

# Sevenside Sirens Trust Ltd

## Trustees Meeting held on Tuesday 4<sup>th</sup> December 2018 at 10am

### Portbury House, Sheepway, Portbury, Bristol BS20 7TE

TRUSTEES PRESENT: Cllr Reyna Knight (Chairman) (RK); Don Alexander (DA); Ian Cameron (IC)

Also Present: Amy Thacker (AT), South Gloucestershire Council; Scott Parkman (SP) Port Police and Victoria Bywater (Administrator, Cooksley & Co. Ltd) (VB)

Item Number	Details	Action
<b>1 Apologies for absence</b>	Andy Bruce (Bristol City Council); Cllr Robert Griffin	
<b>2 Update on Administration/ Maintenance/ Repairs/ Performance</b>	<p>Please see Paper ref 2 at the end of this document</p> <p>Further to Paper ref 2, VB updated the meeting on the following points;</p> <ol style="list-style-type: none"> <li>1) Avara Avalon Pharmaceuticals in administration which will impact on income 2019/ 2020. Discussion was held on the reduction of income this will cause and the way in which the site will be accessed. It was agreed that AT would contact the contact at the site to discuss access and report back to VB.</li> <li>2) VB reported several reports of the 'All Clear' tone not sounding on test day. VB had reported this to SSE and Federal. VB updated the meeting that Federal due to make contact to discuss a fix.</li> <li>3) Further to Paper ref 2, VB updated the meeting that if the meeting decided to install the electricity supply to Siren 7 (Sevalco) the supply would only go to the boundary of the land and would require additional work to physically connect the electricity to the siren (additional cost). After discussion, it was confirmed that the landowner is Bristol City Council and that AT would speak to Bristol City Council regarding the installation if agreed. Discussion was then held on the need to install the electricity and why the solar and wind current supply causes a fault on the system. It was agreed that VB would contact Federal for clarification on why the solar and wind system is thought to cause a fault on the system.</li> <li>4) VB updated the meeting that following the instruction to scaffold Siren 10 (Hallen) to conduct a maintenance programme, SSE had confirmed this was not necessary at this time.</li> <li>5) VB updated the meeting that SSE had confirmed that Siren 12 does required scaffold in order to conduct a maintenance programme. After discussion, it was agreed that a new Federal siren should be installed at Siren 12 instead of overhauling the current Klaxon siren. A budget of £10,000 was given to install the siren. Any additional cost should be given permission via email.</li> <li>6) VB updated the meeting that the quote for the replacement radios had been received from SSE at a cost of £4608.00. It was agreed to ask SSE to go ahead with the purchase of the radios and install as necessary.</li> </ol>	<p></p> <p>AT</p> <p>VB</p> <p>AT</p> <p>VB</p>
<b>3 Financial Report</b>	<p>The Chairman confirmed that Paper ref 3 had been circulated prior to the meeting.</p> <p>After discussion, it was agreed that there should be no increase in the fees to contributors to the Sirens for the year 2019/ 2020.</p> <p>VB advised that restricted funds should be allocated to decommission the system in the future and that any surplus income during the year should be allocated to this fund. After discussion, it was agreed that any surplus over £2,000 should be allocated to a</p>	

