



IHBC East Midlands Branch Business Plan: 2017/2018

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 2016/2017 and our objectives for 2017/2018 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 2014

Weeks 1 or 2 in September 2018

Branch Achievements 2016/17

Supporting members

- Organised CPD event – presentation on Nottingham City Centre HAZ with a tour round the city centre to look at work in progress- Tom Street- Conservation Officer Nottingham City Council and Alice Ullathorne- HAZ Project Officer
- Craft Fair- Stamford?
- Organised the branch AGM September 2017 focusing on a celebration of 50 years of Conservation Areas at Stamford. Presentation, film and afternoon walking tour of Stamford.
- 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
- Jane Roylance continues to sit as a corresponding member of the IHBC Technical Panel.
- 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)

- Funded one full bursary place to the Manchester Annual School 2017.

Key Branch Objectives for 2017/18

- 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.
- Form organising committee for IHBC Annual School 2019- agree venues and start planning programme.

Financial Implications

Funds required to achieve the 2017-2018 Business Plan	£ 800.00
Cash in bank as of 30 th September 2017	£ 830.29
Income from events/bank interest	£ 0.04
Central funds requested	£ 650.00
Annual School Funds	£ 0.00

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.	Vacant	Nil
		Representation on Derby City Council Conservation Advisory Panel.	Vacant	Nil

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	No bursary this year agreed at AGM	Branch Chair	£0
IHBC Annual School 2019	Form an organising committee for annual school 2019	Provide a small fund for expenses- meetings etc	Branch Treasurer	£150