





















**MINUTES OF ANNUAL GENERAL MEETING HELD
ON THURSDAY 6TH JULY 2021 @ 11.15 AM.**

**THE MEETING WAS HELD IN THE GASCOIGNE
ROOM AT THE UNION JACK CLUB, LONDON,
SE1 8UJ**

Present	Nicole Hoffmann - (Chairman) (NH)	Andrew Brown (Vice Chair) (AB)
	Tony Cash (International President) (TC)	Dennis Livingstone (DL)
	+ Those members recorded as attending the event appended to these minutes.	
1.0	Welcome and Apologies	
✚	Tony Cash welcomed members to the meeting and gave an overview of the day's event and hoped everyone would find the seminar events of interest and that they would enjoy the day.	Note
	A minute's silence was held for Honorary Members Ross Thornton and Jim Dunbar who were staunch members of RIFA and the Rail Industry and had sadly passed away during the previous year.	Note
	Tony Cash spoke about Ross's input into RIFA and Rail Fire Safety.	Note
	James Holland spoke about Jim Dunbar's Career in Fire Safety and as a founding member of RIFA.	Note
✚	Formal apologies were received from the following Committee or RIFA members: David Rayworth – General Secretary Jason Seward – Treasurer Ben Mossop – Committee Member Martin Weller Geoff Kober Rob Andrew	Note

2.0	Matters arising from meeting 20th July 2020	
	There were no matters arising.	Note
	It was recommended that the Business Plan produced by the plan was reinvigorated the assist with developing RIFA.	Chair
	The minutes of the AGM held on 20 th July 2020 were read and recorded as being a true copy. Proposed: James Holland Seconded: Steve Titterington	Carried
3.0	Chairman's Report	
	Nicole Hoffmann presented the Chairman's Report which provided a review of the RIFA's activities to be developed and included: ❖ Challenges ❖ Regroup ❖ Planning for the future ❖ Working Groups	Note
	The following Working Groups are included in the Business Plan: ❖ WG1 – Public Relation and Events – Lead by Steve Titterington ❖ WG2 – Sustainability, Materials and Systems – Lead by Dennis Livingstone ❖ WG3 – Fire and Rescue Service and Facilities – Lead by Ben Mossop and Dave Bulbrook ❖ WG4 – Egress for All – Lead by Andrew Brown and Nicole Hoffmann	Note
4.0	Secretary's Report	
	As David Rayworth was unable to attend the meeting, Tony Cash gave an overview of his report to the members.	Note
	General Secretary's Report to be appended to the AGM Minutes.	General Secretary

5.0	Treasurers Report	
	As the Treasurer was unable to undertake the formulation of the Accounts, these accounts were produced by David Rayworth.	Note
	The accounts have been duly examined in accordance with the RIFA Constitution by Mr S Bland, the nominated Independent Reviewer.	Note
	<p>As David Rayworth was unable to attend the meeting an overview of the accounts was provided to the members by Tony Cash for the period 01/04/2020 - 31/03/21.</p> <p>These had been independently reviewed and the following remarks made by the reviewer:</p> <ul style="list-style-type: none"> ❖ Treasurer to gain access to PayPal account as soon as possible. <p>Proposed by Lesley Routh-Jones Seconded by James Holland</p>	Carried
6.0	International Presidents Report	
	Tony Cash gave an overview of activities he had undertaken on RIFA's behalf.	Note
	Tony Cash wished to have noted his thanks to David Rayworth for all his efforts.	Note
7.0	Constitution	
	There were no proposals to changes to the Constitution.	Note

