



Promoting and facilitating environmental sustainability in Swansea

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**Swansea Environment Forum Executive Committee Meeting
Thursday 20th May 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
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
John Sayce		Wheelrights	JS
Andrew Davies		individual	AD
Helen Grey		NRW	HG

APOLOGIES

Name	Role	Representing	Abbrev.
Rhian Corcoran		The Environment Centre	RC
Alyx Baharie	Treasurer	Swansea CVS	AB
Ciaran O'Brien		Penllergare Trust	CO
Jill Goddard		Swansea Council (Housing)	JO
Jules Wagstaff		Climate and Community	JW
Howard Stevens		SBUHB	HS
Chris Howell		Swansea Council (Waste/Parks)	CO

Item No.		Action by
1.	Intros, Apologies and Conflicts of Interest Apologies were reported as listed above. No conflicts of interest were declared.	
2.	Minutes of last meeting held 18/03/21 and matters arising: The minutes were accepted as a true record [AD proposed and JC seconded] and each of the listed actions were reported on or discussed, in turn, as follows:	



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	<ul style="list-style-type: none"> - MN/SR sent responses to queries posted in the chat during the last meeting – PM circulated these. - It was agreed that 5 Exec members would attend the proposed follow-up climate meeting with Council officers. These were as follows: Heidi Smith, Rhian Corcoran (or Steve Bolchover if Rhian not available), Hamish Osborn (or another NRW representative) and either John Childs or John Sayce. Deb Hill and Philip McDonnell would also attend. - AD updated on the CSA proposals for Morriston Hospital and the nearby solar farm which will supply up to 20% of the hospitals energy needs. - DH suggested that we have a growing/agriculture themed meeting in the future and reiterated that it would be good to have an agriculture specialist on the Exec. - DH also reported that funding was secured for tackling invasive species at Penllergare following a request for help. - DH expressed ongoing concerns about tree planting schemes and reported the intention to map suitable sites and to develop guidance – right tree, right place. 	<p>PM to seek date for follow-up meeting</p>
<p>3.</p>	<p>SEF Governance and Finances</p> <p>a) Budget updates</p> <p>PM presented the updated budget sheets for 2020/21 and 2021/22, which had been circulated in advance of the meeting. For the 2020/21 budget PM highlighting the following key points:</p> <ul style="list-style-type: none"> - ENRaW funding was not secured - the green recovery contract funding was added - some downward adjustments were made to project costs and governance costs to reflect actual expenditure - an extra day of SEF Coordination had been added for the green recovery contract work - the underlying balance at end of March 2021 was £13,323 (excluding reserve, held funds and LCSB project funding) which was just over £2,000 lower than the budget sheet presented in March mainly due to not securing ENRaW funds. <p>For the 2021/22 PM highlighting the following key points:</p> <ul style="list-style-type: none"> - start balances adjusted to reflect previous budget sheet. - ENRaW funding of around £4,000 is expected to support Green Spaces work but has not been included at this stage. - four additional SEF Coordination days added for Green Recovery contract work in April - some minor adjustments made to projects costs to reflect previous year and for balancing purposes. 	

	<p>b) Finance Policy and Procedures PM presented on the new policy document that had circulated prior to the meeting and drew attention to some particular sections for discussion including:</p> <ul style="list-style-type: none"> - circumstances, procedures and limits for agreeing expenditure between committee meetings; - procedures for dealing with / reporting unpaid invoices; - authorisation for online banking. <p>After some discussion on these and other points, the committee approved the new policy and procedures document [AD proposed and JC seconded].</p> <p>c) Banking arrangements It was formally confirmed that SEF will arrange to switch its bank account to Triodos. It was also agreed that the signatories will be Deb Hill, Alyx Baharie, Hamish Osborn, Helen Grey and Rhian Corcoran. In addition, Philip McDonnell will be an authorised person able to access the bank account and manage the account in compliance with the procedures set out in the finance policy and procedures document.</p>	<p>PM to arrange setting up new bank account</p>
<p>4.</p>	<p>Updates on SEF Projects and Partnerships</p> <p>a) Feedback from Green Spaces Working Group It was reported that Neil Barry is retiring at the end of July and that the working group had started a recruitment process to replace him. This would be an interim arrangement to the end of March 2022 as the group would like to review the longer-term development and management of the project – one suggestion is that the Environment Centre might take the project on as part of a wider initiative.</p> <p>The committee acknowledged the contribution Neil has made over recent years and it suggested that he be invited to the next committee meeting, if it is a physical meeting, and that there should be a short social event with refreshments after the meeting. SB proposed that as this falls on the same day as the Centre's Board meeting that perhaps there could be a joint social so the two groups had opportunity to network and thank Neil together. It was further suggested that the committee meeting be moved to the afternoon to accommodate this proposal.</p> <p>PM also reminded the Exec. that a visit to Clydach Community Garden had been agreed for 11am on 9th June.</p> <p>b) Climate Action and Nature Recovery / Green Recovery PM reported on the green recovery toolkit created in collaboration with RC as part of a wider initiative with SCVS and NPTCVS. We are still awaiting its publication.</p>	<p>PM to liaise with RC about a joint event and check NB availability</p>



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	<p>PM also gave a brief update on the Climate and Nature Solutions resource – adjustments are currently being made in response to user-testing and ahead of its public launch. It was also reported that after the launch it is intended that the management and development of the resource will be transferred to VocalEyes.</p> <p>c) Low Carbon Swansea Bay / Transport & travel initiatives PM highlighted the two forthcoming LCSB webinars: - Sustainability and WELLbeing with Hoare Lea on 26th May - Plastics Circular Economy with WRAP on 23rd June PM also referred to the transport manifesto that had been produced as an outcome of the regional transport conference and reported that work was soon to begin on the Healthy Travel Charter which would bring together public sector bodies across the Swansea Bay region. PM also reported that he had worked closely with SCVS on a funding application to the UKCRF to support community-led transport solutions. AD reported that he was arranging a meeting with Julie James, new Climate Minister and suggested sending a report in advance.</p> <p>d) Working with Nature / PSB PM feedback that he was compiling the WWN section of the PSB annual report for 2020/21 and that he had been asked to support NRW at a scrutiny committee meeting about PSB performance. PM also reported that NRW had been invited to present at the June PSB Joint Committee meeting and had decided to give a presentation on the latest SoNaRR report..</p>	
<p>5.</p>	<p>Stories from Around the 'Virtual' Table PM is collaborating with AB to organise a webinar with Chris Hoyle of the National Lottery Heritage Fund on their grants for nature and woodlands – 10am on 10th June. JC updated on progress with the divestment campaign. SB provided some updates on the Environment Centre including green infrastructure and new staff. DH updated on two new p/t staff – a planning ecologist and a Section 6 officer.</p>	<p>PM to circulate information on Lottery webinar</p>
	<p>Next SEF Exec Committee Meetings Thu 16th September 2021 (time and venue TBC) 10am, Thu 18th November 2021 at Environment Centre</p>	