



This Operational Plan was agreed by a membership vote.

Due to Covid-19, and the cancellation of the Annual General Meeting, the results of the vote have been published in Fire Cover 231 and also posted on The Society's web site.

THE FIRE BRIGADE SOCIETY'S 2021-2022 OPERATIONAL PLAN

PUBLICATIONS UNIT - FIRE COVERS APRIL 2021 TO MARCH 2022

The production, size and distribution of Fire Cover rely on income. Costs for various **options** have been evaluated for this Operational Plan and a run of 700 off applies for all options.

The aim is to deliver 'Option 1'.

OPTION 1 (STANDARD - FIRE COVER): The Fire Cover (FC) production costs for a 52 pages, plus cover, journal for 2021-22 (FC 232 – FC 235) is £2,639 (£2,639), a total of £10,556 for the year (£10,556) (2020-21 rates are in brackets). This represents no increase on the previous Society year cost for the production of Fire Cover.

OPTION 2: 48 pages, including 4 page centre colour, plus cover (4 pages all colour) four copies in the year, £2,520 per edition, a total of £10,080 for the year.

OPTION 3: 44 pages, including 4 page centre colour, plus cover (4 pages all colour) four copies in the year, £2,410 per edition, a total of £9,640 for the year.

OPTION 4: 72 pages, including 4 page centre colour, plus cover (4 pages all colour) three copies in the year, £2,980 per edition, a total of £8,940 for the year.

ADD-ONS (rates apply to all options and 2020-21 rates are in brackets)

(a) Four extra colour pages £120 (£218)

(b) Four extra B & W pages / or insert £80 (£151)

(c) Converting four existing B & W pages to colour £40 (£67)

2020 has not been a good year for our printers and the ET is grateful to them for hold the production cost for FC and for the very generous reduction in 'add-on' rates. Any 'Brexit effects' having bearing on these rates will be addressed with our printers.

The publication schedule will be; FC 232, May - June 2021; FC 233, August 2021; FC 234, November 2021 and FC 235 February 2022. Copy dates / reporting periods will appear on page 1 of FC. An alteration to reporting periods may apply and changes will be communicated to relevant correspondents in a timely manner.

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.

Space allocation within FC for geographical reports and some programmed features, has on occasions been applied and may have to be employed during the scope of this Operational Plan.

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

| BUDGET SUMMARY TO DELIVER THIS OPERATIONAL PLAN | |
|--------------------------------------------------------|-----------------------|
| ITEM | 2021-22 BUDGET |
| FC PRINTING - (OPTION 1) | £10,556 |
| FC PRODUCTION EXPENSES | £30 |
| ET TRAVEL COSTS | £NIL |
| TOTAL | £10,586 |

Les Edkins, Mike Smith, Ralph Horton, The Editorial Team, The Fire Brigade Society's Publications Unit

DISTRIBUTION UNIT (Part of Membership Services):

For previous Operational Plans, due to Royal Mail announcing their new rates near April each year, budgets have had to be estimated. Royal Mail has broken with tradition and announced their new rates which will apply from 1st January 2021. The new rates have been applied for this Operational Plan with estimation only applying to the first quarter of 2022. Where inserts are programmed to be distributed with FC account has been taken of this.

| OPTION | PER POSTING | FOR THE SOCIETY YEAR |
|------------------|--------------------|-----------------------------|
| 1 | £765 | £3,060 |
| 2 & 3 | £765 | £3,060 |
| 4 | £995 | £2,985 |

| DISTRIBUTION UNIT BUDGET SUMMARY TO DELIVER THIS OPERATIONAL PLAN | |
|--------------------------------------------------------------------------|-----------------------|
| ITEM | 2021-22 BUDGET |
| FC DISTRIBUTION (OPTION 1) | £3,060 |
| OTHER DISTRIBUTION | £210 |
| OTHER EXPENSES | £30 |
| TRAVEL COSTS | £NIL |
| TOTAL | £3,300 |

Richard Williams, Distribution Manager

MEMBERSHIP SERVICES UNIT - MEMBERSHIP There are no 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 231 (Feb 2021). Members who pay using other means will have their cards sent out with FC 232 (May / June 2021), 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 2021-2022. 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.

Richard Williams, Membership Secretary

CENTRAL ADMINISTRATION & EVENTS UNIT --EVENTS A draft programme for 2021-2022 exists. Visits, events and meetings will only take place when Covid rules allow, our hosts are in a position to accommodate us and it is safe to do so. The safety of members and our hosts is paramount.

Stephen Dodge, Events Manager

INFORMATION TECHNOLOGY UNIT The contents of the web site will be updated as 'business as usual'. A budget of £475 will be required to maintain the web site platform for the 2021-2022 Society year.

Steve Udall, IT Manager

FINANCE UNIT The Unit's Operational Plans combine to form The Society's Operational Plan. In the absence of a replacement Treasurer Brian Jackson has aided the ESB with 'day to day' financial matters and we sincerely thank him for his valuable support. As in all previous Society years, the budget for this plan depends on income. Currently, no increase in subscriptions is planned for the 2021-2022 financial year. At this stage of planning, with no firm indications on income, it has been assumed that funds will be similar to that in 2020-2021 and hence financially the Operational Plan is sound. However, as previously, re-assessment as the year progresses will be paramount.