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MINUTES OF MEETING OF THE TRUSTEES OF SEVERNSIDE SIRENS TRUST

WEDNESDAY 13th DECEMBER 2023, 10AM

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

Attended in person – Reyna Knight, Chairman (RK), Nik Weeks (NW) & Victoria Bywater (VB)

Attended on Zoom – Don Alexander (DA), Nicola Holland (NH), Simon Johnson (SJ), Nigel Parsons (NP) & Nick Pitt, Enerveo (Enerveo)

1. Apologies for absence – Alex Stafford & Simon Rumbles.
2. Approval of the minutes of the meeting held on 6th September 2023 – RK confirmed that the minutes of the meeting held on the 6th September 2023 had been circulated prior to the meeting. All agreed they were a true reflection of the meeting.
3. Matters arising from the meeting held on 6th September 2023 not covered by the agenda – VB and Enerveo confirmed that the prices to decommission the sirens were now complete and would be added to the spreadsheet to complete this piece of work.

Enerveo updated the meeting that the prices quoted included project management, electrical discharge, welfare units, waste disposal, civils (fencing, removal of concrete) and lifting equipment. Enerveo confirmed that the prices are current market value.

VB advised that annually in September it should be assumed that the bottom line figure should be increased by the rate of CPI, all agreed.

4. Update on administration/ maintenance/ repairs/ performance

Administration - VB updated the meeting that the only outstanding invoice to be paid from South Gloucestershire Council had now been issued a Purchase Order and would be paid shortly.

Maintenance/ Repairs

VB updated the meeting that the report from Federal Signals commissioned earlier this year to advise the Trustees on a schedule of works had been accompanied by RED/ AMBER/ GREEN actions. VB reported that all RED actions were completed and a price had been received from Enerveo to undertake the AMBER actions as follows:

Option 1 attend to all items listed as having driver issues for 1 week's attendance.

Plant Hire - Van Mounted Cherry Picker 1 weeks Hire -

£ 793.50

Labour Costs – 2 x Technicians for 1 week -	£3,659.40
Total Cost -	£4,452.90

Option 2 attend to select items listed as having driver issues for 3 Days attendance.

Plant Hire - Van Mounted Cherry Picker 1 weeks Hire -	£ 793.50
Labour Costs – 2 x Technicians for 3 Days -	£2,195.64
Total Cost -	£2,989.14

After discussion, the meeting agreed that Everveo would be instructed to proceed with Option 1 above.

Performance

VB updated the meeting that Siren 10 (Hallen) did not sound on the test on the 3rd December 2023 which had been reported to Enerveo. Enerveo reported that they had attended the siren and no issues were technically found but an operative would be in attendance at the January 2024 test to monitor the siren from in situ and respond as required.

Action: Enerveo to attend Siren 10 on 03.01.24 and action repair as required

5. Finance - Update on accounts year to date 2023/ 2024 – RK confirmed that the paper relating to the accounts year to date had been circulated prior to the meeting.

Discussion was held on the need to increase fees annually. The meeting agreed to defer a decision on the price increase until the next meeting where VB would prepare a report with recommendations.

DA requested that going forward there is more regularity to the amounts paid by contributors, all agreed.

No further questions were raised.

Action: VB to prepare a report on the recommendations for fee increase for 2024/ 2025 contributions for discussion at the January 2024 meeting.

7. To confirm next meeting date – RK confirmed the meeting for 2024 would take place on the following dates using the hybrid option for attendance in person or online:

Tuesday 12th March 2024 – 10am – Trustees meeting

Tuesday 11th June 2024 – 10am – Trustees meeting

Tuesday 11th June 2024 – 11am – AGM

Tuesday 10th September 2024 - Trustees meeting

Tuesday 10th December 2024 - Trustees meeting

8. AOB

NP updated the meeting that he is due to retire in May 2024.

The Chairman thanked everyone for their attendance and wished everyone a good break and happy new year.

No further items were raised and the meeting closed at 10.17am.