8.0	Auditors	
	<p>Constitution requires members must nominate and accept the reviewer/s for the 2021- 2022 year's accounts.</p> <p>The General Secretary suggested that we use Stephen Bland who has undertaken review on our accounts since 2015:</p> <p>Proposed: Dennis Livingstone Seconded: Michael Barnes</p>	Carried
9.0	Election of Officers/Committee Members	
	<p>The following nomination were received for the election of Officers and Committee Members in advance of the AGM:</p> <p>Peter Stephenson as Committee Member Proposed - David Rayworth Seconded - Jason Seward</p> <p>Michael Barnes as Committee Member Proposed – Nicole Hoffmann Seconded – Andrew Brown</p> <p>David Spaughton as Committee Member Proposed – Nicole Hoffmann Seconded – Andrew Brown</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p>
10.0	AOB	
	Nicole Hoffmann closed the meeting and thanked everybody for their attendance.	Note
	Date and Time of Next Annual General Meeting	
	To be advised by the General Secretary in line with the constitution.	General Secretary
	There being no further business the meeting closed at 12.20 and was followed by the Annual Seminar	Note

Attendees

David Livingstone	HS2
Jim Holland	LBA
David Spaighton	CRL
David Bulbrook	Individual
Tony Cash	RIFA
Beran Khaksari	LBA
Steve Titterington	Fireworks
Aaron Stewart	Fireworks
Nicole Hoffmann	RIFA/Atkins
Andrew Brown	NR
Hanif Ghodawala	Advanced
Matt Jones	Advanced
Dan Jackson	C2C
Michael Barnes	Mott MacDonald
Gary Neal	Skanska
Lesley Routh-Jones	Hainsworth and Sons

Singed as a true and accurate record of the RIFA AGM Held on 6th July 2021

General Secretary

David Rayworth



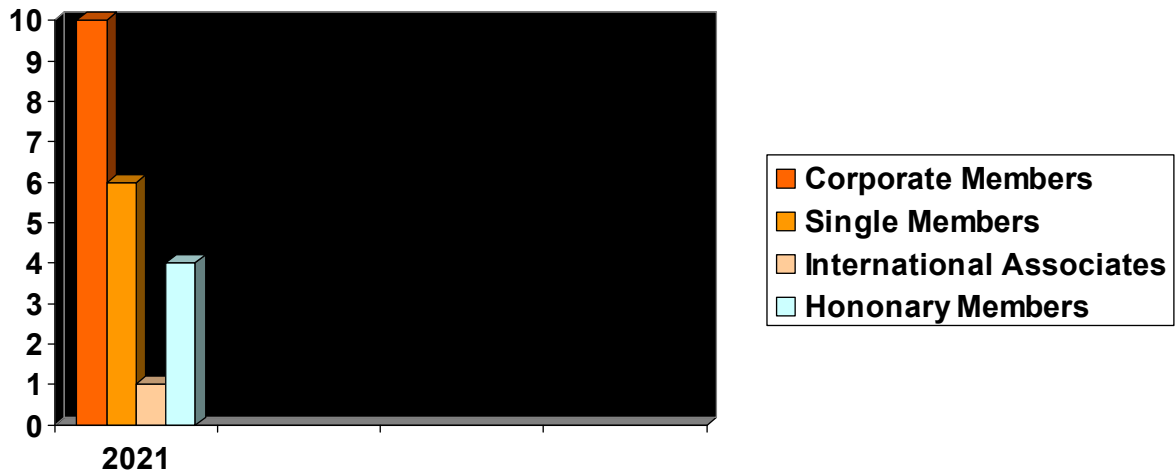
**General Secretary's Report
Annual General Meeting 26th July 2021**

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Membership

Current members – As at 26th July 2021

Corporate Members:	10
Single Members:	6
International Associates	1
Honorary Members	4



RIFA Membership as 26th July 2021

RIFA has started invoicing members for the year 2021-2022, the stats above details reflect members that have paid directly to RIFA

I would like to take this opportunity to welcome the following new Members:

- Advanced
- London Bridge Associates
- HS2
- Dan Jackson – New Terra Compliance

RIFA Accounts

The Accounts have been prepared by the General Secretary this year and have been independently reviewed – See Treasurers Report

PayPal

The Management Committee have been working with a former RIFA Treasurer who opened the account, to secure access to the PayPal Account.

