

The Fire Brigade Society

Agenda for the 2018-19 Annual General Meeting

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

To be held on

Saturday 23rd February 2019 at 1400 hours

at

The Emergency Services Museum

Old Police / Fire Station

West Bar

Sheffield

S3 8PT

- (1) Welcoming Address
- (2) Appointment of Chair (the President or his appointed deputy)
- (3) Advice of Minutes Secretary
- (4) Apologies
- (5) A 'Moment of Reflection'
- (6) Receive and approve the minutes of the 2017 AGM held on Friday 22 September 2017 at The County Durham and Darlington FRS Headquarters, Belmont Business Park, Belmont, Durham DH1 1TW *(The AGM minutes were provided in November 2017 according to individual member's mandate.)*
- (7) Matters arising
- (8) The 2017-18 Annual Report *(provided to all members with the November 2018 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 2018
- (10) Receive the result of the vote regarding acceptance of the 2019-20 Operational Plan
- (11) The President's Address
- (12) Working Party Updates
- (13) Consider notices of motion duly submitted in accordance with Constitution clause 20(2)
- (14) Transaction of business that may be specified for the meeting
- (15) Bob Herbert Award *(for Fire Covers published in the period April 2017-March 2018)*
- (16) Other awards and presentations
- (17) 2019-20 Annual General Meeting, National and Overseas Visits
- (18) Any matters for the remainder of the AGM and the weekend

The Fire Brigade Society's 2017-18 Accounts are provided on the rear of the distributed agenda

THE FIRE BRIGADE SOCIETY
FINANCE STATEMENT FOR YEAR ENDED 31ST MARCH 2018

INCOME (£)		
2017	ITEM	2018
16,145	MEMBERSHIP INCOME	15,550.86
117	SOCIETY EVENTS (NET)	494.21
2,400	SALES UNIT	0.00
400	DONATIONS - FIRE COVER	284.00
0.00	DONATIONS. OTHER (Predominately unclaimed Officer's expenses)	720.00
19,062	TOTAL	17,049.07
EXPENDITURE (£)		
2017	ITEM	2018
10,185	FIRE COVER PRODUCTION	10,159.00
3,183	FIRE COVER DISTRIBUTION	3,305.02
231	BANK CHARGES	211.53
274	INSURANCE	61.88
163	WEBSITE COSTS	159.67
25	MEMBERSHIP OF FIRE HERITAGE UK	25.00
431	OFFICERS EXPENSES	250.70
332	PRINTING & STATIONERY	122.71
109	POSTAGE	63.35
0	MISCELLANEOUS	39.99
14,933	TOTAL	14,398.85
4,129	SURPLUS	2,650.22

BALANCE SHEET AS AT 31ST MARCH 2018

ITEM	(£)
BANK BALANCES	9,337.65
PREPAID EXPENSES (FOR 2019)	322.00
TOTAL	9,659.65
LESS. SUBSCRIPTIONS PREPAID <i>(For 2019 received by 31/03/18)</i>	5,416.34
ACCRUAL <i>(Expense for 2018 paid after 31/03/18)</i>	15.00
TOTAL	5,431.34
NET ASSETS	4,228.31
MOVEMENT OF FUNDS RECONCILIATION BANK BALANCES AT 1 ST APRIL 2017	3,707.64
LESS SUBSCRIPTION PREPAID AT 1 ST APRIL 2017	2,129.55
TOTAL	1,578.09
ADD SURPLUS FOR YEAR	2,650.22
NET ASSETS AT 31 ST MARCH 2018	4,228.31
STOCK. There were no sales in the year ended 31 ST March 2018. Stock held remains as at 31 ST March 2017	
COST VALUES	
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 2018 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..... 28/8/18

Oönagh Yeomans FMAAT

Note: The following comprises of three sections: The 2017-18 Annual Report, Progress reports for the 2018-19 Operational Plan and the proposed 2019-20 Operational Plan. The Society's Accounts are provided on the back of the 2018-19 AGM Agenda. All these documents are also available on the Society's web site.

THE 2017-18 ANNUAL REPORT

SOCIETY SECRETARY'S ASSISTANT'S REPORT: This was the last year of operating the Society under the previous managerial arrangements, and was a period of consolidation and preparation for the current Unit based system. There was a great deal of painstaking work done by both the Financial and Management Working Parties, and I am sure that the benefits that we are already reaping will continue to grow successfully well into the future.

