

**Sevenside Sirens Trust Ltd**  
**Trustees Meeting held on Tuesday 4<sup>th</sup> June 2019 at 10am**  
**St Andrew House, Avonmouth, Bristol**

TRUSTEES PRESENT: Mrs Reyna Knight, Chairman; Cllr Jo Sergeant, and Cllr Robert Griffin

Also Present: Andy Bruce, Bristol City; Scott Parkman (SP) Port Police, Richie Knapp, SSE; Ian Roberts and Richard Cooksley, Secretariat, Cooksley & Co. Ltd)

Item Number	Details	Action
<b>1 Apologies for absence</b>	<p>Apologies had been received prior to the meeting from; Don Alexander and Ian Cameron.</p> <p>The trustees and attendees introduced themselves confirmed their name and roles they undertake</p>	
<b>2 Update on Administration/ Maintenance/ Repairs/ Performance</b>	<p>The Chairman drew the trustee's attention to the Paper reference 2 which had been circulated with the meeting papers and attached to these minutes.</p> <p>Richie Knapp from SSE who maintains the siren system confirmed to the meeting that all the sirens are now working correctly and that an issue with the all clear had now been resolved.</p> <p>He also confirmed that the action to test the siren is different than the activation used to sound the alarm.</p> <p>Discussion took place covering the sound coverage and the process covering the activation of the system within the police control room and it was agreed investigation would take place to see if the Trustees could visit when a test takes place.</p>	Admin
<b>3 Financial Report</b>	<p>The Chairman drew the Trustee's attention to the Paper reference 3 which had been circulated with the meeting papers and attached to these minutes.</p> <p>Discussion took place on the reduction in predicted income due to one of the funders no longer contributing and it was agreed that an investigation should take place to:</p> <ul style="list-style-type: none"> <li>• Review the locations of potential incidents and how they matched current siren locations.</li> <li>• Bristol University and the UWE should be contacted to see if this could form the basis of a dissertation.</li> </ul>	Admin  Admin
<b>4 Website Hits</b>	<p>The Chairman drew the Trustee's attention to the Paper reference 4 which had been circulated with the meeting papers and attached to these minutes.</p> <p>It was agreed that a spike of hits which had taken place early March matched the circulation of the new booklet 'What to do if you hear the Sevenside Sirens'.</p>	

**Sevenside Sirens Trust Ltd**  
**Trustees Meeting held on Tuesday 4<sup>th</sup> June 2019 at 10am**  
**St Andrew House, Avonmouth, Bristol**

	<p>Discussion took place on how the profile of the siren system could be raised and it was agreed the option for setting up a facebook page should be investigated.</p> <p>Andy Bruce from the Bristol City Council confirmed that he had posters available covering the Sevenside Siren warning system and that a re-print of the booklet had taken place.</p> <p>He also confirmed that a copy of the booklet is included within the welcome pack given to all new tenants of properties that the council own.</p>	Admin
<b>5 AOB</b>	No further business was raised and the meeting closed at 10.40am	
<b>Future meetings 2019</b>	<p>The Chairman confirm that the next two Trustees meetings would take place on:</p> <ul style="list-style-type: none"> <li>• Wednesday 3<sup>rd</sup> September 2019 at Portbury House at 10.00am</li> <li>• Wednesday 3<sup>rd</sup> December 2019 at Portbury House at 10.00am</li> </ul> <p>It was requested that a calendar invite should be sent to the Trustees confirming the dates.</p>	Admin

• **Paper ref 2:**

**ADMINISTRATION**

- 1) The invoices for 2019/ 2020 were sent out at the end of March and the payments are slowly coming in.
- 2) The invoice from SSE for the installation work undertaken during 2018 in conjunction with Federal Signal arrived just after year end and has been paid. It was a little higher than we had budgeted for but has been included in the annual accounts for 2018/ 2019.
- 3) The investment income from the closing of the National Savings Account had been paid into the current account during the year. However, the original £5000 investment had been taken as an income which means that with this money taken out of the income and the slightly higher than expected invoice from SSE, the Trust made a loss of circa £7,500 in the year. This is correct against the budget but differs from my report of the March meeting. Therefore, no money has been able to be put aside for future decommissioning works as discussed at the last meeting.

**MAINTENANCE**

The 'All Clear' sound on the Federal System continues to not sound. We are in discussions with SSE and Federal about a solution to this technical problem. Federal due to visit the site on 3<sup>rd</sup> June 2019 to make the necessary fix and stay for the sounding at 3pm.

# Severnside Sirens Trust Ltd

## Trustees Meeting held on Tuesday 4<sup>th</sup> June 2019 at 10am

### St Andrew House, Avonmouth, Bristol

#### REPAIRS & INSTALLATION/ COMMISSIONING OF EQUIPMENT

##### *Siren 7, Sevalco*

Following the March meeting, I was asked to categorically confirm whether the installation of electricity to the siren at Siren 7, Sevalco would rectify the continuous computer fault on the system. SSE replied as follows –

*'We believe it should cure the fault on the system, but cannot say 100%. It would make the system a lot more reliable with a mains supply.'*

The quote for the installation of the electricity is £3634.36 to the corner of the land and not to the siren itself. Estimate £3500 would be needed to link the supply to the siren and dispose of the wind/ solar.

##### *Siren 12, Redcliffe Bay, Portishead & Siren 10, Hallen*

Meeting set for 3<sup>rd</sup> June 2019 with Federal, SSE and CLH-PS to discuss the most suitable location for the new siren.

#### PERFORMANCE

The circulation of results each month to Trustees/ Siren monitors/ Emergency Planning Departments and COMAH sites has been sent out following each test day along with an update on progress where applicable.

- **Paper ref 3:**

Severnside Sirens Trust Ltd - 2018/ 2019 \*CASH FLOW (not P&L) / Budget

Item	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020*	Revised Budget
Donations	81,985.00	60,130.00	61,570.00	61,570.00	30,840.00	55,000.00
Bank interest	22.00	14.00	11.00	39.00	4.21	15.00
Other Income			-	372.00		-
<b>Available</b>	<b>82,007.00</b>	<b>60,144.00</b>	<b>61,581.00</b>	<b>61,981.00</b>	<b>30,844.21</b>	<b>55,015.00</b>
Direct Costs	30,816.00	30,769.00	80,170.00	53,495	1,211	40,000.00
Administrative Expenses	20,706.00	18,763.00	25,937.00	25,986	3,456	15,000.00
<b>Total Expenditure</b>	<b>51,522.00</b>	<b>37,169.14</b>	<b>106,107.00</b>	<b>79,481</b>	<b>4,667</b>	<b>55,000.00</b>
<b>Net (Deficit) / Surplus for year:</b>	<b>30,485.00</b>	<b>10,612.00</b>	<b>- 44,526.00</b>	<b>- 17,500.00</b>	<b>26,177.26</b>	<b>15.00</b>
<b>30.05.19</b>						
Current Account	65,102.98					
Reserve Account	25,606.13					
	<b>90,709.11</b>					

**Severnside Sirens Trust Ltd**  
**Trustees Meeting held on Tuesday 4<sup>th</sup> June 2019 at 10am**  
**St Andrew House, Avonmouth, Bristol**

- **Paper ref 4**

