



Institute of Historic Building Conservation
East Midlands Branch
BRANCH AGM and CPD event.



Annual General Meeting
Monday 6th October 2025

AGM MINTUES

Institute of Historic Building Conservation East Midlands Branch Committee 2024 - 25

Chair

Matthew Bentley

Vice Chair

Rosamund Worrall

Secretary

VACANT

Treasurer

Alice Ullathorne

Membership Secretary

Emilie Wales

Communications Officer

Felix Mayle

Events Officer

Chris Perkins

Private Sector Representative

Liz Mayle

Derbyshire County Rep

Lucy Wilson/Samatha Wood

Leicestershire County Rep

Andrea Brislaine

Lincolnshire County Rep

Alice Cowl

Northamptonshire County Rep

Jenny Ballinger

Nottinghamshire County Rep

Jason Mordan

General Committee Members

Liz Mayle; Fiona Newton;
Samantha Wood



IHBC EAST MIDLANDS BRANCH AGM

1pm, Monday 6th October 2025

MINUTES

Attendees:

Ruth Matthews, Jon Millhouse, David Watt, Kate Kelly, John Loom, Chris Bradley, Simon Peart, Brixie Payne, Chris Perkins, Chris Matthews, Denise Knipe, Janine Buckley, Jason Mordan, Samantha Wood, Samantha Wood, Felix Mayle, Christopher Leonard Middleton, GregoryWatkinson, Imogen Colenutt, Victoria Mellor, JustinWebber, Jenny Ballinger, Rachel Booth, EmilieWales, Tom Street, Fiona Newton, Kim Wyatt, Carol Heidschuster, Matthew Bentley, Laura Sutcliffe, Sally Hartshorne, Janine Dykes, Peter Chowns, Marc Knighton, Katy-Jayne Lintott, Laura Dunham, Ariane Buschmann, James Adams, Tia Moore, Rosamund Worrall, Chloe Neal

1. Apologies

Alice Ullathorne

2. Minutes of the 2024 Annual General Meeting

Minutes from 2023/24

Propose: Chris Perkins

Second: Felix Mayle

3. Treasurers Reports:

Treasurer's Report AGM October 2025

The bank balance at 2nd July 2025 of the East Midlands Branch was £4419.80 (current account: £4221.96 & reserve account: £197.84). With the money in the central account for the annual schools surplus (£2080.04) there is a total of £6499.84.

The current (17th September 2025) bank balance of the East Midlands Branch is £4420.15 (current account: £4221.96 & reserve account: £198.19). With the money

in the central account for the annual schools surplus (£2080.04) there is a total of £6500.19.

Obviously, we've had another extremely successful year of events where we have seen our balances increase by £1,266.25

Alice Ullathorne, Treasurer 17/09/2025

Financial Statement 2024-25

Propose: Emilie Wales

Second: Greg Watkinson

Business Plan 2025-26

Propose: Felix Mayle

Second: Chris Bradely

4. Officers' and Other Reports

CHAIR'S REPORT

Welcome to the IHBC East Midlands Committee AGM 2025. I know as a committee we really appreciate your time in supporting the AGM, and the events we put on. This is my third, and final, AGM as Branch Chair. It has been a busy, but productive, three years in post.

I will continue in the same theme as my report from last year. The role of branch chair is in many ways a quite straightforward one, especially when you have an active and engaged committee, and again I would like to express my sincere thanks to the wider East Midlands Branch Committee. I get to report on the hard work undertaken by others, but they should be credited for the fact that branch continues to move forward and successfully deliver our aims and objectives.

A major success in the last 12 months was the delivery of a very successful event in Leicester in November, for which I would like to express our thanks to Justin Webber and the team at Leicester City Council for making it such a successful day. This was followed by the Fire Safety in Historic/Traditional Buildings event with Steve Emery in Newark in April. For this I would like to thank IHBC head office with their support in providing resources for the speakers. The success of these events is again in no small part to efforts of the branch committee members organising the speakers, venues and promotion to make the events happen.

We have continued to hold regular on-line branch meetings, which still without a secretary has been somewhat challenging. There are committee roles available, and we would welcome discussions with anyone interested in these positions. The

meetings continue to be well attended, and we would certainly encourage others to join. It is important to continually develop our views and perspectives of what we can achieve as a branch, so please come along and get involved.

