

# **SEVERNSIDE SIRENS TRUST LIMITED**

Report and Financial Statements

Year Ended 31 March 2021

Charity No: 1063224

**SEVERNSIDE SIRENS TRUST LIMITED**  
**(A company limited by guarantee)**

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**SEVERNSIDE SIRENS TRUST LIMITED**  
**(A company limited by guarantee)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Constitution**

Severnside Sirens Trust Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Charity Number: 1063224.

**Directors and Trustees**

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. As set out in the Articles of Association the chairman of the Trustees is nominated by the Trustees.

The Trustees serving during the year and since the year end were as follows:-

**Board of Trustees**

Councillor R Knight	North Somerset Council
Mr R Griffin	South Gloucs Council
Mr I Cameron	Independent
Councillor D Alexander	Bristol City Council
Councillor J Sergeant	Bristol City Council
Councillor T Snaden	North Somerset Council
Mr S Halliday	Independent
Mr I Roberts	Independent

**Registered Office**

108 High Street  
Portishead  
BRISTOL BS20 6AJ

**Registered Number**

3348008 (England and Wales)

**Accountants**

Brooking Ruse  
108 High Street  
Portishead  
BRISTOL BS20 6AJ

**Independent Examiner**

Brooking Ruse  
108 High Street  
Portishead  
BRISTOL BS20 6AJ

**Bankers**

HSBC Bank plc  
PO Box 120  
49 Corn Street  
BRISTOL BS99 7PP

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**REPORT OF THE CHAIRMAN FOR THE YEAR ENDED 31 MARCH 2021**

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.

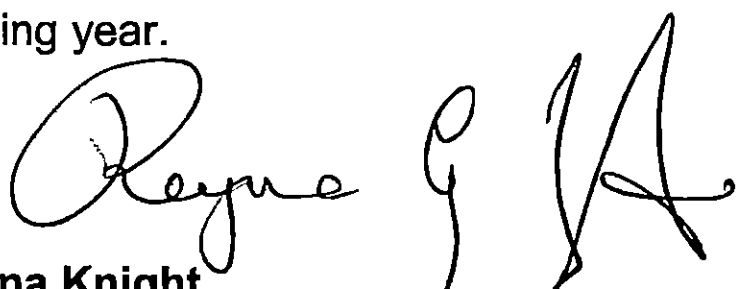
Two incidents occurred during the year, one of which occurred on a siren test day which resulted in the siren not being tested. The incidents were not related to COMAH sites but did raise questions about the use of the sirens away from their remit. The Trust heard evidence from the Emergency Planning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

A handwritten signature in black ink, appearing to read 'Reyna Knight', followed by a large, stylized initial 'A'.

**Reyna Knight**  
**Chairman to the Trustees**

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

The Board of Trustees present their report together with the financial statements for the year ended 31 March 2021.

**Objects**

The company was incorporated on 1 May 1997. The objects of the charity are the establishment of an early warning system and to assist government departments and local authorities in their provision of emergency services.

**Board of Trustees**

The Board of Trustees who have served during the year are set out on page 1. Trustees are invited to join to either represent their local authority or their particular industry. Trustees retire by rotation and may stand for reappointment.

**Investment Powers**

Under the Memorandum and Articles of Association, the charity has the power to make any investments which the Trustees see fit.

**Related Parties**

The charity has a very close relationship with Bristol City Council, North Somerset Council and South Gloucestershire Council, all of which have provided funding to enable the charity to carry out its charitable objectives.

**Trustees' Responsibilities in Relation to the Financial Statements**

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practices have been followed subject to any departures disclosed and explained in the accounts; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 contd**

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of The Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees consider that the Independent Examiner has been provided with all relevant information.

***Reserves Policy and Risk Management***

The Trusts cash reserves should be maintained at a level sufficient to meet both the commitments to maintenance of the system and the administration costs for a period of twenty four months, which currently equates to approximately £62,000. This is the minimum amount of liquid funds that should be readily available.

This would meet funding for the period in the event of a significant drop in income from the funds provided by the local councils and COMAH sites after which it would be necessary to consider how the funding would be replaced, or activities changed.

**Assets**

The maintenance of the system is managed by a technically qualified sub-contractor according to a contract. The records of the system failures and maintenance are reviewed by the Trustees at the management meetings.

