



Heritage Protection in Derby

**Derby Museum and Art Gallery
Friday 7th September 2018**



**Institute of Historic Building Conservation
East Midlands Branch
Annual General Meeting
2018**

Institute of Historic Building Conservation East Midlands Branch Committee 2017 - 18

Chair

Liz Mayle

Vice Chair

Ros Worrall

Secretary

Emilie Wales

Branch Representative to IHBC Council

Rose Thompson

Treasurer

Alice Ullathorne

Membership Secretary

Jason Mordan

Communications Officer

Chris McKinney

Education Rep

Liz Blood

Derbyshire County Rep

Becky Waddington/Vacant

Leicestershire County Rep

Paul Grundy

Lincolnshire County Rep

Kelly Appleton-Swaine/Emilie Wales

Northamptonshire County Rep

Vacant

Nottinghamshire County Rep

Jason Mordan

General Committee Members

Fiona Newton

Roy Lewis

Rob Walker



IHBC EAST MIDLANDS BRANCH AGM

Tuesday 7th September 2018

At: 11am, Derby Museum and Art Gallery

MINUTES

Attendees:

1. Apologies

2. Minutes of the 2017 Annual General Meeting
- see Appendix 1

3. Officers' and Other Reports

Chair's Report

I have now completed five years as Branch Chair for the East Midlands branch committee. I am very pleased to report that we filled several vacancies at last year's AGM. My thanks go to the following who have all volunteered their time:

- Ros Worrall (Vice Chair);
- Emilie Wales (Secretary and temporary County Representative for Lincolnshire)
- Alice Ullathorne (Treasurer)
- Rose Thompson (Branch Representative)
- Jason Mordan (Membership Secretary)

Standing down this year is Becky Waddington, Derbyshire County Representative and Kelly-Appleton Swaine, Lincolnshire County Representative, moved on to pastures new in the north-east. I offer my thanks to both for the time and effort given to our Branch.

We an outstanding vacancy, as we have now for several years, for a Northamptonshire County Representative. There is also a vacancy for Derbyshire County Representative. If there is someone in your county who could give up a small amount of time (even to send a report if you are unable to attend branch meetings) it would be great to hear from you.

A reminder too that all members will be welcomed to at our regular meetings in Newark. The East Midlands covers a large geographic area, and we know that it is not always easy to attend meetings or events, but we would welcome some new faces. Newark is our base for all but one of our meetings and is just about central in terms of travelling from most parts of the region. Sandwiches and coffee are provided.

This year, as excess funds from the Buxton Annual School are now almost depleted. Committee decided not to fund a bursary place at Belfast in 2018. Instead we are holding onto this fund to offer possibly two bursaries to members for the day school in Nottingham 2019. If this is as successful as Buxton, we may be able to continue this tradition.

The branch is having a particularly busy year preparing to host the Annual School 'Heritage, Risk & Resilience: confronting conservation calamities' which will be held in Nottingham. A separate organising committee was established in 2017 with a fantastic team of dedicated members involved. Venues are sorted, a short list of speakers has been drawn up, and we very much look forward to hosting a good Annual School.

We have also had three events this year which include:

Our AGM was held in Stamford, the first conservation area to be designated, as part of the fifty-year celebration of conservation area. Two excellent presentations were shown to members and guests (Stamford Civic Society). Rob Walker gave an entertaining intro followed by a 'nuts and bolts' talk about the subject of Article 4 Directions, used in tandem with Local Development Orders, with Woodhall Spa as

the case study. We learned that whilst sounding like an ideal solution for the preservation and enhancement of conservation areas, this was far from easy to achieve. Roy Lewis gave a thought-provoking presentation, *Whatever happened to Townscape?* Looking at how modern policy seems to have left behind the crucial concept of townscape, drawing on legislation and Gordon Cullen to demonstrate. This was followed by showing the much-feted film about Stamford by Alec Clifton-Taylor from his Six English Towns TV series, the comment about a building painted 'boudoir pink' raising much anticipated mirth from the audience. After, members of Stamford Civic Society gave a fascinating tour of Stamford, with many hidden corners and details revealed.

