

# Swansea Environmental Forum

Report of the Executive Committee  
and financial statements

31 March 2022

# Swansea Environmental Forum

## Report of the Executive Committee and financial statements

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# Swansea Environmental Forum

## Legal and administrative information

|                            |   |  |
|----------------------------|---|--|
| <b>Executive Committee</b> | A Baharie<br>S Bolchover<br>H Beharrell<br>J Childs<br>R Corcoran<br>I Davies<br>H Grey<br>J Goddard<br>D Hill<br>C Howell<br>C Lindley<br>T Maddocks<br>C O'Brien<br>H Osborn<br>F Rolfe<br>J Sayce<br>M Sherwood<br>H Smith<br>J Wagstaff | Treasurer<br><br><br><br><br><br><br>Chairperson<br><br><br><br><br><br>Vice-chairperson |
|----------------------------|---|--|

|                  |             |
|------------------|-------------|
| <b>Secretary</b> | P McDonnell |
|------------------|-------------|

|                          |   |
|--------------------------|---|
| <b>Principal address</b> | c/o The Environment Centre<br>Pier Street<br>Swansea<br>SA1 1RY |
|--------------------------|---|

|                |  |
|----------------|--|
| <b>Bankers</b> | The Co-operative Bank<br>34 The Kingsway<br>Swansea<br>SA1 5LG |
|----------------|--|

|                             |  |
|-----------------------------|--|
| <b>Independent examiner</b> | Martin Waterworth<br>Martin Waterworth Limited<br>Bronwylfa<br>Llangunnor Road<br>Carmarthen<br>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 2022. 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, Josh Pike, 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 the SEF Coordinator and other SEF representatives attending meetings and supporting events of several other networks and forums such as Swansea Local Nature Partnership, Swansea Climate Action Network, the Swansea Food Resilience Group (which became Bwyd Abertawe partnership), 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 have regular meetings with the NRW lead on the Swansea PSB along with other NRW officers. The WWN Task Group met twice during the year to share progress updates and information on related projects and events. The SEF Coordinator and other SEF committee members had a significant input into the development of the latest Swansea Wellbeing Assessment, including taking a lead, with NRW, on researching and compiling the environment chapter for the assessment document and sitting on the editorial group.

The SEF Coordinator also continued to serve on the Swansea Third Sector (Compact) Liaison Group and joined the Climate Cymru Steering Group

#### ***Climate Action and Nature Recovery Programme***

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

*Targeting Transport* – In May 2021, SEF collaborated with Swansea CVS and 4theRegion to submit an application to the Community Renewal Fund in support of a Community-led Sustainable Transport Solutions project with a programme of activities to strengthen sustainable transport and active travel in Swansea, with a focus on what communities could do for themselves. The bid was successful and the project started in January 2022 with Swansea CVS, SEF and 4theRegion forming a joint coordination team. The programme set out to involve substantial community engagement and events, research into existing community-led transport projects, support of several pilot projects, the creation of a portfolio of guides and case studies, and a route map for further development with shared priorities. There were some delays in the first few months but the delivery deadline was extended to the end of 2022.

SEF also coordinated the development of a Swansea Bay Healthy Travel Charter, in partnership with Public Health Wales and Swansea University. This included engaging and liaising with project partners, convening and chairing five partners meetings and preparing for a formal launch event. Over 20 partner organisations were involved in the process of drafting the charter and high level support was secured in most of these. Though the charter was finalised in March 2022, the launch was arranged for late May 2022 to avoid the local elections.

In November 2021, SEF supported 4theRegion to organise a regional transport forum event, following-up on the conference held earlier in the year. The SEF Coordinator strengthened SEF's working relationship with the transportation teams in both Swansea Council and Neath Port Talbot Council and continued to represent SEF on the South West Wales Community Rail Network Steering Committee.

*Solutions for All* – final amendments and checks for this online resource were carried out early in the year but progress with the project stalled. Internal changes within our partner organisation, together with technical issues resulted in the launch being delayed.

