

Sevenside Sirens Trust Ltd
Trustees Meeting held on Tuesday 4th December 2018 at 10am
Portbury House, Sheepway, Portbury, Bristol BS20 7TE

TRUSTEES PRESENT: Cllr Reyna Knight (Chairman) (RK); Don Alexander (DA); Jo Sergeant (JS); Ian Cameron (IC); Cllr. Robert Griffin (RG);

Also Present: Amy Thacker (AT), South Gloucestershire Council; Rob Simmons (RS) Avon & Somerset Police; Scot Parkman (SP) Port Police and Victoria Bywater (Administrator, Cooksley & Co. Ltd) (VB)

Item Number	Details	Action By
2018-Dec-1 Apologies for absence	Andy Bruce (Bristol City Council)	
2018-Dec-2 Exercise Spitfire	<p>IC & SP updated the meeting on the recent emergency planning exercise code name 'Exercise Spitfire'. The exercise had been attended by between 60 – 80 and the sirens had been used correctly within the procedure.</p> <p>The following points were raised;</p> <ol style="list-style-type: none"> 1) The coverage of radio was not local enough. Recommendation to increase coverage and include Social Media 2) The muster point was unsuitable due to road access limitations. Recommendation to re-think muster point. 3) Limited knowledge of mutual aid available. Recommendation to increase knowledge of mutual aid available to emergency services from individual COMAH sites. <p>AT confirmed that the next exercise would take place in three years. It was generally agreed that this is not soon enough given the recommendations above. IC and SP to complete and return the feedback forms. VB to write to Andy Bruce (Bristol City Council) noting the recommendations above and request an early re-run of the exercise.</p> <p>RS reported a police community alert system which may be able to be used. RS to investigate and report to VB with findings.</p> <p>The Chairman thanked IC and SP for attending the exercise and reporting on their findings.</p>	IP/ SP VB
2018-Dec-3 Update on Administration/ Maintenance/ Repairs/ Performance	<p>Please see Paper ref Dec/3 at the end of this document</p> <p>Further to Paper ref Dec/3, VB updated the meeting that SSE had recommended after circulation of the meeting documents that Siren 12 at Redcliffe Bay, Portishead needs to be checked for corrosion.</p> <p>A discussion was held on whether to invest in the maintenance of Siren 12 or to seek to replace Siren 12 with a Federal Signal and so bring it in line with all the other sirens.</p>	

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<p>2018-Dec-4 Financial Report Paper ref Dec/4</p>	<p>The Chairman confirmed that Paper ref Dec/4 had been circulated prior to the meeting.</p> <p>VB updated the meeting that the accounts do not include the works recently undertaken by SSE to install Siren 11 or the Informer.</p> <p>VB advised that a fund should be set aside for future investment and held in the reserve account. Discussion was held on separately investing the funds but it was agreed that this would limit access and interest rates are low currently.</p>				
<p>2018-Dec-5 Future works</p>	<p>The following was agreed;</p> <ol style="list-style-type: none"> 1) VB to cost the installation of mains electricity to Siren 7, Sevalco and report to the next meeting 2) VB to ask SSE to complete the necessary maintenance of Siren 10, Hallen as required do to the access complications 3) VB to cost the installation of a new siren at Siren 12, Redcliffe Bay and report to the next meeting. 				
<p>2018-Dec-6 Website hits</p>	<p>Please see Paper ref Dec/6 at the end of this document</p> <p>JS encouraged everyone to go to the site as often as possible to increase 'hits'.</p>				<p>ALL</p>
<p>Future meetings 2018</p>	<p>Trustee Meeting</p> <p>Trustee Meeting</p> <p>Annual General Meeting</p> <p>Trustee meeting</p> <p>Trustee meeting</p>	<p>05.03.19</p> <p>04.06.19</p> <p>04.06.19</p> <p>03.09.19</p> <p>03.12.19</p>	<p>10.00hrs</p> <p>10.00hrs</p> <p>11.00hrs</p> <p>10.00hrs</p> <p>10.00hrs</p>	<p>Portbury House, Sheepway, Portbury Bristol BS20 7TE</p> <p>St Andrews House, Avonmouth (TBC)</p> <p>St Andrews House, Avonmouth (TBC)</p> <p>Portbury House, Sheepway, Portbury Bristol BS20 7TE</p> <p>Portbury House, Sheepway, Portbury Bristol BS20 7TE</p>	<p>With no further business the meeting closed at 11.10am</p>

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PAPER REF DEC/3

ADMINISTRATION

- 1) Outstanding payments as follows for 2018/ 2019 year to date

None - Augean final quarter payment invoiced

MAINTENANCE

Following the commissioning of Siren 11 and the informer, a meeting was held to discuss recommendations from SSE and Federal Signals for work required going forward. The two recommendations for discussion are as follows;

- 1) To investigate connecting Siren 7, Sevalco to mains electricity because the current solar/ wind arrangement is unreliable
- 2) To arrange for scaffold to be erected around Siren 10, Hallen so that SSE can fully assess the Siren and conduct any necessary maintenance. The site is unsuitable for a cherry picker as it is on a hill on grass.

REPAIRS & INSTALLATION/ COMMISSIONING OF EQUIPMENT

Siren 3, Portishead

The fault that occurred with the control board at Portishead Fire Station was fixed using the spare control board we had in stock. A new spare was ordered and has been received (SSE holding).

Siren 11, Redcliffe Bay, Portishead

The commissioning of Siren 11 was completed on Friday 23rd November 2018.

Informer at Shirehampton Primary School

The new informer was installed week commencing 19th November 2018 but the aerial supplied by Federal was thought to be inadequate for the system. However, subsequent testing has proved that the aerial is adequate and does work.

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. The test day in November only had the 'all clear' sound. The issue was raised with SSE who investigated. SSE reported that the system had not been activated properly. As the new installation was imminent, it seemed unnecessary to request re-training of Police as the new system will be much easier to operate.

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Financial report – 2018/ 2019 year to date – Paper ref Dec/4

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

Item	2016/ 2017	2017/ 2018	2018/ 2019*	Revised Budget
Donations	60,130.00	60,527.50	60,527.50	65,045.00
Bank interest	13.96	12.77	16.14	-
Other Income	300.38	-	5,371.71	-
Available	60,444.34	60,540.27	65,915.35	65,045.00
Radio Licence		820.00	-	880
Direct Costs	30,769.00	28,709.79	9,681	13,416.00
Renewals				
Labour for Changing Batteries				3,000
Parts		43,471.29	16,614	33,420
Spare parts				5,420.00
Accountancy Fees			2,088	1,050.00
Secretariat inc. Exps	18,763.00	15,933.48	10,421	15,500
Total Expenditure	37,169.14	88,934.56	38,803	72,686.00
Net (Deficit) / Surplus for year	10,612.00	- 28,394.29	27,111.91	- 7,641.00
01.11.18				
Current Account	67,751.67			
Reserve Account	25,584.94			
	93,336.61			