



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 2026

Time: 14:00

Council Members and Staff Present: -

Robert Docherty	RD	President & Director
Matt Spivey	MS	Vice-Chair & Director
Ken Day	KD	Life Vice President
Colin Todd	CT	Vice President
Sukhvinder Soor	SS	Council & Director
Vicki Swaine	VS	Council & Director
Lucy Cowell	LC	Council
Lee Baker	LB	Council
Kirsty White	KW	Council
Reuben Bellis	RB	Council
Alex Aiston	AA	Council
Anderw Hewitson	AH	Council
Tony Bolder	TB	Council
Jonathan Smith	JS	Council
Helen Hilton	HH	Business Manager & Associate Director
Richard King	RK	Business Development Manager
Barry Davies	BD	Member

Attending: -

Plus 20 Members in attendance.

Apologies: -

David White	DW	Chair & Managing Director
Mark Davies	MD	Council
Azher Ahmed	AAh	Member
Jerry Hall	JH	Member

1) Welcome and apologies for absence

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

2) Minutes of Last AGM – 01/10/25

The minutes of the last AGM had been available on the Institute's website since Oct 2025 and circulated prior. Correspondence had been received from a member recalling **DW** had noted the relatively low number of votes cast and gave encouragement to members to exercise their right to vote in future, this omission will be added. **MS** proposed that the minutes be accepted as a true and accurate record; this was seconded by **RD** 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

In the unexpected absence of **DW**, **MS** presented the General Report, noting that the Institute continued to grow and strengthen. Work with various government technical committees was ongoing to support the development and updating of guidance. **RD** continued to champion apprenticeships.

MS also noted that, in response to the increasing workload associated with running the Institute, **SS**, **MS** and **VS** had been appointed as Company Directors during the year to strengthen the Institute's leadership and operational capacity.

ii. Membership Update

Membership continued to increase with membership now over 6600. The National Fire Risk Assessors Register (NFRAR) was also still growing and developing.

iii. Price Increases

MS proposed an increase of £3 for all membership grades. This was seconded by **LC** and agreed by all.

MS also proposed the following costs for NFRAR.

Foundation:

Application (Full/standard) - £350

Application (New Fire Risk Assessor) - £100 (with a further £250 later)

Annual Renewal - £80

Intermediate:

Application (Full/Level 4) - £900

Application (Stage one) - £650

Annual Renewal - £100

2 Year Review - £600

Advanced:

Application - £650

Annual Renewal - £120

JS seconded the proposals, and all members present agreed.

b. President

RD highlighted the work undertaken through committees, responding to members' technical queries and reviewing consultations. Where timescales allowed, consultations were also shared with members to give them the opportunity to provide their views. By way of example, approximately 25 consultations relating to fire had been received over the preceding couple of days.

RD emphasised that the Institute was there to represent its members and encouraged them to respond to consultations so that their views could also be considered.

c. Treasurer

RK confirmed that turnover for 2025 was just under £1.15 million. For 2026, turnover of £1.4 million was forecast, with an anticipated surplus of £90,000.

RK confirmed that the accounts for the year had been approved and filed with Companies House. He also noted that Council was aware of a request for an auditor's report to be provided to members at AGMs. Although the Institute is exempt from this requirement under the Companies Act, the matter would be included on the agenda for the next Directors' meeting for discussion and a decision. If agreed, a formal resolution would then be put to the members.

5) Accountant Re-Election (Ryans)

MS proposed that Ryans be reappointed for a further year. **JS** seconded the proposal, and all in attendance agreed.

6) Awarding of Certificates

The following members were recognised for their appointment to Fellow grade: **VS, SS, LC, JS**, Innes Southard and Neville Tomblin. **CT** was recognised for his appointment to Life Fellow. Those in attendance were presented with their certificate.

KD was presented a life time achievement award.

7) Appointment of Council Officials

a. Life Presidents

No change.

b. Vice Presidents

No change.

c. Council Members

No online voting was required, as the number of applicants matched the number of vacancies. **LB** and **KW** would continue as Council members, and **BD, AAh, JH** and Monica Daniels were appointed as new Council members.

d. President

RD proposed **MS**'s inauguration as President for the 2026–2028 term. The proposal was seconded by **VS** and unanimously approved by those present.

As Immediate Past President, **RD** delivered his valedictory address. He reflected that, although initially reluctant to take on the role, he had enjoyed being involved in the changes over the past six years. He thanked colleagues, past and present Council members, staff and members for their support.

RD then handed over the President's regalia and badge to **MS** as the incoming President.

MS delivered his inaugural address, reflecting that when he first joined the IFSM, he had not fully appreciated the extent of the work undertaken behind the scenes. With guidance from **RD** and **DW**, this had soon become apparent. He acknowledged the challenge of following Bob's example, particularly his diligence and clear vision.

8) AOB

On behalf of the members, Steve Hamblett thanked Council for the time and effort dedicated to the Institute.

9) Closing Remarks

MS thanked everyone for attending. The Meeting concluded with no other business.

DRAFT