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**Notice of Annual General Meeting of South West Branch  
To be held on Friday 9<sup>th</sup> June 2017**

**At 1.00pm**

**Armada House,  
Telephone Avenue,  
Bristol, BS1 4BQ**

**MINUTES**

**In attendance:** Mo Pearce (Chair), Kate Baxter- Hunter (Secretary), Alyson Cooper (Treasurer), James Webb, Ian Lund, Charlotte Bowles-Lewis, Greg Venn, Helen Garside, Stephen Guy, Samuel Souter, Tom Copp, Andrew Hayes, Liz Smith-Gibbons, Malcolm James, Hal Bishop, Nick Cahill, Jonathan Smith, Leslie Cornell, James Edwards, Warren Lever, David Haigh, Judy Enticknap, Rob Nicholson, Laura Batham, Victoria Griffin, Caroline Waldron, Charlotte Westwood, Jonathan Taylor, Kerry Kerr-Peterson, Rebecca Harfield, Hilary Wyatt, S Buckingham, U Jodah McStea, A Tucker, Nichola Burley, David Viner, Tony Garratt, Jill Channer, Nancy Tanner, Jill Nixon? J Tempest, Natalie Aldrich, Sam Mayou

**1. Apologies**

Apologies were received from Committee Members: Colin Ellis  
Other Members: Mark Smith; Tim Kellett; Paul Butler; Laura Stevens;  
Colin Johns; Caroline Ridgwell, Ian Gething; Alison Henry; Kate Williams;  
Harvey Faulkner-Aston; Emma Nock; Alex Oliver  
From the floor: none

**2. Minutes of last Annual General Meeting held on Friday 13th November 2015 at Gloucester City Council Offices, Civic Suite 5<sup>th</sup> Floor, North Warehouse, Gloucester Docks**

The minutes were accepted as a correct record of the meeting

**3. Branch Annual Report and Business Plan**

**4. Treasurer's Report and Annual Accounts for year ending September 2016**

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

Resignations, as outlined in the Chairs Report have been received from Alyson Cooper (Treasurer), Ian Lund (Immediate Past Chair & Membership Secretary), Malcolm James (Bulletin Editor & Private Practice Representative), James Webb (Council Representative), Caroline Power

(Historic England), and Liz Gibbons Smith (Events & Training) and our thanks go to all of them for their valuable contributions.

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

Chair: Mo Pearce  
Secretary: Kate Baxter-Hunter  
Policy/Consultations: Colin Ellis  
County Representatives: Mo Pearce (Devon), James Webb (Dorset), Helen Garside (Wilts), Greg Venn (Somerset), Charlotte Bowles Lewis (Gloucestershire & South Gloucestershire) – the latter two Reps to also cover Bristol & Bath.

Council Representative: Vacant, see below  
Immediate Past Chair: see below  
Treasurer: Vacant, see below  
Membership Secretary: Vacant, see below  
Private Practice Representative: Vacant, see below  
Historic England Representative: see below  
County Representative Cornwall: Vacant, see below  
Events/Training Officer: Vacant, see below  
Bulletin Editor: Vacant, see below

**Historic England Representative:** following Caroline Power's resignation Stephen Guy was nominated to cover this role. This post now needs to be fully agreed. Proposed by Liz Smith- Gibbons, Seconded by Hal Bishop.

**Private Practice Representative:** following Malcolm James' resignation Andy Hayes was nominated to cover this role. This post now needs to be fully agreed. Proposed by Tony Garratt, Seconded by Nichola Burley

The following nominations for posts have been received:

**Treasurer – Greg Venn**  
**Council Representative – Tom Copp**  
**Bulletin Editor – Samuel Souter**  
**County Representative (Cornwall) – Andy Hayes**  
**Membership Secretary – Liz Smith-Gibbons**

These were fully agreed. Proposed by Jonathan Smith, Seconded by Stephen Guy

No nominations were received for the Events/Training Officer and the post will remain vacant

The Immediate Past Chair will remain vacant

## 6. Exchange of information

## 7. Any other business

There being no other business the meeting was declared closed at 13.51pm

The day also included the Training event 'Heritage in Law' for which a separate paid booking fee is required, see attached flyer. However, whilst the AGM is open to all members and everyone is welcome, if you are intending to come for the Conference you must book a place. The whole day will end at approximately 4.15pm.

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