In spite of this mammoth undertaking, The Society business carried on as usual. Four excellent editions of Fire Cover were produced and distributed as normal. There was a very successful Society Visit to East Anglia, with a focus on U.S. Air bases, where The Society was made to feel very welcome. In addition, there was the usual full programme of Area visits, regular and winter meetings.

I would like to add my thanks to those of The President, and the membership as a whole, to all the Officers who have served The Society well over the past years, and hope that they will feel able to continue with their support as it enters this new phase of its development.

Stephen Dodge, Society Secretary's Assistant.

EDITORIAL TEAM'S REPORT: In line with the ET's Operational Plan 2017-18, Fire Covers (FC) 216, 217, 218 were 52 page editions plus cover and as a result of anonymous donations, totaling £250, Fire Cover 219 was 60 pages plus cover. The production run for these Fire Covers was 700 off. All Fire Covers, except 218, were made available to the Distribution Managers by the planned production date. Fire Cover 218 was regrettably delayed due to two major features intended for publication being the subject of 'external clearance'. As clearance was not received, the Editors were reluctantly forced into a 'rebuild' of this edition. We put on record thanks to MP Printers for their co-operation and support in the resolution of this matter.

All aspects of the production of Fire Cover (FC) was carried out electronically in the period.

During 2017-18, the Editorial Team purchased a new stand alone 250Gb hard drive at a total cost of £26.99 This was necessary as the existing stand alone hard drive, a gifted second hand drive, was giving rise to concern.

The budget for 2017-18 was (actual spend in brackets); Fire Cover printing £9,800 (£9,900), Production expenses £50 (£28.99), travel £150 (NIL), total £10,000 (£9,826.99).

We thank all our contributors during 2017-18 and MP Printers for their highly professional support and good will.

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

DISTRIBUTION MANAGERS'S REPORT: The total cost of distributing the 4 issues of "Fire Cover" during this financial year was £3191.07, which was well within expectations. There were very few copies missing or damaged in transit.

The operation has become quite 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. Returning home, Mary and I pack the envelopes, which have usually been labelled in advance, and, depending on the time I collect the magazines, they are dropped into my local Post Office the same day, or first thing the next morning. It usually takes the Post Master 1-2 days to process and print the "stamps" and by the end of the second day, some 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 Post Master 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.

Richard Williams, Distribution Manager.

MEMBERSHIP SECRETARY'S REPORT: We finished the year with a total of 581 members, broken down as follows; 514 Full UK members, including Honorary Life Members, 12 Republic of Ireland, 17 EU, 7 from the rest of the world, and 31 associate members. This was very similar to the 2016-2017 total.

The renewal process went quite smoothly again within year, with the majority of renewals being in quite early. All were processed in a reasonable timescale.

Thanks are due once again to Gordon Whitehead, who managed the Direct Debit and PayPal payments on my behalf, and who did an excellent job once again. These renewals were also generally hassle free, with only one needing to be sorted manually. I can highly recommend the Direct Debit system, it is much easier, and cheaper for both parties.

We have not had a lot of success at recruiting new members once again. We have had a few, but sadly they have generally only replaced older members that have unfortunately passed on. Complimentary copies of Fire Cover from my stock of spares were distributed to YFF teams in Durham and Darlington, and London, but elicited no response.

There were also older copies of Fire Cover that were sent to the Sheffield Museum with the Library for them to give to visitors, and some provided for distribution on their stand at the Emergency Services Show. To date, I am not aware of anyone who has joined as a result of these initiatives.

As a Society, we are not alone in suffering from this phenomenon. A number of interest Societies that I have spoken to are experiencing the same effect, as older members pass away, or lose interest, younger people are eschewing formal groups in favour of instant gratification from the internet and social media. We also have a particular problem in that our sphere interest has been severely reduced as economies within brigades has seen the closure of many stations and the removal of machines from others. However, we will strive to reverse this trend.

Richard Williams, Membership Secretary.

SALES UNIT'S REPORT: Due to the Sales Unit positions being vacant there were no sales in the period.

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 implementing initiatives and for negotiations with our printers that have had a real effect on the production costs of our journal.

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

I have recommended to Committee, and it has been agreed, that no increase in subscriptions will be required for the 2018 / 19 financial year.

