The Institute of Fire Safety Managers

Annual General Meeting - DRAFT

Venue: Emirates Old Trafford Cricket Ground, Talbot Rd, Old Trafford, Stretford, Manchester M16 0PX

Date: 1st October 2025

Time: 13:00

Council Members and Staff Present: -

David White	**DW**	Chair
Robert Docherty	**RD**	President
Matt Spivey	**MS**	Vice-Chair
Ken Day	**KD**	Life Vice President
John O'Sullivan	**JO**	Life Vice President
Colin Todd	**CT**	Vice President
John Cowie	**JC**	Vice President
Sukhvinder Soor	**SS**	Council
Kirsty White	**KW**	Council
Reuben Bellis	**RB**	Council
Julie Saunders	**JS**	Council
Alex Aiston	**AA**	Council
Anderw Hewitson	**AH**	Council
Ross Evans	**RE**	Council
Tony Bolder	**TB**	Member
Helen Hilton	**HH**	Business Manager
Richard King	**RK**	Business Development Manager

Attending: -

Plus 75 Members in attendance.

Apologies: -

Pete Cowland	**PC**	Life Vice President
Stuart Cocking	**SC**	Vice President
Lucy Cowell	**LC**	Council

Mark Davies	**MD**	Council
Vicki Swaine	**VS**	Council
Jonathan Smith	**JS**	Member

1) Welcome and apologies for absence

DW welcomed members to the meeting and thanked them for their attendance. The above apologies were noted.

2) Minutes of Last AGM – 03/10/24

The minutes of the last AGM had been available on the Institute's website for 11.5 months. **DW** proposed that the minutes be accepted as a true and accurate record; this was seconded by **RD** and **MS** and agreed by all members in attendance.

3) Matters Arising

No matters had been brought to Council or raised at the meeting.

4) Reports: -

a. Chairman

i. General Report

With membership approaching 6,000, the Institute had continued to grow across all areas. The team had expanded to 10 members of staff, office space had increased, and most importantly, recognition of the Institute within the industry and by government had continued to strengthen.

ii. Membership Update

Membership had increased steadily by approximately 150 members per month over the last 18 months, the Tiered Fire Risk Assessors Register (TFRAR) was also growing despite uncertain times, with around 3000 on the register. Applications continued to be accepted allowing members to demonstrate their competence. The Institute was liaising with Government to progress this further. The Tier 2 level now included a regulated qualification and would continue to develop as required.

iii. Price Increases

DW outlined the significant costs associated with running the Institute, notability the website, salary of staff and cost of £110,000 for the 17 British standards available to members.

DW proposed an increase of £10 for all membership grades. A member suggested there might be alternative, cheaper suppliers, but it was agreed that this was unlikely for the number of licences required. **DW** asked that any information on alternative suppliers be emailed to him for investigation.

DW also proposed an increase of £15 for TFRAR fees to reflect the increased administration and inclusion of a regulated qualification.

CT and **MS** seconded the two proposals, and all members present agreed.

b. President

RD thanked **DW** for his contribution to the running of the Institute, noting that as well as undertaking some technical work, **DW** managed the office and staff, enabling **RD** to focus on the technical side. **RD** highlighted the substantial work undertaken over many years in developing BS 8674. He noted the active contribution of members to consultations and thanked **VS** for coordinating these. **RD** expressed his thanks to Council, staff, and members for their continued support, which had helped establish the Institute as a leading professional body.

c. Treasurer

RK confirmed that turnover for 2024 was £891,274, representing 45% growth from £613,132 in 2023. Looking ahead, a further 40% increase was forecast, with turnover expected to exceed £1.25 million in 2025. **RK** welcomed Dana, who had recently joined the team to manage finances and ensure the Institute's growth remains sustainable and aligned with long-term goals.

5) Accountant Re-Election (Ryans)

The 2024 accounts had been emailed to members prior to the meeting. No queries were raised when **DW** invited questions. **MS** proposed that Ryans be reappointed for a further year. **RD** seconded the proposal, and all in attendance agreed.

6) Awarding of Certificates

The following members were recognised for their appointment to Fellow grade: Julie Saunders, Tony Behan, Dave Price, Andrew Fox, Steve Hamblett, Garry Grant, John Gallo, Gary Wright, Muz Iqbal, Lewis Ramsay and Steve McGuirk.

Those in attendance were presented with their certificate.

7) Appointment of Council Officials

a. Life Presidents
No change.

b. Vice Presidents
No change.

c. **Council Members**
Online voting had taken place prior to the meeting. **DW** confirmed that Lucy Cowell had been reappointed to Council. Tony Bolder, having previously taken a break, had been elected along with new Council members Robert Taylor and Jonathan Smith.

8) AOB

None

9) Closing Remarks

DW thanked **RD** for his work on BS 8674, the technical meeting speakers, members in attendance, and the staff for their contributions.

The Meeting concluded with no other business.