

Swansea Environmental Forum

Report of the Executive Committee
and financial statements

31 March 2021

Swansea Environmental Forum

Report of the Executive Committee and financial statements

<i>Contents</i>	<i>Page</i>
Legal and administrative information	2
Report of the Executive Committee	3 - 6
Report of the independent examiner	7
Statement of financial activities	8
Statement of financial position	9
Notes to the accounts	10 - 12

Swansea Environmental Forum

Legal and administrative information

Executive Committee	P Anderson A Baharie S Bolchover J Childs R Corcoran I Davies H Grey J Goddard D Hill C Howell C Lindley C O'Brien H Osborn F Rolfe J Sayce M Sherwood H Smith J Wagstaff	Treasurer Chairperson Vice-chairperson
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Secretary	P McDonnell
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Principal address	c/o The Environment Centre Pier Street Swansea SA1 1RY
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Bankers	The Co-operative Bank 34 The Kingsway Swansea SA1 5LG
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Independent examiner	Martin Waterworth Martin Waterworth Limited Bronwylfa Llangunnor Road Carmarthen SA31 2PB
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Swansea Environmental Forum

Report of the Executive Committee

The Executive Committee presents its annual report and financial statements for the year ended 31 March 2021. 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 2019).

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

Throughout the year, SEF collaborated with a wide range of organisations and actively promoted partnership working through a number of projects (outlined below) and strategic activities. This included SEF representatives attending meetings and supporting events of several other networks and forums such as Swansea Local Nature Partnership, Swansea Tree Forum, Swansea Community Growing Network and Swansea Fair Trade Forum.

The SEF Coordinator continued to convene and chair the PSBs Working with Nature Task Group and started to have regular meetings with the NRW lead on the Swansea PSB to ensure ongoing effective joint working. The WWN Task Group met four times during the year to share progress updates and information on related projects and events. The SEF Coordinator also served on the Swansea Third Sector (Compact) Liaison Committee and on the South West Wales Community Rail Network Steering Committee.

Climate Action and Nature Recovery Programme

SEF continued to progress the four workstreams of its Climate Action and Nature Recovery programme:

Targeting Transport – a SEF planning subgroup was formed to explore ideas and agreed to organise a regional transport conference in collaboration with 4theRegion. This took place over two days in February 2021, involved almost 150 attendees and included an opening address from Lee Waters. After the event, a transport manifesto document was published summarising discussions and ideas raised in the conference. Work on a Healthy Travel Charter, in partnership with Public Health Wales, was delayed several times during the year due to Covid.

Solutions for All – this initiative, in collaboration with VocalEyes, aimed to develop an online resource that would promote proven and replicable solutions for climate and nature actions that could be undertaken by organisations, communities and individuals. A project steering group was formed to oversee the project and two researchers were recruited to undertake much of the work. A survey was conducted with environmental bodies in Swansea to better understand their needs and to inform the development of the online resource. This survey included questions about environmental strategies and objectives; collaboration and information sharing; engagement with businesses and the public; and personal actions. There were also several one-to-one interviews with partners to help ensure that the resource met shared needs and expectations. The researchers gathered over 50 ‘solutions’ and VocalEyes developed a website platform to enable easy access with filtering options. Comprehensive user testing, in two phases, was undertaken to gain initial feedback from partners and potential users, and adjustments were made in response.

Progress through Partnership – SEF established a closer working relationship with Swansea Council to support work and collaboration to address the climate and nature emergencies. Martin Nicholls gave updates to the SEF Executive Committee on Swansea Council’s climate strategy and it was agreed to initiate regular bilateral meetings so the two parties could work together on shared priorities. In July 2020, SEF sent a letter to all the leading political parties to encourage them to consider environmental issues, and the climate and nature emergencies, when they composed their manifestos ahead of the Welsh Assembly election in 2021. Also during the year, SEF supported Swansea Council officers in developing a green fairness policy; supported Swansea University School of Humanities with project proposals for citizen science projects related to environmental issues; and supported Swansea Community Growing Network and others to initiate discussions on developing a food strategy in Swansea.

