



The Institute of Fire Safety Managers Annual General Meeting

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 before the meeting; however, DW noted the relatively low number of votes cast and encouraged members to exercise their right to vote in future. 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.