A specialist MATE training event was hosted in Nottingham which was very well attended in April, with a candidate list drawn from all professional strands of conservation. Thanks to Kate Kendall, IHBC LETS officer, Alice Ullathorne and Jason Morden for organising and to volunteers who assisted on the day.

Our April meeting 'Building at Risk work in Leicester' was hosted by Justin Webber at Leicester City Hall. There were three excellent short presentations. The first by Justin Webber about the Heritage at Risk Strategy for Leicester City Council, showing dynamic work to preserve heritage. Jenny Timothy, former conservation officer for the city told us of the trials and tribulations of trying to get this building repaired, only for the building to suffer a serious fire. Friar's Mill, now fully repaired and new use is proving to be a catalyst for regeneration of the area. Sophie Noon told us about the Greyfriars Townscape Heritage scheme she manages, showing great improvements to buildings and public realm resulting in great new uses and enhancement of the area. After a good pub lunch, we had a tour of the TH area, Friar's Mill and the former Magistrates Court, now with a new use as part of De Montfort University, but formerly a building at risk.

I shall also take the opportunity to let you all know that in November, we are organising 'An Afternoon with Dr. Charles Mynors' to present to us the latest legal background on extent of listing and curtilage. This will be in Lincoln. A date for your diary will be coming soon.

Once again, I am proud that the branch has been able to organise such brilliant events drawing upon the very best expertise, our own members. Due to the dedication of the Branch Committee we have fulfilled our business plan and successfully achieved our main aim, to provide 'cheap and cheerful' CPD for our members. I offer my sincere thanks to all who have given their time, skills, enthusiasm and hard work for the benefit of all our members.

LIZ MAYLE

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Branch Secretary's Report

This has been my first year as Branch Secretary. Stephen had previously held the position for 10years however I hope that I was able to make the transition as smooth as possible. I am happy to re-stand for the position for a second year as I find attending Branch and other IHBC events a pleasant change to working as a lone Conservation Officer, and it's a great opportunity to network and make likeminded friends, especially as I am early in my career.

As ever the operation of the East Midlands Branch relies on the support of its membership, but if we are to keep an active Branch then we all rely on our fellow members to get involved and promote the Branch and its activities. Please continue to share any events with me so that I can circulate amongst members.

Many of the current Branch Members currently hold multiple positions, and we have a couple of vacancies so it would be good to encourage some more new faces. Vacancies include Northamptonshire Rep and Derbyshire Rep. If you are able to commit some time to the Branch Committee then please come along to the AGM and put your name forward.

EMILIE WALES

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Branch Representative's Report

Meetings of F&R+ (i.e. the former Council) were held on 7th September 2017 (at the Theatres' Trust, London), 26 October 2017 (virtual meeting), 22nd February 2018 (virtual meeting), 12th April 2018 (at the Theatres' Trust, London) and 7th June 2018 (virtual meeting).

Council+ meetings were held on 30th November 2017 at St Andrews, Holborn, London and on the 3rd May 2018 at the Great Northern Hotel in Peterborough. The former focused on an international theme and looked at developing an international engagement strategy and practical ties with Europe and beyond, whilst the latter focused on reverse mentoring. This included discussions on mentors impressions of the IHBC and how to empower members. A short video of the session is available to view on the IHBC website.

Key issues and initiatives addressed throughout the year include:

- Representations regarding the Historic England advice note on listed buildings and curtilage, which resulted in the withdrawal of the original advice note and consultation on a revised draft. The revised draft has now been published. Concerns still remain regarding some of its content. A letter has been sent to Historic England (HE) chief executive regarding concerns
- Representation were made of the consultation draft of the NPPF 2018 which has now been published
- The IHBC has a Wikipedia page
- The Conservation Professional Practice Principles publication has been well received and was included in a recent mailing of the ClfA magazine which also had an article on the publication
- Previous concerns regarding the direction of the Sustainable Traditional Buildings Alliance (STBA) in which the Institute is heavily involved have now been addressed
- Additional research and guidance notes have been added to the *IHBC Toolbox* section of the Institute's website, which is developing into an important conservation resource. Bob Kindred is producing guidance on a number of different topics
- Membership numbers have exceeded 2600
- The Membership Application Training Event (MATE) sessions delivered by Kate Kendall have been delivered within branches as well as in some private sector companies, with great success. One was held in Nottingham on 25th April 2018
- Further consideration is being given to governance arrangements, with a view to possibly having a smaller body of trustees and a larger Council+
- Formulation of an international engagement strategy (ongoing) aimed at development of greater international links (theme of Council + November 2017)
- A letter was sent to Ministry of Housing, Communities and Local Government (MHCLG) regarding planning fees in areas where there are Article 4 Directions. A response was received which seemed to indicate the fees are mandatory but the legal panel are considering the response