Awareness and Engagement – In the year, SEF continued to increase its engagement activities both with the public and with partners, working in partnership with the Environment Centre and several others.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

In autumn 2020, SEF successfully secured £8,000 from NRW Strategic Allocated Funding (SAF) that had been made available to Swansea PSB. This supported a range of activities which included funds expanding the Green Spaces Project, coordinating the Working with Nature Task Group, arranging the transport conference and developing the online ‘solutions’ resource (all detailed above). The funding also enabled SEF to work with partners to deliver a series of 10 online events linked to environmental themes, in early 2021.

Several of these sessions were organised by the Environment Centre including a *Waste Wednesday Webinars* series organised as part of the Centre’s Beyond Recycling Project. This series on waste and the circular economy included presentations on Repair Café Wales, Plastic Free Mumbles, Benthg and the new Welsh Government Circular Economy Strategy. The Centre also arranged sessions on Plastic Free Periods and Hedgelaying. In addition, SEF organised two webinars with Hacer Developments on their Biophilic Living Swansea proposals: one aimed at professionals/partners and the other at the general public. A total of over 100 people attended these two sessions. SEF also collaborated with Fair Trade Wales to organise a very successful panel event during Fairtrade Fortnight on Climate Justice for a Fairer World. The panel included former politician and author Jane Davidson plus a director at the Centre for Alternative Technology, the CEO of Traidcraft, a Wales Youth Climate Ambassador and a sugar cane farmer in Malawi. 65 people attended this event.

Low Carbon Swansea Bay

SEF continued to coordinate the Low Carbon Swansea Bay network involving organisations from across the public, business and voluntary sectors. During the year, it wasn’t possible to hold the usual quarterly network and training events or to arrange site visits, due to Covid restrictions. Instead, a series of 7 online webinars were arranged which included presentations from NRW, DVLA, Swansea University, Welsh Water, National Grid, CR Plus and Wales & West Utilities. The webinars were attended by representatives from over thirty different local and national organisations and involved 49 different individuals, many of whom attended more than one webinar.

The ULEV Task Group and the Swansea Bay Sustainable Travel Planning Group, were both impacted by Covid and both these LCSB subgroups held meetings just once during the year. However, members of these groups were also involved in a new regional group formed of South West Wales PSB members explore the expansion of the EV charging network in the region and participated in the transport working group developing plans for the regional transport conference and Healthy Travel Charter.

Swansea Community Green Spaces Project

The Swansea Community Green Spaces Project, managed by SEF in partnership with the Environment Centre, Swansea Council, Swansea CVS and NRW, was impacted for much of the year by Covid restrictions both negatively and positively. Whilst at times it wasn’t possible for practical support to be given to groups, interest in green spaces, growing activities and tree planting initiatives actually increased during the year.

The Green Spaces Officer, Neil Barry, worked with a diverse range of community projects during the year including Craig Cefn Parc Community Garden, Craigfelen School, Unity in Diversity, Uplands Living Streets, Oystermouth Community Orchard, Room to Grow, The Environment Centre, Rosehill Quarry, Chaddesley Terrace project and Three Cornered Field. Support provided through the Green Spaces Project included practical help with site infrastructure, horticultural advice, securing funding or materials for several groups and signposting to other sources of support or opportunities for collaboration. During the spring 2020 lockdown, the Green Spaces Officer gave additional support and time to the Clydach Community Garden to ensure that this important, award-winning project was maintained while volunteers were not able to help.

The project also continued to develop links with and support partners and collaborations. For example, a new partnership was established with South Wales Police to help create greenhouses from repurposed riot shields for two local projects and support was given to developing links between Cae Tan and Morriston Hospital.

Swansea Environmental Forum

Report of the Executive Committee *(continued)*

Renew Wales and Enterprising Solutions

SEF acts as host to Philip McDonnell in his role as a Local Coordinator for both the Renew Wales and Enterprising Solutions programmes (Wales-wide schemes supporting community groups to address climate change and providing mentoring for social enterprises, respectively). Local projects and groups supported through these two programmes during 2020/21 included St.Michael's and All Saints Church in Manselton, the Centre for African Entrepreneurship, Lee Gardens Pool Committee (in RCT), Bryncoch Sports Club in Neath, Crynant Community Centre, The Environment Centre, Big Meadow CSA and VocalEyes.

