

**East Anglia Branch Committee**

**3.30pm on Wednesday 4 June 2025**

**Held via Teams**

**MINUTES**

1. **Attendees:** Emma Woodley, Kate Knights, Katie McAndrew, Amanda Rix, Claire Hegarty, Boyd Nicholas, Lucy Gray, Maria Kitts, Stephen Boniface
2. **Apologies:** Thomas Pierce and David Edleston
3. **Minutes of last meeting held on 5 March 2025:**

**Matters arising:** Kate K intends to send minutes and newsletters to Centre (Lydia) for upload to website.Amanda updated that RTPI event has been added to the webpage. Business Plans need updating**.** ACTION: Kate to send minutes, newsletters and Business Plan to Centre

1. **Reports of representatives**

**Council**: Katie Mc attended Charterhouse event on 24 March, event sponsored by Velux. Explored petition for charter. On 30 April they intended to make petition for Charter and go to Privy Council, petition progressing. Attended IHBC online AGM on 13 May, confirmed they had submitted petition.

**Education**: Lucy has circulated a list of heritage training providers, invited additional contributions. Boyd has contact at West Suffolk College looking for volunteers, will circulate more info by email when he has it. Lucy asked how we follow up on collecting this info. Katie Mc shared one of the Essex courses online (as IHBC accredited). Action 1: Eilise to put Lucy in contact with Claire Fraser Lim, Public Engagement Manager at HE.

Action 2: Emma to put Katie Mc in touch with Kerry Maxwell at Essex Place Services.

1. **Branch events for 2025**

**Branch AGM (2024-2025):** David circulated details. Need committee to agree leaflets and booking forms for circulation. Include dietary requirements and tick box for those who would like to attend tour. Expected that the course will book out quickly. Emma attended recent COF in London where London Fire Brigade presented. All reviewed the times and costs prepared by David and all agreed. ACTION 1: Claire Hegarty to check in Centre have a template form. Kate K received template from Angharad previously and will use to prepare form - will ask someone to check over.

ACTION 2: Agreed reduced student rate to be subsidised by branch. £45 for member, £55 for non-members and 5 x reduced rate of £15 for student / apprentice / early career, all other student places £35. Agreed expressions of interest by 03 September (next branch meeting) for reduced (5 x £15) student places.

**IHBC Annual School:** We had intended to advertise a free student place on our social media but not completed. Lucy and Thomas had expressed an interest in representing branch. Lucy confirmed her work are paying for her so Emma will offer to Thomas. Proposed to offer one or two free student places for branch training day in October instead (see above).

Kate K queried when we might expect to host the next annual school.Yorkshire next year. ACTION: Kate to check with Lydia at Head Office

**Wrest Park stores event:** Katie Mc continuing to collect information. Postpone until 2026 and plan in advance. Katie had discussed leaflet prep with Angharad.

**RTPI event in St Albans**: Emma highlighted upcoming RTPI event in St Albans. Katie Mc confirmed she had shared online. Katie Mc and Stephen intending to attend. ACTION: Katie to speak to Angharad at Summer School to see if IHBC can provide a banner for St Albans joint event.

**6.** **Treasurer’s report:** £3339 balance reported by Amanda

**7. Newsletter:** Emma will provide Maria with newsletter template. Theme of volunteering. Suggestions put forward from branch. Maria to keep in touch with Eilise if she needs any help. ACTION: Emma to provide Maria with template.

**8. Management of EA branch information on IHBC website:** Katie Mc suggested that anytime social media gets updated to email Centre to update branch page on national website.

**9. Social Media:** Katie has observed LinkedIn provides most engagement, however access needs to be changed by Stephen from private to public group. Appeal for good news stories. ACTION: Stephen to change LinkedIn from private to public group.

**10. Information exchange / AOB:** Agreed to share with branch committee if any update received on NPPF.

**11: Meeting dates for 2025:** Wednesday 03 September at 3:30pm (online) / Wednesday 03 December (hybrid / in person) at 3.30pm