

Severnside Sirens Trust Ltd

Trustees Meeting held on Tuesday 10th March at 10am Portbury House, Sheepway, Portbury, Bristol BS20 7TE

TRUSTEES PRESENT: Mr Ian Cameron (IC) & Mr Ian Roberts (IR)

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

Item Number	Details	Action
1 Apologies for absence	<p>Apologies had been received prior to the meeting from Reyna Knight (Chairman), Don Alexander, Adam Daniels, Robert Griffin, Iain Spence, Nicholas Weeks.</p> <p>Ian Cameron Chaired the meeting.</p>	
2 Update on Administration/ Maintenance/ Repairs/ Performance	<p>IC 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>A representative from SSE had met with Federal Signals to agree the requirements for the replacement Siren 12. Federal Signals produced a report along with their recommendations which was approved by Trustees at a previous meeting. The equipment was safely received early 2020. SSE raised an issue that the equipment purchased was unsuitable so a tele-conference was set up to discuss with Federal Signals, SSE and the Trust to agree a way forward. SSE agreed to prepare a solution to the installation and revert with this as soon as possible. Federal Signals have agreed to allow the return of any equipment not needed and a refund will be given.</p> <p>Discussion was held about the timeline for completion of the project and it was agreed that IC would prepare a note to SSE to request a face to face meeting as soon as possible.</p> <p>PERFORMANCE</p> <p>VB reported that the February test had not sounded. RS updated the meeting that the police had had to deal with two serious firearms issues in the moments leading up to the test time which had meant the sirens were not sounded.</p> <p>Discussion was held on possible solutions and it was agreed to look at ways of automating the test sounding when Siren 12 is commissioned noting an allowance for daylight saving hours.</p> <p>VB further reported that the March test had sounded but it had not sounded correctly in some areas or at all in others.</p>	<p>IC</p> <p>VB</p>

Severnside Sirens Trust Ltd
Trustees Meeting held on Tuesday 10th March at 10am
Portbury House, Sheepway, Portbury, Bristol BS20 7TE

	<p>RS agreed to meet with SSE to look at the computer logs for the system to find out what happened.</p> <p>After discussion, it was agreed that RS would prepare a 'how-to' guide on the advice from SSE about how to scrutinise the system at Police HQ to explain issues if they occur in the future. It was agreed it would be good Business Continuity practice to have several people who could interrogate the system.</p>	<p>RS</p> <p>RS</p>
3 Financial Report	<p>IC confirmed that paper ref 3 had been circulated with the meeting papers.</p> <p>VB updated the meeting that since the circulated paper ref 3. the bank balances as of 01.03.20 (Current account £35,755.35; Reserve account £25,653.17).</p> <p>VB confirmed that the cost of the installation of Siren 12 may fall after year end but would be allowed for within the current financial year.</p>	
4 AGM	<p>VB updated the meeting that the arrangements for the Annual General Meeting are as follows;</p> <p>Tuesday 9th June 2020 - Esso Petroleum Company, Limited, Avonmouth Terminal, St Andrews Road, Bristol, Avonmouth, BS11 9BN 10am - Meeting of Trustees 11am - Annual General Meeting 11.30am - Talk on the work of the Esso COMAH site 12.30pm - Sandwich lunch 1.30pm - Depart</p>	
5 AOB	<p>IR requested advanced notice if the sirens were not going to sound on the 3rd of the month at 3pm. RS advised that this will not be possible as it is not known until the time on the day if there are any issues.</p> <p>No further business was raised and the meeting closed at 11.04am</p>	
Future meetings 2020	<p>IC confirmed the following future meeting dates;</p> <p>09.06.20 - Trustees' meeting and Annual General Meeting - Avonmouth 08.09.20 - Trustees' meeting - Sheepway, Portbury 01.12.20 - Trustees' meeting - Sheepway, Portbury</p>	VB

Sevenside Sirens Trust Ltd

Trustees Meeting held on Tuesday 10th March at 10am Portbury House, Sheepway, Portbury, Bristol BS20 7TE

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

Sevenside 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					