



EAST ANGLIA BRANCH

Annual General Meeting 2025

Minutes of the meeting held on

Wednesday 22nd October 2025 at 13.30 pm at

**The Edmund Room, St Edmundsbury Cathedral,
Angel Hill, Bury St Edmunds, IP33 1LS**

Present: Emma Woodley, David Edleston, Kate Knights, Amanda Rix, Maria Kitts, Katie McAndrew, Kayleigh Judson, David Jones, Charmain Hawkins, Stephen Boniface, Jane Forder, Thomas Pierce, Michael Knights, Oliver Chinn, Michael Garber, Ben Whatling, Ed Bristow, Peter Hayes, Nabeela Ameen, Chris Patrick, Samuel Riley, Neil Hewitt, Ruth Brennan, Robin Uff, Paul Robertshaw, Kylie Coles, Lynette Fawkes, Chris Young, Clare Sale, Lucy Gray.

The meeting was chaired by Emma Woodley.

- 1) Apologies:** Eilíse McGuane, Bob Kindred, Philip Godwin, John Preston, Henry Mansell Duckett, Elizabeth Warden, David Barker, Tim Murphy, Franziska Callaghan, Caroline Soanes.
- 2) Minutes of the last meeting (24.10.2024):** Approved by the meeting with no amendments or matters arising. Proposed by Katie McAndrew and seconded by Paul Robertshaw.
- 3) Branch Activity Report:** Emma outlined the activities of the branch during the year

Branch Committee

The Branch Committee met four times in December 2024 (in Norwich), March, June and September 2025 (virtually). Branch committee meetings for the next year will be set at the 3 December 2025 committee meeting in Cambridge at Mott MacDonald's office on Station Road.

Work has been carried out to ensure that all minutes of Committee meetings are now available on the IHBC website.

The branch was represented at Branch Connection Days, Council, and the Annual School.

Membership

Membership as at 17 October 2025 shows a slight increase in numbers since 2024 although most of that is an increase in the number of supporters. Numbers are as follows (last year in brackets):

Total membership is 239 (223), comprising of

- 130 (128) Full members,
- 1 (2) Associates,
- 13 (12) Affiliates and
- 95 (81) Supporters.

There are a substantial number of members with un-paid subscriptions and Emma asked people to check whether their subscriptions are up to date.

Finances

The Branch is in a good financial position with an end of year balance of £4,339.87. Amanda explained that all income was event-related, and due to timings this year, the expenditure for this event is not yet showing in the accounts and so the balance will go down.

In terms of the Business Plan, there have been some tweaks, primarily relating to public relations and promoting the branch through social media.

CPD and Events

David stated that the 2024 AGM and Training Day was held on 24 October at the Roman Catholic Cathedral of St John the Baptist in Norwich. Ian Hulme delivered the training on 'Conservation Engineering - the structural repair of historic buildings, minimising structural intervention' and after the training session there was an optional guided tour of the interior of the cathedral which was well-attended.

David explained that organising these events has become much easier since the central branch have a range of set speakers available, so rather than having to find a set of suitable speakers, we now only have to organise the venue and catering etc. There are two further topics available, one on Design Codes and the other on Listed Buildings and Enforcement. If anyone has a preference please let David know.

Newsletter, and social media

Stephen Boniface and Katie McAndrew now manage the branch's Instagram and LinkedIn accounts. Do let them know of any good news stories, new listed buildings, successful grant applications etc, so that they can be shared.

Education

Lucy mentioned the audit that has been carried out of heritage courses in East Anglia. Please let her know of any more niche courses that she may not know about. We are also trying to raise awareness of the organisation amongst students and younger people so please do tell any students or young people in your offices about us.

- 4) Business Plan and Financial Report:** The Annual Accounts and Business plan were circulated prior to the meeting. Amanda Rix outlined the figures with the end of year balance being £4,339.87.

There were no questions or comments from attendees and the Financial Report, Business Plan and Annual Accounts were accepted by the meeting.

Proposed by Stephen Boniface and seconded by Maria Kitts.

- 5) Branch Representative:** Branch standing orders indicate that the Branch Representative to the National Committee is the only formal post that must be appointed at the AGM. Katie McAndrew is happy to continue in this role, with Lucy Gray nominating and Thomas Pierce seconding.

- 6) Election of Committee Members:** We have 11 committee members. The following committee members were re-elected: Amanda Rix; Boyd Nicholas; Emma Woodley (although on maternity leave); Lucy Gray and Katie McAndrew.

With Emma's maternity leave for at least a year there are two vacancies on the committee. Oliver Chinn was proposed by Kate Knights and seconded by Amanda Rix. Samuel Riley was proposed by Sally Humphries and seconded by Stephen Boniface.

- 7) Any other business:** Emma gave an update on the Petition for Chartership which is progressing. Contact Head Office if you have any more detailed questions.

Emma suggested that the branch are considering whether to hold a more regular social networking event for members. Please let us know your thoughts.

- 8) Branch Officers:** Emma explained that branch officer roles would be decided at the next Committee meeting on the 3rd of December 2025 at 3.30pm at Mott MacDonald's office on Station Road, Cambridge (it is also possible to attend online). All are welcome.