



Promoting and facilitating environmental sustainability in Swansea

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Minutes of the ANNUAL GENERAL MEETING

Held on Monday 12th October 2009 at 7pm
At The Environment Centre, Pier St. Swansea

Members Present

Kelvin Jones, Paul Jones, Hamish Osborn, Enid Owen, Michael Isaac, Judith Oakley, Jenny Edwards, Sian Jones, Philip McDonnell, Roy Jones, Paul Jones, Kathy Tate, Jill Ireland, Becky Wright, Elizabeth May, Reena Owen.

Also Attending

Jenny Hartley, Councillor Alan Johnson, Carys Kelly, Bethan Dardecker, Richard West, Phil Coates, G. Davies, John Casey, Dorothy Wilson, Jayne Mowbray, Cara Sawly.

1. Welcome and introductions

Reena Owen welcomed everyone and explained the evening's programme,

2. Apologies

Tracy Dunsford, Steve Bolchover, Adrian Evans, Steve Hopkins, Terry Scales, Phil Marks, John Childs, Rob Alexander,

3. To confirm the minutes of the previous AGM 1st October 2008.

Decided: That the minutes of the previous AGM 1st October 08 were true and accurate.

There was 2 errors – Sian Jones was present and Elizabeth May gave her apologies.

The Environment Agency representative during 2008-9 was Hamish Osbourn, not Mary Youlle as stated in the minutes.

Reena Owen as the Chair of the Swansea Environmental Forum signed the Minutes as an accurate record of business.

4. SEF Executive Report for the year April 2008 – end March 2009

A summary of the report as mentioned was circulated at the meeting and the full report is available online.

The Chairman gave a brief verbal overview of the contents, points that were raised:-

1. Achievements during 2008/09 included the very successful Sustainable Swansea Awards.
2. The Environment Strategy and the Sustainable Swansea project had been further developed.
3. The second Strategy Action Plan was published in May 2008.
4. Kathy Tate continues as a Sustainable Swansea staff member. The Environment Centre managed the project and co-ordinated the forum and its projects.
5. The forum now has a colourful and informative website:
www.swanseaenvironmentalforum.net and new corporate-style branding with a logo, pop-up displays and leaflets.
6. The Forum continues to take forward the recommendations of its Strategic Review.

7. Members continue to build links with other forums and strategic bodies and contribute to the community planning process and other local and national strategic processes and consultations. A new SEF project "The BIG Issues" was begun in January 2009.

5. Update on activities since April 2009

1. We will continue to use the website and email to keep in touch with members.
2. The forum is writing a Business Plan for the forum and will carry out a review of the forum's constitution. A draft will be brought back to the Full forum for adoption.
3. The executive will also review its membership over the coming year, looking at gaps in representation.
4. During the Summer Sustainable Swansea put on the Hard Rain and Vital Signs, Swansea Exhibitions.
5. Sustainable Swansea again delivered its Trailblazers children's summer holiday activities. We have now developed Trailblazers2 a youth volunteering scheme for young people.
6. We are already planning the 2010 Sustainable Swansea Awards!

6. Financial Statement 2008- 2009

Reported Jenny Edwards as Treasurer:

1. Independent Financial Examiners Report was compiled by Alun Walters, Chartered Accountant. The accounts are examined in the same way as per guidelines set down by the Charities Act. Full accounts are available on our website.
2. Explained that funds are separated to restricted and unrestricted funds. Restricted funds are allocated to specific projects. Most of our income is restricted in this way.
3. Total income during 2008-9 was £99,846. Funders included: CCW, CCS (including Compact), WAG, Hilton in Communities and Wales Co-operative Centre.
4. There was an opening balance of £75,867 was recorded. Expenditure was £100,215 in total during 2008-9. This included £32K on salaries.
5. CCW continues to be an important source of funding for SEF.
6. There are 3 key activities: Sustainable Swansea, Environment Strategy and SEF Development.
7. There an unrestricted balance of £1,634, which meets our stated reserves policy of £1,000.
8. Agreed to appoint Alun Walters as examiner for 2009-10.

7. Election of Committee Members

1. Members serve on the Executive Committee for 3 years.
2. Jenny Edwards, Deb Hill, Roy Jones, Sian Jones and Kate Sinclair were all due to stand down. All agreed to stand again.
3. Simon Charles has left and Steve Brown is standing down as the Chairman and also from SEF due to moving areas within is Mary Youle.
4. John Childs (friends of the Earth) and Kelvin Jones (Gorseinon Development Trust) were nominated to join the executive.
5. Elizabeth May proposed that re-election of the five candidates and the two new nominees, seconded Michael Isaac. Decided.

Meeting concluded 7.30pm, followed by:

Presentation: The Marine Bill

Speaker: Lyndsey Dodds, WWF