



Promoting and facilitating environmental sustainability in Swansea

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**Swansea Environment Forum Executive Committee Meeting
Thursday 16th March 2023 at The Environment Centre**

PRESENT

Name	Role	Representing	Abbrev.
Hamish Osborn	Co-chair	Natural Resources Wales	HO
Deb Hill	Co-chair	Swansea Council (Nature Conservation)	DH
Alyx Baharie	Treasurer	Swansea CVS	AB
Philip McDonnell	Secretary	SEF Coordinator	PM
Hayley Beharrell		Swansea Bay University Health Board	HB
Chris Howell		Swansea Council (Waste & Parks)	CH
Teifion Maddocks		Swansea University	TM
Iwan Davies		Royal institute of South Wales	ID
Jules Wagstaff		Climate & Community	JW
John Childs		Friends of the Earth	JC
Mary Sherwood		Gower Power	MS
Helen Grey		Natural Resources Wales	HG
Rhian Corcoran		The Environment Centre	RC
Peter Jones		Iberian Latin American - Wales	PJ

APOLOGIES

Name	Role	Representing	Abbrev.
Heidi Smith		individual	HS
Ciaran O'Brien		Penllergare Trust	CO
Steve Bolchover		Environment Centre	SB

Item	Actions
<p>Presentation and discussion: Carbon Copy Isabelle Sparrow gave a presentation on the work of Carbon Copy and outlined plans for the Climate Relay which will pass through Swansea on 2nd July. Izzy was seeking support from SEF for an event to take place on that day – one of just three city events taking place along the relay route from Ben Nevis to Big Ben.</p>	<p>PM to circulate presentation and arrange a task group meeting to develop event plans</p>

	There was positive feedback and offers of support/help from several members. It was agreed that PM would circulate the presentation and set up a task and finish group to develop plans for the event.	
1.	Intros, Apologies and Conflicts of Interest Introduction were made ahead of the guest presentation. Apologies were reported and HO (chairing) invited attendees to declare any conflicts of interest as agenda items arose – no conflicts of interest were declared.	
2.	Minutes of last meeting held 17/11/22 and matters arising from notes circulated in lieu of Jan/Feb meeting: PM explained that actions agreed in November meeting were addressed in the notes circulated in February. The only outstanding action was for HO to write to VocalEyes following our meetings last year. HO said hadn't had time to do this but also pointed out that no further correspondence had been received from VocalEyes, so it was agreed not to take any action unless further contact was received. The November minutes were accepted as a true record.	
3.	SEF committee Membership and Roles a) AGM / Elected Committee Members PM confirmed that there are currently 12 elected committee members (of a possible 18) including Peter Jones who was elected at the AGM in December. b) Co-opting Committee Members PM explained that up to 9 people can be co-opted to the committee to fill gaps and add expertise or representation not covered by elected committee members. In some cases this involves additional officers from member organisations that already have an elected representative. It was proposed that 6 of the 7 co-optees from last year be invited to re-join the committee – the only exception being Fran Rolfe who is not available at present but may be in the future. c) SEF Committee Roles AB has agreed to continue as treasurer for the time being and HO/DH agreed to share the chair role but it was suggested that offers to take on these roles in the future would be welcomed. The secretary role will continue to be part of the SEF Coordinator tasks..	
4.	Finance and Funding a) Approval of 2022/23 Budget PM referred to the updated budget sheet circulated ahead of the meeting and highlighted changes since the previous update with little change to the closing underlying balance. He pointed out that though around £5,000 of unrestricted funds were expended during the year, the position was much better than had been anticipated at the start of the year. The group approved the updated budget. b) Future Funding Opportunities	



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	<p>PM referred to the recently agreed contract with NRW for 1 day a month through to March 2024 for assistance with PSB/WBP work. He also outlined the potential for further funding through the Swansea Council Environmental Partners Framework (EPF) and possible partnerships through the Shared Prosperity Fund (SPF) – though these are not yet secured. PM also highlighted that these project-related funding opportunities only contribute a small amount to SEF’s core functions and costs.</p> <p>c) Draft Budget for 2023/24</p> <p>HO reported from a recent Contract Group meeting were a draft budget for 2023/24 and proposed extension of the SEF Coordinator and GS Officer contracts were discussed. PM outlined the draft budget and the consequences of proposed expenditure on the underlying balance. The proposal and draft budget were approved, including extending the Coordinator contract at 1 day per week for six months (Apr-Sep) and the GS Officer post for a total of 6 days (Apr-Jun).</p>	
<p>5.</p>	<p>Updates on SEF Projects</p> <p>a) Environmental Partners Framework</p> <p>PM provided a brief overview of the EPF projects for the year undertaken by the consortium with the Environment Centre: EPF1 – community group survey and mapping of need/opportunities EPF2 – community climate and nature projects research EPF6 – position statement on sustainable food/agriculture activity in Swansea EPF7 – collation of environmental events in Swansea (Apr-Dec) PM reported that SEF contributed 20 days of Coordinator time to these projects (of a total of around 100 days worth of work delivered by the consortium on these four projects).</p> <p>b) Other Projects</p> <p>PM provided a brief update on SEF partnership project work: LCSB: a network session on Green Homes is being organised for 25th April at Down to Earth involving updates from Swansea Council, Pobl and Coastal. A few other sessions are in the pipeline. The LCSB Project Board is being reformed in April after a few inactive years. PM has been providing several HTC signatories with one-to-one support. Green Spaces: Josh has continued to support groups on reduced contract hours, including support for new CSAs. PM and JP have also been supporting the distribution of capital funding to some projects from Swansea Council. Bwyd Abertawe: PM has been supporting the development of this new partnership which has recently received almost £100,000 WG</p>	

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	<p>funding for this year, which will help it develop Swansea as Sustainable Food Place and deliver a small grant scheme.</p> <p>Engagement Events: PM outlined three proposed major partnership events that SEF has been asked to help with – a celebration to mark the coronation (April/May), to start the Great Big Green Week (10th June) and the Climate Relay (2nd July). PM also mentioned that SEF has been asked to put forward a volunteer to be invited to a coronation event.</p>	
6.	<p>Update on PSB and WWN</p> <p>PM and HG gave a brief update – the new Wellbeing Plan is expected to be published in May, the Working with Nature Task Group have been called to a ‘final’ meeting before a new Climate and Nature Group is established. The PSB has asked the group to identify two actions under the climate and nature objective for delivery focus for this year.</p>	
7.	<p>Future Meetings</p> <p>a) Visioning Workshop</p> <p>PM reported that The Environment Centre was booked for a visioning discussion about SEF’s future on 27th April (2-4pm). It was agreed that PM would send out a calendar invite so we could assess how many can make this and whether we need to postpone.</p> <p>b) Topics for Future presentations / discussion</p> <p>JW suggested a session on planning and development planning. JC suggested it would be good to have a SEF open public/members event.</p>	<p>PM to send out invite for 27th April</p>
8.	<p>Any Other Business</p> <p>No other business was recorded.</p>	
	<p>Next SEF Exec Committee Meetings</p> <p>11th May (online MSTeams) / 13th July (Environment Centre) 14th September (Environment Centre) / 16th November (TBC) all starting 10am</p>	