

**THE INSTITUTE OF HISTORIC BUILDING CONSERVATION
EAST ANGLIAN BRANCH BUSINESS PLAN 2024-2025**

	<u>OBJECTIVES</u>	<u>KEY ACTIONS</u>	<u>TARGETS</u>	<u>LEAD ACTION</u>
1.	<u>CPD</u>			
	Setting standards for conservation practice throughout East Anglia and improving education and training in conservation.	1. Hold regular meetings and education/training	1. To organise or support one or more CPD Branch Study Days primarily for members	These members will be chosen as appropriate
		2. Ensure that IHBC contributes towards the development of professional accreditation for those working in historic building conservation	2. At least 75% of the meeting/training day should qualify as CPD. CPD Certificates will be issued	Branch Committee
2.	<u>BRANCH MEETINGS</u>			
	Maintain regular branch committee meetings and attendance at National Council and branch meetings	1. Ensure Institute of Historic Building Conservation representation at all relevant national meetings. Ensure the East Anglia Branch operates in an effective manner	1. To hold a minimum of four Branch Committee meetings each year to deal with business and monitor progress with the Business Plan	Secretary to organiser regular meetings
			2. To ensure the Branch is represented at UK Council meetings. Attendance to be monitored and reported to AGM	Branch representative to attend or arrange substitute
			3. To ensure the Branch is represented at UK Education Committee Meetings. Attendance to be monitored and reported to AGM	Education Officer to attend National Education Committee Meetings
3.	<u>PUBLIC RELATIONS</u>			
	Build and Maintain Relationships in Conservation Policy and Practice	1. Develop links with appropriated bodies and organisations including HEF	1. Maintain regular contact with these identified groups to debate issues of importance to IHBC members. Assist in promoting a full understanding of	Chair or substitute

			the role of IHBC	
	Contact through email and event feedback forms	2. Identify and develop membership opinion and ensure that we have an effective system to respond quickly	3. Minimum two newsletters per annum to be emailed and available on the IHBC website	Newsletter Editor
		3. Disseminate up to date information on historic building conservation matters relevant to our members	4. Identify changes and trends in building conservation	Membership secretary & Newsletter Editor
4.	<u>RECRUIT NEW MEMBERS</u>			
	Recruit more members to broaden membership base and review how members receive information on Institute of Historic Building Conservation and Branch activities	1. Ensure the Institute of Historic Building Conservation Web Page is kept up to date with East Anglia news and events and ensure that the newsletter is produced on time	1. All IHBC East Anglia events to be publicised in advance on the IHBC web page and by email to members as well as via the newsletter	Newsletter Editor and Branch Committee
		2. Strengthen the membership of the Institute	2. Encourage new members and respond promptly to Institute of Historic Building Conservation HQ on new member Applications	Membership Secretary
			3. Encourage and mentor affiliate members to become full members	Branch Rep.
		3. Foster relationships with conservation based education establishments in the region	4. Encourage new members by raising the profile of the IHBC with students on Conservation courses in the region	Branch Committee
5.	<u>RAISE STANDARDS IN BUILDING CONSERVATION</u>			
	Supporting excellence in all aspects of conservation	1. Create links with East Anglia Colleges involved in Conservation training in the Region	1. Maintain and support regular contact with colleges. 2. Financially support an educational course, subject to sufficient funds 3. Sponsor up to two students from local conservation courses to attend	Education Officer and Branch Committee

			the branch AGM event.	
		2. Encourage Branch Members to attend events and the annual school	2. Ensure all members are aware of Regional and National events	All members of Committee
		3. Branch Committee to elect a committee member or student to attend the Annual School, subject to available funds	3. One Committee Member or student to be sponsored to attend the Annual School and AGM, subjects to available funds	All members of the Committee
6.	<u>COMMUNICATE WITH MEMBERS</u>			
	Improving Branch communication and administration systems and member satisfaction	1. Improve links, especially electronic	1. Maintain and update branch participation with national web page via National Office	All members of the Committee via email. Branch Chair to provide quarterly reports to National Office following branch meetings
			2. Maintain the branch Instagram account: ihbc.eastanglia	
			3. Produce a minimum of two newsletters per annum	Newsletter editor
7.	<u>FINANCE</u>			
	Manage branch prudently	1. Maintain financial record of branch accounts	1. Agree annual branch budget	Branch Treasurer

EAST ANGLIA BRANCH

BUSINESS PLAN COSTS

1ST OCT. 2023 – 30TH SEPT. 2024

EXPENDITURE

Balance B/F –

£1,898.29

INCOME

1. Events/CPD

£1,183.92

£2,090.00

2. Branch Meeting

Costs

No Expenditure

3. Public Relations – attendance at HEF

£ No expenditure

(Newsletter costs

included under item 6)

No expenditure

4. No expenditure

5.1.2. Support a

conservation course

No expenditure

£250.00

5.3. Attendance at Annual School

No expenditure

£504.00

6. Production of the Newsletter

No expenditure

7. Finance

No expenditure

Total Exp: £1,183.92

Total Inc: £ 2,090.00

End of Year Balance

including liabilities:

£2,804.37

BUDGET

1ST OCT. 2024 - 30TH SEPT. 2025

EXPENDITURE

Balance in bank B/F –

£2,804.37

INCOME

£1,500.00

£150.00

£250.00

£504.00

Total Exp: £1,904.00

Total Inc: £ 1,500.00

End of Year Bal

£2,400.37ⁱ

ⁱ The East Anglia Branch has £2,686.65 held in the IHBC central account, which is part of the profits from the 2015 Annual School.