



# Swansea Environmental Forum

Annual Report of the  
Executive Committee  
and Financial Statements

31 March 2024

# Swansea Environmental Forum Annual Report 2023-24

## Annual 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
Income and expenditure account	8 - 9

# Swansea Environmental Forum Annual Report 2023-24

## Legal and administrative information

<b>Executive Committee</b>	S Bolchover J Childs R Corcoran I Davies H Grey D Hill                      Joint Chairperson P Jones T Maddocks C O'Brien H Osborn                  Joint Chairperson J Sayce M Sherwood               Treasurer J Wagstaff A West M White
----------------------------	---

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

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

<b>Bankers</b>	The Co-operative Bank
----------------	--------------------------

<b>Independent examiner</b>	Martin Waterworth Martin Waterworth Limited Bronwyfa Llangunnor Road Carmarthen SA31 2PB
-----------------------------	--

# Swansea Environmental Forum Annual Report 2023-24

## Report of the Executive Committee

The Executive Committee presents its annual report and financial statements for the year ended 31 March 2024.

## 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 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 develop 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 four times a year. The Committee may appoint such special or standing committees as it deems necessary.

In 2023-24, the Forum employed 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 was 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 was 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 Annual Report 2023-24

## **Achievements and performance**

### ***Strategic and Partnership Work***

Despite serious funding challenges, SEF continued to deliver a range of strategic and partnership activities, albeit at a reducing scope, relying on unrestricted funds built up over previous years.

The SEF Coordinator continued to work closely with NRW to complete the environment strand of the second Swansea Wellbeing Plan, and played an active part on the editorial team overseeing the development of the Plan as a whole. SEF also helped shape the initial climate and nature actions for delivering the Plan but its role as operational lead for the environment strand of the Wellbeing Plan came to an end.

SEF continued as an active member of the Climate Change and Nature Action Signatories Group and the SEF Coordinator supported a key task: mapping the climate and nature policies, activities and plans of all its members (one of the actions agreed as part of the delivery of the Wellbeing Plan). This task involved helping to design an online survey, collate the information collected and prepare a report on the findings. SEF also took the lead in a second mapping exercise to gather information about the activities of organisations across the environment sector in Swansea. SEF was able to undertake these PSB-related activities with contract funding support from NRW.

The SEF Coordinator, and other SEF representatives, also continued to attend meetings and support events of several other networks and forums such as Swansea Local Nature Partnership, Swansea Climate Action Network, the Bwyd Abertawe food partnership, Swansea Community Growing Network and Swansea Fair Trade Forum. The SEF Coordinator also continued to represent SEF on the Swansea Third Sector (Compact) Liaison Group and the national Climate Cymru Steering Group. Many of these activities were undertaken on a voluntary basis.

The SEF Coordinator maintained the Swansea Built Heritage Group and organised a meeting of the group in February 2023, hosted by Penllergare Trust in their new Woodland Centre. The group was informed that due to reduced capacity, SEF would not be able to continue supporting this group in the next financial year.

### ***Awareness Raising and Engagement Activities***

SEF collaborated with The Environment Centre and Wheelrights to support a programme of local activities during Great Big Green Week in June 2023. This included helping to organise the Pier Street Party; a new major event at the Environment Centre used to launch GBGW in Swansea and to mark Bike Week. SEF also arranged for the Climate Cymru Green Tour to participate in the Pier Street Party event.

SEF continued to collaborate with The Environment Centre to deliver project work with funding through Swansea Council's Environmental Partners Framework. The only project contract in the year was to plan a series of environment-linked events in the following year, including preparations for an expanded GBGW programme in June 2024.

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

The SEF Coordinator also coordinates the Low Carbon Swansea Bay network – supporting networking and information exchange between members, organising events and managing the website. The Low Carbon Swansea Bay network connects organisations from across the public, business and voluntary sectors to share knowledge and promote carbon reduction. The initiative is self-financing through annual membership subscriptions which cover coordinator fees and any other project costs such as event expenditure and web maintenance.

# Swansea Environmental Forum Annual Report 2023-24

During 2023-24, there were six main LCSB network events and partnership activities:

- **April – Greener Homes Revisited** hosted at Down to Earth's Little Bryn Gwyn site with presentations and updates from key social housing providers. There were 22 attendees from 12 different organisations.
- **July – SO Modular / Gwynfaen Development** site visits, following on from a presentation given by Pobl at the April event.
- **September – Renewables Roundtable** an online event organised in partnership with 4theRegion with several organisations from different sectors presenting updates on their renewable energy initiatives. There were 24 attendees from 18 different organisations.
- **October – Pathways to Net Zero: South Wales Industrial Cluster** in partnership with CRPlus and hosted by NPT Council in the Baglan Energy Park, including a site tour of the Hydrogen Demonstration Centre. There were 21 attendees from 17 different organisations.
- **November – Climate Conversations Corner** at the Regional Green Economy Conference with Future Clarity – a display and informal discussion on building positive relationships and responses to the climate emergency – also incorporating the official launch of the Project Zero Swansea with partners of the Climate Change and Nature Action Signatories Group
- **March – Penllergare Valley Woods** presentation and site tour with staff of the Penllergare Trust, looking at new developments and energy-related features. There were 7 attendees from 5 different organisations.

## ***Swansea Bay Healthy Travel Charter***

The LCSB Coordinator continued to support the Swansea Bay Healthy Travel Charter initiative – liaising with partners, recruiting additional signatories, collating quarterly reports and advising on how signatories could progress with their commitments. This role also included attending quarterly meetings of the Swansea Bay Sustainable Travel Plan Group and providing updates and presentations on progress within the initiative.

