



# INSTITUTION OF FIRE ENGINEERS SOUTH EASTERN BRANCH ANNUAL GENERAL MEETING

HELD AT WEST SUSSEX FIRE & RESCUE SERVICE  
TRAINING CENTRE, COUNTY BUILDINGS, NORTHGATE AVENUE, CRAWLEY  
THURSDAY 20<sup>TH</sup> MAY 2010, 10:30 hrs

## Item 1: OPENING

The meeting was opened at 10:45 hrs with words of welcome from the Branch Secretary, Mr Richard Fowler. Richard also welcomed the International President Elect of the Institution, Mr John Woodcock, to the meeting.

### THOSE PRESENT:

R Timpson	J Fowler	R Fowler
R Moon	M Wood	D Sherman
J Woodcock (IPE)	R Lawson	F Tarada
A Meehan	R Kemp	M Nagle
D Dodd		

## Item 2: APOLOGIES FOR ABSENCE

M Hobbs	D Scott	A Brown
R Barraclough	J Carthew	P Scott
A White	C Fairfull	C White
D Ford	D Mannings	D Wales
E Roberts	J Wood-Brignall	J Norris
M Rist	P May	R Burchett
R Bull	S Boyling	S de Fraine Ford
T Thomas	P Grimwood	

The Secretary commented that it was unfortunate that more members were not able to attend the meeting this year but was pleased at the number of members that had shown an interest and taken the time to inform him that they were unable to attend.

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

The minutes of the last meeting on 7<sup>th</sup> May 2009 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: Russ Timpson
- Vice President: Richard Moon
- Secretary: Richard Fowler

- Assistant Secretary: Danny Sherman
- Treasurer: Jo Fowler
- Council Member (East Sussex): Mark Hobbs
- Council Member (West Sussex): Roy Barraclough
- Council Member (Kent): Rob Lawson
- Council Member (Surrey): Matthew Wood

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

The Branch Secretary provided an overview of the current work of the Branch Council, including the planning of events for 2011 and the provision of a library of study materials for fire engineering students. He explained that the Branch only meets formally once a year and there appears to be no reason to increase this. However, the Branch Council meets more regularly – typically four times a year.

Richard also explained that the Branch Council are the guardians of the Branch funds, with legal responsibility for spending the funds responsibly.

Matthew Wood explained the new working relationship with Siemens Building Controls in Frimley, Surrey. Siemens are currently hosting events for the Surrey Group and this is proving very successful.

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

The Treasurer provided a report to the Branch on the state of the Branch finances. Branch finances are considered to be healthy and the current balance of the South Eastern Branch account is £6,657.91.

The Treasurer did point out that the Branch is currently owed a significant amount of additional money and, when received, the balance would be nearer £12,000. Jo also explained the 'miscellaneous' spending indicated on the balance sheet.

Once again, 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.

Richard explained that older bank accounts in Surrey and West Sussex currently need to be transferred to the main bank account and work is continuing to try and secure this transfer of funds.

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

Richard Fowler provided an overview of his work as the South Eastern Branch's representative to the General Assembly and explained how the GA works. He explained that he is able to take issues from the Branch to the GA for consideration and action and gave an example of the change to the rules of membership for student members, which originated from a paper from the SE Branch in the summer of 2007. Richard also advised that most of the Branch council would be attending the International AGM and conference in London in July.

Richard explained the funding arrangements for international branches and how this differs from UK branches.

Richard asked whether there were any current matters that members wished to be raised at future meeting. RT asked for the Register of Risk Assessors and Auditors to be raised for discussion, due to concerns about the competency of those on the register. He suggested that qualifications and experience should be directly linked to category of registration.

Richard also called for volunteers to get involved in marking examination papers for the Institution during Markers Week (normally during April each year).

#### **Item 10: REPORT OF THE INTERNATIONAL PRESIDENT ELECT – 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 Registrants Group, the National Fire Research Community, the Register of Risk Assessors, the Special Interest Group Blogs and developments with the examinations. He called for stronger links between the Board of Directors and the General Assembly and a discussion took place about the effectiveness of the current arrangements for liaison between the two bodies. John also talked about this year's annual conference in London, which will follow the theme of "Fire Engineering to Improve Sustainability in Communities".

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

The latest version of the Branch programme of events was circulated to members, showing forthcoming events including CPD seminars on Fire Alarms (BS 5839), fire safety at open-air events and a trip to the Channel Tunnel. Matthew explained the additional 'Free' event that will be available to those attending the Fire Alarm event on 21<sup>st</sup> July. This will take place at the Fire Service College on 25<sup>th</sup> August and will utilise the laboratory facilities of the College to demonstrate the effectiveness of various fire alarm technologies.

Those attending the meeting were given the opportunity to secure places for the Channel Tunnel visit before the event is advertised to others.

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

1. Jo mentioned the 'advertorial' for the Branch that was published in the April 2010 edition of the Journal. This was intended to raise the profile of the Branch and encourage greater engagement with Branch activities.

There being no further business, Richard closed the meeting at approximately 12:15 hrs. After a short break, Richard Moon introduced the guest speaker:

#### **St John Stanley from West Sussex Fire & Rescue Service "ISAR Response to Haiti Earthquake, January 2010"**

**Post Meeting Note:** St John provided an interesting and informative talk about this response and was well received by the members. Richard Moon thanked St John on behalf of the Branch.

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

It was agreed that the Branch normally only meet once per year. A full branch meeting will therefore be scheduled for approximately twelve months (April/May 2011).