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Severnside Sirens Trust Ltd

Notice of Annual General Meeting

Tuesday 4th June 2019

Bristol Port Company

St Andrews House (Presentation Room), St Andrew's Road, Avonmouth, Bristol BS11 9DQ

11.00am

TRUSTEES 2018/ 2019

Chairman

Cllr. Reyna Knight
Cllr. Donald Alexander
Mr. Ian Cameron
Cllr. Robert Griffin
Cllr. Jo Sergeant

MEMBERS

Augean Treatments
Bristol City Council

North Somerset Council
South Gloucestershire
Council

Bristol Port Company
CLH-PS Ltd
Esso Petroleum Co. Ltd.

Transco LNG Terminal
Valero Energy Ltd.
Yara UK Ltd.

To: ALL MEMBERS

Please take this document as formal notification of the Annual General Meeting of the Severnside Sirens Trust Ltd which will take place on Tuesday 4th June 2019 at Bristol Port Company, St Andrews House (Presentation Room), St Andrew's Road, Avonmouth, Bristol BS11 9DQ starting at 11.00hrs.

AGENDA

- 1. Apologies for absence**
- 2. Minutes of the last AGM - Appendix A**
- 3. Matters arising**
- 4. Chairman's report – Appendix B**
- 5. Accounts Year Ended 31 March 2019**
- 6. Elections**
 - **Chairman**
 - **Trustees**
- 7. To consider the appointment of the Independent Examiners**
- 8. AoB**

Appendix A

PRESENT: Cllr. Reyna Knight (Chairman, Trustee), Alderman P Tyzack (Trustee), Pearl Abraham (Trustee), Cllr. Don Alexander (Bristol City Council), Ian Cameron (Trustee), Cllr. Robert Griffin (Trustee), Cllr. Jo Sergeant (Bristol City Council), Andy Bruce (Bristol City Council), Ben Moseley (Avon & Somerset Police), Les Cox (Brooking Ruse Accountants), Richie Knapp (SSE) Nick Kennedy (Yara), James Gunn & Martin Bennett (FloGas), & Mrs Victoria Bywater (Administrator, Cooksley & Co. Ltd.).

Item Number	Details	Action By
AGM2018 – 1 Apologies for absence	Apologies were accepted from the following – Amy Thacker (South Gloucestershire Council), James Heavingham (Environment Agency), Gareth Price (Highways England), Steph Charnaud, Ify Wood (CLH-PS), Angela Watts (Avara Avlon Pharma Services Ltd), Shailesh Purohit (CLH-PS), Mark Coldrick (Bristol Port Company).	
AGM2018 – 2 Minutes of the 2017 AGM	The Chairman confirmed that the minutes of the 2017 AGM had been circulated with the AGM Notice. The minutes of the 2017 AGM were proposed as a true record by all those in attendance.	
AGM2018 – 3 Matters Arising	No matters arising.	
AGM2018 – 4 Chairman’s Report	<p>The Chairman confirmed that the formal Chairman’s Report had been included within the Accounts that were circulated with the AGM Notice.</p> <p>The Trust made the decision to instruct a full Technical Review of the Siren System during 2017/ 2018 which then furnished the Trustees with the necessary information on which to base a full and complete maintenance programme. All batteries and drivers have been replaced and renewed where required on all Sirens.</p> <p>The position at Siren 11 today is that Arqiva have advised that they are happy for SSE to undertake the upgrade works and the annual cost until 2020 will be £300/ year.</p> <p>I was disappointed to receive the formal resignation of Alderman Peter Tyzack former Chairman of the Trust and Mrs Pearl Abrahams but ask that if we need their wealth of knowledge going forward that we may call upon them.</p> <p>Thanks must go to the group of willing volunteers local who monitor each siren on monthly test day which was set up by our administration during 2016/ 2017. This is a simple audio-test of each siren with the majority of sirens being checked each month.</p> <p>The Upper Tier COMAH sites have continued their support by contributing to the ongoing maintenance and running of the Trust and the majority of Lower Tier sites also willingly contribute as they also have a moral duty to warn and inform the public. However, the Lower Tier site at Brenntag in Portishead are at time of writing still unwilling to contribute despite the current planning application being considered for a number of residential dwellings adjacent to their site.</p> <p>I would like to take this opportunity to thank my fellow Trustees for their support of the Severnside Sirens Trust and I look forward to working with them and our excellent administration over the coming year.</p>	
AGM2018 – 5	The Chairman confirmed that the Accounts for the Year Ending 31 st March 2017	