# Swansea Environmental Forum

## Report of the Executive Committee *(continued)*

*Progress through Partnership* – SEF continued to hold regular meetings with senior representatives of Swansea Council to agree priorities, share information and explore ways to collaborate on work to address the climate and nature emergencies. SEF helped to promote the Council's climate and Nature Charter to other partners and supported the Zero Carbon Bus Tour event at the Brangwyn Hall in September, hosted by the Council in the lead up to COP26. SEF also supported the Council at the Green Zone south-west Wales regional event, held in November as part of the Welsh Government's COP Cymru., and helped with the Queen's Green Canopy launch event at the Swansea Arena in March 2022.

The joint meetings were put on hold when the tendering process for the new Environmental Partners Framework was opened in January 2022. A consortium application submitted by SEF and the Environment Centre proved successful.

SEF supported the climate coalition day of action event in Castle Square held at the start of November 2021 to mark COP26 and has played an active supporting role in the establishment of a Swansea Climate Action Network.

SEF also continued to support the emerging food partnership in Swansea – initially known as the food resilience group and later the Bwyd Abertawe partnership, with a vision for Swansea to join the Sustainable Food Place network. SEF collaborated with 4theRegion and NRW to organise a regional food conference in October 2021 and plan a follow-up event for April 2022. SEF also worked with other Bwyd Abertawe partners to organise a food forum engagement event in March 2022 and joined the interim Bwyd Abertawe Steering Group.

*Awareness and Engagement* – During the year, SEF supported events and engagement activities to raise awareness with the general public, communities and organisations, working in collaboration with various partners. These included organising or supporting events related to food and transport (outlined above) and the LCSB network (see below).

At the end of March 2021, SEF collaborated with the Environment Centre to produce a Green Recovery Toolkit for voluntary sector which was completed and published in Spring 2021. This was funded through the West Glamorgan Regional Partnership and included an introduction to the green recovery concept and Wellbeing of Future Generations Act; a guide to greening organisations; and a volunteering in the environment guide and directory.

In May 2021, the SEF Coordinator presented to the Swansea Third Sector (Compact) Liaison Group on the climate and nature emergencies and positive actions that can be taken by organisations. In June 2021, SEF collaborated with Swansea CVS and the Heritage Lottery Fund to host a webinar on the Local Places for Nature and the Community Woodlands grant schemes. SEF also helped to collate and promote a Swansea programme of activities for Great Big Green Week in September 2021.

### ***Low Carbon Swansea Bay***

SEF continued to coordinate the Low Carbon Swansea Bay network involving organisations from across the public, business and voluntary sectors. The disruption, uncertainties and restrictions experienced in 2020/1 continued in 2021/22 with physical networking meetings and site visits not possible for much of the year. There were three LCSB webinars organised in 2021/22:

- **Sustainability and WELL-being** in May with Hoare Lea, an award-winning building engineering company, presenting on their sustainability work, healthy buildings and the WELL certification.
- **Driving a Circular Plastics Economy** in June with presentations from WRAP and Smile Plastics.
- **Pathways to Net Zero** in November with Carmarthenshire County Council sharing their decarbonisation plans their key commercial partners, energy management specialists Ameresco, outlining work in Wales and beyond.

# Swansea Environmental Forum

## Report of the Executive Committee *(continued)*

A key focus for LCSB this year was progressing plans for a healthy travel charter for the Swansea Bay (referred to above) in collaboration with Public Health Wales and involving partners within the LCSB network. The Swansea Bay Travel Planning Group, a subgroup of LCSB, became the conduit for ongoing support for the 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, saw some significant changes in 2021/22 with the retirement of Neil Barry, who had served as Green Spaces Officer for over four years, and the recruitment of a replacement, Josh Pike. The breadth of support and practical engagement increased again after the difficulties caused by the pandemic.

