Welcome
The Secretary welcomed the attendees to the branch meeting and presented apologies from Edward Blanchard, James Woolgrove,

Minutes
Previous meeting minutes were reviewed.

Presentation
Mick Ord talked about his previous experience working for the BBC during Heysel, Hillsborough, James Bulger and the Capital of Culture.
He gave some valuable lessons and pieces of advice such as:

- Wearing pastel colours
- Planning media communications
- The three ‘P’s – Pity, Praise and Promise
- Being clear and concise
- Sticking to strengths
- Avoiding doubt phrases
- 15-minute interviews become 15 second soundbites – Get the message across

Mick gave some examples in relation to some of the work that he had done with clients in preparation for or following events.

Annual General Meeting

Treasurer’s Report
The Secretary presented the Treasurer’s Report. Finances were healthy but the balance had fallen slightly (-£140) over the course of the branch year.

Secretary’s Report
The Secretary gave a brief update on the wider activities of the IIRSM.

Chairman’s Report
The Secretary on behalf of the Branch acknowledged the contribution, passion and efforts of the Chairperson over the last 4 years and thanked him.

Election of Committee Members
There were no on-line applications for Branch Committee Roles. There was a quorate.

- The branch voted unanimously in favour of Lee Marsh for the role of Chairperson
- The branch voted unanimously in favour of Mike Ford for the role of Vice-Chairperson
- No-one volunteered or nominated anyone for the role of Treasurer.

The Committee agreed to carry out that role between them with help from Head Office until a volunteer comes forward.
Future Meetings

The new Chair introduced himself and invited the attendees to introduce themselves. There was high attendance amongst consultants and trainers.

The Secretary highlighted the disparity between registrations and attendees. Many attendees had registered and had received confirmation but were not listed. The Secretary agreed to raise that matter with Head Office.

The Secretary presented a list of suitable topics for the 2019/20 year and suggested moving to two topic events at the non-AGM events. The three most popular topics were:

- New Technology
- Fire and Rescue - Preparing for your site visit
- Sentencing Guidelines

Branch members invited the following additional topics:

- Vibration
- Training v e-learning
- Mental Health & Wellbeing at Work
- Business Continuity Planning for SMEs

One branch member suggested the benefit of putting together a two-year strategy for the Branch and this was acknowledged as a good idea by everyone. The Secretary proposed that the new committee meet separately to agree a future plan and this was accepted.

The meeting was closed.