



DRAFT IHBC East Midlands Branch Business Plan: 2015/2016

Introduction

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2014/2015 and our objectives for 2015/2016 together with proposals to achieve these objectives and the likely financial implications.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. The Branch Committee 2014/15 was as follows:

<u>Name</u>	<u>Position</u>
Elizabeth Mayle	Chair
Robert Walker	Vice Chair
Stephen Bradwell	Secretary
Roy Lewis	Branch Representative
Rose Thompson	Treasurer
Neil Robertson	Membership Secretary
Chris Mckinney	Communications Officer
Philip Grover	Education Representative
Becky Waddington	Derbyshire County Representative
Liz Blood	Leicestershire County Representative
Robert Walker	Lincolnshire County Representative

Rachel Booth	Northamptonshire County Representative
Jason Mordan	Nottinghamshire County Representative
Jane Roylance	General Committee Member
Fiona Newton	General Committee Member
Rosamund Worrall	General Committee Member
Simon Revill	General Committee Member (resigned during the year)
Eva Long	General Committee Member (resigned during the year)
Sara Croft	General Committee Member (resigned during the year)

Branch Committee meeting dates 2015/16

Meetings to be held at the Fox and Crown, Appleton Gate, Newark

Tuesday 27th October 2015

Tuesday 1st December 2015

Tuesday 2nd February 2016

April meeting venue and date to be confirmed

Tuesday 12th July 2016

AGM 2016

Weeks 1 or 2 in September 2016

Branch Achievements 2014/2015

Supporting members

- Organised CPD visit, the theme of which was a tour of the former Rolls Royce building in Derby.
- Organised the branch AGM 2015 and a CPD Visit to The Crescent at Buxton which was a joint event with the North West Branch
- Chris McKinney continued to significantly improve and maintain up to date information on the branch page of the IHBC website including information on branch visits and archive papers.
- Liz Blood represented the branch at a Council Plus meeting. Rosamund will attend in December 2015

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Chris Collison and then Neil Robertson represented IHBC EM Branch on Derby City Council Conservation Area Advisory Panel.
- Jane Roylance continues to sit as a corresponding member of the IHBC Technical Panel.
- Dave Trubshaw represented IHBC on Leicester City Conservation Advisory Panel.
- Jane Roylance is a Trustee of the AABC and represents the IHBC nationally.

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2014 AGM.
- Programme of Branch meetings up to AGM completed.
- Branch accounts maintained by treasurer and business plan produced.
- Notifying members of consultations via email giving the opportunity for them to make comments.
- Opportunity at branch meetings to discuss and provide formal feedback on behalf of the branch on specific issues.
- A branch meeting was held at a different location to encourage more members to attend.
- A branch membership survey was undertaken to encourage members to give their views on branch activities
- Chris McKinney published a series of newsletters sent out to all branch members

IHBC Annual School 2009 (related funds)

- Funded one full bursary place to the Norwich Annual School 2015.

Key Branch Objectives for 2015/2016

- Supporting Members – continued response to member's needs/requests to help develop the profession.
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links through County groups and County Reps and CPD events and electronic networking.
- Fund one bursary place to the IHBC Annual School.

Financial Implications

Funds required to achieve the 2015-2016 Business Plan	£650.00
Cash in bank as of 30 th September 2015	£ 1469.59
Income from events/bank interest	£0.12
Central funds requested	£650.00
Annual School Funds	£500.00

Branch Objective	Key Actions	Achieved Through		Financial Implications
Supporting Members	1. Organise max. 2 CPD events / site visits per annum	Support from branch members.	Branch Chair	Nil
	2. Maintain up to date information on branch on IHBC website	Consider type of information to include and create a branch template. Update information and pass to IT consultant	Branch Secretary and other members.	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events, publicity and networking.	Branch Chair	Nil
	4. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil
Building Partnerships	1. Continued representation by branch members on advisory committees, panels and forums.	Representation on East Midlands Regional Heritage Forum.	Fiona Newton.	Nil
		Representation on East Midlands Heritage Education Group.	Education Rep.	Nil
		Representation on Leicester City Council Conservation Advisory Panel.	Vacant position	Nil

		Representation on Derby City Council Conservation Advisory Panel.	Neil Robertson	Nil
Maintaining an Active Branch	<p>1. Organise 6 branch meetings per annum.(1 meeting at a different venue)</p> <p>2. Prepare a branch business plan.</p> <p>3. Maintain branch accounts and submit necessary returns to Council.</p> <p>4. Organise Branch AGM linked to event and appoint officers</p> <p>5. Ensure branch agendas and minutes and on website.</p> <p>6. Provide for incidental expenses by Committee Members</p>	<p>Meeting to be held –venue to be confirmed</p> <p>Ongoing discussion and consultation with Branch</p> <p>Ensure invoices/expenses paid promptly and cash flow managed.</p> <p>Publicise AGM thoroughly and encourage attendance</p> <p>Provide details to IHBC IT consultant</p> <p>Occasional postage, printing and other costs</p>	<p>Branch Secretary</p> <p>Branch Treasurer</p> <p>Branch Treasurer</p> <p>Branch Secretary</p> <p>Branch Secretary</p> <p>Branch Treasurer</p>	<p>£180</p> <p>Nil</p> <p>Nil</p> <p>£420</p> <p>Nil</p> <p>£50</p>
IHBC Annual School 2009	Members discussed options how to use profit from Buxton Annual School	Full Bursary place to IHBC Annual School	Branch Chair	£500 (dependent on funds needed)