During the year, the Green Spaces project provided support to a diverse range of community projects and liaised with various partner organisations. Neil continued support to the Clydach Community Garden, Chaddesley Terrace Garden, Unity in Diversity, The Environment Centre, Seaview allotments, St Paul's Church, Three Cornered Field, Circus Eruption, the proposed CSA at Morriston Hospital and several others. Josh started in July and overlapped that month with Neil to ensure a smooth handover. He picked up on many of the projects previously supported by Neil and engaged new groups and communities. Over the year, Josh supported or worked with Friends of Solva Park, Oystermouth Community Orchard, Room to Grow, Swansea Community Growing Network, Gower Flax, The Rowan Tree, Friends of Dunvant Park, Springmills, Mayhill Washing Lakes, Clydach Men's Shed, The Grove in Uplands and many others. Josh gave extended support to Craig Cefn Parc Community Garden, helping with the recruitment of a worker, community engagement and the maintenance of the site during the recruitment process.

The Green Spaces Project continued to provide a mix of practical help with site infrastructure and advice on both growing and organizational issues, including funding or securing materials for several groups and signposting to other sources of support or opportunities for collaboration. In February 2022, SEF and the Green Spaces Officer facilitated the distribution of capital funds from Swansea Council to four local growing projects – Summit Good, Petallica, Three-Cornered Field and Bramble & Nettle.

# Swansea Environmental Forum

## Report of the Executive Committee (*continued*)

### **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  
A Davies (until August 2021)  
I Davies (from July 2021)  
J Goddard  
H Grey  
D Hill  
C Howell  
C Lindley  
T Maddocks (from January 2022)  
C O'Brien  
H Osborn  
F Rolfe  
J Sayce  
M Sherwood  
H Smith  
J Wagstaff

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*  
05 December 2022

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 2022, 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*  
05 December 2022

Bronwyflfa  
Llangunmor Road  
Carmarthen  
SA31 2PB

# Swansea Environmental Forum

## Statement of Financial Activities

for the year ended 31 March 2022

|   | Note | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>£   | 2021<br>Total<br>£   |
|---|------|----------------------------|--------------------------|----------------------|----------------------|
| <b>Income and endowments from:</b>            |      |                            |                          |                      |                      |
| Charitable activities                         | 4    | 25                         | 45,465                   | 45,490               | 45,488               |
| Investment income                             |      | -                          | -                        | -                    | -                    |
| Total income                                  |      | <u>25</u>                  | <u>45,465</u>            | <u>45,490</u>        | <u>45,488</u>        |
| <b>Expenditure on:</b>                        |      |                            |                          |                      |                      |
| Charitable activities                         | 5    | -                          | 44,797                   | 44,797               | 48,325               |
| Governance costs                              |      | -                          | 1,621                    | 1,621                | 1,630                |
| Total expenditure                             |      | <u>-</u>                   | <u>46,418</u>            | <u>46,418</u>        | <u>49,955</u>        |
| <b>Net income/ (expenditure) for the year</b> |      | <b>25</b>                  | <b>(953)</b>             | <b>(928)</b>         | <b>(4,467)</b>       |
| Transfers between funds                       |      | (915)                      | 915                      | -                    | -                    |
| Total funds brought forward                   |      | <u>13,689</u>              | <u>2,998</u>             | <u>16,687</u>        | <u>21,154</u>        |
| Total funds carried forward                   |      | <u><u>12,799</u></u>       | <u><u>2,960</u></u>      | <u><u>15,759</u></u> | <u><u>16,687</u></u> |

# Swansea Environmental Forum

## Statement of Financial Position

at 31 March 2022

|   | <i>Note</i> | £       | 2022<br>£ | £       | 2021<br>£ |
|---|-------------|---------|-----------|---------|-----------|
| <b>Current assets</b>                                 |             |         |           |         |           |
| Debtors   | 6           | 3       |           | 5,963   |           |
| Cash at bank  |             | 17,428  |           | 12,186  |           |
|   |             | <hr/>   |           | <hr/>   |           |
|   |             | 17,431  |           | 18,149  |           |
| <b>Creditors: amounts falling due within one year</b> |             |         |           |         |           |
|   | 7           | (1,672) |           | (1,462) |           |
|   |             | <hr/>   |           | <hr/>   |           |
| <b>Net assets</b>                                     |             |         | 15,759    |         | 16,687    |
|   |             |         | <hr/>     |         | <hr/>     |
| <b>Funds</b>  |             |         |           |         |           |
| Unrestricted funds                                    |             |         | 12,799    |         | 13,689    |
| Restricted funds                                      |             |         | 2,960     |         | 2,998     |
|   |             |         | <hr/>     |         | <hr/>     |
| <b>Total funds</b>                                    |             |         | 15,759    |         | 16,687    |
|   |             |         | <hr/>     |         | <hr/>     |

The financial statements were approved by the Executive Committee on 06 December 2022 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 (2021: nil). No employees received more than £60,000.

