

**Women in the Fire Service UK  
ANNUAL GENERAL MEETING  
Sunday, 9<sup>th</sup> June 2024**

held at  
The Fire Service College  
Moreton-in-Marsh, Gloucestershire GL56 0RH

**Attendees:** Directors - Jules King Chair JK, Caroline Anderson Vice Chair CA, Alex Johnson AJ, Nicola Lown NL, Dany Cotton DC, Sara Slater SS

**1. Apologies - none**

**2. Minutes of the AGM 2023**

Accepted as a true and accurate record and signed off by the Chair.

**3. Matters arising – None**

**4. Chair's Report**

Welcome to the 2024 Women in the Fire Service AGM.

It has been another really busy year for WFS, and whilst we appreciate this event at the college is our flagship event, there have been many other initiatives completed over the last 12 months.

Delighted to see other regional events being organised - Earlier this year I attended an event in - Greater Manchester - East Region - Scotland - Wales - recent FB message for Merseyside

Through our work with women to work we continue to deliver women's Development Programmes - which is a fire service specific programme delivered over 3 half day sessions - if you are interested please do have a look on the website.

We will also be supporting the second NFCC culture conference in July - and been invited to speak on the second on a lived experience session. Following the first conference, an Independent forum was set up and our patron Alex Johnson sits on this.

Last year was also the first ever NFCC menopause conference which resulted in a national menopause toolkit - there is another event this year in September hosted in Merseyside FRS.

We also continue to have an Influence and voice at national level with quarterly meetings with the Home Office.

Corporate members - 57 FRS and other organisations

Sometimes people ask what they get for being a member of WFS -

WFS is a not for profit organisation funded entirely from our membership - events like this take a lot of organising along with the other events we put together in our own time - all purple shirts/ instructors that have helped this weekend are volunteers

Do not want to be exclusive by saying you can only access our events and programmes if you are a member as we want to support as many women from the FRS as possible - but if you have enjoyed this weekend - please do sign up to be an individual member.

All information available on the website.

## 5. Treasurer's update

### WFS Accounts 2023

WFS operates as a not-for-profit organisation which relies on income from its events, corporate and membership subscriptions to cover its costs each year.

In relation to our accounts – these have been verified by an external accountant and are available on our website.

**SS** asked that the Accounts be accepted – **Unanimously agreed**

## 6. Appointment of External Accountant

As a member's organisation we require your approval to appoint auditors for this coming year. It is recommended that Nick Westbury LLP is retained.

**SS** asked that the appointment be approved – **Unanimously agreed**

## 7. WFS Memorandum of Association – resolution to amend. The following summary of changes is proposed:

Memorandum of Articles		
Section	Original Text	Proposed Text
4.2	Procure any company to supervise, organise and carry on the work of the Association in accordance with the procurement policy, noting that actions undertaken in 4.1 and or 4.2 are governed by the delegated financial powers as approved by the NEC.	Procure any company to supervise, organise and carry on the work of the Association in accordance with the procurement policy, noting that actions undertaken in 4.1 and or 4.2 are governed by the delegated financial powers as approved by the <b>National Executive Committee (NEC)</b> .

5	<p>The income of the Association, from wherever derived, shall be applied solely in promoting the above objects, and no distribution shall be made to its members in cash or otherwise</p> <p>PROVIDED THAT nothing herein shall prevent any payment in good faith by the Association:</p>	<p>The profits of the Association, from wherever derived, shall be applied solely in promoting the above objects. All of which amount to vocational training, including furtherance or continuation, and no distribution shall be made to its members in cash or otherwise. Provided that nothing herein shall prevent any payment in good faith by the Association:</p>
<b>Articles of Association</b>		
1		'Articles' means these Articles of Association of the Women in the Fire Service UK
1	the National Executive Committee' means the National Executive Committee of the Association;	'the National Executive Committee' and 'NEC' means the National Executive Committee of the Association;
1	and unless the context otherwise requires, words or expressions contained in these articles bear the same meaning as in the Act but excluding any statutory modification of it not in force when these articles become binding on the Society	and unless the context otherwise requires, words or expressions contained in these articles bear the same meaning as in the Act but excluding any statutory modification of it not in force when these articles become binding on the Association.
2.2	<p>Organisations employing (at time of joining or renewal):</p> <p>1000 or more staff - £1000.00 per annum</p> <p>251 to 999 staff - £500.00 per annum</p> <p>250 or less staff - £250.00 per annum</p>	<p>Organisations employing (at time of joining or renewal):</p> <p>1000 or more staff – £1200.00 per annum</p> <p>251 to 999 staff - £600.00 per annum</p> <p>250 or less staff - £300.00 per annum</p>
2.7	If any member fails to pay their subscription for any year within three months of its becoming due they shall by reason of that failure cease to be a member of the WFS, but shall be eligible for re-admission on payment of all arrears due from them while a member and of the amount of the subscriptions that would have been due from them if they had continued to be a member up to the time of their re-admission.	If any member fails to pay their subscription for any year within three months of its becoming due they shall by reason of that failure cease to be a member of the Association, but shall be eligible for re-admission on payment of all arrears due from them while a member and of the amount of the subscriptions that would have been due from them if they had continued to be a member up to the time of their re-admission.
3.1	The Association shall in each year hold a general meeting as its Annual General Meeting (AGM) in addition to any other meetings in that year, and shall specify	The Association shall in each year hold a general meeting as its Annual General Meeting (AGM) in addition to any other meetings in that year, and shall specify

