



The Institute of Fire Safety Managers Scotland Branch AGM Meeting

Venue: Online

Date: 12/06/25

Time: 14:00

Committee Members and Members Present: -

David White	DW	IFSM Chair
Vicki Cutler	VC	Treasurer
David Todd	DT	Committee Member
Scott Harris	ScH	Committee Member
Alan Jones	AJ	Committee Member
Ian Anderson	IA	Committee Member
Steve Kenyon	SK	Member
Robert Stirton	RS	Member
Steven Allan	SA	Member
Lewis Ramsey	LR	Member
Paul Devlin	PD	Member
Steven Harkins	StH	Member
Wes Boulstidge	WB	Member
Allan Mitchell	AM	Member
Derek O'Rourke	DO	Member
Mark Bramwell	MB	Member
Helen Hilton	HH	Business Manager

Apologies:-

John Cowden	JC	Branch Chair
Lindsay Masson	LM	Branch Vice Chair
John Hamilton	JH	Member
Matt Whatley	MW	Member

1) Welcome and Introductions

In the absence of the branch chair and vice chair **DW** welcomed members to the meeting. Each attendee introduced themselves.

2) Apologies

The apologies were given as above.

3) IFSM Chair Report

DW thanked the committee for the roles they had played to date. Noting the number in attendance and their combined knowledge and experience he was hopeful this meeting would be the kickstart to what had unfortunately been slow from the initial set up two years ago explaining that the branch still had not officially been inaugurated.

Looking ahead **DW** gave details of an event that was being organised for November with Business Media in Glasgow where the branch had the opportunity to hold a speaker event. There was also IFSM courses that could be held in Scotland as currently many Scottish members were having to travel to Chesterfield.

He explained that the support of branches had moved from the Membership subgroup to a separate Branches subgroup made up of himself and **HH** and reminded branch members that they were there to support them.

4) Branch Chair Report

HH was able to report on the membership figures. At the start of 2025 membership had been 147 members of which 95 were at member grade and 14 affiliated companies. The last membership count was in April where membership had grown to a combined total of 193.

HH explained she had seen minutes of previous meetings where many ideas were discussed but she was not aware of whether any of these were brought to fruition. **VC** confirmed that there were many opportunities identified but this was 18 months ago, and frustratingly little progress had been made since.

5) Treasurers Report

VC shared a document summarising the branch expenses. Giving a starting balance of £1,389.00 on 1st April 2024, an income of £1544.30 from 10% of membership for individuals and affiliated companies and no expenditure gave a closing balance of £2933.30.

DW added an additional £1000 to help the branch start again and reminded members that if additional funding was needed it was available.

ACTIONS: HH to add £1000 to balance.

6) Appointment of Committee Members and Posts

As there had been several nominations for the position of Chair, members had voted prior to the meeting. **DW** announced that the votes showed a clear first and second, from this he proposed that **VC** was nominated as Chair and **LR** was nominated as Vice Chair. Both accepted the positions.

PD put him self forward for either Secretary or Treasurer and **HH** from correspondence suggested that **JH** would also take on one of these roles. **HH** to liaise with **PD** and **JH**.

Upon request of **DW** the following members nominated themselves as committee members: **MB, AJ, StH, DT, ScH, SA, AM, WB**

All appointments were unanimously agreed with members.

ACTIONS: HH to liaise with PD and JH to delegate Secretary and Treasurer position.

7) A.O.B

LR offered his full support to **VC** and gave an insight into his work with government.

VC shared how she planned to share previous ideas with the new committee and push them forward in addition to other benefits they could bring to members. She gave an outline of her experience with other committees.

WB gave his support and explained that working in the University sector meant he was in the forefront, and he could share best practice.

DW asked that a Scottish CPD event was organised by the end of the year for the Chair and President to attend to inaugurate the branch.

DW explained that the committee member roles were voluntary as were all Council roles including his, however they should make sure they claim their expenses.

DW handed over to **VC** to close the meeting. **VC** thanked everyone for their support committing to doing her best to push the branch forward.

ACTION: VC & committee to organise a Scottish CPD event

The Meeting concluded with no other business at 2:45 pm.