

BUSINESS PLAN 2019 - 2021

The preparation of a business plan is desirable to give a considered direction to branch activities and the provision of member services. The branch plan should complement and take forward the corporate aims and business plan of the national Institute.

1 IHBC Corporate Plan ('CP20'): Aims

Object A: Helping People

A.1: Extend resource and network potential of web services

A.2: Empower IHBC members as volunteers

A.3 Influence and empower non-specialist and lay interests

Object B: Helping Conservation

B.1: Extend recognition of and support for IHBC conservation standards and services

B.2: Lead and support heritage sector learning, education training and standards

B.3: Consolidate research base for expert, evidence-based advocacy

Object C: Helping Conservation Specialists

C.1: Underpin members' skills using regulation, accreditation, certification and advice, etc., across public and private sectors

C.2: Extend member-specific services and benefits

C.3: Refine governance and management

2 IHBC Wales Cymru Branch

In recent years there has been considerable change on the branch committee and new committee members are still settling into their roles. Therefore, this business plan sets out some aims and objectives in general terms so that the committee can consolidate and take these forward once they are able to do so.

The main emphasis for the branch from 2019 will be to re-engage with IHBC members in Wales. The branch committee will seek to provide and promote cost-effective CPD and training events throughout the branch area, develop our partnerships with other bodies and groups and establish the role of the committee

whilst encouraging new volunteers. We will look at our communications and continue with our advocacy role. We will also be planning for the forthcoming Summer School which will be held in Wales in 2022.

2.1 Branch Committee 2019

Chair: Dr Cyllene Griffiths

Vice Chair: (Vacant)

Secretary: Kath Hilsdon

Treasurer: Rosemary Burton

Branch representative on Council: Prof. John Edwards

Branch representative on IHBC Council+: Rosemary Burton

Membership Secretary: Trefor Thorpe

Consultations Secretary: Matt Pyart

Education Secretary: Genevieve Arblaster-Hulley

Marketing and Social Media Secretary: James Drew

Branch representative on Welsh Government HEG: Trefor Thorpe

2.2 Current Finances

There has been no activity of the accounts since the end of May 2018. It has been a long-drawn-out process to change signatories with NatWest Bank. The process of changing signatories has now been completed but the process for gaining digital access to the accounts is still ongoing as NatWest is still sending documents to Ron Douglass even though he is no longer on the list of signatories. RB is following this up. It may prove necessary to close the accounts and transfer to another bank if any more issues develop.

The balances on the accounts are as follows:

Current account	£930.65
Reserve account	£101.64
Bonus Saver account	£851.48

There is one creditor Ron Douglas for expenses relating to transferring the accounts to RB. The amount is £61.06 so the current account will drop to £869.59.

RB is not aware of any other creditors to be paid so the opening balances for this year (2019) will be:

Current account	£869.59
Reserve account	£101.64
Bonus Saver account	£851.48

3 Action Plan 2019-2021: Year 1 Budgets

Objective	Action	Responsibility	Est. Expenditure (£)
Helping People			
Improve social media presence and communications	<i>Included in actions below</i>		0
Provide assistance for low income members/students and build up activity in Wales ahead of 2022 Summer School	Travel bursary to support students & low income members from Wales to get involved in branch activities or attend the annual school and/or other events		200
Communicating conservation best practice	Publicise national IHBC resources through social media, branch member communications, networking events and partnership development	Marketing and Social Media Secretary / Committee	200
Helping conservation			
Build partnerships with relevant bodies and agencies	Attend BHF and WHG	Chair	0
	Attend HEG	HEG Rep.	0
	Attend other relevant meetings and forums	Committee	100
	Support the WHG 'Heritage Champions' Project	Committee	200
Strategic policy and guidance	Respond in a constructive and timely way to relevant policy and guidance consultations	Consultations Secretary / Committee	0
Helping Conservation Specialists			
Training and CPD opportunities	Seek support from partners/external bodies to deliver seminars, workshops, training and visits	Committee	500

	Plan for and arrange 2022 Summer School	Summer School sub-group	200
Improve and maintain communication links with members	Set up social media account and keep up to date	Secretary / Marketing and Social Media Secretary	0
	Ensure branch details on national website are kept up to date	Secretary / Marketing and Social Media Secretary	0
	Conduct member survey to establish requirements of members	Secretary / Membership Secretary	0
Branch Operation			
Branch Committee meetings	Organise 4 meetings per year (minimum)	Chair / Secretary	150
Ensure continuity with bank and day-to-day running of accounts	Liaison with bank and oversight of accounts	Treasurer	500
Recruit new committee members	Networking, communications, events	Committee	100
Arrange AGM	Appoint officers and national reps. Approve/ratify the Wales Business Plan	Committee	100
Total estimated expenditure (2020-21)			£2250.00

BUDGET PROJECTIONS: YEAR 1	£	£
INCOME		
IHBC National Allocation	1250	
Events income	1000	
Income total	2250	2250
EXPENDITURE		2250
Excess (Deficit) for year:		0