Secretary | Swansea Built Heritage Group | PMD |
| Fran Rolfe | | NRW | FR |
| Andrew Davies | | ABMU Health Board | AD |
| Ruth Williams | | Royal Institution of South Wales | RW |

APOLOGIES

| Name | Role | Representing | Abbrev. |
|-----------------|------------|----------------------------------|---------|
| Hamish Osborn | Vice Chair | Natural Resources Wales | HO |
| Heidi Smith | | Swansea University | HS |
| Chris Howell | | CCS - Waste Management and Parks | CH |
| Ant Flanagan | | Gower Power | AF |
| Chris Lindley | | CCS - AONB | CL |
| Steve Bolchover | | The Environment Centre | SB |

| Item No | | Action by |
|---------|--|-----------------------|
| 1. | Intros, Apologies and Conflicts of Interest Apologies were listed. No conflicts of interest were declared. | |
| 2. | Minutes of last meeting These were accepted as a true record but it was pointed out that Andrew Davies surname was incorrectly spelled so would need correcting. There was a short discussion on the PSB. Uncertainty remains around where SEF can have continuing involvement with the PSB as it has not been invited to be part of the Joint Committee. RW reported that it was felt that Iolo was too expensive to have at an event - 2.5k plus expenses. DH queried if there was anyone else who could add money to help move it forward but everyone agreed that the cost was too great and would outweigh the benefits of an evening talk. AD asked about SEF organising a climate event and PMD confirmed that at the forward planning workshop it was agreed that the priority for SEF is | PM to correct minutes |

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| <p>ii. ongoing regular meetings for Contracts Subgroup (must explicitly set out regular meetings in the contract)</p> <p>iii. appropriate level of support to be explored and set out separately with fuller conversation with PMD on what support he needs</p> <p>iv. recommendation of external (to SEF) coach or mentor.</p> <p>Also discussed the contract with Neil Barry for delivering the Swansea Community Green Spaces Project – budgeted for 50 days for the full year. In Contracts Subgroup meeting they proposed that his contract be extended to the end of March 2020. Total number of days for the year will be 50 days (which is similar to previous years). At the moment he has done around 20 days.</p> <p>There should also be S CGS Working Group meetings at least 4 times a year, written into the contract (every 3 months) to keep this work aligned with all other GI work in the county. Same caveat as above – subject to quorum ratification.</p> <p>c) Updated budget for 2019/20: PMD presented an update on the budget which shows a healthy balance of unrestricted funds.</p> <p>d) AGM and Annual Accounts: PMD presented a summary of the annual accounts for 2018/19. There was some uncertainty about why there were transfers from unrestricted to restricted funds and whether this needed to be shown. PMD was asked to approach the financial examiner about the reason for the way this is set out. Subject to quorum ratification, the Exec. approved the accounts.</p> <p>The AGM would normally be an evening in October but it was agreed that holding it in November would give more time to organise – the date of 19th November was agreed. PMD, CH, HS and AD are due to stand down on rotation. PMD normally represents the Built Heritage Group, which hasn't met in ages. Also, in light of his contract being extended, he would like to step down as an elected member. AD to stand as an individual. RW to stand for election. Helen Grey to be co-opted Co-optees have to be re-co-opted. Wheelrights would like to join the committee so Nick Guy may stand for election. There can be up to 27 on the Exec. with 18 elected spaces and potential for 9 to be co-opted. At the moment there are 10 elected members.</p> <p>Invites for election will go out with papers.</p> <p>e) Dates and format of future committee meetings: No dates are fixed for the following year and PMD asked if 10am on 3rd Thursday every 2 months is still okay. How, when and what frequency to be discussed at the following SEF Exec meeting but it was agreed to keep this format unless others feel a change is needed. PMD was asked to circulate dates as normal and they can be changed at the next meeting if there is a ground swell of opinion there is a need for change.</p> | <p>PMD to speak to accountant</p> <p>PMD to send out AGM notifications</p> <p>PMD to circulate suggested meeting dates for 2020</p> |
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