



The Fire Brigade Society

Agenda for the 2019-20 Annual General Meeting

(As detailed under Clauses 20 and 22 of The Fire Brigade Society Constitution)

To be held on

Saturday 8th February 2020 at 1400 hours

at

The Abbey Pumping Station

Corporation Road, Leicester, LE4 5PX.

- (1) **Welcoming Address.**
- (2) **Appointment of Chair.**
- (3) **Advice of Minutes Secretary.**
- (4) **Apologies.**
- (5) **A 'Moment of Reflection'.**
- (6) **Receive and approve the minutes of the 2018 / 19 AGM held on Saturday 23rd February 2019 at The National Emergency Services Museum, West Bar, Sheffield. (The AGM minutes were provided in November 2019 according to individual member's mandate.)**
- (7) **Matters arising.**
- (8) **The 2018-19 Annual Report (provided to all members with the November 2019 Fire Cover).**
- (9) **Receive the result of the vote regarding acceptance of The Society accounts, and the Auditor's report, for the financial year to 31 March 2019.**
- (10) **Receive the result of the vote regarding acceptance of the 2020-21 Operational Plan.**
- (11) **Appointments (The posts as detailed in Fire Cover 225, August 2019)**
- (12) **The President's Address.**
- (13) **Working Party Updates.**
- (14) **Consider notices of motion duly submitted in accordance with Constitution clause 20(2).**
- (15) **Transaction of business that may be specified for the meeting.**
- (16) **The Bob Herbert Award (for feature articles in Fire Cover for the period April 2018-March 2019).**
- (17) **Other awards and presentations.**
- (18) **2020-21 Annual General Meeting, 2020 National and International Visits.**
- (19) **Matters for the remainder of the AGM.**

The Fire Brigade Society's 2018-19 Accounts are provided on the rear of this agenda

THE FIRE BRIGADE SOCIETY
FINANCE STATEMENT FOR YEAR ENDED 31ST MARCH 2019

INCOME (£)		
2018	ITEM	2019
15,551	MEMBERSHIP INCOME	14,638.87
494	SOCIETY EVENTS (NET)	51.01
0	SALES UNIT	0.00
284	DONATIONS - FIRE COVER	0.00
720	DONATIONS - OFFICER'S EXPENSES	136.65
0	DONATIONS - OTHER	109.00
0	FLEET LISTS (OLD COPIES SOLD ON 2019 NATIONAL VISIT)	34.20
0	AGM AUCTION OF BADGES	501.00
17,049	TOTAL	15,470.73

EXPENDITURE (£)		
2018	ITEM	2019
10,159	FIRE COVER PRODUCTION	10,048.00
3,305	FIRE COVER DISTRIBUTION	3,106.27
211	BANK CHARGES	173.70
62	INSURANCE	96.02
160	WEBSITE COSTS	181.34
25	MEMBERSHIP OF FIRE HERITAGE UK	25.00
251	OFFICERS EXPENSES	126.14
123	PRINTING & STATIONERY	332.90
63	POSTAGE	144.42
40	MISCELLANEOUS	10.00
14,399	TOTAL	14,243.79
2,650	SURPLUS	1,226.94

BALANCE SHEET AS AT 31ST MARCH 2019

ITEM	(£)
BANK BALANCES	12,035.56
PREPAID EXPENSES (FOR 2020)	200.00
TOTAL	12,235.56
LESS. SUBSCRIPTIONS PREPAID <i>(For 2020 received by 31/03/19)</i>	6,780.31
ACCRUAL	0.00
NET ASSETS TOTAL	5,455.25
MOVEMENT OF FUNDS RECONCILIATION	
NET ASSETS B/F 1 ST APRIL 2018	4,228.31
ADD SURPLUS FOR YEAR	1,226.94
NET ASSETS AT 31 ST MARCH 2019 TOTAL	5,455.25
STOCK - At cost values with no adjustment to value applied <i>(See Sales Unit in reports)</i>	
SALES UNIT	2,918.84
SPECIAL PUBLICATIONS	2,846.30
TOTAL	5,765.14

AUDITOR'S REPORT

I have carried out an independent audit of The Fire Brigade Society Accounts for the year ended 31 March 2019 and hereby confirm that the Statement of Receipts and Payments and Cash Funds, as shown on the Balance Sheet, are in accordance with the books and supporting records presented to me.

