



## **IHBC East Midlands Branch Business Plan: 2016/2017**

### 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 2015/2016 and our objectives for 2016/2017 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 2016/17 is as follows:

<u>Name</u>	<u>Position</u>
Elizabeth Mayle	Chair
Robert Walker	Vice Chair
Stephen Bradwell	Secretary
Roy Lewis	Branch Representative
Rose Thompson	Treasurer
Matthew Crook	Membership Secretary
Chris Mckinney	Communications Officer
Liz Blood	Education Representative
Becky Waddington	Derbyshire County Representative
Paul Grundy	Leicestershire County Representative
Kelly Appleton-Swaine	Lincolnshire County Representative

Vacant Northamptonshire County Representative  
Jason Mordan Nottinghamshire County Representative

Jane Roylance General Committee Member  
Fiona Newton General Committee Member  
Rosamund Worrall General Committee Member

#### Branch Committee meeting dates 2016/17

Meetings to be held at the Organ Grinder pub (website link below) on Portland Street, Newark.

<http://www.bluemonkeybrewery.com/pubs/organ-grinder-nottingham/organ-grinder-newark>

25th October 2016

6th December 2016

7th Feb 2017

April meeting date and venue to be confirmed

18th July 2017

#### AGM 2017

Weeks 1 or 2 in September 2017

#### Branch Achievements 2015/2016

##### Supporting members

- A branch membership survey was sent out to encourage members to give their views on branch activities- 36 people responded with suggestions for future visits.
- Rose Thompson organised CPD Event in partnership the Nottingham Trent University, the theme of which was Understanding Buildings- Structure and Condition.
- Liz Mayle organised a CPD Visit to Haddonstone Studio and Factory in Brixworth and show gardens, combined with the April branch meeting.
- 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.

- Liz Blood/ Rosamund Worrall represented the branch at a Council Plus meeting.
- AGM organized -to be held at Market Deeping in conjunction with a CPD event- Historic Plasterwork with Philip Gaches

### Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Jane Roylance continues to sit as a corresponding member of the IHBC Technical Panel.
- Neil Robertson has represented IHBC EM Branch on Derby City Council Conservation Area Advisory Panel.
- The IHBC on Leicester City Conservation Advisory Panel is now vacant.

### Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2016 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 to the Worcester Annual School 2016.

### Key Branch Objectives for 2016/2017

- 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 though County groups and County Reps and CPD events and electronic networking.
- Fund one bursary place to the IHBC Annual School

Financial Implications

Funds required to achieve the 2016-2017 Business Plan	£650.00
Cash in bank as of 30 <sup>th</sup> September 2016	£ 1064.26
Income from events/bank interest	£0.12
<b>Central funds requested</b>	<b>£650.00</b>
Annual School Funds	£0

<b>Branch Objective</b>	<b>Key Actions</b>	<b>Achieved Through</b>	<b>Lead Responsibility</b>	<b>Financial Implications</b>
<b>Supporting Members</b>	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
<b>Building Partnerships</b>	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	Dave Trubshaw	Nil

		Advisory Panel.  Representation on Derby City Council Conservation Advisory Panel.	Chris Collison	Nil
<b>Maintaining an Active Branch</b>	<p>1. Organise 6 branch meetings per annum.(1 meeting at a different venue) 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>
<b>IHBC Annual School 2009</b>	Members discussed options how to use profit from Buxton Annual School	Full Bursary place to IHBC Annual School	Branch Chair	£13.50 (Balance in current account )

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