- Findings of the branch survey sent out showed issues around capacity, geography and recruiting new members. Most branches also wanted help and support to run events including the affiliate seminars
- Following the new Data Protection rules, the management of data protection is being reviewed. Branches should receive new guidance.

The former Chair and President, Eddie Booth, had passed away in early May. The institute expressed it would be forever grateful for the many years in which he contributed to the IHBC not only in these formal roles but behind the scenes as well.

Routine business of F&R+ included approval of Committee Business Plans, Branch Business Plans, giving final approval to acceptable membership applications, and monitoring the implementation of the Institute's Corporate Plan (CP20).

The Institute continues to make representations to national government and the devolved home nation governments – all consultation responses made can be seen on the IHBC website.

The organisation's finances remain sound.

Another successful and well-attended Annual School was held in Belfast. Justin Webber and Alice Ullathorne did an excellent presentation at the day school to promote the Nottingham Annual school to be held in 2019. The 2019 School will be on the 4th-6th July, Heritage, Risk, Resilience- *confronting conservation calamities*, Nottingham. An organisation committee chaired by Justin Webber is progressing things well at regular meetings. The meetings are held at the Nottingham City Council offices and anyone is welcome to attend.

Current post-holders at National level are:

- President: David McDonald
- Chair: James Caird
- Vice-Chair: Kathy Davies
- Treasurer: Jill Kerr
- Secretary: Jo Evans
- Membership Secretary: David Kincaid
- Policy Secretary: Roy Lewis
- Communications and Outreach Secretary: Dave Chetwyn
- Education Secretary: Andrew Shepherd

This is my first year as East Midlands Branch Representative, taking over from Roy Lewis who has done a great job and stepped down to continue in the role of Policy Secretary. I was voted in as a trustee at the AGM in June.

ROSE THOMPSON

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Membership Secretary's Report

N/A

JASON MORDAN

.....

Communication Officer's Report

Hello all.

It's been another quiet year from a communications point of view, with the role's main focus being on the Branch's standard business, such as preparing the Branch's flyers for its CPD events, and keeping the website ticking over.

As always, I take my lead from the discussion and decisions at the AGM so if you have a view or suggestion on what else we as a Branch could do from a communications perspective, mention it at the AGM or over a pint on the historic pubs pub crawl!

See you there,

CHRIS McKINNEY

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County Representatives' Reports

Derbyshire

Position Vacant

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Leicestershire

Below is my county rep report for Leicestershire for the AGM, not many updates this time round:

- Leicester City – An advert has gone out for a new Conservation Officer post to replace Sam-Peppin-Vaughan. James Simmins is also leaving so a second advert is to follow soon. Stuart Bailey, the longstanding and very passionate chairman of the Leicester Civic Society has sadly passed away.
- Charnwood – Conservation Areas Review for the eight areas within Loughborough has been undertaken, with a revision to the boundaries of six of the areas. The Church Gate Conservation Area, which covers the historic heart of Loughborough, has approximately doubled in size. Formal adoption of the Conservation Areas Review was given Cabinet approval in April of this year.
- Hinckley & Bosworth – Consideration is being given to developing a HE PSiCA scheme for Hinckley town centre following the unsuccessful HLF bid to deliver a Townscape Heritage Scheme. Local heritage list continues to be developed. The Council's first Article 4 Direction for the removal of permitted development rights for demolition has been confirmed covering a building of local interest in Burbage.
- Leicestershire County Council – several War Memorial grant aided schemes are either ongoing or under consideration following the appointment of Sophie Clark as the Heritage and War Memorials Officer at the end of 2017.
- Rutland – specialist advice continues to be provided by an officer from North Kesteven DC for one day a week
- No relevant updates / nothing to report from Blaby, Harborough, Melton, North West Leicestershire and Oadby & Wigston

PAUL GRUNDY

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Lincolnshire

The Lincolnshire Conservation Officers Group (LCOG) meets 4 times a year and each district takes it in turn to host. Kelly stepped down at Christmas when she accepted a new job outside the area, Emilie temporarily took over to maintain the branch updates on progress in Lincolnshire.