A reserves policy is in place, which ensures the availability of sufficient cash for the trust to operate for 24 months. Details of the SST reserves were last confirmed to the Trusts auditors in April 2018.

**Management and Administration**

The Trustees meet four times a year and discusses the administration, maintenance, funding, performance and improvements of the system

Full records are held of all details relating to performance of the system since November 2016.

SST is administered by an out-sourced administration company (Cooksley & Co Ltd) and a formal performance review by the Chairman and Vice Chairman of the Trustees takes place annually.

**Legislation and Regulation**

A copy of the annual report, financial statements and statutory returns are filed as required on-line to the Charity Commission and Companies House.

All data and records kept by the Trust, relating to the business and individuals associated with providing the siren system, will not be passed to a third party without the approval of the relevant persons.

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 contd**

**Conflict of Interest**

In order that all who have dealings with SST can have total confidence in the integrity of its decision-making process, all trustees and those involved in administering the Trust will strive to avoid any conflict of interests between the Trust and their own personal, professional and business interests. This includes avoiding actual, as well as perceived, conflicts of interest.

Conflicts of interest could arise if, for example, a Trustee has a business that may be engaged in providing services for the Trust on a commercial basis.

Upon appointment each Trustee will be expected to make the Board aware of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. Such notification should be made in writing. It will be kept on file and should be updated as appropriate. Likewise, all Trustees are expected to make similar disclosure if during a meeting a matter arises which could involve a conflict between that Trustee's interests and those of the Trust.

In such a case, the Trustee in question must accept that he/she may be asked to leave the room while the discussion takes place and may not be able to take part in the decision depending on the judgement of the other Trustees present at the time. Any such disclosure and the subsequent actions taken will be noted in the minutes.


This policy is meant to supplement good judgement. The Trustees should respect its spirit as well as its wording.



**Independent Examiner**

The criteria for requiring a statutory audit have relaxed, and the Trustees resolved to amend the Memorandum and Articles of Association to require an Independent Examination of the accounts. Brooking Ruse was duly appointed as Independent Examiner of these Financial Statements.

The above Report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime in Part 15 of Companies Act 2006.

Approved by the Trustees and signed on their behalf by:

  
.....  
**Reyna Knight**  
**Chairman**

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**INDEPENDENT EXAMINER'S REPORT**

**To the Trustees of Severnside Sirens Trust Limited**

I report to the Trustees on my examination of the accounts of Severnside Sirens Trust (the Trust) for the year ended 31 March 2021, which are set out on pages 7 to 11.

**Responsibilities and basis of report**

As the charity Trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
**Les Cox**  
**Brooking Ruse**  
**Chartered Accountants**  
108 High Street  
Portishead  
BRISTOL  
BS20 6AJ



**SEVERNSIDE SIRENS TRUST LIMITED**  
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**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021**

		<b>2021</b>	<b>2020</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Incoming Resources</b>			
Donations	2	50,190	56,010
Bank interest receivable		10	51
Total incoming resources			
available for charitable application		<u>50,200</u>	<u>56,061</u>
<b>Resources Expended</b>			
Charitable expenditure:			
Direct costs	3	26,525	52,082
Administrative expenses	3	27,347	24,799
Total charitable expenditure			
& total resources used		<u>53,872</u>	<u>76,881</u>
<b>Movement in Total Funds for the year</b>			
Net Deficit for the year		(3,672)	(20,820)
Fund balance brought forward		<u>95,543</u>	<u>116,363</u>
Fund balance carried forward		<u>91,871</u>	<u>95,543</u>

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources expended derive from continuing activities.

The notes on pages 10 to 12 form part of these accounts.

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**BALANCE SHEET AS AT 31 MARCH 2021**

	Notes	2021	2020
		£	£
<b>Fixed Assets</b>			
Tangible Assets	4	24,140	37,320
<b>Current Assets</b>			
Cash at bank and in hand		69,831	60,131
Creditors: amounts falling due within one year	5	<u>2,100</u>	<u>1,908</u>
<b>Net Current Assets</b>		<u>67,731</u>	<u>58,223</u>
Total Assets less current liabilities		<u>91,871</u>	<u>95,543</u>
<b>Funds</b>			
Restricted Funds		<u>91,871</u>	<u>95,543</u>
Total Funds at 31 March 2021		<u>91,871</u>	<u>95,543</u>

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this balance sheet.

