

**East Anglia Branch**

**East Anglia Branch Committee**

**Minutes of a meeting held on 6 December 2023**

**at**

**Mott MacDonald, 22 Station Road, Cambridge CB1 2JD and also via TEAMS.**

**Present:** Prue Smith, Amanda Rix, Eilise McGuane, Katie McAndrew, Lucy Gray, Maria Kitts, Kate Knights

Emma Sharp (Chair), David Edleston and Jo Burton (via TEAMS)

1. **Apologies**: Boyd Nicholas, Stephen Boniface
2. **Minutes of the last meeting**: Held on 6 September 2023 were approved, with no amendments.
3. **Matters arising:** None
4. **Election of Branch Officers:** Branch Officers have taken the following posts:

Branch Chair: Emma Sharp

Vice Chair: Jo Burton

Branch secretary: Kate Knights

Treasurer: Amanda Rix

Branch Rep: Katie McAndrew

Events and Education: David Edleston / Lucy Gray

Newsletter: Maria Kitts

Social Media: Katie McAndrew

HEF: Emma Sharp

1. **Reports of representatives:**
2. **Council:** No update.
3. **HEF:** No update. ES explained that Hettie, who organised the HEF, has left and as such there have been no meetings. ES to email Belinda for an update and to report back.  **ES**
4. **Education:** No update.
5. **Branch Activities 2024:**
6. **AGM event: October/November 2024, Norwich.**

DE suggested that we use another of the pre-organised IHBC talks. We have already done two of them and the third is on conservation engineering. We would use the same format as the last two events. This was agreed. DE will contact Angharad for more information. DE suggested a venue in Norwich, possibly the Cathedral Hostry or the Kings Centre. AR confirmed that a date mid-end October would fit with the accounts. **DE**

1. **Potential joint event with RICS.** No update.
2. **Other events.** KMc suggested an event in Wisbeach where there have been a number of interesting projects, in particular a project at the Corn Exchange. She knows the person that owns the building and David Watt could speak on building pathology and defect appraisal, condition surveys etc. This could be a spring-time event, perhaps at the beginning of May and KMc would be willing to organise it. The committee agreed but suggested some thought may need to be given to ensuring WC facilities, seating etc were provided. KMc suggested National Trust properties in close proximity to the Corn Exchange could perhaps be used as a base and the Corn Exchange visited. KMc to proceed. **KMc**
3. **Treasurer’s Report and Business Plan**: The bank account has a positive balance of £2,536.87. The AGM event made a profit of £456. There were 48 people at the event. Catering came to £1500.

The Accounts and Business Plan have been submitted to Head Office.

1. **Branch archives** PS put this item on the agenda as she is stepping down from the committee and has both paper archives (dating back to 1999) and an electronic archive of IHBC papers etc. PS said it needs someone to go through and keep the most important documents. There was some discussion about this and it was considered that the IHBC may have a policy on record-keeping. AR to speak to Lydia at Head Office to see if there is a policy. **AR**
2. **Newsletter:** MK has agreed to take on the role of Newsletter editor. EMc offered to meet MK in the New Year for a handover and said she would be willing to help. KK / EMc explained that it had been agreed that the next newsletter should be on the role of volunteers in the Heritage sector. We already have an article and some photos from Michael Knights on the repair of St Michaels Church, Shotesham by SPAB working parties. KK to send on to MK. There were various other suggestions for articles including:

* The National Trust (KMc to forward details)
* Archaeology volunteers
* Suffolk Gardens Trust who are using volunteers to research and survey historic parks and gardens in Suffolk and submit some to HE listing team for RPG status (KK/EMc to provide information to MK)
* Hertfordshire Preservation Trust / BEAMS
* Thaxted Windmill Project – ES said they have received a grant for a feasibility study and she has a contact **KK/EMc/MK/ES**

1. **Social media**:KMc explained that the branch Social Media Strategy has been submitted to and approved by Head Office. KMc is aiming for a January launch and will be using Instagram and LinkedIn. She will be inviting the committee to submit photos to be published. KMc will circulate some guidelines relating to submitting photographs to ensure that they meet the appropriate standards as regards photos only being taken from public land, not taking photos of children, removing car registration plates and ensuring that people only submit images that they have taken etc. There was some discussion regarding the need to be careful regarding what we publish, as the responsibility lies with the publisher of the image, rather than the person who takes it. **KMc**
2. **Information exchange/AOB**: KK to let Lydia / Jude know who the new officers are **KK**

The branch thanked PS for her many years of service. She will be greatly missed.

Committee Members have invited us all to a ‘Branch New Year Celebration and Update Event’ on Thursday 11th January 2024 at 1pm-2.25 pm, to be held online. More details are to follow. KMc agreed to represent the branch, although other committee members are also welcome to attend.

It was agreed that the next meeting should be held on TEAMS.

**Future meetings for 2024**: Wednesdays at 3.30 pm: 6 March, 5 June, 4 September, 4 December (AGM October / November).

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