I thank all Officers, especially my Committee 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 2018-19 AGM Agenda)

THE 2018-19 OPERATIONAL PLAN PROGRESS REPORT

PUBLICATIONS & DISTRIBUTION UNITS

FIRE COVER (FC): To date FC220, 221 and 222, all 52 page plus cover editions, with a run of 700, have been published to budget at £2,512 each edition. The total spend to date for the Unit is £7,536 against a budget of £10,228. Hence it is predicted that at year end the Unit will be within budget.

FC220 was published to program, FC221 was published late for reasons beyond the Editorial Team's control and FC222 was delayed for the opportunity to include an exclusive feature on Staffordshire FRS's ATs.

The introduction of the new layout for FC, including the management changes (page 1) and geographical / regional / other header changes were implemented smoothly in FC220. *Ralph Horton, Les Edkins, Mike Smith, Editorial Team.*

DISTRIBUTION: 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 so far. Although Fire Cover 221 was delayed by circumstances outside The Society's control, once it was received, it was in the post the next day.

A total expenditure of just shy of £1,500 for the two issues to date, leaves us well set up to come in significantly under budget for this year. *Richard Williams, Distribution Manager.*

MEMBERSHIP SERVICES

MEMBERSHIP SECRETARY: The Society suffered a sharp drop in renewals this year, with the current total being 524 members of all classes, as opposed to a total of 581 at the end of the last Society Year.

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

I had intended to have another round of renewal reminders on my return from the Overseas visit, but essential domestic refurbishment meant that was not possible. I do have an initiative to attempt to entice as many non-renewers back as possible for next year, and I will be starting that campaign after the New Year festivities.

Richard Williams, Membership Secretary.

EVENT & CENTRAL ADMINISTRATION

EVENTS: The very successful Society visit this year was to North Wales, attended by an average of 40 members on each of the three days. We visited a mixture of local authority and industrial brigades, and other blue light services, as well as seeing some privately-owned machines. Travel was by coach on Saturday and Sunday, starting at Llandudno on both days. There was excellent support from North Wales F&RS, who provided an officer and driver to accompany us throughout the weekend. Members enjoyed the variety of vehicles and locations during the visit.

2018 Overseas Visit was to Hannover, Germany and provided a wide range of interesting locations and vehicles. Eighteen members attended the excellent visit. OS Visits are recommended for the number and variety of different machines seen, often with the same brigades, the warm welcome and the chance to enjoy a different culture.

There have been a number of regional visits during the year as follows: FBS West Midlands 2, FBS South West 1 (3 day visit), FBS Scotland 1, and FBS Wales 1. An average of 15 members attended each visit. A couple of proposed visits were cancelled at the request of our hosts.

Regular meetings take place in FBS North East and FBS North West throughout the year. FBS West Midlands have held 1 meeting, with a further meeting post Christmas.

Stephen Dodge, Events Manager.

FBS INFORMATION TECHNOLOGY: Work on the new web site continues. New 'fbs email' address have been created in-line with the new unit structure. It is expected that the budget allocated to the IT Unit will not be exceeded.

Steve Udall, IT Manager.

FBS FINANCE: The financial aspects of the 2018-19 Operational Plan are monitored and reported to the ESB. To date all spending is in-line with budgets.

Brian Jackson, Treasurer.

EXECUTIVE SUPERVISORY BOARD (ESB): The inaugural ESB meeting agreed the 'launch' Operational Plan for 2018-19, a copy of which was posted on the web site. Following, the 'Handbook for Appointed Officers and Volunteers' and The Society's revised 'Data Protection Statement' was agreed and posted on the web site.

THE PROPOSED 2019-20 OPERATIONAL PLAN

PUBLICATIONS & DISTRIBUTION UNITS

FIRE COVER: The production costs for a 52 page plus cover, 700 off run, of Fire Cover (FC) for 2019-20 (FC 224 – FC 227) follows. Cost will rise by 3% across the board. (2018-19 rates are in brackets)

For a 52 page Fire Cover plus Cover £2,587 (£2,512). The costs for add-ons are: four extra colour pages £214 (£208), four extra B & W pages / insert £148 (£144) converting four existing B & W pages to colour £66 (£64)

The publication schedule will be FC 224, May - June 2019, FC 225, August 2019, FC 226, November 2019 and FC 227 February 2020. Copy dates will appear on page 1 of FC.

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. All aspects of the production of FC will continue to be carried out electronically.

Space allocation within FC for geographical / regional reports, and some programmed features, may be introduced during the scope of this Operational Plan.