Update from the last LCOG meeting 29th June 2018:

North Kesteven

- Working one day a week has been successful to drum up support for the Sleaford PSiCA – as a result have needed to ask for an extension to accommodate additional interest.
- Consultation on Metheringham CAA ongoing.
- Scheme ongoing to find a suitable location to position a statue at Cranwell to commemorate founder of RAF.

East Lindsey

- Woodall Spa Article 4 Direction & LDO due for consultation July.
- Conservation Officer is now part of Growth Team.
- Shop front Grants are now available up to £10,000 using s106 contributions (Market Towns and Seaside Resorts).

West Lindsey

- Gainsborough TH has got through to round 2 shortly be going out for a consultant to develop.
- S215 programme is being launched in Caistor, Gainsborough to be next.

County Council

- Now providing Archaeological comments for Newark & Sherwood and Bassetlaw.
- Working on a transport strategy and feasibility for Holbeach.
- Looking at the Value of the Historic Environment – economic/wellbeing/education to be used to support future funding bids.

City of Lincoln

- Masterplan coming on with appraisal of Lower High Street.
- Progressing with Urgent Works for 16 Mill Road.
- ARCADE – HER programme is now online.

South Holland

- Mark is acting as interim until Christmas.
- Mark is a Planning background and is a case officer with caseload of 40-50 has advised full time post is required.
- Notice has been served on Red Cow which is also a Dangerous Structure.

South Kesteven

- Article 4 in Stamford.
- Established a Heritage Steering Group.
- Continues to share services with Rutland.
- Gravitas – a Local Authority Development Company has been established and is to be given Heritage CPD.

Lincolnshire Heritage Trust

- TH officer for Boston has been recruited.
- Old Kings Head - works to safeguard the building started.

No updates from North Lincs or Boston.

No update from DAC.

No update from HE.

EMILIE WALES

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Northamptonshire

Position Vacant

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Nottinghamshire

N/A

JASON MORDAN

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4. Treasurers Report: Financial Statement 2017-18 & Business Plan

- see Appendix 2 & Appendix 3.

5. Election of Officers

<i>Position</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Seconder</i>
<i>Chair</i>			
<i>Vice Chair</i>			
<i>Secretary</i>			
<i>Branch Rep</i>			
<i>Treasurer</i>			
<i>Membership Secretary</i>			
<i>Communications Officer</i>			
<i>Education Rep</i>			

6. Election of Branch Committee Members & County Reps

<i>Position</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Seconder</i>
<i>Lincolnshire County Rep</i>	<i>Emilie Wales</i>		
<i>Nottinghamshire County Rep</i>	<i>Jason Mordan</i>		
<i>Derbyshire County Rep</i>			
<i>Northamptonshire County Rep</i>			
<i>Leicestershire County Rep</i>	<i>Paul Grundy</i>		

<i>Position</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Seconder</i>
<i>General Committee Member</i>			
<i>General Committee Member</i>			
<i>General Committee Member</i>			
<i>General Committee Member</i>			
<i>General Committee Member</i>			

7. 2019 Annual School Nottingham

8. Annual School Bursary Award

9. Any Other Agreed Business

Appendix 1 - Minutes of the 2017 Annual General Meeting



IHBC East Midlands Branch AGM

Mess Room, The Cosy Club, Stamford

Friday 15th September 2017

Attendance:

Liz Mayle, Rob Walker, Elizabeth Bryan, Rosamund Willatts, Roy Lewis, Rose Thompson, Choe Oswald, Matt Webster, Sam Peppin Vaughan, Emma Hancock, Tom Street, Melissa Thompson, Jane Tricker, Mark Fenell, Fiona Newton

Apologies:

Kelly Appleton Swaine, Becky Waddington, Jane Roylance, Stephen Bradwell, James Crane, Chris Collison, John Ruddy, Ros Worrall, Simon Scott, Chris McKinney, Mary Anderson, Simon Chesters-Thompson, Emilie Wales, Philip Grover, Justin Webber.

