



**The Institute of Fire Safety Managers**  
**Annual General Meeting**  
**5<sup>th</sup> October 2010**

Venue: - The 2010 AGM will be held at:-

**THE LECTURE THEATRE, JAGUAR PLANT, CASTLE BROMWICH, BIRMINGHAM, B35 7RA**

**AGENDA AND PROGRAMME FOR THE DAY**

- 1030 -1100 Registration and Coffee
- 1100 -1110 Welcome and Introduction by Chairman John Williamson and opening address by President Dave Price.
- 1110 - 1140 'What Goes in Must Come Out - Personal Emergency Evacuation Planning for Disabled People', Elspeth Grant, Director, TripleAconsult.
- 1140 - 1210 'Sprinkler Service to BS EN 12845' Stephen O'Reilly, Hall and Kay Fire Engineering.
- 1210 - 1240 'Fire & Safety – A Corporate approach to an International issue' Linda Oldman Fire, Health & Safety Manager British Airways Holidays.
- 1245 - 1345 Lunch ~ very kindly sponsored by Belimo.
- 1345 - 1415 'Developments in Fire Safety Enforcement and its implication for duty holders', Hilary Ross, Partner, Bond Pearce LLP.
- 1415 - 1445 'Effective Computer Based Training', Mark Clayton and John Montgomery, Global HSE Solutions.
- 1450 - 1510 Presentation on Membership benefits, Chairman IFSM, John Williamson.
- 1510 AGM
1. Minutes of the 2009 AGM held on 6th October 2009. (Draft minutes of the AGM can be downloaded from the Institute's website).
  2. Chairman's report.
  3. Treasurer's report.
  4. Membership Secretary's report.
  5. Secretary General's report to include the following proposals and resolutions:-
    - a. To receive and accept the Institute's accounts for the year 2009/2010 and propose Miller and Company as the auditors for the year 2010/2011.
    - b. To propose on Council's recommendation an increase in annual membership fees from 2011 to £48 per member.

- c. To propose on Council's recommendation that the application and annual fees for the fire risk assessors register be increased from January 2011 from £45 and £35 to £48 and £48 respectively.
- d. To propose on Council's recommendation an increase and restructure of the accreditation fees to the following from January 2011:-

### **Application and Annual Fees – Accredited Courses**

#### **Members**

Accredited course application fee per course £50  
 Continuous annual fees per accredited course £75

#### **Non-Members**

Accredited courses application fee per course £125  
 Continuous annual fees per accredited course £150

### **Application and Annual Fees – Approved Centres**

#### **Members**

Approved Centre application, to cover all courses submitted at the time £250  
 Approved centre continuous annual fees £300

#### **Non Members**

Approved Centre application, to cover all courses submitted at the time £500  
 Approved Centre continuous annual fees £600

- 6. Election of officials, and Council members.
- 7. Election of President.
  - a. To propose on Council's recommendation that Ken Day be elected as President for the term 2010/12.
  - b. To take any other nominations for President.
  - c. To take the vote from members on the election of the President.
- 8. To take nominations from the members and elect 3 Vice Presidents for the year 2010/2011.
- 9. Immediate Past President's valedictory address and handover of the President's chain/regalia and badge to the incoming President.
- 10. Presentation of Past President's badge by the newly elected President.
- 11. Newly elected President's address.
- 12. Any other business.
- 13. Chairman's closing remarks.
- 14. Tea and dispersal

**Please Note:** both members and non-members are invited. Non members will be charged a £10 fee to cover catering for the day. Please let me know of your attendance or apologies as soon as possible by either e-mail to [sharon@flyingchangespa.co.uk](mailto:sharon@flyingchangespa.co.uk) or tear off the slip below and return to: Sharon Lawrence, Administrative Assistant, IFSM, 3 Woolton Close, Bryn, Wigan, WN40LT.

I will be attending the AGM on 5 October 2010.

I will not be attending the AGM on 5 October 2010. Please tender my apologies.

Name: .....