



**Annual General Meeting of the South West Branch
Meeting held on
Thursday 6th November 2025
1:15pm**

In person meeting at Weston Town Council Offices,
32 Waterloo Street, Weston-super-Mare, BS23 1LN

DRAFT MINUTES

In attendance: Madeleine Rigby; Simon Cartlidge; Harvey Faulkner Aston; Kate Alder; Tony Garrett; Ross Wise; Ellen Chapman; Katherine Findlay; Minette Mathews; Santina Lannone; Isla Macneal; Holly Houghton; Judith Norris; Michael Bullen; Mark Folkes; Charlotte Bowles Lewis (Chair and Gloucestershire, Bristol and Bath Representative), Greg Venn (Treasurer), Jonathan Taylor (Training and Events Officer), James Webb (Dorset County Representative & Vice Chair) Sam Barnes (Cornwall & Scilly Isles County Representative); Kate Hudson McAuley (Policy and Consultations Officer); Stephen Guy (Historic England Representative), Liz Smith Gibbons (Membership Secretary and Wiltshire County Representative); Sarah Homer (Branch Consultant); Jill Himsorth (Secretary).

1.0 Apologies

1.1 Apologies were received from committee members: Gabriella Herrick (Private Practice Representative); Maureen Pearce (Immediate Past Chair), Kim Miller (Council Representative), Belle Richer Hill (Devon County Representative).

Other members: Dr Caroline Yates, Colin Ellis, Paul Butler, Robert Palmer, Elspeth Faulkner, DJ Puckey, Kate Baxter-Hunter.

The meeting was chaired by Charlotte Bowles Lewis

2.0 Minutes of last meeting held on 22nd November 2023.

2.1 The minutes were accepted as a correct record of the meeting.

3.0 Business Plan

3.1 Charlotte Bowles Lewis ran through the updated Business Plan for the region which covers the period November 2025 – November 2028. A copy of the draft plan is attached to these minutes.

3.2 The key points from the business plan are as follows:

- The South West Region is a large region covering the Isles of Scilly to Gloucester, with nearly 100,000 monuments and heritage assets.
- Committee meetings have been held online since pandemic, with one in person meeting per year, to reduce costs.
- The branch now has a healthy reserve and is able to deliver good value training.
- A number of training events have been held in the previous plan period, including Retrofitting held in Bridgewater, Cob and Earth run in Exeter/ hybrid), and Conservation Engineering held in Swindon and Totnes.
- Further events held included a visit to No. 9 Fore Street Chard in association with the Somerset Building Preservation Trust and a tour around the Chard HAZ. A joint IHBC / RTPI conference 'Heritage in Practice' was held in Gloucester.
- Events run in association with IHBC central included 'Placemaking and design codes' with David Chetwyn, held in Redruth.
- The branch welcome ideas from members about future training. The planned 'Windows' conference due to be held in 2024 was cancelled as SPAB ran a similar conference. The branch are looking to revisit this and it would be useful to know if this would be helpful.
- Further events are planned in association with IHBC Central, including topics such as fire, curtilage and enforcement.
- The branch are planning a 'Future of Churches' conference for Spring 2026, and the IHBC Annual School is proposed as being held in the region in 2027/2028.
- Funding has been allocated in the plan to run smaller, regional based events.
- The branch aim to deliver high value training for minimal cost.
- Charlotte Bowles Lewis confirmed that the branch now has an active linkedin page with 250 followers.

3.3 Tony Garret expressed concern that the quarterly Devon Conservation Officers Group (DCOG) has collapsed and asked whether members could elect to have their details shared to enable this to be resurrected. Liz Smith Gibbons confirmed this would be problematic because of data protection, however the IHBC SW could share details of events with members instead. Tony Garret stated an event every six months would be realistic.

3.4 Jonathan Taylor stated that the branch has a Private Practice Representative, but as only 28% of members are LA / government the possibility of having a Local Authority Representative could also be explored.

3.5 The business plan is to be circulated to members for comments.

4.0 Treasurer's report and annual accounts

4.1 Greg Venn ran through the Treasurer's report, and the branch's accounts for the year ending September 2024 and September 2025. The year ending September 2024 closed with a balance of £12,081, and September 2025 with £11,909. The money in the SW accounts is part of the larger IHBC finances, with the financial return being forwarded to Central for independent auditing. The overall aim is to finish the year with a similar amount of money.

4.2 HSBC have confirmed that the branch will no longer pay bank charges of £5/month for running charitable account. The branch also receives approximately £14/month in interest.

4.3 The branch can draw a grant of £750 from Central but the SW Branch did not draw this last year and have never done so.

4.4 As detailed in the business plan, total honoraria payments of £400 a year are paid to four members of the committee. This is now under review to make this more inclusive, with an additional CPD/site visit session for the committee to recognise their contributions to the committee throughout the year

4.5 Greg Venn confirmed that the Redruth Placemaking conference made a loss of £1,174, £580 of which was as a result of the virtual option whose costs were higher than the revenue brought in by virtual ticket sales.

The first Conservation Engineering event made a good profit of £1504.95.

The costs of the speakers at the placemaking event and the first Conservation Engineering event were covered for by central which the branch has benefited from.

The branch have reviewed conference fees, and are determined to keep a differential between member and non-member prices to ensure membership is a benefit.

4.6 Tony Garratt asked whether the branch had considered buying the equipment to run their own virtual events. Greg Venn stated members had indicated a preference for in person training. Charlotte Bowles Lewis also stated that IHBC Central do have their own equipment which branches are able to use, but this is imposes a limit of just 30 people in the room at the same time for 'in person' training. Jonathan Taylor also highlighted that the virtual fees also included paying for staff as well as equipment, and gave the example of the cob conference where the cameraman was able to point the camera at demonstrations, and included a hybrid link to a second laboratory away from the main venue, showing that a proper broadcast is worth paying for.

5.0 Appointment of Chair and Branch Officers, including Vacant Posts

5.1 Charlotte Bowles Lewis gave thanks to Alex Marsh, who has been bulletin editor for last six years.

The committee had discussed the future of this role now that the branch has a social media presence. As well as smaller news items in linkedin, it is the intention to produce an annual bulletin from the committee, with a topic from each region.

5.2 Other than the Bulletin Editor, there were no vacant posts. Liz Smith Gibbons had previously stepped in to look after Wiltshire role and confirmed she was happy to stay in the role but would be equally happy to hand the post on to others.

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

Chair – Charlotte Bowles Lewis
Vice Chair - James Webb
Treasurer – Greg Venn
Membership Secretary – Liz Smith Gibbons
Council Representative – Kim Miller
Immediate Past Chair – Maureen Pearce
Historic England Representative – Stephen Guy
Gloucestershire Representative – Charlotte Bowles Lewis
Dorset Representative – James Webb
Wiltshire Representative – Liz Smith Gibbons
Devon County Representative – Belle Richer Hill
Training and Events Officer - Jonathan Taylor
Dorset County Representative - James Webb
Cornwall & Scilly Isles County Representative - Sam Barnes
Somerset County and Bath Representative - Adrian Neilson
Policy and Consultations Officer - Kate Hudson McAuley
Private Practice Representative - Gabriella Herrick
Secretary - Jill Himsworth

This was proposed by Simon Cartlidge and seconded by Tony Garratt.

6.0 Exchange of information / Any Other Business

6.1 There was no further business or exchange of information.
6.2 There being no other business the meeting was declared closed at 2.15pm.

The day also included a walking tour on the Weston super Mare Heritage Action Zone and Levelling Up projects.