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	restricted fund for future decommissioning if required.	VB																
<b>4 AGM</b>	The Chairman confirmed that Paper ref 4 had been circulated prior to the meeting. IC updated the meeting that he would be unavailable to attend the AGM due to a prior engagement with an existing course. Discussion was held on whether the attendees of the course could attend the AGM and talk from Bristol Port Company. IC to liaise with VB. There was no further discussion on agenda item 4.																	
<b>5 AOB</b>	AT updated that the report from Exercise Spitfire had been circulated to Trustees which included a de-brief on key recommendations which were as follows; <ul style="list-style-type: none"> <li>1) Further training on Resilience Direct (nationally used website for responders)</li> <li>1) COMAH sites representatives to be included in the Avon and Somerset Operation Link (major incident) cascade</li> <li>2) There should be an annual meeting between COMAH sites to confirm mutual aid</li> <li>3) Consider running a COMAH media and communications stand-alone exercise There should be tactical level training for all responding agencies, including COMAH sites</li> </ul> <p>AT further updated the meeting that an article had been included in the Olveston &amp; Aust newsletter regarding the siren system.</p> <p>AT confirmed that the next Emergency Planning Forum would be held on 3<sup>rd</sup> April 2019 at Severnpark, Avonmouth.</p> <p>SP confirmed that he would consider the role of becoming a Trustee and confirm to VB before the next meeting.</p>	SP																
<b>Future meetings 2019</b>	<table border="0"> <tr> <td>Trustee Meeting</td> <td>04.06.19</td> <td>10.00hrs</td> <td>St Andrews House, Avonmouth (TBC)</td> </tr> <tr> <td>Annual General Meeting</td> <td>04.06.19</td> <td>11.00hrs</td> <td>St Andrews House, Avonmouth (TBC)</td> </tr> <tr> <td>Trustee meeting</td> <td>03.09.19</td> <td>10.00hrs</td> <td>Portbury House, Sheepway, Portbury Bristol BS20 7TE</td> </tr> <tr> <td>Trustee meeting</td> <td>03.12.19</td> <td>10.00hrs</td> <td>Portbury House, Sheepway, Portbury Bristol BS20 7TE</td> </tr> </table> <p>With no further business the meeting closed at 3.17pm</p>	Trustee Meeting	04.06.19	10.00hrs	St Andrews House, Avonmouth (TBC)	Annual General Meeting	04.06.19	11.00hrs	St Andrews House, Avonmouth (TBC)	Trustee meeting	03.09.19	10.00hrs	Portbury House, Sheepway, Portbury Bristol BS20 7TE	Trustee meeting	03.12.19	10.00hrs	Portbury House, Sheepway, Portbury Bristol BS20 7TE	
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**Paper ref 2**

**ADMINISTRATION**

- 1) Invoices for 2019/ 2020 will go out towards the end of March 2019.
- 2) Despite a number of chases, I am still waiting for the invoice from SSE for the installation work undertaken during 2018 in conjunction with Federal Signal.

**MAINTENANCE**

Following the failure of the siren to sound at the January test day, it was discovered that the plugs for the system at Police HQ were at such a height that a person sitting in front of them could easily lean back and accidentally switch off. The six plugs have now been hard-wired so that this cannot happen again.

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There were some reports that the 'All Clear' did not sound at the February test day but the system reports that it did sound correctly.

**REPAIRS & INSTALLATION/ COMMISSIONING OF EQUIPMENT**

***Siren 7, Sevalco***

At the December 2019 meeting, I was asked to investigate connecting Siren 7, Sevalco to mains electricity because the current solar/ wind arrangement is unreliable.

The quote for this work has been received and totals £3634.36. However, this only takes the electricity to the corner of the land and not to the siren itself. I think a further £3500 would need to be allowed to finish the work. The other constraint is that we do not own the land.

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

At time of writing, I am still waiting to hear from SSE as to the date for the scaffolding and in-depth maintenance of the sirens above.

**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.

**Paper ref 3 (see below)**

**Paper ref 4**

We have been invited to hold the AGM at Bristol Port Company Presentation Room (located on the first floor turn left from the stairs, the room is located through the main door then on your right.) St Andrews House, Avonmouth

**Timings**

9.45 Tea/ coffee/ biscuits

10.00 Trustees meeting

11.00 AGM

11.30 Talk from Bristol Port Company, Safety Manager or deputy Safety Manager giving a presentation on H&S ethos, Emergency Plan, COMAH etc.

12.30 finish

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**Paper ref 3**

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	29.05	-
Other Income	300.38	-	8,300.77	-
<b>Available</b>	<b>60,444.34</b>	<b>60,540.27</b>	<b>68,857.32</b>	<b>65,045.00</b>
Radio Licence		820.00	820	880
Direct Costs	30,769.00	28,709.79	13,129	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			9,475	1,050.00
Secretariat inc. Exps	18,763.00	15,933.48	14,039	15,500
<b>Total Expenditure</b>	<b>37,169.14</b>	<b>88,934.56</b>	<b>54,076</b>	<b>72,686.00</b>
<b>Net (Deficit) / Surplus for year</b>	<b>10,612.00</b>	<b>- 28,394.29</b>	<b>14,781.22</b>	<b>- 7,641.00</b>
<b>01.02.19</b>				
Current Account	55,408.07			
Reserve Account	25,597.85			
	<b>81,005.92</b>			