1. Chair's Welcome:

Liz opened the meeting by extending a warm welcome to all those members in attendance.

2. Minutes from the 2017 AGM

The Minutes from the previous AGM held in Deeping St James were accepted as a true record.

Proposed: Robert Walker

Seconded: Liz Mayle

3. **Officers Reports**

No further comments were made to the published reports.

Chloe Oswald added that Derby Psica had been completed but that the TH is still running. Also Emma Hancock added that Swadlincote TH will finish in December 2018.

4. **Treasurers Report and Business Plan**

Rose presented the Branch's accounts noting that subject to the AGM expenses, the Branch had a likely balance of £639.89. The Buxton School funds remain at £1,067.19. Interest has dropped and is paid quarterly. Making savings on branch refreshments for committee meetings. No printing is carried out so savings have been made there.

Rose then ran through the draft Business Plan. Provisional dates of meetings have been inserted and officer will be added after the AGM. Meetings will continue to run in Newark that is central to the region. A representative is needed for Derby City Council Conservation Advisory Panel but current co-opted members may be able to represent IHBC.

Rose will include something in the business plan for organization of the Annual School for small items.

The bursary will not be offered for Belfast 2018 but the money will be saved to support more from the Branch attending the Annual school in 2019

Adoption of accounts and business plan

Proposed: Roy Lewis

Seconded: Alice Ullathorne

5. **Election of Officers**

The AGM considered the following nominations for Branch officers:

Chair: Elizabeth Mayle *Proposed: Rose Thompson, Seconded: Alice Ullathorne*

Vice Chair: Ros Worrall *Proposed: Robert Walker, Seconded: Rose Thompson*

Branch Secretary: Emilie Wales, *Proposed: Liz Mayle, Seconded: Roy Lewis*

Branch Rep: Rose Thompspon, *Proposed: Roy Lewis, Seconded: Robert Walker*

Treasurer: Alice Ullathorne, *Proposed Tom Street, Seconded Emma Hancock*

Membership Secretary: Jason Mordan, *Proposed: Rose Thompspon Seconded: Robert Walker*

Communications Officer: Chris McKinney *Proposed: Chloe Oswald Seconded: Alice Ullathorne*

Education Secretary: Liz Blood *Proposed: Roy Lewis, Seconded: Paul Grundy*

6. Branch Committee and County Rep

The following nominations were received for General Committee Members: Fiona Newton, Roy Lewis, Robert Walker, Chloe Oswald

The following nominations were received for County Representatives:

Derbyshire – Becky Waddington

Leicestershire – Paul Grundy

Lincolnshire – Kelly Appleton-Swaine

Northamptonshire - Vacant

Nottinghamshire - Jason Mordan

Additionally nominations for:

Derby City Council Conservation Advisory Panel: Chris Collison & John Sharp if no other comes forward

Leicester City Council Conservation Advisory Panel: Liz Blood

Council+: Alice Ullathorne, Liz Blood & Ros Worrall

All branch committee and County rep places were approved.
Proposed by Tom Street, Seconded by Sam Pepin Vaughan

7. **IHBC Annual School 2019**

For the first time two cities volunteered to host the School. Fiona Newton has looked at both options and found that Nottingham had the most suitable venues. Discussion with those from Nottingham & Leicester had followed and it was agreed that Nottingham would host the School. The theme is disasters.

8. **IHBC Annual School Bursary**

The bursary will not be offered for Belfast 2018 but the money will be saved to support more from the Branch attending the Annual school in 2019

9. **Any Other Business**

As there was no further business Liz closed the meeting and thanked everyone for attending the AGM.

