

Severnside Sirens Trust Ltd

Trustees Meeting held on Tuesday 9th June 2020 at 10am

Via video-confernece

TRUSTEES PRESENT: Mrs Reyna Knight, Chairman (RK); Cllr Robert Griffin (RG); Cllr Don Alexander (DA); Sgt Scott Parker; Mr Ian Cameron (IC).

Also Present: Chloe Hope, Avon & Somerset Police (CH); Nigel Parsons, Bristol City Council (NP); David Carvey, Mountpark (DC) and Victoria Bywater, Administrator (VB).

| Item Number | Details | Action |
|---|---|--------|
| 1 Apologies for absence | The Chairman confirmed that apologies had been received from Ian Roberts and Rob Simmons. | |
| 2 Update on Administration/ Maintenance/ Repairs/ Performance | <p>VB 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 little progress had been made on the installation of the new equipment at Siren 12 due to Covid-19 restrictions. 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>SALE OF LAND AT SIREN 8, FORMER ASTRA ZENECA SITE</p> <p>VB updated the meeting that correspondence had been received from the prospective buyers of the former Astra Zeneca site (Mountpark) regarding the possibility of updating the legal agreement and potentially moving the siren. VB introduced Mr David Carvey of Mountpark to the meeting to speak to Trustees about the plans for the site.</p> <p>DC updated Trustees on the aquasition of the site which is shortly due to be completed. DC advised that whilst Mountpark would like the Trust to be flexible if required as to the location of the siren, at this time Mountpark do not envisage a need to move the siren. DC requested the formal update of the legal agreement when completed.</p> <p>The Chairman thanked DC for his update and assured him that the Trust would be as flexible as possible to ensure the future of the siren system alongside their needs as a developer.</p> <p>NP noted the importance of the whole network of the siren system being key to the ability of the network to function properly and thanked DC for his support.</p> | VB |

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| | <p>ACTION VB to circulate document from Mountpark once received and agreed by the Trust solicitor for Trustees to agree via email.</p> <p>SIREN 11 UPDATE OF LEGAL AGREEMENT</p> <p>VB confirmed the legal agreement with the new leaseholder of the mast at Siren 11 had been completed and witnessed by our accountant Mr Les Cox.</p> <p>NP noted the expiration date of the contract on 31.12.20. VB advised that discussion would start shortly with regard to the renewal of the agreement.</p> <p>ACTION VB to make contact with the Arqiva Srevicees Limited regarding the extension of the legal agreement.</p> | <p>VB</p> <p>VB</p> |
| <p>3 Finance</p> | <p>YEAR END ACCOUNTS 2019/ 2020</p> <p>The Chairman confirmed that paper ref 3A had been circulated with the meeting papers.</p> <p>VB updated the meeting that with the removal of the Astra Zeneca donation towards the maintenance of the siren system, consideration should be given to an increase in donation amounts from COMAH registered sites in the area.</p> <p>VB requested NP to update the Trust of any new COMAH sites in the area going forward.</p> <p>The meeting agreed to recommend the year end accounts for 2019/ 2020 to the Annual General Meeting.</p> <p>ACTIONS VB to prepare a paper for consideration at the next meeting on an increase in donations. NP to update the Trust on any new COMAH sites in the area</p> | <p>VB</p> <p>NP</p> |
| <p>4 AGM</p> | <p>The Chairman updated the meeting that the AGM had been postponed due to Covid-19.</p> <p>Discussion was held on the need for the Trust to follow Government guidelines as regards any face-to-face meeting.</p> <p>After discussion, it was agreed to hold the AGM on Tuesday 8th September 2020 at 11am and to agree by email nearer the time whether the meeting is via video-conference or face-to-face (location to be agreed).</p> <p>ACTIONS VB to prepare all documents for the AGM, location to be agreed via email</p> | <p>VB</p> |

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| 5 AOB | RG noted the ongoing issue regarding rural broadband. No further business was raised and the meeting closed at 10.33am | |
| Future meetings 2020 | The Chairman confirmed the following future meeting dates; 08.09.20 - 10am, Trustees' meeting 11am, Annual General Meeting 01.12.20 - Trustees' meeting - Sheepway, Portbury | VB |

PAPER REF 2

ADMINISTRATION

The final invoice of the year went out to Augean for the last quarter. There are no other outstanding payments.

MAINTENANCE

The routine testing of each siren was completed in August 2019 by SSE. The results of this will be available at the meeting for discussion.

REPAIRS & INSTALLATION/ COMMISSIONING OF EQUIPMENT

Siren 12, Redcliffe Bay, Portishead

The equipment to install the new siren at Siren 12 has arrived safely but there are some issues with the installation due to the location. SSE are working with the site and Federal to come up with a solution and we await the outcome.

PERFORMANCE

The February test of the sirens was not undertaken by the Police due to a incident at the time that meant the police were not able to sound the test.
The March test reported issues with Sirens 1 - 11 whereby the sirens did not sound correctly. The All-clear did sound.

PAPER REFERENCE 6

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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 | 54,967.50 | 55,000.00 |
| Bank interest | 22.00 | 14.00 | 11.00 | 39.00 | 42.96 | 15.00 |
| Other Income | | | - | 372.00 | 1,372.63 | - |
| Available | 82,007.00 | 60,144.00 | 61,581.00 | 61,981.00 | 56,383.09 | 55,015.00 |
| Direct Costs | 30,816.00 | 30,769.00 | 80,170.00 | 53,495 | 24,514 | 40,000.00 |
| Administrative Expences | 20,706.00 | 18,763.00 | 25,937.00 | 25,986 | 21,997 | 15,000.00 |
| Total Expenditure | 51,522.00 | 37,169.14 | 106,107.00 | 79,481 | 46,510 | 55,000.00 |
| | | | | | | |
| Net (Deficit) / Surplus for year | 30,485.00 | 10,612.00 | - 44,526.00 | - 17,500.00 | 9,872.60 | 15.00 |

01.02.20

| | |
|-----------------|-----------|
| Current Account | 37,778.09 |
| Reserve Account | 25,649.09 |

63,427.18