As a branch we seek to be the conduit between national office and the local membership. If you do have any thoughts about subjects being discussed at a national level, please do not hesitate to come to the branch to discuss. We may have further insight or may be able to link you in with the correct people. We regularly welcome central office representation with our branch liaison officer in attendance. I have also joined branch connection events so we, as a branch, are in a better place to support the membership.

In summary it has been a great three years in post. I would like to thank the continuing support of the committee and head office and I will look forward to supporting the branch going forward.

Matt Bentley 05-09-2025

MEMBERSHIP OFFICER REPORT

Membership numbers continue to fall. This year we have:

172 total

91 Full members (6 of which have unpaid subs)

2 Associates

11 Affiliates

68 Supporters (18 of which have unpaid subs)

Leaving 148 total if subs remain unpaid. This is a 27% decrease over 5 years when we were comfortably around the 202/205 mark. The full member numbers appear stable, the most losses and gains happen in the Supporter bracket.

Notes

For those of you who need a little reminder, the IHBC has four categories of membership:

1. **Supporter (Unassessed):** The first category is Supporter membership. This is the first step to IHBC membership and is open to all. This category of membership requires that applicants agree to pay the annual subscription in full within 30 days after the beginning of each membership year.
2. **Affiliate (Assessed - Reassessment required every 5 years):** The IHBC's introductory professional membership category, recommended for all

practitioners who want to work towards IHBC accreditation, regardless of their skills, qualifications or credentials.

3. **Associate (Accredited – Reassessment required every 5 years):** Practitioners who have secured conservation accreditation from the IHBC in their generic area of practice in line with the Institute's membership standards and criteria and the international models on which they are based.
4. **Full Member (Accredited – No reassessment required):** Those practitioners who have secured multidisciplinary and interdisciplinary professional accreditation from the IHBC in line with the institute's membership criteria, outlined below.

Please note: Membership categories 2, 3 and 4 require that applicants agree to abide by the Institute's [Code of Conduct](#) and pay the annual subscription in full within 30 days after the beginning of each membership year.

All membership categories have the right to receive notices such as the IHBC's '[NewsBlog](#)' and [Membership Matters](#), internal literature and Context, as well as reduced rates to events where these apply and other membership benefits. Only full Members have the automatic right to attend General Meetings although normally all categories are encouraged to attend.

The IHBC's [Membership and Ethics Committee](#) recommends eligibility for and class of membership, with final approval resting with the IHBC's Council.

An appeal procedure is available for those who are unhappy with any decisions with respect to membership decisions.

The Institute of Historic Building Conservation (IHBC) is currently investigating the costs and benefits of securing chartered status. As well as undertaking research, the Institute is advancing internal and external consultations to gather initial thoughts from our members and stakeholders on impacts and options, including maintaining the status quo. To find out more and get involved visit: [IHBC Petition for Charter](#)

Emilie Wales 26-08-2025

EVENTS OFFICER REPORT

We have run the regular Branch meetings online and intend to continue with this approach which allows members to join in a more flexible way. These meetings are open for all Branch members to attend, as our Branch area extends a large length and breadth of the country, it makes sense to keep them as accessible as possible in the online format. This does offer flexibility for future CPD events too.

In April, Steve Emery CMIfireE of Heritage Fire Consultancy Limited gave an in person informative and thought-provoking seminar at the Tudor Hall in Newark to over 40 delegates. Topics ranged around; overview of fires in historic buildings, threats to heritage buildings, Legislation and guides, Cathedrals, churches, roofs and firefighting. Other topics included practical approaches such as testing, upgrading, and preserving existing fire doors in historic buildings. The speaker costs covered by IHBC central office.

IHBC East Midlands branch next seminar is being delivered in person by Dave Chetwyn in Newark on topics such as Heritage and Design - Legislation, policy and guidance; Planning and design concepts; Understanding context, design codes and Policies - Heritage, climate change, biodiversity; Positive planning for historic places (including housing, high streets).

The afternoon talks and tours is being delivered by Oliver Scott MRTPI Business Manager, Planning Development of Newark and Sherwood District Council which will encompass the historic centre of Newark being a Heritage Action Zone and has an ongoing conservation project at Newark

This year's IHBC East Midlands Branch Annual General Meeting (AGM) will be held during the seminar lunch break on 6th October 2025 starting at 12.30pm at the Tudor Hall, Newark. Members will be invited to join in and suggest any interesting events to be booked for 2025/ 2026. Any members wishing to take a position on the IHBC East Midlands committee is welcome to place their name forward for available posts.