## ***Swansea Community Green Spaces Project***

SEF managed the Swansea Community Green Spaces Project in the early part of the year, in partnership with the Environment Centre, Swansea Council, Swansea CVS and NRW. Josh Pike continued as Green Spaces Officer until June 2023, when funding allocated for the project came to an end. It was agreed that the project would then be passed over to Environment Centre to manage. SEF supported the Centre to secure SPF funding and recruit new staff in December 2023, who started in early 2024. This new phase of the initiative included a greater provision for training.

## ***SEF Forward Planning Workshop***

With changes to funding arrangements and the strategic relationship with Swansea Council and Swansea PSB, the SEF Executive Committee gathered for two forward planning workshops (May and June 2023) to explore the potential future role of SEF, its activities and funding opportunities. Five priority work areas were agreed:

- Sustainable transport, active travel, air quality
- Green spaces, food growing, green infrastructure, soil quality
- Environment Strategy review
- Mapping of environmental activity, partnerships and groups
- Water security, water quality

The mapping activity was undertaken (see above), the green spaces project was taken on by the Environment Centre (see above); SEF continued to support the Healthy Travel Charter (see above) with other partners picking up additional transport-related initiatives. Resources to progress the other work areas was not acquired.

# Swansea Environmental Forum Annual Report 2023-24

## 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:

- A Baharie (until January 2024)
- H Beharrell (until December 2023)
- S Bolchover
- J Childs
- R Corcoran
- I Davies
- J Goddard (until December 2023)
- H Grey
- D Hill
- C Howell
- P Jones
- T Maddocks
- C O'Brien
- H Osborn
- J Sayce
- M Sherwood
- H Smith (until December 2023)
- J Wagstaff
- M White (from January 2024)

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*  
27 January 2025

Pier Street  
Swansea  
SA1 1RY

# Independent examiner's report to the Executive Committee of Swansea Environmental Forum

I report to the Executive Committee on my examination of the accounts of Swansea Environmental Forum ("Forum") for the year ended 31 March 2024, which are set out on pages 9 and 10.

## **Independent examiner's statement**

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*  
20 January 2025

Bronwylfa  
Llangunor Road  
Carmarthen  
SA31 2PB



# Swansea Environmental Forum Financial Statements 2023-24

## **INCOME AND EXPENDITURE ACCOUNT**

for the year ended 31st March 2024

	<b>2024</b>	2023	2022
	£	£	£
<b>Opening Funds</b>	11,170	15,759	16,687
<b><u>INCOME</u></b>			
<b><u>Unrestricted</u></b>			
Other fees/ donations	166	175	25
Low Carbon Swansea Bay (admin element)	450	631	
Community Renewal Fund via SCVS (admin element)		3,303	
ENRaW Grants via Swansea Council (admin element)	375	445	
<b><u>Restricted</u></b>			
<b><u>SEF Coordination Development / Strategy Work</u></b>			
Swansea Council Contract	325	1,300	16,754
Natural Resources Wales/ PSB contract fees	5,220	2,900	1,925
	5,545	4,200	18,679
<b><u>Low Carbon Swansea Bay</u></b>			
Membership / Sponsorships	4,950	5,679	4,050
	4,950	5,679	4,050
<b><u>Swansea Community Green Spaces Project</u></b>			
Swansea Council Contract	-	-	8,078
ENRaW Grants via Swansea Council	1,925	10,050	12,990
	1,925	10,050	21,068
<b><u>Swansea Climate and Nature Projects</u></b>			
Swansea Council Contract	1,125	5,340	168
	1,125	5,340	168
<b><u>Community-led Sustainable Transport Solutions</u></b>			
Community Renewal Fund (via SCVS)	-	7,812	1,500
	0	7,812	1,500
<b>Total income</b>	<b>14,536</b>	<b>37,635</b>	<b>45,490</b>

# Swansea Environmental Forum Financial Statements 2023-24

## **INCOME AND EXPENDITURE ACCOUNT**

for the year ended 31st March 2024 (continued)

	<b>2024</b>	2023	2022
	£	£	£
<b><u>EXPENDITURE</u></b>			
SEF Coordination Development and Strategy Work	10,419	10,824	17,888
Low Carbon Swansea Bay	6,754	5,740	4,788
Community Green Spaces Project	1,925	10,050	21,153
Climate and Nature Projects	1,125	5,340	168
Community-led Sustainable Transport Solutions	-	8,512	800
Independent examiner's cost	250	700	700
Other governance costs	941	1,058	921
<b>Total expenditure</b>	<b>21,414</b>	<b>42,224</b>	<b>46,418</b>
Surplus of expend over income	-6,878	-4,589	-928
<b>Closing Funds</b>	<b>£4,292</b>	<b>£11,170</b>	<b>£15,759</b>
<b>Represented by:</b>			
Debtors and prepayments	870	290	3
Cash at bank	4,260	12,281	17,428
Trade creditors and accruals	-838	-1,401	-1,672
	<b>£4,292</b>	<b>£11,170</b>	<b>£15,759</b>
Unrestricted funds	3,897	8,971	12,799
Restricted funds	395	2,199	2,960
<i>(Low Carbon Swansea Bay £395)</i>	<b>£4,292</b>	<b>£11,170</b>	<b>£15,759</b>