



Promoting and facilitating environmental sustainability in Swansea

www.swanseaenvironmentalforum.net

**Swansea Environment Forum Executive Committee Meeting
Thursday 18th March 2021 (online via MS Teams)**

PRESENT

| Name | Role | Representing | Abbrev. |
|------------------|-------------|---------------------------------------|----------------|
| Deb Hill | Chair | Swansea Council (Nature Conservation) | DH |
| Hamish Osborn | Vice Chair | Natural Resources Wales | HO |
| Alyx Baharie | Treasurer | Swansea CVS | AB |
| Philip McDonnell | Secretary | SEF Coordinator | PM |
| Heidi Smith | | Swansea University | HS |
| John Childs | | Friends of the Earth | JC |
| Chris Lindley | | Swansea Council (AONB) | CL |
| Steve Bolchover | | The Environment Centre | SB |
| Ciaran O'Brien | | Penllergare Trust | CO |
| Fran Rolfe | | NRW | FR |
| John Sayce | | Wheelrights | JS |
| Rhian Corcoran | | The Environment Centre | RC |
| Andrew Davies | | individual | AD |
| Helen Grey | | NRW | HG |
| Mary Sherwood | | Gower Power | AF |
| Martin Nicholls | guest | Swansea Council (Director of Place) | MN |
| Suzy Richards | guest | Swansea Council (Sustainability) | SR |
| Rachel Lewis | guest | Swansea Council (Property) | RL |

APOLOGIES

| Name | Role | Representing | Abbrev. |
|----------------|-------------|------------------------|----------------|
| Rhian Corcoran | | The Environment Centre | RC |
| Peter Anderson | | VocalEyes | PA |

| Item No. | | Action by |
|-----------------|---------------------------------|----------------------------------|
| pre | Pre-meeting Presentation | PM to circulate the presentation |



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| | <p>Martin Nicholls presented an update on Swansea Council's climate strategy which included an outline of milestones and achievements so far, key objectives towards a net zero Swansea, proposals included in the Council's internal net zero strategy and suggestions for working with partners to develop a county-wide climate strategy. A key focus was on engagement and SR reported on the recent initial survey circulated widely to get a snap shot of opinion from partners and the public – this had already generated hundreds of responses.</p> <p>Much of the following discussion centred on what was included in the measurement of the Council's carbon footprint and how SEF might work with the Council to support engagement with stakeholders and the wider community. PM pointed out that SEF, the Environment Centre and other partners had stepped up their online public engagement activities on green recovery themes and seen an increase in interest and participation.</p> <p>It was agreed that a working group be set-up with representation from the Council and SEF to discuss collaboration on engagement and how to approach the development of a county-wide climate strategy</p> | <p>MN / SR to respond to additional queries</p> <p>PM / SR to organise a working group meeting</p> |
| <p>1.</p> | <p>Intros, Apologies and Conflicts of Interest Apologies were reported as listed above. No conflicts of interest were declared.</p> | |
| <p>2.</p> | <p>Minutes of last meeting held 21/01/21 and matters arising: The minutes were accepted as a true record and each of the listed actions were reported on or discussed, in turn, as follows:</p> <ul style="list-style-type: none"> - PM confirmed that HS's presentation was circulated after the last meeting. - PM confirmed he had drafted a financial procedures document and circulated to the Exec ahead of the meeting. - DH confirmed that the CANdo working group has discussed the addition of social solutions to the online resource and agreed that these would be kept separate so the climate and nature solution can be accessed and searched independently. - PM and DH had met with MN again between the Exec meetings and discussed the presentation at this meeting. - DH confirmed she had followed up with CO and HO on the request for assistance with invasive species at Penllergare. CO confirmed that this was very useful. | |

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| 3. | <p>SEF Governance and Finances</p> <p>a) Updated budget for 2020/2021 PM presented briefly on the latest budget sheet for the current financial year highlighting the following key points:</p> <ul style="list-style-type: none"> - additional funding had been secured: £2,500 from NRW for additional work on the transport conference and CANdo project; and £3,500 through SCVS/NPTCVS to develop a green recovery toolkit for the voluntary sector. - the above resulted in additional expenditure - the final balance was projected to be over £2,000 higher than predicted at the last meeting but if a budgeted ENRaW grant of £3,000 was not confirmed then the closing balance would revert to a level similar to that predicted at meetings last year. <p>b) Draft budget for 2021/2022 PM presented an initial draft budget for the next financial year and confirmed that a third year of contract funding from Swansea Council had been agreed. It was proposed that this would primarily be allocated to the continuation of the SEF Coordination and Green Spaces Project costs. Income and expenditure related to LCSB were included at a similar level to recent years but no other funding sources were included, though it was hoped that additional funding would be secured. The budget suggested a healthy underlying balance being maintained. The Exec members agreed to this initial budget.</p> <p>c) Feedback from Contracts Group DH and others reported from the group and proposed that the two-year SLA agreed with PM be extended for a third year, in line with the extension of the Swansea Council contract. They also suggested that the same apply to Neil for the Green Spaces project. This was agreed by the Exec.</p> <p>d) Draft Finance Policy and Procedures PM referred to the document circulated prior to the meeting but suggested that discussion on this be deferred to the next meeting to allow Exec members more time to consider them.</p> | Finance procedures to be discussed at next meeting |
| 4. | <p>Updates on SEF Projects and Partnerships PM referred to reports circulated with the agenda, highlighting the success of the transport conference and other events, and the recent commission to develop a green recovery toolkit.</p> | |
| 5. | <p>Stories from Around the 'Virtual' Table No additional information or reports were recorded.</p> | |
| | <p>Next SEF Exec Committee Meeting: 20.05.2021</p> | |