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Severnside Sirens Trust Ltd

Notice of (online) Annual General Meeting

Tuesday 8th June 2021

11am

Join Zoom Meeting

<https://us02web.zoom.us/j/81209956868?pwd=V3pzdnDsR2JHOSzMM0M1VTRIWENGdz09>

Meeting ID: 812 0995 6868

Passcode: 759126

One tap mobile: +442034815240

TRUSTEES 2020/ 2021

Chairman: Mrs Reyna Knight

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

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 June 2021 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 – Appendix C**
- 6. Elections**
 - **Chairman**
 - **Trustees**
- 7. To consider the appointment of the Independent Examiners**
- 8. Update on relocation of administration office**
- 9. AOB**

APPENDIX A – MINUTES OF THE 2020 ANNUAL GENERAL MEETING

Sevenside Sirens Trust Ltd Annual General Meeting held on Tuesday 8th September at 11.00am held via video-conference due to COVID-19.

PRESENT: Reyna Knight (Chairman, Trustee), Don Alexander (Trustee); Ian Cameron (Trustee); Cllr. Robert Griffin (Trustee), Ian Roberts (Trustee); Cllr. Jo Sergeant (Bristol City Council), Nigel Parsons (Bristol City Council); Alex Stafford (North Somerset Council); Rob Simmons (Avon & Somerset Police), Simon Halliday (Port Police); Ify Wood (CHL-PS)& Victoria Bywater (Secretariat, Cooksley & Co. Ltd.).

Item Number	Details	Action By
AGM2020 – 1 Apologies for absence	The meeting commenced at 11.05am and it was confirmed that apologies had been received from Martin Bennett (Flo Gas); Mark Coldrick (Bristol Port Company); Les Cox (Brooking Ruse Accountants); Gareth Price (Highways England); Peter Tyzack; Shailesh Purohit (CLH-PS) & Gareth Reece (CLH-PS)	
AGM2020 – 2 Minutes of the 2019 AGM	The Chairman confirmed that the minutes of the 2019 AGM had been circulated with the AGM Notice. The minutes of the 2019 AGM were proposed by Ian Roberts, seconded by Ian Cameron as a true record and approved by all those in attendance.	
AGM2020– 3 Matters Arising	The Chairman asked if the attendees wished to raise any matters relating to the minutes. Victoria Bywater updated the meeting regarding the installation of new equipment at Siren 12, Redcliffe Bay Portishead. VB reported the purchase of the new equipment following a report from Federal Signals on the requirements of the site. VB further reported that on receipt of the equipment SSE had raised issues with the suitability of the equipment provided given the required location of the siren. VB advised the meeting that SSE continue to work on a solution which has been hampered by COVID-19 restrictions but the work is ongoing.	
AGM2020 – 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 ongoing support during the year.	
AGM2020 – 5 Accounts	The Chairman confirmed that the Accounts for the Year Ending 31 st March 2020 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 and that the loss reported is largely attributed to the depreciation cost of	

	<p>equipment.</p> <p>Victoria Bywater noted that the reduction of income following the closure of the Avara site.</p> <p>The Accounts for the Year Ending 31st March 2020 were proposed by Ian Cameron, seconded by Ian Roberts. and approved by the meeting.</p>	
<p>AGM2020 - 6 Elections of Chairman & Trustees</p>	<p>The Chairman handed over proceedings to Victoria Bywater to conduct the election of Chairman who asked for nominations.</p> <p>It was confirmed that Reyna Knight was prepared to stand as Chairman and on the proposal made by Jo Sergeant seconded by Ian Cameron Reyna Knight was unanimously elected Chairman.</p> <p>Reyna Knight took the Chair confirming that Mr Simon Halliday had offered to stand as a Trustee.</p> <p>The Chairman confirmed that Scott Parkman had resigned as a Trustee and noted a vote of thanks to be recorded.</p> <p>It was confirmed that all other existing Trustees are prepared to stand for re-election.</p> <p>The Chairman proposed and Ian Cameron seconded that all Trustees and Simon Halliday be elected which was approved unanimously by the meeting.</p> <p>The Chairman updated the meeting that new Trustees are being actively encouraged to join the Board.</p>	
<p>AGM2020 – 7 Independent Examiners</p>	<p>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.</p>	
<p>AGM2020 – 8 AOB</p>	<p>There was no further business.</p> <p>The Chairman thanked the attendees for attending.</p>	
<p>Date of next meeting</p>	<p>The next AGM will be held approximately 2 months after the conclusion of the year end (31st March 2021).</p> <p>With no further business, the meeting ended at 11.15 am.</p>	<p>C&C</p>

APPENDIX B – CHAIRMAN’S REPORT – REYNA KNIGHT

During the year 2020/ 2021, the Trustees met in June, September and December 2020 and in March 2021 to discuss the maintenance and updates required to the siren system via video conferencing due to Covid-19.

The final installation of the new equipment at Siren 12 was completed during the financial year with the overall cost less than had been expected.

Two incidents occurred during the year one of which occurred on a siren test day which resulted in the siren not being tested. The incidents were not related to COMAH sites but did raise questions about the use of the sirens away from their remit. The Trust heard evidence from the Emergency Planning Officers and response teams from the

incidents and agreed that the use of the sirens is only to warn people of possible incidents involving dangerous substances in the area.

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 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 an RPI linked increase in the price of the annual contributions for 2021/ 2022 due to the reduction of income due to the Upper Tier COMAH site at Astra-Zeneca being decommissioned.

The Trust co-opted Simon Halliday during the year to the Board of Trustees following the resignation of Scott Parkman.

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 again this year due to COVID-19 restrictions but hope to be back together for face-to-face meetings later in the year. I look forward to working with the Trustees and our administration team over the coming year.