Accounts	<p>had been circulated with the AGM Notice.</p> <p>The Accounts for the Year Ending 31st March 2017 were proposed by Cllr Jo Sergeant, seconded by Ian Cameron. All in favour.</p>	
AGM2018 - 6 Elections of Chairman & Trustees	<p>The Chairman handed over proceedings to Pearl Abraham to conduct the election of Chairman.</p> <p>Nominations were invited for the position of Chairman. Cllr Robert Griffin nominated Cllr Reyna Knight, seconded by Pearl Abraham, all in favour.</p> <p>Cllr Reyna Knight resumed the Chair.</p> <p>The Chairman confirmed that Alderman Peter Tyzack and Pearl Abraham wished to resign from the Trust. The Chairman thanked both Peter and Pearl for all their work over the years.</p> <p>The Chairman invited all Trustees to stand again as trustees en bloc. All agreed. Cllr Jo Sergeant proposed that all Trustees were elected en bloc, seconded by Cllr Reyna Knight, all in favour.</p> <p>Victoria Bywater to update the website, Charity Commission and Banking Mandate to reflect the resignation of Alderman Peter Tyzack and Pearl Abraham.</p> <p>Andy Bruce offered to circulate a request to contacts for new Trustees.</p> <p>Jo Sergeant offered to raise at the next SevernNet meeting.</p>	
AGM2018 – 7 Independent Examiners	<p>The Chairman proposed the continuation of Brooking Ruse Chartered Accountants as the Independent Examiners, seconded by Don Alexander, all agreed.</p>	
AGM2018 – 8 AOB	<p>Andy Bruce updated the meeting that the re-publishing of the COMAH off site plan is due shortly and would be circulated to contributors for consultation.</p> <p>Andy Bruce also confirmed that the three-yearly booklet would be re-printed in February 2019 to include a piece on Distribution Centres.</p> <p>Andy Bruce invited Trustees to attend as observers the off site COMAH to test plan late 2018/ early 2019.</p> <p>Ian Cameron informed the meeting that he had recently been elected as Emergency Planning Society SW Chairman and is looking to work more closely with the Severnside area.</p> <p>The Chairman thanked everyone for attending and in particular FloGas for the use of their facility and meeting room.</p>	
Date of next meeting	<p>The next AGM will be held approximately 2 months after the conclusion of the year end (31st March 2018).</p> <p>With no further business, the meeting ended at 11.45am.</p>	C&C

Following the meeting, attendees heard from James Gunn and Martin Bennett regarding the work and future of the FloGas site at Hallen.

Appendix B - Chairman's Report

Following the full Technical Review of the Siren System carried out during 2017/ 2018, all recommendations made by Federal Signals were implemented during the year 2018/ 2019 which included;

Siren 11, Redcliffe Bay, Portishead

The commissioning of the replacement Siren 11 was completed on Friday 23rd November 2018. The work involved in this replacement was complex due to the mast on which the siren is mounted being in the ownership of a telecoms company. After intense negotiation, an 'electricity only' usage charge was agreed going forward.

Informer at Shirehampton Primary School

The new informer was installed week commencing 19th November 2018 but the aerial supplied by Federal was not adequate for the system. The new aerial was installed shortly after and the informer is now fully operational.

Replacement radios

All radio replacements have been ordered and will be installed by SSE in the coming months.

The Trustees met in March this year and agreed to press on with the following work during the coming year;

Siren 7, Sevalco

A final decision regarding this siren will be made on whether to connect Siren 7 to mains electricity which is believed will cancel an ongoing computer fault due to the current solar/ wind power arrangement.

Siren 12, Redcliffe Bay

The installation of a new Federal siren at Siren 12 to bring the whole system together will take place during the coming year. Discussions have started on suitable location and type of siren required in the location.

Thanks as ever must go to the group of willing volunteers local who monitor each siren on monthly test day which was set up by our administration during 2016/ 2017. This is a simple audio-test of each siren with the majority of sirens being checked each month. This have proved invaluable to identify individual issues with the sirens resulting in swift remedial works.

The Upper Tier COMAH sites have continued their support by contributing to the ongoing maintenance and running of the Trust and the majority of Lower Tier sites also willingly contribute as they also have a moral duty to warn and inform the public. The Trustees have recommended to hold the price of the annual contributions for 2019/ 2020 but this will have to be reviewed in 2020/ 2021 due to Avara Pharmaceuticals going into administration.

I would like to take this opportunity to thank my fellow Trustees for their support of the Severnside Sirens Trust and I look forward to working with them and our administration team over the coming year.