Signed O'Yeomans

Date 3/12/19

Note: The following comprises of three sections: The 2018-19 Annual Report, Progress reports for the 2019-20 Operational Plan and the proposed 2020-21 Operational Plan. The Society's Accounts are provided on the back of the 2019-20 AGM Agenda. All these documents are also available on The Society's web site.

THE 2018-19 ANNUAL REPORT

MANAGEMENT WORKING PARTY REPORT (MWP) This year was one of consolidation and monitoring rather than any major activity. One remaining task for the MWP is to undertake the rewriting of The Society's Constitution to take account of the new organisation. Some preliminary work has been done on this, but, largely because of the time pressures caused by other Society duties as well as the external calls on our resources, that we all face, it is still to be completed.

We have amended the existing constitution to allow the continued operation of The Society and this has not proved problematical. The full review will be concluded as soon as practical, with the aim of producing a suitable, effective, efficient and appropriate constitution for approval by the membership. We will take the additional opportunity of incorporating any experience of operating under the new format into the revised document. Due consideration will also be made to allow The Society to take advantage of charitable status, with the minimum of changes.

We would like to add thanks to The President, all the Officers who have served The Society well over the past year, and the membership as a whole and hope that they will feel able to continue with their support for The Society.

.....**Richard Williams, Chair of the Management Working Party.**

PUBLICATIONS UNIT

EDITORIAL TEAM'S REPORT: In line with the Editorial Team's (ET) Operational Plan 2018-19, Fire Covers (FC) 220, 221, 222 and 223, all 52 pages plus cover editions, with a run of 700, were published to budget at £2,512 each edition. No FC production expenses or ET travel costs were incurred in the period. The total expenditure for the Unit was £10,048 against a budget of £10,228.

FC 220 and FC 223 were published to schedule, FC 221 was published late for reasons beyond the Editorial Team's control and FC 222 was delayed for the opportunity to include an exclusive feature on Staffordshire FRS's Rosenbauer ATs.

We thank all our contributors during 2018-19 and MP Printers for their highly professional support and goodwill.

Ralph Horton, Les Edkins, Mike Smith, Editorial Team.

MEMBERSHIP SERVICES

DISTRIBUTION MANAGERS'S REPORT: The total cost of distributing the 4 issues of Fire Cover during this financial year was £3,106, which was well within the allocated budget of £3,500.00. There were very few copies missing or damaged in transit.

The operation remained slick and practised, with MP Printers dropping the boxes off at my old employer's premises. I pick them up, and make use of their photocopying facilities if needed. At home, Mary and I pack the envelopes, which have usually been labelled in advance, and depending on the time I collected the magazines, they are dropped into my local Post Office the same day, or first thing the next morning. It usually takes the Postmaster 1-2 days to process and print the stamps and by the end of the second day, some Fire Covers have often arrived with members, and the rest are in the system.

It would be remiss of me not to thank In Transit Transport Services for the use of their facilities, Mannu, our local Postmaster for his hard work, and last but not least Mary for being ever patient with the amount of time The Society takes up, and for her invaluable assistance when required.

Manager.

Richard Williams, Distribution

MEMBERSHIP SECRETARY: The Society ended the year with a total of 531 members of all classes, providing a degree of stability over some previous years. Regrettably, 4 members passed away during the course of the year. 22 new members, or members rejoining after 2 or more years, replaced some of those who had left The Society. I sent reminders out to all who did not renew asking them what had changed to make them discontinue membership. Very few people actually replied, but those that did mainly cited a loss of interest in the subject, though one or two also stated that advancing age and ill-health had overcome their ability to enjoy their hobby.

Richard Williams, Membership Secretary.

EVENT & CENTRAL ADMINISTRATION

EVENTS: The 2018 National Visit was to North Wales, attended by 40 members, and the International Visit, managed and organised by Ralph Horton and Matthias Borchert, was to Hannover, Germany, attended by 18 members.

Local visits took place in FBS London (1), FBS South West (1), FBS Scotland (2) FBS Wales (1) FBS West Midlands(1) and FBS North East (2). The average attendance on visits was 18 members. A number of visits in What's On 2018-19 were cancelled.

Local Newsletters have been published in FBS London (2), FBS West Midlands (1) and FBS South West (1).

Regular meeting took place in FBS North East, FBS North West and FBS West Midlands.

Stephen Dodge, Events Manager.

TREASURER'S REPORT: Fire Cover, along with its distribution, continues to be the highest expenditure of The Society.

