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**Notice of Annual General Meeting of South West Branch
To be held on Friday 17th May 2019**

At 1.30pm

**The Royal Bath Hotel
Bath Road, Bournemouth,
Dorset BH1 2EW**

MINUTES

In attendance: Mo Pearce (Chair), Greg Venn (Treasurer), Liz Smith-Gibbons (Membership Secretary), Colin Ellis (Policy / Consultations officer and Private Practice Representative), Nick Cahill (Cornwall Representative), James Webb (Dorset Representative), Helen Garside (Wiltshire Representative), Jill Himsworth, Guy Bentham Hill, Alex Marsh, Kate Baxter-Hunter, Nichola Burley, H Faulkner Aston, Jonathan Taylor, Stephen Ponder, Andrew Long, Sally Knott, Caroline Waldron, Elaine Milton, Ruth Povey, Adrian Neilson, Tony Albon-Crouch, Bob Edwards, Jocelyn Sage, Natalie Aldrich, Kathryn Melhuish, Jon Willets, Pippa Card, Margo Teasdale, James Weir, Lizzie Induni, Samantha Barnes.

1. Apologies

Apologies were received from Committee Members: Charlotte Bowles-Lewis (South Gloucester and Bristol Representative), Stephen Guy (Historic England Representative).

Other Members: Peter Grills, Paul Butler, Grant Elliott, Rachel Broomfield, Ian Gething, Laura Stevens

From the floor: none

2. Minutes of last Annual General Meeting held on Friday 9th June 2017 at Armada House, Telephone Avenue, Bristol, BS1 4BQ

The minutes were accepted as a correct record of the meeting

3. Branch Annual Report and Business Plan

Maureen Pearce ran through the Branch Annual Report and Business Plan, a copy of which are appended to these minutes.

4. Treasurer's Report and Annual Accounts for year ending September 2018

Greg Venn confirmed that the current balance stands at £13,017.

5. Appointment of Chair and Branch Officers, including Vacant Posts:

Resignations, as outlined in the Chair's Report have been received from Kate Baxter – Hunter (Secretary) and Helen Garside (Wiltshire Representative) and our thanks go to both of them for their valuable contributions.

The following agreed to stand and were re-elected unopposed:

Chair: Maureen Pearce
Treasurer: Greg Venn
Membership Secretary: Liz Smith-Gibbons
Historic England Representative: Stephen Guy
County Representatives: Mo Pearce (Devon), James Webb (Dorset),
Greg Venn (Somerset), Charlotte Bowles Lewis (Gloucestershire & South
Gloucestershire), Nick Cahill (Cornwall),
Private Practice Representative: Colin Ellis
Policy/Consultations: Colin Ellis

Secretary: Following Kate Baxter Hunter's resignation Jill Himsworth was nominated to cover this role. This post now needs to be fully agreed. Proposed by James Webb, seconded by Kate Baxter Hunter.

Wiltshire County Representative: Following Helen Garside's resignation Guy Bentham-Hill was nominated to cover this role. Proposed by Nick Cahill, seconded by Nicola Burley.

Bulletin Editor: Alex Marsh has volunteered to take on this role. Proposed by Liz Smith-Gibbons and seconded by Guy Bentham-Hill.

No nominations were received for the following posts therefore these will remain vacant: Council Representative, Immediate Past Chair and Events/Training Officer.

6. Exchange of information

Following a query regarding the potential for a MATE session to be held within the region, Maureen Pearce confirmed that unfortunately it would not be possible to hold one of these in the next six months. Any queries in respect of upgrading memberships should be directed to Liz Smith-Gibbons in her role as membership secretary.

7. Any other business

There being no other business the meeting was declared closed at 13.55pm

The day also included the Training event '**Recognising Significance in 20th Century Buildings**'.

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