The meeting closed at 2.30pm

Appendix 2 – Financial Statement 2017-18



IHBC EAST MIDLANDS BRANCH - ACCOUNTS 1/10/16- 30/9/17

IHBC EM Bank Accounts	Src	Date	Payee	Deposit	Withdrawal	Balance
Opening balance						
		30/09/2016	Balance carried forward			£888.88
	CD	04/10/2018	Balance for AGM		£ 84.30	£804.58
	CD	06/11/2018	Branch Refreshments		£ 21.50	£783.08
	CD	20/12/2018	Branch Refreshments		£ 18.50	£764.58
	CR	05/01/2018	Interest	£ 0.02		£764.60
	CR	31/01/2018	Interest	£ 0.01		£764.61
	CD	22/02/2018	Branch Refreshments		£ 18.50	£746.11
	CR	28/02/2018	Interest	£ 0.01		£746.12
	CR	31/03/2018	Interest	£ 0.01		£746.13
	CR	30/04/2018	Interest	£ 0.01		£746.14
	CR	31/05/2018	Interest	£ 0.01		£746.15
	CD	06/06/2018	AGM Deposit		£ 100.00	£646.15
	CR	Jun-18	IHBC central funds	£ 650.00		£1,296.15
	CR	30/06/2018	Interest	£ 0.01		£1,296.16
	CR	31/07/2018	Interest	£ 0.01		£1,296.17
	CR	31/08/2018	Interest	£ 0.01		£1,296.18
	CD	07/09/2018	Branch Refreshments		£ 18.50	£1,277.68
	CD	07/09/2018	AGM Balance		£ 300.00	£977.68
	CR	30/09/2018	Interest	£ 0.01		£977.69
Closing Balance						£977.69

Current Account

IHBC EM Bank Accounts	Src	Date	Payee	Deposit	Withdrawal	Balance
Opening balance						£639.93
	CD	04/10/2018	Balance for AGM		£ 84.30	£ 555.63
	CD	06/11/2018	Branch Refreshments		£ 21.50	£ 534.13
	CD	20/12/2018	Branch Refreshments		£ 18.50	£ 515.63
	CD	22/02/2018	Branch Refreshments		£ 18.50	£ 497.13
	CD	06/06/2018	AGM Deposit		£ 100.00	£ 397.13
	CR	Jun-18	IHBC central funds	£ 650.00		£ 1,047.13
	CD	07/09/2018	Branch Refreshments		£ 18.50	£ 1,028.63
	CD	07/09/2018	AGM Balance		£ 300.00	£ 728.63
Closing Balance						£ 728.63

Reserve Account

IHBC EM Bank Accounts	Src	Date	Payee	Deposit	Withdrawal	Balance
Opening balance		01/10/2017				£ 190.36
	CR	05/01/2018	Interest	£ 0.02		£ 190.38
	CR	31/01/2018	Interest	£ 0.01		£ 190.39
	CR	28/02/2018	Interest	£ 0.01		£ 190.40
	CR	31/03/2018	Interest	£ 0.01		£ 190.41
	CR	30/04/2018	Interest	£ 0.01		£ 190.42
	CR	31/05/2018	Interest	£ 0.01		£ 190.43
	CR	30/06/2018	Interest	£ 0.01		£ 190.44
	CR	31/07/2018	Interest	£ 0.01		£ 190.45
	CR	31/08/2018	Interest	£ 0.01		£ 190.46
	CR	30/09/2018	Interest	£ 0.01		£ 190.47
Closing Balance						£ 190.47

Appendix 3 – Business Plan



IHBC East Midlands Branch Business Plan: 2018/2019

Introduction

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2017/2018 and our objectives for 2018/2019 together with proposals to achieve these objectives and the likely financial implications.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. The Branch Committee 2017/18 is as follows:

<u>Name</u>	<u>Position</u>
Elizabeth Mayle	Chair
Rosamund Worrall	Vice Chair
Emilie Wales	Secretary
Rose Thompson	Branch Representative
Alice Ullathorne	Treasurer
Chris Mckinney	Communications Officer
Liz Blood	Education Representative

Rebecca Waddington	Derbyshire County Representative
Paul Grundy	Leicestershire County Representative
Kelly Appleton-Swaine	Lincolnshire County Representative
Vacant	Northamptonshire County Representative
Jason Morden	Nottinghamshire County Representative
Roy Lewis	General Committee Member
Fiona Newton	General Committee Member
Robert Walker	General Committee Member
Chloe Oswald	General Committee Member
Alice Ullathorne	Council + Rep
Rosamund Worrall	Council + Rep
Liz Blood	Council + Rep