The notes on pages 10 to 12 form part of these accounts.

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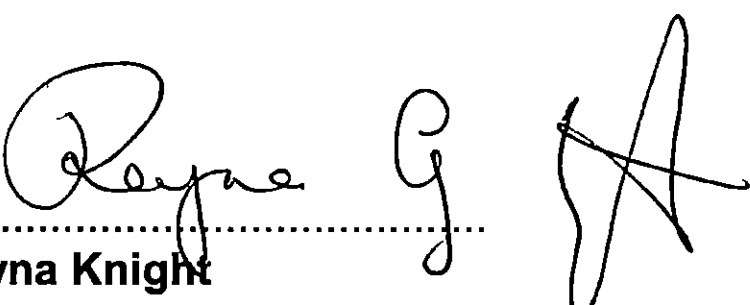
**BALANCE SHEET AS AT 31 MARCH 2021** contd

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31<sup>st</sup> December 2017; and
- (c) that we acknowledge our responsibilities for:
  - (i) ensuring that the company keeps accounting records which comply with Section 386; and
  - (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board on 08 JUNE 2021 and signed on its behalf by

  
.....  
**Reyna Knight**  
**Chairman**

**Registration number: 07588073**

The notes on pages 10 to 12 form part of these accounts.

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

**1 ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**Donations and grants**

Income from donations and grants, including capital grants, is included within incoming resources.

**Depreciation**

Mechanical equipment is written off over its estimated useful life of 10 years. Electrical equipment is also written off over its estimated useful life of 10 years.

**Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

**Fund accounting**

Funds held by the charity are:

Restricted funds – These are fund that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2 DONATIONS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Local authority donations	32,790	38,610
Corporate donations	17,400	17,400
Total	<u>50,190</u>	<u>56,010</u>

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 contd**

**3 CHARITABLE EXPENDITURE**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Direct Costs:</b>		
Radio Licence	820	919
Premises Costs	1,325	720
Contract Costs	13,416	13,416
Repairs & Maintenance	(2,216)	23,794
Depreciation	13,180	13,233
	<u>26,525</u>	<u>52,082</u>
<b>Administrative Costs:</b>		
Stationery & Telephone	3,737	2,639
Administrator's Costs	14,400	14,400
Legal & Professional	1,716	1,044
Insurance	7,035	6,194
Administration & Travel	459	522
	<u>27,347</u>	<u>24,799</u>

**4 TANGIBLE FIXED ASSETS**

	Plant & Equipment £
Cost or valuation:	
At 31 March 2020	312,920
Additions	-
At 31 March 2021	<u>312,920</u>
Depreciation:	
At 31 March 2020	275,600
Provided during the year	13,180
At 31 March 2021	<u>288,780</u>
Net book value:	
At 31 March 2021	<u>24,140</u>
At 31 March 2020	<u>37,320</u>

**5 CREDITORS: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals	<u>2,100</u>	<u>1,908</u>

**SEVERNSIDE SIRENS TRUST LIMITED**  
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**Notes to the Financial Statements for the Year Ended 31 March 2021 contd**

**6 RELATED PARTY TRANSACTIONS**

Under FRS 8 the company is required to disclose transactions between related parties. However, disclosure is not required as a result of an individual's role in a government department. None of the trustees have a controlling interest in the organisations that they belong to, although the list below details which organisation each trustee represented during the year.

Councillor R Knight	North Somerset Council
Mr R Griffin	South Gloucestershire Council
Mr I Cameron	Independent
Councillor D Alexander	Bristol City Council
Councillor J Sergeant	Bristol City Council
Councillor T Snaden	North Somerset Council
Mr S Halliday	Independent
Mr I Roberts	Independent

None of the trustees received any expenses or remuneration from the charity during the year.

**7 COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and the members undertake to contribute an amount, not exceeding £10, to the charity's assets in the event of a winding up whilst they are still a member, or within a year of them ceasing to be a member.

**8 RESTRICTED FUND**

	<b>Year to 31 March 2021 £</b>	<b>Year to 31 March 2020 £</b>
Siren Fund		
Balance brought forward	95,543	116,363
Deficit for the financial year	(3,672)	(20,820)
Balance carried forward	<u>91,871</u>	<u>95,543</u>