We are aiming for a CPD event in the Leicestershire/ Northamptonshire area for March, April 2026, with a possible CPD event at George Barnsdale, Spalding in the winter months – look out for the invite.

We invite members who are welcome to make suggestions and learn more of the East Midlands Branch at the AGM or our regular Branch meetings.

If you have any projects in the region you would like to showcase to Branch members, either online or in person, please do get in touch as we are keen to promote our expertise and varied projects within our region to the wider audience.

Chris Perkins 02-09-2025

IHBC East Midlands Events Coordinator

M: 07736 216909

E: Chris.perkins44@outlook.com

Notes from day - Consider national MATE sessions too and they do MATE to Affiliate too if you're not yet ready to go full. Also Please contact one of us to discuss further.

COMMUNICATIONS CONVENOR REPORT

The Branch email is proving useful as a centralised point of contact for communications outside of the committee for example publicising events etc.

The website is up to date, being updated with flyers for events, adding old newsletters etc. Contact details will need to be updated post AGM. Use of Eventbrite has made the ticket selling process and comms around this straightforward, a discussion is needed with Chris P and wider committee as to whether we continue to stomach the Eventbrite fee ourselves or pass this on to attendees, I note some branches appear to be passing this on to the attendee. My view is as long as events are breaking even, there isn't a reason to pass this cost on to attendees.

There is the on-going aspiration for creation of an IHBC East Midlands page on LinkedIn, which I haven't done and will need to be taken on as an action by the next Comms Rep on committee.

We are back on track with producing a news bulletin for members twice a year (Summer/Winter), there is a pro forma on Canva.

All login details etc to be noted down to pass on as a handover to the next person to do the role.

Felix Mayle 26-08-2025

Notes from day - Twice yearly report, always looking for content, please get in touch to share what's happening in your area. Loads going on but the more the better.

PRIVATE SECTOR REPRESENTATIVE

To be tabled

5. Election of 2024-25 Officers – all up for re-election

<i>Position</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Seconder</i>
<i>Chair</i>	Felix Mayle	Matt Bentley	Fiona Newton
<i>Vice Chair</i>	Matt Bentley	Felix Mayle	Greg Watkinson
<i>Secretary</i>	NONE		
<i>Private Sector Representative</i>			
<i>Treasurer</i>	Emilie Wales	Carol Heidstuster	Greg Watkinson

Membership Secretary	Chris Bradley	Felix Mayle	Greg Watkinson
Communications Convenor	Colin Simmonds	Tom Street	Chris Perkins
Events Convenor	Chris Perkins	Felix Mayle	Carol Heidstuster

6. Election of Branch Committee Men and County Reps

Position	Nominee	Proposer	Seconder
Lincolnshire County Rep	Greg Watkinson	Chris Bradley	KJ Linnot
Nottinghamshire County Rep	Jenine Buckley	Tom Street	Chris Bradley
Derbyshire County Rep			
Northamptonshire County Rep	Jennie Ballenger	Chris Perkins	Matt Bentley
Leicestershire County Rep			

Leicester Advisory Committee Member - Mike Taylor (already in post) get in touch.

Derby Advisory Committee – John Milhouse

Proposed: Chloe Oswald

Seconded Felix Mayle.

Election of Branch Committee Members

Position	Nominee	Proposer	Seconder
General Committee Member	Samantha Walker		
General Committee Member	Carol Heistuster		

**General Committee
Member**

KJ Lintot

**General Committee
Member**

Fiona
Newtown

**General Committee
Member**

Chloe Oswald

Propose: Greg Watkinson

Secunder: Tom Street

Other Roles Discussed to be tabled for now until further discussion:

Branch Rep on IHBC Board (no longer a trustee) – Greg Watkinson

Proposer: Chirs Perkins

Secunder: Felix Mayle

Education Officer – Heritage Lincolnshire??

Consultations Officer – Emilie Wales

Proposer: Felix Mayle

Secunder: Greg Walkinson

Student Rep – Approach Birmingham University

7. 2026 Annual School Bursary Award

Proposer: KJ Lintot

Secunder: Felix Mayle

8. Any Other Agreed Business

Meeting close