



The Institute of Fire Safety Managers Scottish Branch AGM

Venue: Teams

Date: 17th August 2025

Time: 15.00 pm

Members Present: -

David White	DW	Chair of the Institute
Naydean Mikysa	NM	Personal Assistant to the Chair and President
Lewis Ramsay	LR	Vice Chair
John Hamilton	JH	Treasurer
Mark Bramwell	MB	Member
David Todd	DT	Member
Colin Weaver	CW	Member
Patrick McBlain	PM	Member
Lindsay Masson	LM	Member
Rodney Harkins	RH	Member
Andrew Gardiner	AG	Member
Graeme Binning	GB	Member
Wes Boulstridge	WB	Member
Linnea Randall	LR	Member
Iain Anderson	IA	Member

Apologies: -

Ian Robertson
Steven Harkins
Steven Allan
Scott Harris

1) Welcome & Apologies (LR)

LR welcomed all attendees to the Scottish Branch AGM and noted the apologies received.

2) Minutes from the last AGM & matters arising (LR)

LR informed attendees that Vicki Cutler had stepped down from her position as Chair of the Scottish Branch.

3) Reports

i. Chair (LR)

LR advised that, despite the change in leadership, Scottish Branch membership numbers had continued to grow. In April 2025, there were 193 total memberships, comprising individual members and affiliate companies. As of August 2026, membership had increased to 210, consisting of 195 individual members and 15 affiliate memberships.

ii. Treasurer (JH)

JH, in his capacity as Treasurer, presented the Treasurer's Report. He advised that there had been no expenditure during the period. The Branch had a starting balance of £3,933.30 from the previous AGM. An allocation of £1,570.60 was received for 2026 Individual Memberships, along with £138.00 for 2026 Affiliate Memberships. The ending balance was therefore £5,641.90.

4) Election of Chair (LR)

LR announced that, following the election, Steven Harkins had been elected by the members as Chair of the Scottish Branch. There were three candidates for the position. Unfortunately, Steven was unable to attend the meeting. **LR** confirmed that he would contact Steven to congratulate him on his election and formally advise him of the outcome.

5) Branch Plans / Initiatives

It was discussed that the Institute could look to hold more events in the North of England, making them more accessible for Scottish members to attend. As the Scottish membership continues to grow, the possibility of holding events directly in Scotland could also be explored.

It was also suggested that additional CPD opportunities could be provided through webinars specifically tailored to Scottish fire safety legislation and requirements, providing members with relevant and accessible learning opportunities.

i. FSM Event - November 2026

LR advised attendees that the Fire Safety Event will be held at the SEC Glasgow on 26th November. **DW** advised that the Institute is seeking two volunteers to

deliver a 45-minute presentation on behalf of the Institute on fire safety. Volunteers are also required to assist with manning the Institute stand alongside **DW** and Richard King.

LR confirmed that anyone interested in volunteering for the presentation or assisting at the Institute stand should contact him.

Action: Members interested in delivering the 45-minute presentation or assisting with manning the Institute stand at the Fire Safety Event on 26th November should contact LR.

ii. Others

WB enquired whether the Institute planned to hold further CPD events in Scotland or the North of England to provide greater opportunities for Scottish members.

DW advised that the attendance at the Fire Safety Event in November would help the Institute assess the level of interest from members in the region and inform future event planning.

WB asked whether **DW** would consider delivering his Validation or Strategy course in Scotland. **DW** confirmed that this had previously been discussed with Vicki prior to her stepping down as Chair and advised that this could be revisited.

Action: DW to consider the possibility of delivering the Validation or Strategy course in Scotland and explore the level of interest from Scottish members.

6) AOB

DW advised attendees that the Institute will be holding its second annual awards ceremony at Old Trafford Cricket Ground on 1st October. He invited two representatives from the Scottish Branch to attend the event on behalf of the Scottish membership.

Action: Members interested in attending should contact LR.

The Meeting concluded with no other business at 15.29 pm.