We have gained access, and we are in the process of downloading all statements of income and will transfer all monies in the account to our current account, and then close the PayPal Account.

This will mean all Members will have to pay by cheque or via BACs payments

RIFA Website

There has been little movement on the website since the last AGM in 2020

The Chairman will announce the reforming of a working group to consider all forms of electronic media and marketing including the website

Upcoming Events

Quarterly Seminars

As we come out of lockdown and the impacts that COVID 19 had had on securing venues and organising events , we will I am sure hold a seminar in the autumn 2021 and spring 2022, so keep an eye out on the website for details.

Autumn Seminar

Date: November 2021 – exact date to be confirmed

Venue – To be confirmed

Autumn Seminar

Date: March 2022 – exact date to be confirmed

Venue – To be confirmed

AGM 2022

Date: July 2021 – exact date to be confirmed

Venue – To be confirmed

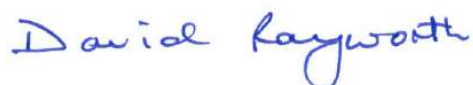
Annual Seminar 2022

Date: July 2021 – exact date to be confirmed

Venue – To be confirmed

Guest speakers – To Be Confirmed

Regards



David Rayworth
General Secretary



RIFA Statement of Accounts – Financial Year 2020 -2021

This year's Statement of Accounts and Report has been prepared by David Rayworth, General Secretary in line with the RIFA constitution and the accounts having undertaken an independent review, are presented as a true record of the accounts for the period 1 April 2020 – 31 March 2021.

The RIFA accounts for the year ending 31 March 2019 indicated a starting balance of £6260.85 and a closing balance of £5705.85 on 31/03/20 (Metro Bank Statement no's 06-17 inclusive).

Summary of income for the period 01/04/20–31/03/21 consisted of:

Income

03/06/2020	Membership Subscription	£70.00
30/06/2020	Membership Subscription	£35.00
Total Income		£105.00

Summary of expenditure for the period 01/04/20–31/03/21 consisted of:

Expenditure

Cheque 800004	Account Review Fees (3 x sets of accounts - 2017-2018, 2018-2019 and 2019 - 2020 - Payment)	£150.00
Cheque 800005	Account Review Fees (3 x sets of accounts - 2017-2018, 2018-2019 and 2019 - 2020 - Donation)	£150.00
Cheque 800006	Nineteen Group - Video Cost Invoice - RIFA AGM 2020	£360.00
Total Expenditure		£660.00

Summary

Opening Balance	£6260.85
Income (Membership Payments)	£105.00
Sub-Total	<u>£6365.85</u>
Expenditure	£660.00
Closing Bank Balance	<u>£5705.85</u>
PayPal Account Balance See Notes 3 & 4)	£1,909.87
Creditors (See Note 5)	(£128.88)
RIFA Net Worth	<u>£ 7,486.84</u>

Note 1: The accounts have been reviewed remotely due to COVID-19 restrictions

Note 2: All expenses have been duly reviewed and approved by two members of the Management Committee and are recorded as being properly claimed, and that they have been necessarily and actually incurred for any duties relating to RIFA activities.

Note 3: We have no access to the PayPal account and so conservatively we are using the account balance from 31st March 2016.

Note 4: The PayPal balance is likely to be greater than stated in Note 3, as payments are still be made into the account.

Note 5: Creditors (D Rayworth – Website fees due 01/04/2020 – 21/03/2021 (12 x £10.74)

Total Cash on Account: £ 7,486.84

The accounts have been formally examined and are a true and proper record of the financial status of RIFA as at 31 March 2021.

Independent Reviewers Comments

Having noted the robust procedure for reviewing expenses and checking the monetary accuracy of the accounts I find them in good order. However, I recommend that the balance of the PayPal account be established as soon as is practically possible to show the real value of the accounts.

Mr Stephen Bland
222 Wickham Road
Croydon
CR0 8BJ

14 July 2021