



AFSA NATIONAL COMMITTEE MEETING MINUTES

10TH DECEMBER 2010

STAFFORDSHIRE FIRE SERVICE HEADQUARTERS

PRESENT

Zahoor Ahmed (ZA) (Chair)	H&W FRS
Jagtar Singh (JSA)	JSA
Sultana Kimiti (SK) (Vice Chair)	NE FRS
Julie Sandbrook (JS)	CFRS
Shanti Wass (SW)	South East Coast Rep
Wayne McCollin(WM)	Minutes Secretary
Muhammad Ahsan (MA)	EFRS
Naveed Sharif (NS)	LFRS
Rubina Bhatti(RB)	LFRS
Diane Dunlevey(DD)	SFRS
Amajit Bansal (AB)	SFRS

APOLOGIES

Balbir Singh	WFRS
Tejinder Ajmal	LFRS
Jaz Johal	SFRS
Harvinder Gill	WYFRS
Dharminder Thiara	Telent
Jag Hayer	DFRS
Ian Stewart	ESFRS
Nina King	
Jayne Dando	EFRS
Rehanna Iqbal	SFRS
Preith Shergill	WFRS

In attendance

Heather Grossman	ACO – SFRS
Mohamed Jogi(MJ)	Independent observer

		ACTION
	INTRODUCTIONS	
	Heather Grossman (ACO –SFRS) welcomed the National Committee to SFRS and made a commitment to supporting AFSA in the future and would be willing to pay for annual membership in advance	Jagtar Singh
1.	MINUTES OF THE LAST MEETING 16TH JULY 2010 – LFRS	
A.	ACCURACY Agreed as a correct record.	
B.	MATTERS ARISING	
	<u>Membership Database</u> Regional Chairs to update the list and work with Jagtar Singh.	Regional Chairs/Jagtar Singh
	<u>Roles & responsibilities</u> Paper circulated by WM to be re -circulated to members for comment and WC/JS/MJ to review and report back at the next meeting taking on board key points noted today	WM/JS/MJ
	JSA proposed that the committee use the expertise of MJ around coordinating meetings. This was agreed and SK/ZA were tasked with agreeing suitable duties and remuneration	SK/ZA
	In addition SK/ZA agreed to speak to Nina King around the General Secretary role	SK/ZA
	<u>AFSA Membership – welcome & Information</u> It was agreed that SK & SW would develop separate packs that would be shared at the next meeting	SK & SW
2.	AFSA AGM 2010	
	It was noted that the event was very well received with 91 in attendance and 108 staff attended the development day representing 15 different FRSS AGM report in draft format and needs to be reviewed by ZA/SK prior to inclusion on website Minutes of AGM to be reviewed and sent with Christmas greetings by the chair Next AGM 2011 – possible hosts identified as follows- Lee Howells/Des Pritchard/Kevin Pearson.	ZA/SK ZA
	It was agreed that ZA/JSA would meet with Lee Howells and if need be others by the next meeting upon which an organising committee would be set up	ZA/JSA
3.	NATIONAL CONFERENCE 2010	
	Excellent attendance and well received Report in draft format JSA to forward to ZA to place pictures and return to JSA & transfer to website 2011 Conference agreement that the conference should be in Hampshire SW to develop proposal and report back at the next meeting The Chair thanked LFRS for all their hard work in organising the conference	JSA/ZA SW

4.	NATIONAL AFSA WEBSITE	
	It was agreed that all executives review the website and feed back to Andy Meakin direct	ALL
	JSA agreed to speak to Andy Meakin with regards joint admin status	JSA
5.	MULTI-FAITH BOOKLET	
	Comments noted on the Ramadan booklet	
	JSA confirmed that every corporate member FRS would receive x 10 copies. Bespoke copies can be done at an agreed price and that a pocket sized version would provide a possible additional funding stream for AFSA	
6.	MEMBERSHIP SECRETARY UPDATE	
	Regional Chairs to update the list and work with Jagtar Singh	Regional Chairs/Jagtar Singh
	It was noted that Jas Johal has resigned as sponsorship secretary	
7.	TREASURERS REPORT	
	JSA/ZA to review the processes and make things easier including new signatures and the need to make accounts electrically available and recovery of money owed	ZA/JSA
8.	REGIONAL REPORTS	
	Meetings have started in East Midlands and also the North East.	
	SK informed the group of her contact with a Mr. Kamal who is working on Asian Disaster Management internationally it was agreed that SK would look into and report back	SK
9.	A.O.B	
	<u>Charities Project</u>	
	A fund provided for MacMillan Nursing and also plans to undertake work around water wells in 2011. JSA report back next meeting.	JSA
	It was agreed that £100 would be paid to LFRS to add to the £2900 they raised at the conference for Age UK	JSA
	<u>Newsletter on Line</u>	
	Shilla Patel to be contacted and report back at the next meeting	JSA/SP
	<u>Letters</u>	ZA
	Letters of Thanks to people regards AGM & Conference to be developed by ZA and forwarded	
	<u>Letter to WMFRS & Community Safety Budget</u>	
	JSA agreed to circulate the letter and to be sent to WMFRS	JSA
	<u>Regional Activities</u>	
	It was agreed that £1k would be given to all regions to support regional development activities	Regional Chairs
	<u>Business Planning & Budgetary reporting</u>	
	It was highlighted that the committee needed to think about developing a business plan and associated budgetary breakdowns. It was agreed that this would be considered at the next meeting & lead identified	JSA /ZA

	10. DATE AND VENUE OF MEETINGS AND EVENTS	
	<p>It was agreed that meetings would be held bi monthly and the meetings would start at 11am -4pm</p> <p>Dates of Future meetings & Events</p> <p>18th February 2011 – Hereford & Worcester FRS HQ</p> <p>8th April 2011 – Hampshire FRS HQ</p> <p>9-10th June 2011 – AFSA AGM – Venue TBC</p> <p>9th Sept 2011 - Venue TBC</p> <p>17th-18th Nov 2011 – AFSA National Conference</p>	

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