

Severnside Sirens Trust Ltd

Trustees Meeting held on Tuesday 8th September 2020 at 10am

Via video-conference

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

Also Present: Rob Simmons, Avon & Somerset Police (CH); Nigel Parsons, Bristol City Council (NP) and Victoria Bywater, Administrator (VB).

Item Number	Details	Action
1 Apologies for absence	The Chairman confirmed that no apologies had been received prior to the meeting.	
2 Update on Administration/ Maintenance/ Repairs/ Performance	<p>The Chairman confirmed that paper reference 2 had been circulated by email prior to the meeting.</p> <p>Further to reference 2, VB updated the meeting as follows;</p> <p>INSTALLATION/ COMMISSIONING OF EQUIPMENT AT SIREN 12</p> <p>VB updated the meeting that an email communication had been received from SSE with some recommendations on how a mix of the existing and newly purchased equipment could be used to incorporate Siren 12 into the Federal System. After discussion, it was agreed that VB should contact SSE to progress the installation as soon as possible.</p> <p>VB confirmed SSE continue to be fully available for emergency repairs but not currently available for additional work.</p> <p>ACTION</p> <p>VB to continue to keep in contact with both SSE and Federal Signals to find a solution to the installation at Siren 12 and expedite the installation of the new equipment as soon as possible.</p> <p>SIREN INFORMER AT SHIREHAMPTON SCHOOL</p> <p>VB confirmed the informer at Shirehampton School had sounded correctly and this had been confirmed by the school as the staff had now returned to work following closure due to COVID-19.</p>	VB
3 Finance	<p>The Chairman confirmed that paper ref 3A had been circulated with the meeting papers.</p> <p>VB updated the meeting that there are no outstanding invoices although payments had been much slower this year due to COVID-19.</p>	
4 AGM	The Chairman confirmed that the AGM would take place immediately following this meeting.	

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	<p>VB updated the meeting that Scott Parkman had resigned from the Board as he had left the employment of the Port Police.</p> <p>The Chairman requested a letter of thanks to be sent to Scott Parkman.</p> <p>Discussion was held on the need to encourage new Trustees to join the Board. The following suggestions were made;</p> <ol style="list-style-type: none"> 1) VB to contact member companies requesting representations 2) The Chairman to contact other local contacts 3) VB to contact the Board of Governors at Avonmouth Primary, Shirehampton Primary and Pilning Primary schools <p>VB updated the meeting that Scott Parkman had encouraged a colleague to take his place and he would join the AGM.</p>	<p>VB</p> <p>VB RK VB</p>
<p>5 AOB</p>	<p>IC updated the meeting that he is involved with an EU project and requested the use of the original footage from the Sirens video, all agreed.</p> <p>No further business was raised and the meeting closed at 10.28am</p>	

PAPER REF. 2

ADMINISTRATION

No outstanding invoices.

MAINTENANCE

SSE have been available throughout lockdown for the maintenance of the system but fortunately no emergency call-outs have been necessary.

REPAIRS & INSTALLATION/ COMMISSIONING OF EQUIPMENT

Siren 12, Redcliffe Bay, Portishead

SSE are continuing to work with the site and Federal to come up with a solution regarding the new installation at Siren 12, Redcliffe Bay, Portishead and we await the outcome.

PERFORMANCE

No reported issues with Sirens 1 – 12 at the July, August or September tests.

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PAPER REF. 3

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

Item	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	Budget
Donations	60,130.00	61,570.00	61,570.00	56,010.00	47,062.50	55,000.00
Bank interest	14.00	11.00	39.00	51.00	8.96	15.00
Other Income		-	372.00	-	-	-
Available	60,144	61,581	61,981	56,061	47,071.46	55,015.00
Direct Costs	30,769	80,170	53,495	52,082	7,860	40,000.00
Administrative Expenses	18,763	25,937	25,986	24,799	7,860	15,000.00
Total Expenditure	37,169	106,107	79,481	76,881	15,720	55,000.00
Net (Deficit) / Surplus for year	10,612.00 -	44,526.00 -	17,500.00 -	20,820	31,351.94	15.00
01.09.20						
Current Account	64,683.55					
Reserve Account	25,666.49					
	90,350.04					