



# INSTITUTION OF FIRE ENGINEERS SOUTH EASTERN BRANCH ANNUAL GENERAL MEETING

HELD AT EAST SUSSEX FIRE & RESCUE SERVICE  
HEADQUARTERS, UPPERTON ROAD, EASTBOURNE  
THURSDAY 21<sup>ST</sup> APRIL 2011, 14:00 hrs

## Item 1: OPENING

The meeting was opened at 14:00 hrs with words of welcome from the Branch Secretary, Mr Richard Fowler. Richard also welcomed the International President of the Institution, Mr John Woodcock, to the meeting.

## THOSE PRESENT:

R Fowler	J Fowler	N Reynolds
R Moon	D Sherman	A Cager
J Woodcock (IP)	G Tester	N Biffen
R Barraclough	R Bull	P May
M O'Brien	J Lacey	N Robinson
A Watson	P Sundaram-Hardwicke	D Thurston
K Sands	K Thomas	

## Item 2: APOLOGIES FOR ABSENCE

M Hobbs	P Wright	P Settle
R Lawson	A Brown	M Clifford
M Wood	R Burchett	J Norris
D Allen	N Williams	A White
J Wood-Brignall	R Timpson	D Yates

The Secretary welcomed all present and thanked them for attending. He commented that it was good to see such a good turn-out and a significant number of those that could not attend sent their apologies. This indicated a significant interest in the work of the branch.

## Item 3: MINUTES FROM PREVIOUS MEETING (AGM)

The minutes of the last meeting on 20<sup>th</sup> May 2010 were circulated and agreed as a true and accurate record of that meeting.

## Item 4: MATTERS ARISING

There were no matters arising from the previous meeting.

## Item 5: ELECTION OF OFFICIALS

The following Branch Official posts were nominated and elected to serve for the coming year:

- President: Richard Fowler
- Vice President: Russ Timpson
- Secretary: Richard Moon

- Assistant Secretary: Danny Sherman
- Treasurer: Jo Fowler
- Council Member: Mark Hobbs
- Council Member: Roy Barraclough
- Council Member: Rob Lawson
- Council Member: Matthew Wood
- Council Member: Dexter Allen

The Branch also elected the following persons to serve for a 3-year period:

- General Assembly Representative: Jo Fowler
- Alternate General Assembly Representative: Richard Fowler

As a special resolution, the branch agreed that these appointments to the General Assembly should take effect from the conclusion of the GA meeting in Cardiff on 5<sup>th</sup> July 2011. This would allow Richard to fulfil his obligations to the General Assembly as the serving Vice Leader.

#### **Item 6: SECRETARY'S REPORT**

The Branch Secretary provided a brief overview of the current work of the Branch Council.

The Branch Council meets typically three or four times a year to discuss the work of the branch and plans for the future.

The Branch Council has recently purchased some marketing materials to promote the branch and it is hoped that this will help to raise awareness of the work of the Branch. Those attending the meeting were invited to take items away with them. Millwood Servicing Ltd were thanked for sponsoring some of the marketing goods.

The number of candidates sitting IFE examinations in the branch areas was greatly increased this year. Centres were organised in Reigate, Maidstone and Uckfield. A total of approximately 40 persons (6 last year) attended. Some members of the branch council will be assisting with marking.

Some assistance is being provided to other branches to help them to re-establish themselves (Cambridgeshire, Thames Valley and Southern).

Richard and Jo Fowler visited New Zealand and Australia during November last year, representing the Branch and East Sussex Fire & Rescue Service. Presentations were given on sprinklers and sandwich panels at BRANZ, Fire New Zealand, Fire Australia and four other branch events in Australia. This was a successful visit and good contacts were made in both countries.

#### Events

East Sussex – Numerous events are planned but we are currently having some difficulty finding speakers.

Surrey – Matthew is very active organising events. The partnership with Siemens is still working well. It is unfortunate that the event planned for April (Social Housing

and Construction Products Directive) had to be cancelled due to insufficient bookings.

Kent – Some difficulties have been experienced organising events in the Kent area. Russ Timpson will now be leading events in Kent for the coming year.

West Sussex – A number of events have taken place in WS in the past year, including Uppark House and the Air Accident Investigation Branch. Roy is working on further visits for the coming year.

#### **Item 7: TREASURER'S REPORT**

The Treasurer provided an overview of the Branch finances over the previous year. The combined Current and Reserve accounts currently stand at £3,049.70. Taking into account income/expenditure waiting to clear as well as outstanding invoices, the Branch funds continue to remain healthy, standing in the region of approximately £6,000.

At last year's meeting there were still 2 of the old group bank accounts in existence in Surrey and West Sussex needing to be absorbed into the main Branch bank account. The West Sussex account has now been closed and transferred, and work is continuing to try and resolve the last account in Surrey.

As in previous years, the Council decided to run this years AGM event at no cost to members and to open it to non-members so as to raise awareness of the Institution and its objectives. It is hoped that membership will increase as a result.

#### **Item 9: GENERAL ASSEMBLY REPRESENTATIVE'S REPORT**

Richard explained the role and make-up of the General Assembly and explained that he and Jo had attended meetings in London in July last year and at BRE in January. Richard is currently serving as the Vice Leader of the General Assembly and Chair of the UK Working Group.

A paper was previously submitted by this branch proposing changes to the rules for student membership. This has now been accepted by the Board and the rules have been changed.

The GA is currently supporting a request for a UN-backed World Fire Safety Day.

Branch members were reminded that they are able to forward items to their GA representatives if they wish.

#### **Item 10: REPORT OF THE INTERNATIONAL PRESIDENT – MR JOHN WOODCOCK**

John thanked the Branch for his invitation and for the good work that they are doing. The Branch heard a report from John regarding the work of the Institution and the general direction of travel. He discussed the student membership grade, worldwide registrations, examinations, the theme of his Presidential year "Sustainability", the risk assessors and auditors registers, CPD seminars, the Rasbash lecture, awards presented by the Institution, a new branch recently inaugurated in the Netherlands, TSAG and Special Interest Groups, conferences and exhibitions and the Charitable Education Fund. Some questions were asked about the guidance currently available for prospective members, and clearer guidance requested. John also talked about

this year's annual conference in Cardiff, which will follow the theme of "Green Fire Engineering Solutions to Preserve the Built Environment".

#### **Item 11: EVENTS AND PROGRAMME**

The latest version of the Branch programme of events was available to members, showing forthcoming events. The Secretary explained that the programme represents the aspirations of the Branch Council and they would endeavour to organise as many of these as possible. A request was made that the final date of each event be circulated as early as possible to allow planning.

#### **Item 12: A.O.B.**

1. Danny Sherman explained the Branch library that has now been established to support candidates undertaking Fire Engineering-related courses of study, including preparing for IFE examinations. The library is able to supply books and other publications from the reading list on a loan basis to members of the branch.
2. Richard Moon explained that the branch council has submitted an application to the Board of Directors to host the 2012 International AGM and conference in Brighton. It is hoped that this would provide a significant boost to the branch.

There being no further business, Richard closed the meeting at approximately 15:25 hrs. After a short break, Jo Fowler introduced the guest speaker:

**John Lacey from West Sussex Fire & Rescue Service  
"ISAR Response to New Zealand Earthquake, February 2011"**

**Post Meeting Note:** John provided an interesting and informative talk about this response and was well received by the members. Jo Fowler thanked John on behalf of the Branch and presented a small gift.

#### **Item 13: DATE OF NEXT MEETING**

It was noted that the Branch normally meet only once per year. A full branch meeting will therefore be scheduled for approximately twelve months (April/May 2012).