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
R Corcoran (from 21st May 2020)
A Davies
A Flannigan (until 7th December 2020)
J Goddard
H Grey
D Hill
C Howell
C Lindley
C O'Brien
H Osborn
F Rolfe
J Sayce
M Sherwood (from 7th December 2020)
H Smith
J Wagstaff (from 21st January 2021)
R Williams (until 7th December 2020)

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
06 December 2021

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 2021, 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
06 December 2021

Bronwylfa
Llangunor Road
Carmarthen
SA31 2PB

Swansea Environmental Forum

Statement of Financial Activities

for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Income and endowments from:					
Charitable activities	4	3,725	41,763	45,488	39,748
Investment income		-	-	-	-
Total income		<u>3,725</u>	<u>41,763</u>	<u>45,488</u>	<u>39,748</u>
Expenditure on:					
Charitable activities	5	-	48,325	48,325	29,990
Governance costs		-	1,630	1,630	1,944
Total expenditure		<u>-</u>	<u>49,955</u>	<u>49,955</u>	<u>31,934</u>
Net income/ (expenditure) for the year		3,725	(8,192)	(4,467)	7,814
Transfers between funds		(4,477)	4,477	-	-
Total funds brought forward		14,441	6,713	21,154	13,340
Total funds carried forward		<u>13,689</u>	<u>2,998</u>	<u>16,687</u>	<u>21,154</u>

Swansea Environmental Forum

Statement of Financial Position

at 31 March 2021

	<i>Note</i>	£	2021 £	£	2020 £
Current assets					
Debtors	6	5,963		2,175	
Cash at bank		12,186		22,292	
		18,149		24,467	
Creditors: amounts falling due within one year	7	(1,462)		(3,313)	
Net assets			16,687		21,154
Funds					
Unrestricted funds			13,689		14,441
Restricted funds			2,998		6,713
Total funds			16,687		21,154

The financial statements were approved by the Executive Committee on 09 December 2021 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 2019)”, 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 (2020: nil). No employees received in excess of £60,000.

No member of the Executive Committee received any remuneration or expenses from the association in the year to 31st March 2021. In the previous financial period, to 31st March 2020, 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 2019. 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 (2020: £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 £	2021 total £	2020 Total £
<u>SEF Coordination Development and Strategy Work</u>				
Swansea Council Contract / Swansea Change Fund	-	12,500	12,500	15,602
Natural Resources Wales contract fee	-	6,363	6,363	1,750
	-	18,863	18,863	17,352
<u>Low Carbon Swansea Bay</u>				
Membership / sponsorships	-	6,300	6,300	6,025
<u>Swansea Community Green Spaces Project</u>				
Swansea Council Contract / Swansea Change Fund	-	8,600	8,600	9,398
Natural Resources Wales contract fee	-	2,000	2,000	-
Other grants and donations	-	-	-	4,300
	-	10,600	10,600	13,698
<u>Swansea Community Climate Engagement Project</u>				
Swansea Council Contract	-	3,900	3,900	-
Natural Resources Wales contract fee	-	2,100	2,100	-
	-	6,000	6,000	-
<u>Unrestricted</u>				
Renew Wales (surplus from fees)	-	-	-	1,716
Enterprising Solutions (surplus from fees)	225	-	225	835
Green Recovery Toolkit contract fee/ donations	3,500	-	3,500	122
	3,725	-	3,725	2,673
Total income from charitable activities	3,725	41,763	45,488	39,748

Swansea Environmental Forum

Notes to the accounts

5 Charitable activities expenditure

	Unrestricted funds £	Restricted funds £	2021 total £	2020 total £
SEF Coordination Development and Strategy Work	-	19,616	19,616	11,600
Low Carbon Swansea Bay	-	5,200	5,200	4,692
Community Green Spaces Project	-	13,409	13,409	13,698
Climate Engagement Project	-	10,100	10,100	-
Total charitable expenditure	-	48,325	48,325	29,990

6 Debtors

	2021 £	2020 £
Other debtors & prepayments	<u>5,963</u>	<u>2,175</u>

7 Creditors

	2021 £	2020 £
Trade creditors & accruals	<u>1,462</u>	<u>3,313</u>