

Swansea Environmental Forum

Report of the Executive Committee
and financial statements

31 March 2020

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 S Bolchover J Childs R Corcoran A Davies A Flannigan H Grey J Goddard D Hill C Howell C Lindley C O'Brien H Osborn F Rolfe J Sayce H Smith R Williams	Treasurer Chairperson Vice-chairperson
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Secretary P McDonnell

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 2020. 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 Forum employs a SEF Coordinator, Philip McDonnell, and a Community Green Spaces Project Officer, Neil Barry, on a contract basis. 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, strategy and partnership work, project management, secretariat functions and financial management. The Low Carbon Swansea Bay project is overseen by a Project Board made up of members of the SEF Executive Committee and the Low Carbon Swansea Bay network. The Community Green Spaces project is overseen by a Working Group made of SEF Executive Committee members and project partners.

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

SEF continued to support the *Working with Nature* Task Group in the first and last quarters of the year and in May 2019 organised a major conference event titled *Smart Nature 2: Working with Nature in Swansea* in collaboration with several partner organisations. The structure of Swansea PSB was reorganised in the middle of 2019 resulting in SEF initially no longer being invited to a streamlined committee. However, later in the year, NRW asked for SEF to be recognised as joint lead for the Working with Nature wellbeing objective and to attend meetings.

In spring 2019, the SEF Exec reviewed its priorities in light of a fast moving global and regional context, and also discussed the format of its meetings. In a special forward planning workshop in June, the Executive Committee agreed to prioritise the climate and ecological crises and a subgroup was set up to develop a programme of action. This was to form a major part of the delivery plan for the two-year contract with Swansea Council, secured in partnership with The Environment Centre. During the year, SEF collaborated with The Environment Centre and others to organise public talks and events linked to these priorities: *Towards a One Planet Swansea* (May 2019); *Active Travel and Climate Change* (June 2019 in partnership with Wheelrights); *Towards a Zero Waste Swansea* (July 2019); and *Fairtrade and the Climate Emergency* (February 2020 in partnership with Swansea Fair Trade Forum). The AGM in November 2019 featured a presentation on *Regenerating our City for Wellbeing and Wildlife* which focused on the new Swansea Central Green Infrastructure Strategy.

SEF's climate and nature action programme included four work streams – 'Targeting Transport' (promoting policies and actions to reduce carbon emissions from travel and transport); 'Solutions for All' (gathering and actively promoting proven and replicable solutions for climate action & nature recovery); 'Progress through Partnership' (assisting and influencing partner organisations with action planning and policy development); and 'Awareness and Engagement' (organising inspiring and informative talks, discussions and events on solutions for climate action & nature recovery). Meetings were held with Swansea Council as they started work on a strategy in response to their climate emergency declaration with SEF agreeing to help them with community engagement; talks were initiated with Public Health Wales about establishing a Healthy Travel Charter for Swansea and the south-west Wales region; and proposals for a new online resources were developed with VocalEyes. Unfortunately, as the pandemic unfolded in March 2020, many of the plans were put on hold or delayed.

Throughout the year, SEF collaborated with a wide range of organisations through its projects and strategic work, and actively promoted partnership working. In March 2020, the SEF Coordinator organised a Swansea Built Heritage Group meeting, the first for two years, which was well attended and featured interesting presentations and updates.

Low Carbon Swansea Bay

Three Low Carbon Swansea Bay network events were held in 2019/20 covering a range of themes and involving a large number of great presentations and discussions – 'Greener Homes' held at the Down to Earth Little Bryn Gwyn site in July 2019, 'Renewable Energy Region' organised in collaboration with 4thRegion and held at the St.Paul's Centre in Aberafon in September 2019, and 'Travel and Transport' held at the National Waterfront Museum in January 2020. A fourth event was planned but postponed to later in 2020 due to the pandemic-related restriction. There was also a successful project visit to the Active Home site in Neath in November 2019 attended by LCSB members and Swansea councillors. A similar visit to Swansea Council's retrofit demonstration scheme in Craig Cefn Parc planned for March had to be postponed due to the coronavirus crisis.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