I must put on record again thanks to the Editorial Team for continuing initiatives and for negotiations with our printers that have had a real effect on the production costs of our journal.

In all cases the individual Unit's spend was below budget and the surplus was returned to general funds.

The continued use of subscriptions being received directly into the bank and payments out, mostly by BACS, has kept costs down.

I thank all Officers, especially my Executive Supervisory Board colleagues and the Editorial Team, for keeping operating expenses to a bare minimum.

Brian Jackson, Treasurer.

(Note: The Society's Accounts are provided on the back of the 2019-20 AGM Agenda)

THE 2019-20 OPERATIONAL PLAN PROGRESS REPORT

PUBLICATIONS & DISTRIBUTION UNITS

FIRE COVER (FC): To date FC 224, 225 and 226, all 52 pages plus cover editions, with a run of 700, have been published to budget at £2,587 each and to program. The Units total spend to date is £7,761 against a total budget of £10,528. Hence it is predicted that at year end the Unit will be within budget.

Ralph Horton, Les Edkins, Mike Smith, Editorial Team.

DISTRIBUTION (Part of Membership Services): With two copies of Fire Cover distributed this year, and a third imminent (you will have had this document with your copy) distribution has gone well.

A total expenditure of £1,500 for distribution of the two issues to date (FC224 & FC225), suggests distribution will come in within budget for this year.

Richard Williams, Distribution Manager.

MEMBERSHIP SERVICES

MEMBERSHIP SECRETARY: The Society suffered a drop in renewals this year, with the current total being 524 members of all classes, as opposed to a total of 531 at the end of the last Society Year.

Reminders have been sent to all who did not renew asking them what had changed to make them discontinue membership. Only a handful replied. Those that did generally cited a loss of interest in the subject matter rather than any discontent with The Society per se.

It is expected that the allocated budget will not be exceeded.

Richard Williams, Membership Secretary.

EVENT & CENTRAL ADMINISTRATION

EVENTS: The 2019 National Visit was to Devon and Somerset, attended by 30 members.

Due to the local organiser suffering bereavements, the 2019 International Visit to Belgium had to be postponed, but has been scheduled for 2021. Members who had declared an interest in this visit were kept informed of the situation.

Details of how to be advised of International Visits has appeared in FC224 and FC226 under Notices Board. Some 32 members have request to be kept informed about International Visits.

An un-scheduled visit took place in October 2019 to The Museum of RAF Fire-fighting and to Humberside FRS the following day.

FBS Ireland had visits to County Louth (April), County Westmeath (June) and Limerick County (September), with an average attendance of 10 members.

Details of local visits that took place in 2019-20, with attendance numbers, will be reported in the 2019-20 Annual Report.

The adoption off realistic programmes on a number of visits has resulted in good, positive, engagement with our hosts' crews and less pressured journeys between locations.

Regular local meetings have taken place in FBS North East, FBS North West and FBS West Midlands.

It is expected that the allocated budget for geographical and local Newsletters, etc. will not be exceeded.

Stephen Dodge, Events Manager.

FBS INFORMATION TECHNOLOGY: The new web site has been launched and appears to have been well received. News and Administration updates and additions to the galleries will continue as 'business as usual'. It is expected that the budget allocated to the IT Unit of £439, with a spend to date of ££369.97, will not be exceeded.

Steve Udall, IT Manager.

SALES UNIT'S REPORT: A review of the Sales Unit's operation is to take place and will be reported to members in due course.

FBS FINANCE: The financial aspects of the 2019-20 Operational Plan, have been monitored and reported to the ESB. To date all spending is in-line with budgets.

Brian Jackson, Treasurer.

EXECUTIVE SUPERVISORY BOARD (ESB): With Units working to their democratically agreed Operational Plans, and the roles and procedures within the 'Handbook for Appointed Officers and Volunteers', the ESB's role has been largely a monitoring one. The aim has been to maintain continued stability as desired by the President. Day to day business has been discharged electronically without the need for 'face to face' meetings and this has had a significant effect on administration costs.

THE PROPOSED 2020-21 OPERATIONAL PLAN

PUBLICATIONS & DISTRIBUTION UNITS

FIRE COVER: The production costs for a 52 page plus cover, 700 off run, of Fire Cover (FC) for 2020-21 (FC 228 – FC 231) follows. Cost will rise by 2% (3%) across the board. (2019-20 rates are in brackets)

For a 52 page Fire Cover plus Cover £2,639 (£2,587). The costs for 'add-ons' are: four extra colour pages £218 (£214), four extra B & W pages / insert £151 (£148) converting four existing B & W pages to colour £67 (£66)

The publication schedule will be FC 228, May - June 2020, FC 229, August 2020, FC 230, November 2020 and FC 231 February 2021. Copy dates will appear on page 1 of FC.

