

**East Anglia Branch**

**Annual General Meeting 2022**

### Minutes of the meeting held on

### Wednesday 19th October 2022 at 13.30 pm

**at**

**The Michaelhouse Centre, St Michael's Church, Trinity Street,**

**Cambridge, CB2 1SU**

**Present:** Stephen Boniface, Prue Smith, David Edleston, Christopher Partrick, Emma Sharp, Eilise McGuane, Lucy Gray, Amanda Rix, Roger France, Michael Hendry, Paul Robertshaw, Sarah Cheng, Robin Uff, Celia Wignall, David Grech, Katie McAndrew, Jenni Mason, Peter Hayes, Rowena Malone, Sally Humphries, Hannah Parkes, David Bevan, Jane Forder.

The meeting was chaired by Emma Sharp.

**1) Apologies**: Phil Godwin, Charmain Hawkins, Neil Hewitt, Bob Kindred, John Preston, Kate Knights, Joanna Burton, Boyd Nicholas, Emma Healey, Lorraine King.

1. **Minutes of the last meeting (03/11/21)**: Approved by the meeting with no amendments or matters arising.

**3) Branch Activities Report:** ES outlined the activities of the Branchduring the year:

*Branch Committee:* This held 4 meetings, all virtually*.* It is hoped to be able to resume in-person meetings next year.

*Branch representation:* The Branch was represented at meetings of HEF, Branch Connection Days, IHBC Council and the Annual School.

*Membership*: Membership shows a year-on-year increase (last year in brackets) 235 (230) members, comprising of 130 (131) Full members, 2 (3) Associates, 4 (96) Affiliates and 99 Supporters. The latter is a new category that sits below Affiliate membership. Affiliate members will now have to submit a short form demonstrating their knowledge and awareness. There are a 21 members with un-paid subscriptions, arising from out-of-date contact details. Due to GDPR we are unable to contact members via the contact details provided, and would therefore suggest double checking your contact details. This can be done online or via email at [membershipservices@ihbc.org.uk](mailto:membershipservices@ihbc.org.uk)  Details of online MATE training sessions for Affiliates to upgrade their membership are in the IHBC newsletter.

*CPD and Events:*

* The Branch AGM 2021 was held virtually in November. The event was well attended with feedback positive.
* Joint event with RTPI in April 2022 - a walking tour of Norwich and visit to Anglia Square.
* Historic Towns and Villages Forum – Emma Sharp presented on Climate Change and Net Zero highlighting how sustainability upgrades can deliver direct heritage benefits.
* Branch members assisted with HEF events on the theme of engagement with underrepresented communities and are working with HEF to assist with future events.
* The Branch was represented at Cambridge, Essex and Norfolk Conservation Officers Forums (COF) and is happy to attend COF’s to provide a branch update to members.

*Newsletter, website and social media:*  Two newsletter editions were produced and circulated with the themes of ‘Local Listing’ (Spring/Summer) and ‘Traditional Building Materials’ (Autumn’/Winter). Suggestions for topics and submissions of articles for future newsletters would be welcomed.

*Education:*  The branch offers free or subsidised places for students attending IHBC events and members are asked to increase awareness of IHBC to students.

**4) Business Plan and Financial Report:** The Annual Accounts and Business Plan were circulated prior to the meeting. The balance at the bank on 30 September 2021 was £2,407.69, which includes £750 from central funds.The Business Plan for 2022-23 is largely unchanged from last year, apart from updated figures and a minor amendment in wording.The Committee will be reviewing the Business Plan in the coming year. There were no questions or comments from attendees and the Financial Report, Business Plan and Annual Return were accepted by the meeting.

**5) Branch Representative:** The Branch Committee had nominated Celia Wignall as Branch Representative for the next three years, with Eilise McGuane proposing and Stephen Boniface seconding, the nomination was agreed unanimously by the members present.

***6)* Election of Committee Members**

Having served their three-year term, the following stood for re-election:

*Joanna Burton, Boyd Nicholas, Amanda Rix, and Emma Sharp*

Nominations were requested for two vacancies on the Committee and the following were nominated and seconded by members of the Branch:

*Lucy Gray and Katie McAndrews*

As there were no other nominations from the floor, with Stephen Boniface proposing and David Edleston seconding, the four re-elections and two new member elections were agreed unanimously by the members present.

**7) Any other business:** There was no other business tabled.

***8)* Branch Officers:** The Branch Secretary reminded the meeting that Branch Officers would be elected at the next Branch Meeting on 7 December 2022.