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Severnside Sirens Trust Ltd

Notice of (online) Annual General Meeting

Tuesday 8th September 2020

11am

Join Zoom Meeting

<https://us02web.zoom.us/j/83835680758?pwd=MUUrUjIwQlplK2wwdmQ2NVRoZ0x2UT09>

Meeting ID: 838 3568 0758

Passcode: 623749

One tap mobile: 012034815237,,83835680758# United Kingdom

012034815240,,83835680758# United Kingdom

TRUSTEES 2019/ 2020

Chairman: Mrs Reyna Knight

Trustees: Cllr Donald Alexander; Mr Ian Cameron; Cllr Robert Griffin; Sgt Scott Parkman; Mr Ian Roberts; Cllr Jo Sergeant; and Cllr Timothy Snaden (co-opted).

MEMBERS

<i>Augean Treatments</i>	<i>North Somerset Council</i>	<i>Esso Petroleum Co. Ltd.</i>	<i>Yara UK Ltd.</i>
<i>Bristol City Council</i>	<i>South Glos. Council</i>	<i>CLH-PS Ltd</i>	<i>Valero Energy Ltd.</i>
<i>Bristol Port Company</i>	<i>Transco LNG Terminal</i>	<i>Esso Petroleum Co. Ltd</i>	<i>Yara UK Ltd.</i>



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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 online via video-conferencing on Tuesday 8th September 2020 starting at 11.00hrs.

AGENDA

- 1. Apologies for absence**
- 2. Minutes of the last AGM - Appendix A**
- 3. Matters arising**
- 4. Chairman's report – Appendix B**
- 5. Accounts Year Ended 31 March 2020**
- 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 4th June 2019 at 11.00am
Held at the offices of The Bristol Port Company, Avonmouth, Bristol

PRESENT: Reyna Knight (Chairman, Trustee), Cllr. Robert Griffin (Trustee), Cllr. Jo Sergeant (Bristol City Council), Andy Bruce (Bristol City Council), Scott Parkman (Avon & Somerset Police), Les Cox (Brooking Ruse Accountants), Richie Knapp (SSE), Mark Coldrick (Bristol port Company), Colin Smith (Bristol Port Company, Neil Stradling)Avon Fire & Rescue) & Richard Cooksley (Secretariat, Cooksley & Co. Ltd.).

Item Number	Details	Action By
AGM2019 – 1 Apologies for absence	The meeting commenced at 11.00am and it was confirmed that apologies had been received from Don Alexander (Bristol City Council), Ian Cameron (Trustee).	
AGM2019 – 2 Minutes of the 2018 AGM	The Chairman confirmed that the minutes of the 2018 AGM had been circulated with the AGM Notice. The minutes of the 2018 AGM were proposed by Reyna Knight, seconded by Robert Griffin as a true record and approved by all those in attendance.	
AGM2019– 3 Matters Arising	The Chairman asked if the attendees wished to raise any matters relating to the minutes and confirmed no one wished to raise any.	
AGM2019 – 4 Chairman’s Report	The Chairman confirmed that the formal Chairman’s Report had been included within the Accounts that were circulated with the AGM Notice. The Chairman thanked the Secretariat for the support during the year and a vote of thanks was proposed by Robert Griffin, seconded by Jo Sargent which was approved by the meeting.	
AGM2019 – 5 Accounts	The Chairman confirmed that the Accounts for the Year Ending 31 st March 2019 had been circulated with the AGM Notice. It was confirmed that the expenditure covering the repairs and upgrading of the siren system was in line with the budgets approved by the Trustees. The Accounts for the Year Ending 31 st March 2019 were proposed by Jo Sergeant, seconded by Robert Griffin and approved by the meeting.	
AGM2019 - 6 Elections of Chairman & Trustees	The Chairman handed over proceedings to Richard Cooksley to conduct the election of Chairman who asked for nominations. It was confirmed that Reyna Knight was prepared to stand as Chairman and on the proposal made by Jo Sergeant seconded by Robert Griffin Reyna Knight was unanimously elected Chairman. Reyna Knight took the Chair confirming that Mr Ian Roberts and Sergeant Scott Parkman had offered to stand as Trustees.	

	<p>It was confirmed that all the existing Trustees are prepared to stand for re-election.</p> <p>Jo Sergeant proposed and Robert Griffin seconded that all Trustees and Ian Roberts and Sergeant Scott Parkman be elected which was approved unanimously by the meeting.</p>	
AGM2019 – 7 Independent Examiners	The Chairman proposed the continuation of Brooking Ruse Chartered Accountants as the Independent Examiners, seconded by Jo Sergeant and this was approved by the meeting.	
AGM2018 – 19 AOB	<p>Andy Bruce from the Bristol City Council confirmed that posters and booklets are available which publicises the Severnside Siren encouraging the attendees to use these at social and business meetings in the area.</p> <p>The Chairman thanked the attendees for attending.</p>	
Date of next meeting	<p>The next AGM will be held approximately 2 months after the conclusion of the year end (31st March 2020).</p> <p>With no further business, the meeting ended at 11.12 am.</p>	C&C

Appendix B - Chairman's Report

During the year 2020/ 2021, the Trustees met in June, September and December 2019 to discuss the maintenance and updates required to the siren system. Unfortunately, the March 2020 meeting was cancelled due to Covid-19.

A technical review of the siren 12 at Redcliffe Bay, Portishead was carried out by Federal Signals with a view to bring all 12 sirens into a Federal Signal system. Federal Signals met on site with SSE Contracting and the recommendations from the report were purchased. The new equipment arrived safely in late January 2020. SSE Contracting are now considering how they will install the new equipment given the safety restrictions on the site. Unfortunately, the installation is currently delayed due to Covid-19.

The Trustees decided that the evidence was not strong enough to warrant the high expenditure on whether to connect Siren 7 to mains electricity which SSE Contracting believed would cancel an ongoing computer fault due to the current solar/ wind power arrangement.

Thanks as ever must go to the group of willing local volunteers who monitor each siren on monthly test day which was set up by our administration during 2016/ 2017. This is a simple audio-test of each siren with the majority of sirens being checked each month. This has proved invaluable to identify individual issues with the sirens resulting in swift remedial works.

The Trust purchased a replacement audio frequency monitor as the existing monitor had not been calibrated for over 10 years. It was more cost effective to buy a new monitor than to calibrate the existing monitor.

The Upper Tier COMAH sites have continued their support by contributing to the ongoing maintenance and running of the Trust and the majority of Lower Tier sites also willingly contribute as they also have a moral duty to warn and inform the public. The Trustees have recommended no increase in the price of the annual contributions for 2020/ 2021.

The Trust co-opted Tim Snaden during the year to represent North Somerset Council.

I would like to take this opportunity to thank my fellow Trustees for their support of the Severnside Sirens Trust and Victoria Bywater our Administrator for all her hard work on behalf of the Trust. It is testimony to the ability to adapt and be flexible that we will now hold our Annual General Meeting for the Trust via video-conferencing this year. I look forward to working with the Trustees and our administration team over the coming year.