



IHBC East Midlands Branch Business Plan: 2013/2014

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 2012/2013 and our objectives for 2013/2014 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 2013/14 is as follows:

<u>Name</u>	<u>Position</u>
Liz Mayle	Chair
Rob Walker	Vice Chair
Stephen Bradwell	Secretary
Roy Lewis	Branch Representative
Rose Thompson	Treasurer
Neil Robertson	Membership Secretary
Chris Mckinney	Communications Officer
Lisa Walton	Derbyshire County Representative
Liz Blood	Leicestershire County Representative
Kerry Walmsley	Lincolnshire County Representative

Rachel Booth	Northamptonshire County Representative
Jason Morden	Nottinghamshire County Representative
Philip Grover	Education Representative
Sara Croft	General Committee Member
Jane Roylance	General Committee Member
Fiona Newton	General Committee Member

Branch Committee meeting dates 2013/2014

Meetings to be held at the Fox and Crown, Appleton Gate, Newark

Tuesday 29th October 2013

Tuesday 10th December 2013

Tuesday 5th February 2014

April meeting venue and date to be confirmed

Tuesday 15th July 2014

AGM 2014

Weeks 1 or 2 in September 2014

Branch Achievements 2012/2013

Supporting members

- Organised CPD visit, the theme of which was recent heritage initiatives in Leicester City Centre and the story of archaeological work to find the body of Richard III. Talks were given by Jenny Timothy and Richard Buckley. The visit incorporated a branch meeting.
- Organised the branch AGM 2013 including a CPD visit to Lincoln Castle.
- 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.

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Chris Collison continues to represent IHBC EM Branch on Derby City Council Conservation Area Advisory Panel.
- Jane Roylance continues to sit as a corresponding member of the IHBC Technical Panel.
- Dave Trubshaw continues to represent IHBC on Leicester City Conservation Advisory Panel.

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2013 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.

IHBC Annual School 2009 (related funds)

- Funded one full bursary place plus travel expenses to the Carlisle Annual School 2013.

Key Branch Objectives for 2013/2014

- Supporting Members – continued response to member's needs/requests to help develop the profession.
- 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.
- Fund one bursary place to the IHBC Annual School.
- Host the peripatetic Council meeting in Sept 2014.

Financial Implications

Funds required to achieve the 2013-2014 Business Plan	£650.00 (+ £800 annual school)
Cash in bank as of 30 th September 2013	£ 902.58
Income from events/bank interest	£0.08
Central funds requested	£650.00
Annual School Funds	£800.00

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Supporting Members	1. Organise max. 2 CPD events / site visits per annum	Support from branch members.	Branch Chair	Nil
	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.	Dave Trubshaw	Nil
		Representation on Derby City Council Conservation Advisory	Chris Collison	Nil

		Panel.		
Maintaining an Active Branch	<p>1. Organise 6 branch meetings per annum.(1 meeting at a different venue)</p> <p>2. Prepare a branch business plan.</p> <p>3. Maintain branch accounts and submit necessary returns to Council.</p> <p>4. Organise Branch AGM linked to event and appoint officers</p> <p>5. Ensure branch agendas and minutes and on website.</p> <p>6. Provide for incidental expenses by Committee Members</p>	<p>Meeting to be held –venue to be confirmed</p> <p>Ongoing discussion and consultation with Branch</p> <p>Ensure invoices/expenses paid promptly and cash flow managed.</p> <p>Publicise AGM thoroughly and encourage attendance</p> <p>Provide details to IHBC IT consultant</p> <p>Occasional postage, printing and other costs</p>	<p>Branch Secretary</p> <p>Branch Treasurer</p> <p>Branch Treasurer</p> <p>Branch Secretary</p> <p>Branch Secretary</p> <p>Branch Treasurer</p>	<p>£180</p> <p>Nil</p> <p>Nil</p> <p>£420</p> <p>Nil</p> <p>£50</p>
IHBC Annual School 2009	Members discussed options how to use profit from Buxton Annual School	Full Bursary place to IHBC Annual School	Branch Chair	£800