It is accepted that should any 'Brexit effects' have bearing on these rates we will address the matter jointly with our printers.

No changes to the titling, publication content, the approach to material submitted for Fire Cover, or editing, are planned for the period and no Special Publication is offered for authority due to financial constraints. However, there may be an opportunity of a feature suitable for presentation as a supplement to FC, similar to 'Flood Ex' and 'Made in the USA', at a cost of £320. All aspects of the production of FC will continue to be carried out electronically.

Space allocation within FC for geographical / local reports, and some programmed features, has on occasions been applied and may require further application during the scope of this Operational Plan.

All geographical / local newsletters and items posted on the website are proofed and checked for adherence to standards set out in the 'Handbook for Appointed Officers and Volunteers' before distribution / posting.

The bi-annual FBS Photo DVD, due for publication in this Society year is under review.

A4 binders for Fire Cover may be offered for sale, depending on demand, through Fire Cover during this Society year.

The budget summary to deliver this Operational Plan follows:

ITEM	2019-20 BUDGET
FC PRINTING	£10,556
SUPPLEMENT (8 pages)	£320
FC PRODUCTION EXPENSES	£24
ET TRAVEL COSTS	£100
TOTAL	£11,000

Ralph Horton, Les Edkins, Mike Smith, Editorial Team.

DISTRIBUTION (Part of Membership Services): I am aware of the plan the Editorial Team have for one slightly larger edition of Fire Cover which may take the magazine into the next postal bracket. This will incur an extra cost, at current prices of about £200. The revised constitution may be circulated with a Fire Cover in this period and may move distribution into higher postal bracket. Unfortunately, Royal Mail does not announce their price increases until after we need to formulate the Unit's budget, so an element of judgement has to be applied.

The 2019-20 budget is £3,750, but an outturn of £3,200 is expected. Adding two extra weight postings to this, give a total of £3,600 at current prices. Assuming postage rates increase by 2.5%, and that the incidentals such as envelopes, label, and ink follow general inflation, a budget of £3,850 will be required for 2020-21.

The major complicating factor is, Brexit and currently there is no certainty how the outcome will affect prices. The historical evidence up to now indicates a reduction in the value of the pound, affecting the price of imported paper, etc. The pound has started, for the moment, to rise again, and has probably already factored into contracts for next year. I must make the proviso that if circumstances prove to be more adverse than at first assumed, we will need to revise the requirements.

Richard Williams, Distribution Manager.

MEMBERSHIP SERVICES

MEMBERSHIP: There are no major changes planned to the way that membership renewals will be handled. Those who have set up payment plans via Direct Debit or Standing Order will have their cards distributed with FC 227 (Feb 2020). Members who pay using other means will have their cards sent out with FC 228 (May / June 2020), unless they send a stamped envelope with their payment details.

I hope to be able to spend more time on recruitment of new members in 2020-2021. I will continue to use the stock of older spare copies of Fire Cover as give-aways, in order to try and attract more members. More will be provided to the National Emergency Services Museum in Sheffield, and if any members know of any rallies that they think might have some potential, please let me know. All these involve some expense, even if it is only the despatch of the magazines to the organisers, though that is normally done through members attending. However, the response to this initiative has not been great.

There should be minimal expense for actual membership costs next year; printing renewal paper work, membership cards, labels, etc. I propose to keep to the same target as last year, a sum of £500 in total.

Gordon Whitehead has indicated that the 2019-2020 Society year was the last that he will deal with the Direct Debit and PayPal renewals for me. I must thank Gordon heartily for all the help he has given me since I took over the position, and especially for his continued support with these two payment options. I am sure you will all join me in wishing Gordon a happy "retirement" from Society duties. If anyone is interested in assisting with these please contact me for details.

Richard Williams, Membership Secretary

EVENT & CENTRAL ADMINISTRATION

EVENTS: The 2020 National Visit will be to Lincolnshire.

The International Visit will be to Frankfurt and surrounds on 14th and 15th August 2020, organised and managed by Ralph Horton and Stephan Roth.

