

SWANSEA ENVIRONMENTAL FORUM Executive Committee

**Minutes of the meeting held on Friday 17th April 2008
At 9.30am at The Environment Centre, Swansea**

MEMBERS PRESENT

ACTION

Acting Chair	Rebecca Wright	Countryside Council for Wales
	Phil McDonnell	Environment Consultant
	Steve Brown	Swansea Area Manager - The Environment Agency
	Jenny Edwards	Assistant Manager - The Environment Centre, Swansea
	Elizabeth May	Environment Manager, Swansea Institute
	Helen Grey	Project Lead Officer - Sustainable Swansea
	Roy Jones	Chairman of Friends of the Earth
	Phil Marks	Regional Development Officer - Cylch
	Tanya Nash	Head of the Sustainable Development Unit – CCS
	Terry Scales	Mumbles Development Trust
	Reena Owen	Director of the Environment, CCS
	Elfed Roberts	Deputy Director, Gwalia

1. Apologies

Sian Jones	National Trust, Wales
Anne Sennett	External Relations Officer - The Environment Agency
Kate Sinclair	Housing Enabling Officer, CCS

Decided: to alter the order of business to allow the Hallaitkin team to hold the workshop prior to all other business.

3. Ben Reynolds – The Development Contract Report.

A brief presentation was given by Ben Reynolds, followed by a workshop with the Hallaitkin team.

Refer to appendix 1 attached : Summary of points of discussion at the SEF workshop held 17th April 08.

Following this discussion it was DECIDED that Ben Reynolds to attend the next workshop in order to decide what SEF's aims and objectives are and how to achieve them.

Date of workshop 8th May 08 9.30 am

2. Confirmation of the minutes.

2.1 To confirm the minutes of the 24th January 08.

Venue to read The Swansea Metropolitan University.

DECIDED: that the minutes were a true and accurate record.

3. Matters Arising from the minutes.

3.1 Matters arising from the minutes of the 24th January 08.

Item 4.1 Sustainable Swansea – Convergence funding.

REPORTED: R Wright

All projects will be publicised on the internet in the next few weeks.

Item 2.2 - European Funding Officer, CCS Paul Relf

Tanya Nash will arrange for June meeting.

TN

Item 2.2 (Item no 4) Transition Town Presentation

REPORTED: Jenny Edwards

Currently raising awareness, however it is still early days. It is unclear how all the organisations are going to fit in to the initiative. This has received a lot of coverage in the Evening Post recently.

REPORTED: Reena Owen

RO and SB had attended the BSP meeting to talk about the Big List, particularly the environment.

REPORTED: Tanya Nash

A policy task group meeting after next week (24/4/08) TN and PMD.

Item no 7 – Groundwork Presentation.

A Groundwork meeting 28th April 08

2. Confirmation of the minutes.

2.2 To confirm the minutes of the 14th March 08.

DECIDED: That the minutes were a true and accurate record.

EM suggested that notification of all the sub-groups meetings to be circulated.

PMD thought that this would be difficult due to the ad-hoc nature of the meetings.

Clarification of the Groups within SEF needed to be decided.

The Big List BSP – Agenda next meeting.

SC

3. Matters arising from the minutes.

3.2 Matters arising from the minutes 14th March 08.

The Environment Forum meeting - The Gloucester Room, The Guildhall.

Reported: Tanya Nash

Neil Ingram 20 minute talk. Invite a debate/discussion to follow – shared outcome.

Decided: Reena Owen to Chair the meeting.

4. CCW Grant contact.

DECIDED: Jenny Edwards, as the SEF Treasurer to be the Grant Manager. All correspondence relating to the Grant to be sent to the Environment Centre.

5. Finance update.

Reported: Phil McDonnell

Finances are in a good position and even if funding is not secured for this year, there are sufficient funds to keep running.

CCW application due – RW will check if received.

RW

Reported: Jenny Edwards

- All accounts have been entered for the last financial year.
- An independent financial examination is due to be undertaken.
- A new system has been implemented, which will work for all future accounts.
- All money from the EA has been received.
- A cheque for the Development Contract has been written.
- Money from the CCW and the EA needs to be spent in the next month, The Marketing including the logo needs to be completed and can use this remaining funding.

6. The Environment Strategy update.

Reported: Phil McDonnell

PMD distributed a typed update for members.

The Strategy Review was completed at the end of January 08.

The Action Plan will be completed by the end of April 08.

The list of recommendations need to be discussed and the work programme for the Executive Committee. Ben Reynolds has these for the workshop.

AGREED: PMD to forward the relevant recommendations to BR.

An update on ecological footprinting at the next meeting was considered.