	the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of one AGM of the Association and that of the next. So long as the society holds its first AGM within 18 months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The AGM shall be held at such time and place as the NEC shall appoint. The facility to hold annual general meetings can include virtual meetings where circumstances necessitate, subject to approval by the Directors.	the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of one AGM of the Association and that of the next. So long as the <b>Association</b> holds its first AGM within 18 months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The AGM shall be held at such time and place as the NEC shall appoint. The facility to hold annual general meetings can include virtual meetings where circumstances necessitate, subject to approval by the Directors.
3.4	The NEC shall, on a requisition made in writing by any 5 or more Full Members eligible to vote, immediately proceed to convene an extraordinary general meeting. If it does not proceed to convene a meeting within 21 days from the date of the requisition, the requisition or a majority of them may themselves convene a meeting in accordance with the provisions of Section 321 of the Act by any requisition made by members shall state the object of the meeting and the terms of any special or extraordinary resolution to be proposed, and shall be left at the registered office of the society.	The NEC shall, on a requisition made in writing by any 5 or more Full Members eligible to vote, immediately proceed to convene an extraordinary general meeting. If it does not proceed to convene a meeting within 21 days from the date of the requisition, the requisition or a majority of them may themselves convene a meeting in accordance with the provisions of Section 321 of the Act by any requisition made by members shall state the object of the meeting and the terms of any special or extraordinary resolution to be proposed, and shall be left at the registered office of the <b>Association</b> .
3.5	At least 21 clear days before every meeting, notice specifying the place, the day and the hour of meeting, and, in case of special business, the general nature of such business, shall be given to the governors and members in the manner stated in regulation 13 of these articles, or in such other manner, if any, as may be prescribed by the society in general meeting; but the accidental omission to give such notice to, or the non-receipt of such notice by, any governor or member shall not invalidate the proceedings at any general meeting.	At least 21 clear days before every meeting, notice specifying the place, the day and the hour of meeting, and, in case of special business, the general nature of such business, shall be given to the <b>Directors</b> and members in the manner stated in regulation 13 of these articles, or in such other manner, if any, as may be prescribed by the <b>Association</b> in general meeting; but the accidental omission to give such notice to, or the non-receipt of such notice by, any governor or member shall not invalidate the proceedings at any general meeting.
4.7	At any general meeting a declaration by the Chair that a resolution has been carried or lost and an entry to that effect in the minute book of the society shall be conclusive evidence of the fact.	At any general meeting a declaration by the Chair that a resolution has been carried or lost and an entry to that effect in the minute book of the <b>Association</b> shall be conclusive evidence of the fact.
4.9		<b>The Chair shall conduct the General Meeting to ensure full and fair participation by members and shall have authority to rule on any matter of procedure. In the event of an equality of votes, the Chair of</b>

		the meeting shall have an additional casting vote.
5.1	The Directors of the Association shall consist of Chair, Vice-Chair, Treasurer, Company Secretary, Patron, HR Consultant, Corporate & International representative.	The Directors of the Association shall consist of Chair, Vice-Chair, Treasurer, Company Secretary, HR Consultant, Partnerships Liaison, International representative and Corporate and Member Services Liaison
6.1	<p>The NEC shall consist of not less than 6 members nor more than 25 members being:</p> <p>6.1.1 The Directors specified in 5.1 above.</p> <p>6.1.2 Regional representatives x 9.</p> <p>6.1.3 Executive members x 4.</p> <p>6.1.4 Co-opted members x 4 – see clause 6.2.</p>	<p>The NEC shall consist of not less than 6 members nor more than 28 members being:</p> <p>6.1.1 The Directors specified in 5.1 above.</p> <p>6.1.2 Regional representatives x 11.</p> <p>6.1.3 Executive members x 4.</p> <p>6.1.4 Co-opted members x 4 – see clause 6.2.</p>
8.1.8	Subject to these regulations, the Regional Network may generally manage its own affairs, shall be solely responsible for its own debts and liabilities, and shall not pledge the credit of the Association or that of the NEC or of any individual member of the NEC.	Subject to these regulations, the Regional Network may generally manage its own affairs, shall be solely responsible for its own debts, liabilities and insurance, and shall not pledge the credit of the Association or that of the NEC or of any individual member of the NEC.
8.1.9	Regional Networks shall be loosely based on geographical areas of the UK as specified by the NEC with London being considered an Regional Network In its own right.	Regional Networks shall be loosely based on geographical areas of the UK as specified by the NEC with London being considered a Regional Network in its own right.
9.4	The NEC and all other committees shall keep a record of all decisions, and the appropriate Secretary shall enter therein a record of all proceedings and resolutions. Minutes of NEC and sub-committees shall be made available to group members and placed on the WFS website.	The NEC and all other committees shall keep a record of all decisions, and the appropriate Company Secretary shall enter therein a record of all proceedings and resolutions. Minutes of NEC and sub-committees shall be made available to group members and placed on the WFS website.
11.1	The Directors shall provide for the safe custody of the Seal, which shall only be used by the authority of the Directors or of a committee of Directors authorised by the Directors on their behalf, and every instrument to which the Seal shall be affixed shall be signed by a Director and shall be countersigned by the	The Directors shall provide for the safe custody of the Seal, which shall only be used by the authority of the Directors or of a committee of Directors authorised by the Directors on their behalf, and every instrument to which the Seal shall be affixed shall be signed by a Director and shall be countersigned by the