The Society is not organising a visit to Interschutz 2020. Consideration has been given to a visit on weekend following the exhibition. However, this massive exhibition attracts a lot of fire personnel from both local services and within reasonable travelling distance in Europe. The Friday, and now introduced this year Saturday, attracts volunteer brigades. Local brigades, like Hannover, are also heavily involved in the exhibition. This does reduce 'cover' and as such a host willing to accommodate us has not been secure.

FBS Ireland are planning four visits Wexford (April 2020), Dublin City (June 2020), Northern Ireland (August 2020) and Kerry (September).

Geographical and local visits are currently being planned and details will be provided in 'What's On 2020-21', which will be distributed in accordance with individual member's elected method and posted on The Society's web site.

The proposed 2020-21 budget is: geographical / local Newsletters (printing) £200, expenses (non -visit related travel, postage, telephone, etc.) £200, a total of £400.

Steve Dodge, Events Manager.

FBS SALES: The conclusion of the review of the Sales Unit's operation, and its potential to contribute to Society Funds, will, as stated previously in this report, be communicated to members.

FBS INFORMATION TECHNOLOGY: The new web site will have its contents updated as 'business as usual'.

A budget of £450 will be required to maintain the web site platform.

Steve Udall, IT Manager.

FBS FINANCE: All the Unit's Operational Plans combine to form The Society's Operational Plan. The budget for these plans will depend on income. Currently, I have recommended to the Executive Supervisory Board that no increase in subscriptions will be required for the 2020 / 21 financial year. With no firm indications on income at this stage of planning, it has been assumed that income will be similar to that of 2019-20. Hence financially the plans are sound. However, the effect of Brexit, and other factors, may call for re-assessment as the year progresses.

Brian Jackson, Treasurer.

Message from the President



Dear Members,

2018-2019 was a year of 'consolidation and stability' for The Society following an enormous amount of work that went into the reorganisation of The Society's administration, and again I would like to thank all Society members for their support and positive contributions.

Again it was heartening that ballots cast in favour of the 2019-20 Operational Plan were so emphatic.

As in my previous report, I would like to appeal to members that where there are vacancies to think about whether they can contribute to The Society by taking up one of the posts, or by at least offering to contribute news for Fire Cover and assist with organising visits. It is much better for members if each geographical / local unit has an input into The Society's activities. The infrastructure is there to support applicants / volunteers.

Not uncommon with many other organisations like our own, the 'age profile' can be seen to be having an effect on membership numbers. This is not an easy one to solve. However, new members have joined and although the number is small, it must be recognised as positive.

Fire Cover is without doubt the 'keystone' of The Society. It has maintained its outstanding quality this year. Thanks are due to the Editorial Team for their hard work, to all contributors for making the magazine so interesting, and MP Printers for their assistance, patience, and goodwill.

One of the aims of the restructuring was a new Society web site. This has now gone live and has been well received. I thank Steve Udall, assisted by Richard Williams and Ralph Horton, for all their work on this project.

You will see from the 2018-19 Accounts that The Society is stable, this in the main as a result of forward budgeting in the Units' Operational Plans and by continuing the careful use of resources. However, the Treasurer has indicated that 2020-21 will require constant review.

The attached 2020-2021 Operational Plan serves to deliver, within the resources available, another successful Society period and I urge all members to give positive votes in the attached ballot.

Jon Hall, President.

DETACH VOTING FORM BELOW

THE FIRE BRIGADE SOCIETY 2019-2020 BALLOT

Members are invited to cast their votes 'for' or 'against' the following propositions:

Name: _____ Membership No: _____

VOTE 1: 2018-2019 AUDITED ACCOUNTS. To accept the audited accounts shown in the enclosed document

YES	XXXXXXXXXX	NO	XXXXXXXXXX
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VOTE 2: 2020-2021 OPERATIONAL PLAN. To accept the Operational Plan as shown in the enclosed document

YES	XXXXXXXXXX	NO	XXXXXXXXXX
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Completed ballots to be returned to The Chair of the Vote, 10, Church Road, Hartshill, NUNEATON, Warwickshire, CV10 0NB by FRIDAY 17TH JANUARY 2020. There should be no other enclosures within the sealed envelope.

The votes cast will be counted prior to the AGM and supervised by an independent auditor. Details of the time and place of the count can be obtained from the Membership Secretary (contact details on page 1, Fire Cover) after 20th January 2020. The result of the ballots will be announced at the AGM on 8th February 2020.