The Low Carbon Swansea Bay EV Group became more active again in 2019 meeting in May (hosted at Swansea Guildhall), July (Riversimple, Llandrindod Wells) and October (Craig-y-Nos Country Park) and then again in January 2020 (DVLA) with strong attendance and representation at each meeting. The group changed its name to Swansea Bay ULEV (Ultra Low Emission Vehicles) Task Group to reflect its wider scope. The Swansea Bay Sustainable Travel Planning Group, another subgroup of LCSB, met three times in 2019 (February, May and September) and again in January 2020 but the meeting planned for March 2020 had to be postponed due to the coronavirus outbreak.

Community Green Spaces

SEF continued to manage the Swansea Community Green Spaces project with Neil Barry as project officer, supported by the Swansea Community Green Spaces Working Group. During the year, Neil provided support and advice to a large number of groups and projects including the Vetch Community Garden, Clyne Valley Community Project, Graft Community Garden, Fairfield allotments, The Environment Centre, Rosehill Quarry, Friends of Primrose Park, Mumbles Community Orchard, Craig Cefn Park Community Council, Unity in Diversity Project, Urban Orchard Project, Chaddesley Terrace project, Swansea Marina Group, Big Meadow CSA and Friends of Parc Llewellyn.

One of the most exciting and inspiring projects supported this year was the Clydach Community Garden, which Neil helped to take from just an initial idea to being a successful, well-developed and award winning project managed by a newly-formed community group. Neil raised significant funding and community support for the initiative, organised volunteer activities, oversaw the garden development and facilitated the setting-up of the new constituted group.

The project works closely with a number of other organisations such as Swansea Community Growing Network, Social Farms and Gardens and Swansea Council's Nature Conservation Team, collaborating on a number of projects and events. Neil provided practical help and advice to a number tree planting initiatives and the Forum actively supported the new Swansea Tree Forum. Neil also liaised with The Orchard Project, helping to organize consultation events, which led to two p/t officers being recruited in Swansea.

Renew Wales and Enterprising Solutions

Philip McDonnell continued to act as Local Coordinator for both the Renew Wales and Enterprising Solutions programmes providing support and arranging mentoring for several projects. During the year, support was given to through the Renew Wales programme to Crynant Community Centre, Loughor Parish Churches, Swansea Community Farm and St Paul's Church (Sketty); and through Enterprising Solutions to VocalEyes, Big Meadow, St Johns House (Bridgend) and The Environment Centre. Philip also worked with Renew Wales colleagues and other partners to organise a successful and well-attended training event in Clydach in November 2019 called 'Climate Action for Churches'. This targeted local churches and chapels and promoted the EcoChurch Award scheme as a way to take action on the climate and nature emergencies.

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.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

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
H Grey (from 21st November 2019)
D Hill
P Holcroft (until 19th November 2019)
C Howell
C Lindley
P McDonnell (until 19th November 2019)
C O'Brien (from 21st November 2019)
H Osborn
F Rolfe
J Sayce (from 21st November 2019)
H Smith
R Williams (from 23rd May 2019)

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
7 December 2020

Pier Street
Swansea
SA1 1RY

Independent examiner's report to the Executive Committee of Swansea Environmental Forum

I report on the Executive Committee on my examination of the accounts of Swansea Environmental Forum ("Forum") for the year ended 31 March 2020, which are set out on pages 8 to 12.

Responsibilities and basis of report

Since the Forum operates along charitable lines it has been decided that, although the Forum is not a registered charity, it should prepare its accounts along the lines of the Charities Act 2011 ("the Act") and that an independent examination should be undertaken as though the Forum did have formal charitable status.

As such and as the Forum's Executive Committee, you are responsible for the preparation of the accounts in accordance with the requirements of the Act.