Branch Committee meeting dates 2017/18

Meetings to be held at the Organ Grinder, Newark

Tuesday 31th October 2017

Tuesday 5th December 2017

Tuesday 6th February 2018

April meeting venue and date to be confirmed

Tuesday 10th July 2018

AGM 2019

Weeks 1 or 2 in September 2018

Branch Achievements 2017/18

Supporting members

- Organised 3 CPD events –
 - Leicester BAR CPD on 17/04/18
 - MATE event in Nottingham on 25/04/18;
 - Derby Flood Scheme CPD for the AGM on 07/09/18
- Organised the branch AGM September 2018 focusing on the Flood Scheme in Derby
- Chris Mckinney continued to significantly improve and maintain up to date information on the branch page of the IHBC website including information on branch visits and archive papers.
- IHBC branch survey to engage with members completed

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- IHBC EM Branch on Derby City Council Conservation Area Advisory Panel-position vacant
- IHBC on Leicester City Conservation Advisory Panel- position vacant

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2017 AGM.
- Programme of Branch meetings up to AGM completed.
- Branch accounts maintained by treasurer and business plan produced.
- Notifying members of consultations via email giving the opportunity for them to make comments.
- Opportunity at branch meetings to discuss and provide formal feedback on behalf of the branch on specific issues.
- A branch meeting was held at a different location to encourage more members to attend.
- Ros Worrall and Liz Blood attended Council+ meetings.

IHBC Annual School 2009 (related funds)

- The decision was made at the 2017 AGM not to fund places at the 2018 Belfast IHBC conference with the intention to fund more regional places on the 2019 conference in Nottingham

IHBC Annual School 2019 Subcommittee

- 3 subcommittee meetings have been held at Nottingham City Council's offices to organise the 2019 IHBC Conference

Key Branch Objectives for 2018/19

- Supporting Members – continued response to member's needs/requests to help develop the profession.
- Increase number of East Midlands members
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links through County groups and County Reps and CPD events and electronic networking.
- Organise a successful and profitable IHBC Annual School 2019 through the Conference Subcommittee
- Send 2/3/4 people to the 2019 IHBC Conference Day School

Financial Implications

Funds required to achieve the 2018-2019 Business Plan £ 1320.00

Cash in bank as of 30th September 2018 £ 977.69 (as predicted 22/08/2018 with payments pending)

Income from events/bank interest £ 0.12

Central funds requested £ 650.00

Annual School Funds £ 450.00 (assumed from Buxton income)

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Supporting Members	1. Organise c. 3 CPD events / site visits per annum	Support from branch members.	Branch Chair	Nil - £150
	2. Maintain up to date information on branch on IHBC website	Consider type of information to include and create a branch template. Update information and pass to IT consultant	Branch Secretary and other members.	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events, publicity and networking.	Branch Chair	Nil
	4. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil
Building Partnerships	1. Continued representation by branch members on advisory committees, panels and forums.	Representation on East Midlands Regional Heritage Forum.	Fiona Newton.	Nil
		Representation on East Midlands Heritage Education Group.	Education Rep.	Nil
		Representation on Leicester City Council Conservation Advisory Panel.	Vacant	Nil
		Representation on Derby City Council Conservation Advisory Panel.	Vacant	Nil

Maintaining an Active Branch	1. Organise 6 branch meetings per annum.(1 meeting at a different venue coinciding with CPD)	Meeting to be held –venue to be confirmed	Branch Secretary	£180
	2. Prepare a branch business plan.	Ongoing discussion and consultation with Branch	Branch Treasurer	Nil
	3. Maintain branch accounts and submit necessary returns to Council.	Ensure invoices/expenses paid promptly and cash flow managed.	Branch Treasurer	Nil
	4. Organise Branch AGM linked to event and appoint officers	Publicise AGM thoroughly and encourage attendance	Branch Secretary	£400
	5. Ensure branch agendas and minutes and on website.	Provide details to IHBC IT consultant	Branch Secretary	Nil
	6. Provide for incidental expenses by Committee Members	Occasional postage, printing and other costs	Branch Treasurer	£50
IHBC Annual School 2009	Members discussed options how to use profit from Buxton Annual School	3 bursaries to the Annual Day school this year agreed at AGM (Full school £380)	Branch Chair	£390
IHBC Annual School 2019	Form an organising committee for annual school 2019	Provide a small fund for expenses- meetings etc.	Branch Treasurer	£150