The budget summary to deliver this Operational Plan follows:

ITEM	2019-20 BUDGET
FC PRINTING	£10,348
FC PRODUCTION EXPENSES	£30
ET TRAVEL COSTS	£150
TOTAL	£10,528

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

DISTRIBUTION: At the time of formulating this plan, the distribution of Fire Cover was set to come in under budget for 2018-2019. As there are no plans in the pipeline for any special publications, or larger editions of Fire Cover, nor any other major changes, it should be easy to set a budget for next year on a historical cost, plus inflation, basis. The major complicating factor is Brexit, as 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. I would like to make some provision for an adverse movement under these circumstances.

The current budget is £3,500, and with inflation running at 2.5% that should give a projected budget of £3,587.50. I think it prudent to assume that postal charges will rise at an above inflation rate, and that the cost of imported materials will also. I suggest that a budget of £3,750 (approx. 7% increase) is probably a more realistic figure to work with. Naturally, every endeavour will be made to minimise, and reduce costs, any surplus being 'returned' to general funds at the end of the year. However, 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: 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 Fire Cover issue 223 (Feb / Mar 2019). Members who pay using other means will have their cards sent out with FC 224 (May / June), 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 2019-2020. I will continue to use older spare copies of Fire Cover as give-aways, (I have a pallet full of them in my garage) in order to try and attract more members. More will be provided to the NESM 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 mags to the organisers, though that is normally done through members attending.

There should be minimal expense for actual membership costs next year; printing renewal paper work, cards, labels etc. and as the budget set for 2018-2019 was not used 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 will be 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: Plans are progressing for the Society visit to be in Devon and Somerset on the 14-16th June 2019. Planning is in hand for an Overseas Visit in late spring, with the possibility of a second in late summer.

Regional visits being currently proposed are as follows; one 3 day FBS South West, 2-3 FBS Scotland, one FBS London, two FBS West Midland, one joint FBS West Midland / FBS Wales, one FBS Wales, one FBS North East and a number in FBS Ireland.

As always, these are subject to confirmation, and can be changed at short notice due to scheduling requirements of our host brigades. A copy of 'What's On' will be distributed with the next edition of Fire Cover, and it is hoped to have a preliminary copy on the website in the New Year. It is important that members consult the web site regularly, as events are added to the list, or changes made far more often than Fire Cover can be published. What's On, also tries to list some non-Society events that may be of interest to members.

Visits will be self-funding with all costs, including presentations being paid for by the attendees

The Society has been invited to the 2019 Fire Fighters Commemorative Service at the NMA Alrewas and will no doubt be invited to the Civil Defence event too. In the past the wreaths presented have often been self-funded by donation. However, allowance for the costs of wreaths, if attendance is agreed, of £60 must be made. It is emphasized that any member can attend these respectful, yet colourful events free of charge, but local parking charges may apply.

Newsletters: Geographical / regional newsletters will be distributed electronically to members in those localities. Where Newsletters need to be hardcopy these will be distributed with the next available Fire Cover distribution or by post. I will be seeking to ensure the sizing of geographical / regional Newsletters is maintained as detailed in the Handbook for Appointed Officers and Volunteers. It is not expected that hard copy documents will be in colour unless produced 'freely' and at no cost to the Society.

There are still a number of Regions that do not have Officers in place. If yours is one of them, and you would like to have a visit to your local brigades, or a Newsletter, please put yourself forward for the post. It need not take up a great deal of your time, though inevitably it will take some, but the rewards can be extensive. I will be available to assist and advise if needed, as will other Officers of The Society.

The proposed 2019-20 budget is: Geographical / Regional Newsletters (printing) £200, expenses (non -visit related travel, postage, telephone, etc.) £60 NMA and other presentations £60, a total of £320. **Steve Dodge, Events Manager.**

FBS SALES: It is hoped that in 2019-20 the Sales Unit will be in a position to start contributing to Society Funds.

Eddie Mills, Sales Unit Manager

FBS INFORMATION TECHNOLOGY: As with the previous Operational Plan, a budget of £439 will be required to maintain the new web site platform.

Steve Udall, IT Manager.

FBS FINANCE: All the Unit Operational Plans combine to form The Society's Operational Plan. The budget for these plans will depend on income. With no firm indications on income at this stage of planning, it has been assumed that income will be similar to that of 2018-19. Hence financially the plans are sound. However, the effect of Brexit may call for re-assessment as the year progresses.

Brian Jackson, Treasurer.

