



Promoting and facilitating environmental sustainability in Swansea

www.swanseaenvironmentalforum.net

**Swansea Environment Forum Executive Committee Meeting
Thursday 18th January 2024 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
Mary Sherwood	Treasurer	Gower Power	AB
Philip McDonnell	Secretary	SEF Coordinator	PM
Mary Sherwood		Gower Power	MS
Rhian Corcoran		Environment Centre	RC
John Sayce		Wheelrights	JS
Jules Wagstaff		Climate & Community	JW
Matt White		Swansea CVS	MW

APOLOGIES

Name	Role	Representing	Abbrev.
Helen Grey		Natural Resources Wales	HG
Iwan Davies		Royal institute of South Wales	ID
John Childs		Friends of the Earth	JC
Steve Bolchover		Environment Centre	SB
Teifion Maddocks		Swansea University	TM
Peter Jones		Iberian Latin American - Wales	PJ
Ciaran O'Brien		Penllergare Trust	CO

Item		Actions
1.	Intros, Apologies and Conflicts of Interest HO chaired the meeting. PM listed the apologies received. No conflicts of interest were declared.	
2.	Minutes of last meeting held 19/10/23 There were no actions listed in the previous minutes and any matters arising from that meeting were discussed later on the agenda. The committee accepted the draft minutes as a true record.	



Promoting and facilitating environmental sustainability in Swansea

www.swanseaenvironmentalforum.net

<p>3.</p>	<p>SEF Committee Membership and Roles</p> <p>PM reported back on changes to elected members at the last AGM, which involved five elected members standing down on rotation but standing for re-election (HO, MS, CO, SB and JS) but also Alyx retiring from the Executive Committee as representative of SCVS and also standing down as Treasurer for SEF. DH again declared SEFs gratitude to Alyx for her service to SEF over many years. MW was acknowledged as the new representative of SCVS and that he would be regarded as taking an elected member position with a fresh three years before being required to stand down on rotation. HO and DH agreed to continue for the time being as joint chairs of SEF, MS agreed to take up the Treasurer role and PM will continue with the Secretary role as part of his SLA. PM will meet with MS to talk through the Treasurer role.</p> <p>There was some discussion about co-opted members – both those that served in the last year and others that might be useful to approach to bring additional knowledge/links to the committee. PM agreed to speak to SB, HB, HS and JG about future involvement as they all have had low attendance over the last year – checking for alternative representation for housing and the health board. MS also agreed to approach CAE and PM agreed to contact Coastal about being co-opted.</p>	<p>PM and MS to discuss Treasurer role</p> <p>PM to speak to SB, HB, HS, JG and Coastal. MS to approach CAE</p>
<p>4.</p>	<p>Finances and Funding</p> <p>PM sought confirmation about changes to the bank signatories and the following was agreed:</p> <p>Signatories remaining – Hamish Osborn, Deb Hill Signatory to be added – Mary Sherwood Signatories to be removed – Alyx Baharie, Sian Jenkins Authorised User to be added – Philip McDonnell</p> <p>The level of signing authority would remain as ‘any two of the signatories to sign’. By adding PM as an authorised user will enable him to access online banking but our financial procedures require two signatories to approve all payments or changes to the account. PM will arrange completion of the necessary forms over the coming months for submission to the Co-operative Bank.</p> <p>MS agreed to join the Contracts Group as part of her new role as Treasurer.</p> <p>PM presented an updated budget to end of March 2024 and an initial budget for 2024/25. He highlighted a small improvement in the predicted end of year balance for 2023/24 from the previous draft. HO reported back from a recent Contracts Group meeting where the budget for next year was discussed. It was proposed that the SEF</p>	<p>PM to arrange change of signatories forms</p>



Promoting and facilitating environmental sustainability in Swansea

www.swanseaenvironmentalforum.net

	<p>Coordinator SLA be reduced to just 1 day a month. PM highlighted that the draft budget for next year includes predicted income that is not secured so suggested that the SEF Coordinator position from April should be on the basis of a 3-month rolling contract. The committee approved both budgets.</p>	
5.	<p>SEF Project Updates RC gave an overview of the new phase of the Swansea Community Green Spaces Project which is now being led by the Centre with SPF funding to the end of 2024. RC and PM interviewed for a new green spaces project officer and appointed two people to share the position. The funding will allow the project to be expanded and also involve coordinating a training programme and undertaking research on availability of land for community green space projects. PM suggested that as the green spaces projects is no longer led by SEF it wouldn't be a standing item on the agenda but would be reported on from time to time. PM gave brief updates on LCSB, the healthy travel charter and the Swansea Council framework projects.</p>	
6.	<p>Strategic and Partnership Updates PM gave a brief update on work being undertaken with the CC&NA Charter Signatories Group as part of the contract with NRW – mapping climate and nature activities of key charter partners and the wider environment sector. PM mentioned the forthcoming Swansea Built Heritage Group meeting at Penllergare – after this session, PM will had over responsibility for facilitating the group to Ben Reynolds. PM raised the issue that with reduced SREF core hours from April that he would no longer be able to represent SEF on all the committee and partnerships that he currently does – HO pointed out that many of these PM has been doing on an unpaid basis for some time. It was agreed that the Contracts Group would consider which of these will be prioritised and who might represent SEF.</p>	<p>PM to circulate info on the SBHG event</p> <p>Contracts Group to determine who will represent SEF on groups</p>
7.	<p>Any Other Business At the start of the meeting, some time was provided for JS to highlight the proposed active travel proposals for Walter Road and there was some discussion about how SEF and members might show support through the consultation process to counter the objections being expressed by some.</p>	
	<p>Next SEF Exec Committee Meetings 18th April – online starting 10am 11th July – at Environment Centre starting 10am 17th October – online starting 10am</p>	