I report in respect of my examination of the Forum's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with my examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Martin Waterworth FCA
Chartered accountant
7 December 2020

Bronwylfa
Llangunor Road
Carmarthen
SA31 2PB

Swansea Environmental Forum

Statement of Financial Activities

for the year ended 31 March 2020

	Note	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Income and endowments from:					
Charitable activities	4	2,673	37,075	39,748	44,957
Investment income		-	-	-	-
Total income		<u>2,673</u>	<u>37,075</u>	<u>39,748</u>	44,957
Expenditure on:					
Charitable activities	5	-	29,990	29,990	46,297
Governance costs		-	1,944	1,944	1,172
Total expenditure		<u>-</u>	<u>31,934</u>	<u>31,934</u>	47,469
Net income/ (expenditure) for the year		2,673	5,141	7,814	(2,512)
Transfers between funds		263	(263)	-	-
Total funds brought forward		11,505	1,835	13,340	15,852
Total funds carried forward		<u>14,441</u>	<u>6,713</u>	<u>21,154</u>	13,340

Swansea Environmental Forum

Statement of Financial Position

at 31 March 2020

	<i>Note</i>	£	2020 £	£	2019 £
Current assets					
Debtors	6	2,175		1,160	
Cash at bank		22,292		13,554	
		<hr/>		<hr/>	
		24,467		14,714	
Creditors: amounts falling due within one year	7	(3,313)		(1,374)	
		<hr/>		<hr/>	
Net assets			21,154		13,340
			<hr/>		<hr/>
Funds					
Unrestricted funds			14,441		11,505
Restricted funds			6,713		1,835
			<hr/>		<hr/>
Total funds			21,154		13,340
			<hr/>		<hr/>

The financial statements were approved by the Executive Committee on 7 December 2020 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 nil (2019: 1). 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 £21,200 were due to PM Developments in respect of project management and coordination services provided by P McDonnell, who was a member of the Executive Committee up until the AGM in November (last year £18,600). 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 (2019: £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 £	2020 total £	2019 total £
<u>SEF Coordination Development and Strategy Work</u>				
Swansea Council Contract / Swansea Change Fund	-	15,602	15,602	11,136
Natural Resources Wales contract fee	-	1,750	1,750	4,820
	-	17,352	17,352	15,956
<u>Low Carbon Swansea Bay</u>				
Membership / sponsorships	-	6,025	6,025	7,000
<u>Swansea Community Green Spaces Project</u>				
Swansea Council Contract / Swansea Change Fund	-	9,398	9,398	4,000
Community Voice (Green Spaces Project)	-	-	-	4,010
Other grants and donations	-	4,300	4,300	-
	-	13,698	13,698	8,010
<u>Sustainable Swansea</u>				
Swansea Change Fund	-	-	-	10,364
<u>Unrestricted</u>				
Renew Wales (surplus from fees)	1,716	-	1,716	1,854
Enterprising Solutions (surplus from fees)	835	-	835	548
Other fees / donations	122	-	122	1,225
	2,673	-	2,673	3,627
Total income from charitable activities	2,673	37,075	39,748	44,957

Swansea Environmental Forum

Notes to the accounts

5 Charitable activities expenditure

	Unrestricted funds £	Restricted funds £	2020 total £	2019 total £
SEF Coordination Development and Strategy Work	-	11,600	11,600	11,136
Low Carbon Swansea Bay	-	4,692	4,692	6,172
Community Green Spaces Project	-	13,698	13,698	-
Sustainable Swansea (incl. Green Spaces Project)	-	-	-	28,989
Total charitable expenditure	-	29,990	29,990	46,297

6 Debtors

	2020 £	2019 £
Other debtors & prepayments	<u>2,175</u>	<u>1,160</u>

7 Creditors

	2020 £	2019 £
Trade creditors & accruals	<u>3,313</u>	<u>1,374</u>