	Secretary or by a second Director or by some other person appointed by the Directors for that purpose.	<b>Company</b> Secretary or by a second Director or by some other person appointed by the Directors for that purpose.
14.1	The Society shall be wound up voluntarily whenever a special resolution is passed that the Association be wound up. Clause 8 of the Memorandum of Association of the Society shall have effect as if the provisions of that clause were repeated in these Articles.	The <b>Association</b> shall be wound up voluntarily whenever a special resolution is passed that the Association be wound up. Clause 8 of the Memorandum of Association of the <b>Association</b> shall have effect as if the provisions of that clause were repeated in these Articles.

**All of the above proposed text - Unanimously agreed**

## **8. Election of National Executive Committee**

Following submission of nomination forms which were approved and seconded, the following people were unanimously elected into post for the forthcoming year.

<b>Directors</b>		<b>Elected</b>
Chair	Julie King	<b>Unanimous</b>
Vice Chair	Caroline Anderson	<b>Unanimous</b>
Treasurer	Sara Slater	<b>Unanimous</b>
Company Secretary	Paula Lyons	<b>Unanimous</b>
Regional Support and International	Nicola Lown	<b>Unanimous</b>
HR Advisor	Joanne Henry	<b>Unanimous</b>
Partnerships Liaison	Kathryn Billing	<b>Unanimous</b>
Corporate Member Services Liaison	Amy Beams	<b>Unanimous</b>
Patron/Director	Alex Johnson	<b>Unanimous</b>
Patron	Dany Cotton	<b>Unanimous</b>
<b>Executive Members</b>		
Executive Member (1)	Divine Zake	<b>Unanimous</b>
Executive Member (2)	Jenny Nangle	<b>Unanimous</b>
Executive Member (3)	Lynsey McVay	<b>Unanimous</b>
Executive Member (4)	Karen Pointer	<b>Unanimous</b>
<b>Co-opted Member</b>		
Co-opted Member (1)	Beth Barton	<b>Unanimous</b>
Co-opted Member (2)	Nicky Thurston	<b>Unanimous</b>
Co-opted Member (3)	Vicky Wallens-Hancock	<b>Unanimous</b>
Co-opted Member (4)	Jan Morris	<b>Unanimous</b>
<b>Regional Representatives</b>		
North East	Lindsey Blake*	<b>Unanimous</b>
Yorkshire and Humberside	Caz Whiteman*	<b>Unanimous</b>

North West	Sue Mallinson	<b>Unanimous</b>
Wales (Joint reps)	Hannah Lodder (Mid & West Wales)	<b>Unanimous</b>
	Clare Amor (South)	<b>Unanimous</b>
	Amy Croxton-Evans (North)	<b>Unanimous</b>
East Midlands	Bex Sims	<b>Unanimous</b>
West Midlands	Sam O'Brien	<b>Unanimous</b>
East	Daisy Byron	<b>Unanimous</b>
South West	Vacant	
<b>South East</b>	Ellie Hayes	<b>Unanimous</b>
<b>London</b>	Anna Snelson	<b>Unanimous</b>

**\*North East Regional Representative Nomination Outcome**

Two nominations were received for the position of North East Regional Representative: Lynsey Blake and Katie Love. Following a vote, Lynsey Blake was duly elected to this position.

**\*Yorkshire & Humberside Regional Representative Nomination Outcome**

Two nominations were received for the position for Yorkshire and Humberside Regional Representative: Caz Whiteman and Natalie Parkinson. Following a vote, Caz Whiteman was duly elected to this position.

The meeting closed at 09.45 am.