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## **Severnside Sirens Trust Ltd**

### **Notice of Annual General Meeting**

#### **TRUSTEES 2017/ 2018**

***Chairman***

Cllr. Reyna Knight

***Vice-Chairman***

Ald. Peter Tyzack

Cllr. Donald

Alexander

Mrs. Pearl Abraham

Mr. Ian Cameron

Cllr. Robert Griffin

Cllr. Jo Sergeant

#### **MEMBERS**

*Augean Treatments*

*Avara Avlon*

*Pharmaceutical Services  
Ltd*

*Bristol City Council*

*Bristol Port Company*

*CLH-PS Ltd*

*Esso Petroleum Co. Ltd.*

*North Somerset Council*

*South Gloucestershire  
Council*

*Transco LNG Terminal*

*Valero Energy Ltd.*

*Yara UK Ltd.*

**To: ALL MEMBERS**

Please take this document as formal notification of the Annual General Meeting of the Severnside Sirens Trust Ltd which will take place on Tuesday 6<sup>th</sup> June 2017 at Ambition Lawrence Weston, Long Cross, Bristol BS11 0RX starting at 11.00hrs.

## **AGENDA**

- 1. Apologies for absence**
- 2. Minutes of the last AGM - Appendix A**
- 3. Matters arising**
- 4. Chairman's report**
- 5. Accounts Year Ended 31 March 2017**
- 6. Elections**
  - Chairman**
  - Trustees**
- 7. To consider the appointment of the Independent Examiners**
- 8. AoB**

## Appendix A

Sevenside Sirens Trust Ltd Annual General Meeting held on Tuesday 6th December 2016 at Avonmouth Community Centre, Bristol

PRESENT: Alderman P Tyzack (Trustee), Cllr. Reyna Knight (Trustee), Pearl Abraham (Trustee), Cllr. Jo Sergeant (Bristol City Council), Cllr. Don Alexander (Bristol City Council), Cllr. Robert Griffin (Trustee), Ian Cameron (Trustee), Ian Wilson (North Somerset Council), Jim Gillman (Bristol City Council), Andy Bruce (Bristol City Council), Amy Thacker (South Glos. Council), Steve Chapman (The Bristol Port Company Port Police), Ben Moseley (Avon & Somerset Police), Steve Mulvihill (Avon & Somerset Police), Claire Maull (Avon & Somerset Police), Gareth Rees (CLH-PS), Les Cox (Brooking Ruse Accountants), Jon Williams (SSE), Richie Knapp (SSE), Mrs Victoria Bywater (Administrator, Cooksley & Co. Ltd.) & Richard Cooksley (Administrator, Cooksley & Co. Ltd.).

**The Chairman asked those present to observe a minute's silence for Peter Collins the former administrator for the Sevenside Sirens Trust Ltd, as a mark of respect, who had recently deceased.**

Item Number	Details	Action By
<b>AGM2016 – 2 Apologies for absence</b>	Apologies were accepted from Iain Blair (Wessex Water), James Heavingham (EA) and Kevin Rigby (Avara Avlon Pharma Services Ltd)	
<b>AGM2016 – 3 Minutes of the 2015 AGM</b>	Due to the ill-health of Peter Collins, the minutes from the previous AGM were not available.	
<b>AGM2016 – 4 Matters Arising</b>	As above (AGM2016-3)	
<b>AGM2016 – 5 Chairman's Report</b>	<p>REPORT OF THE CHAIRMAN FOR THE YEAR ENDED 31 MARCH 2016</p> <p>The Trust exists to serve the communities of Portishead, Avonmouth and Sevenside by providing an integrated audible warning system for use in the event of a chemical release. The Trust is independent and its activities are paid for by contributions from the three Councils and donations from Industry. The operation of the sirens is from Portishead Police HQ, and is entirely in the control of the police.</p> <p>The administration of the Trust is on a self-employed basis, with our Administrator submitting timesheets and expense claims on a monthly basis. Accommodation for our meetings has been provided at the Harbour Master's Office, for which I am most grateful. We have a rolling programme to check all the sirens, replacing components as necessary, which is done under contract by Southern Electric Contracting, who also hold our spares in their stores. A short film on DVD, is available to local groups and businesses, and is also available on the websites of the three councils.</p> <p>Reference to 'communities' above is a comprehensive term. The Trust considers that all people who are in the sirens warning area, whether they are here because this is their home or workplace, because they are doing business or just passing through, are part of the community whom we serve. We intend to include all in our concerns.</p> <p>My report last year referred to work progressing to improve coverage in the heart of Avonmouth and at the Gordano Motorway Services where, despite being at full volume, the sirens are too quiet for the background noise of the area. These and other developing plans have been held somewhat in abeyance by the ill-health of our Administrator, but we aim</p>	