No member of the Executive Committee received any remuneration or expenses from the association in the year to 31<sup>st</sup> March 2022, nor in the previous financial year to 31<sup>st</sup> March 2021.

The independent examiner's fee of £700 (2021: £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<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>total<br>£ | 2021<br>Total<br>£ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| <u>SEF Coordination Development and Strategy Work</u>        |                            |                          |                    |                    |
| Swansea Council Contract                                     | -                          | 16,754                   | 16,754             | 12,500             |
| Natural Resources Wales contract fee                         | -                          | 1,925                    | 1,925              | 6,363              |
|  | -                          | 18,679                   | 18,679             | 18,863             |
| <br>   |                            |                          |                    |                    |
| <u>Low Carbon Swansea Bay</u>                                |                            |                          |                    |                    |
| Membership / sponsorships                                    | -                          | 4,050                    | 4,050              | 6,300              |
| <br>   |                            |                          |                    |                    |
| <u>Swansea Community Green Spaces Project</u>                |                            |                          |                    |                    |
| Swansea Council Contract                                     | -                          | 8,078                    | 8,078              | 8,600              |
| Natural Resources Wales contract fee                         | -                          | -                        | -                  | 2,000              |
| ENRaW Grants   | -                          | 12,990                   | 12,990             | -                  |
|  | -                          | 21,068                   | 21,068             | 10,600             |
| <br>   |                            |                          |                    |                    |
| <u>Swansea Community Climate Engagement Project</u>          |                            |                          |                    |                    |
| Swansea Council Contract                                     | -                          | 168                      | 168                | 3,900              |
| Natural Resources Wales contract fee                         | -                          | -                        | -                  | 2,100              |
|  | -                          | 168                      | 168                | 6,000              |
| <br>   |                            |                          |                    |                    |
| <u>Community-led Sustainable Transport Solutions Project</u> |                            |                          |                    |                    |
| Community Renewal Fund (via SCVS)                            | -                          | 1,500                    | 1,500              | -                  |
| <br>   |                            |                          |                    |                    |
| <u>Unrestricted</u>  |                            |                          |                    |                    |
| Enterprising Solutions (surplus from fees)                   | -                          | -                        | -                  | 225                |
| Other fees/ donations  | 25                         | -                        | 25                 | -                  |
| Green Recovery Toolkit contract fee                          | -                          | -                        | -                  | 3,500              |
|  | 25                         | -                        | 25                 | 3,725              |
| <br>   |                            |                          |                    |                    |
| Total income from charitable activities                      | 25                         | 45,465                   | 45,490             | 45,488             |

# Swansea Environmental Forum

## Notes to the accounts

### 5 Charitable activities expenditure

|   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>total<br>£ | 2021<br>total<br>£ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| SEF Coordination Development and Strategy Work        | -                          | 17,888                   | 17,888             | 19,616             |
| Low Carbon Swansea Bay                                | -                          | 4,788                    | 4,788              | 5,200              |
| Community Green Spaces Project                        | -                          | 21,153                   | 21,153             | 13,409             |
| Climate Engagement Project                            | -                          | 168                      | 168                | 10,100             |
| Community-led Sustainable Transport Solutions Project | -                          | 800                      | 800                | -                  |
| <b>Total charitable expenditure</b>                   | <b>-</b>                   | <b>44,797</b>            | <b>44,797</b>      | <b>48,325</b>      |

### 6 Debtors

|                             | 2022<br>£ | 2021<br>£    |
|-----------------------------|-----------|--------------|
| Other debtors & prepayments | <u>3</u>  | <u>5,963</u> |

### 7 Creditors

|                            | 2022<br>£    | 2021<br>£    |
|----------------------------|--------------|--------------|
| Trade creditors & accruals | <u>1,672</u> | <u>1,462</u> |