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## MINUTES OF THE MEETING OF THE TRUSTEES OF SEVERNSIDE SIRENS TRUST

THURSDAY 12<sup>TH</sup> SEPTEMBER 2024, 10AM

In person – at The Farm Office, Redend Farm, Station Road, Pilning, Bristol BS35 4JW  
or via Zoom

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Attendees in person: Reyna Knight, Chair of Trustees (RK); Nick Pitt, Enerveo (maintenance company) (NP); Victoria Bywater, Secretary (VB)

Attendees online: Cllr Don Alexander (DA); Cllr Nicola Holland (NH), Jerry Male (JM) & Gareth Rees (GR)

1. Apologies for absence

Apologies were accepted from Cllr Simon Johnson and Nik Weeks

2. Approval of the minutes of the meeting held on 13<sup>th</sup> June 2024

The Chair confirmed the minutes of the meeting held on the 13<sup>th</sup> June 2024 had been circulated prior to the meeting and published on the Trust website.

On the proposal of DA, seconded by DH the meeting approved the minutes of the meeting held on the 13<sup>th</sup> June 2024.

3. Matters arising from the meeting held on 13<sup>th</sup> June 2024 not covered by the agenda

The Chair confirmed that there were no matters arising.

4. Update on maintenance/ repairs/ performance

NP confirmed that the report from the member of the public regarding Siren 11 & 12 not sounding at test day on the 3<sup>rd</sup> August had been explored with no faults found.

NP confirmed that the test on 3<sup>rd</sup> September had tested correctly.

NP further confirmed the following ongoing maintenance works:

- Landscaping works ongoing
- Battery replacements on order and will be installed on receipt
- App replacements ongoing

VB reminded the meeting of the plan to commission a full report of the system by Federal signals before the end of the financial year. JM requested that Trustees are invited to take part in the review of the system.

**Action: VB to circulate the date of the Federal visit to Trustees for their attendance if appropriate**

VB confirmed that all contributions apart from South Glos Council had been received.

**Action: VB to continue to chase payment of the outstanding invoice to S.Glos Council**

VB confirmed that the new Trustees had been added to the Charity Commission records but the application to update the mandate with HSBC had been rejected by the bank. VB confirmed that the application would be repeated again.

**Action: VB to action HSBC mandate update**

5. Update on accounts year to date 2024/ 2025

The Chair confirmed that a paper detailing the accounts year to date 2024/ 2025 had been circulated to prior to the meeting.

No questions were raised.

VB updated the meeting regarding an issue with Eneveo invoicing relating to whether the Trust is in arrears or advance with payments which had now been referred to the Head of Accounts at Eneveo to resolve. VB confirmed that the standing order payment had been cancelled in favour of a monthly payment via BACS until the issue is fully resolved.

6. To agree meeting dates for 2024 – 2024

The meeting agreed the following dates for meetings with calendar invites to be sent out electronically:

12/12/24 – Trustee meeting

13/03/25 - Trustee meeting

12/06/25 - Trustee meeting & Annual General Meeting

11/09/25 - Trustee meeting

11/12/25 - Trustee meeting

7. AOB

With no further business, the meeting closed at 10.29am.