	<p>to progress them in the coming year.</p> <p>We continue to represent the Trust at the Severnside Emergency Planning Forum, where comment, both formal and informal, provides useful feedback. In that Forum we meet our Contributors and also have a working rapport with the blue light services, as well as the Environment Agency and Highways England.</p> <p>I wish to thank my fellow Trustees for their support through the year, and to commend the work our Administrator, Peter Collins. My thanks also to the Emergency Planning Officers of the three councils, who provide valuable guidance; and not least, I wish to thank the businesses, who through their annual contributions, enable us to do our vital work. Without this co-operative approach each site would be required to establish individual systems, which would result in numerous siren sounds and cause confusion to the very people we seek to protect.</p> <p>Alderman Peter Tyzack Chairman to the Trustees</p> <p>I am sorry to have to add that, since the end of the financial year, the health of Peter Collins deteriorated and he was admitted to hospital in the summer. Sadly Peter passed away in mid-October.</p>	
<b>AGM2016 – 6 Accounts</b>	<p>Clarification was received at the meeting from the SSE representatives that the two invoices totalling £55,110 which had been allocated to Repairs and Renewals were for an upgrade of the siren system and not a repair. It was agreed that the accounts should be amended to reflect this and the trusts accountants would produce a final copy for signing by PT and submission to Companies House before 31st December 2016.</p>	C&C/ LC
<b>AGM2016 - 7 Elections of Chairman &amp; Trustees</b>	<p>PT confirmed that following notice given at the previous AGM, he would be standing down as Chairman. Nominations were invited for the position of Chairman. RG proposed RK, seconded by PA, all in favour. RK to the chair of the meeting and thanked PT for all his work at Chairman over a difficult time.</p> <p>RK invited all Trustees to stand again as trustees en bloc. All agreed. RK proposed the position of Vice-Chairman for a period of one year. She further proposed PT for the position of Vice-Chairman, seconded by JS, all agreed.</p>	
<b>AGM2016 – 8 Independent Examiners</b>	<p>RK proposed Brooking Ruse Chartered Accountants, seconded by RG, all agreed.</p>	
<b>AGM2016 – 9 AOB</b>	<p>GR requested confirmation that assets were being depreciated over a three-year period. This was confirmed by LC.</p> <p>GR requested confirmation that the tender for maintenance programme of the sirens is reviewed periodically. PT confirmed that originally it had been difficult to fill the role but in future this would be reviewed.</p> <p>SSE confirmed the upgrade of electronics should last for 10 years.</p> <p>BM questioned the performance of Siren 11 on 03.12.16. SSE confirmed that the batteries were due for renewal in 2017 but this may need to be brought forward.</p> <p>RG questioned the possible need to reduce the automatic renewal of batteries on the sirens to a four-year period and the need to introduce a monitoring of performance. C&amp;C to prepare with SSE a monitoring and performance record log.</p> <p>GR requested confirmation that the insurance premium is reviewed. C&amp;C confirmed that unfortunately the premium was due for renewal on the 11.11.16 which had not given enough time to review this year. C&amp;C</p>	C&C/ SSE

	<p>further confirmed that the premium would be reviewed in good time ahead of renewal 2017/ 2018.</p> <p>SSE requested that old components from sirens held in their yard are disposed of in a suitable manner. All agreed as no value or use for the future.</p> <p>AB requested all contributors have the option to take part in meetings of the Trustees. All agreed. C&amp;C to circulate trustee meeting documents to all contributors in future.</p> <p>AB suggested that a policy for notification of COMAH sites to the Severnside Siren Trust Ltd. C&amp;C to prepare a draft copy and circulate.</p> <p>AB requested a copy of the Audibility Report which was instructed previously. C&amp;C to supply AB with a copy of this report if possible.</p> <p>PT asked if there had been any advance on the location of an informer at Gordano Services. IW confirmed that Gordano Services Manager had so far been unavailable. Discussion followed on the requirement of this informer at this location due to the transient nature of the location.</p> <p>JS suggested that it was for the Emergency Planning Officers to advise the Severnside Sirens Trust Ltd. on need and not the other way around.</p> <p>AB advised that the sirens are a tool to warn and inform the public but are only as useful and the knowledge. GR agreed and suggested being clear on the scope of the Severnside Sirens Trust Ltd.</p> <p>RC asked for clarification on Trustee responsibility and liability. It was agreed that C&amp;C would seek advice from the Trusts solicitors.</p> <p>AB to produce a PIZ overlay which would not be a public document.</p> <p>AB made available to attendees copies of a DVD produced by IC regarding the Severnside Sirens Trust Ltd.</p> <p>RK thanked Cooksley &amp; Co. Ltd for their work to date and confirmed meetings of the Trustees would take place at Portbury House, Sheepway (Cooksley &amp; Co. Ltd. offices).</p>	<p>C&amp;C</p> <p>C&amp;C</p> <p>C&amp;C</p> <p>C&amp;C</p> <p>C&amp;C</p> <p>AB</p>
<p><b>Date of next meeting</b></p>	<p>The next AGM will be held approximately 2 months after the conclusion of the year end (31<sup>st</sup> March 2017).</p> <p>RK thanked everyone for attending and all their input.</p> <p>With no further business, the meeting ended at 11am.</p>	<p>C&amp;C</p>