



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

AGM Papers &
Annual Report

2017

Institute of Historic Building Conservation

ANNUAL GENERAL MEETING

5.15pm, Friday 24 June 2017 at
The Garratt Suite, Museum of Science and Industry (MOSI)
Liverpool Road, Manchester M3 4FP

AGENDA

- 1 Apologies for absence
- 2 Minutes of the 2016 AGM of the IHBC. *Resolution 1: Adoption*
To adopt the Minutes of the Annual General Meeting of The Institute of Historic Building Conservation (IHBC) held at Worcester University Arena, Hylton Road, Worcester WR2 5JN on Friday 24 June 2016
- 3 Council's report. *Resolution 2: Adoption*
To adopt the IHBC Council's Report for the year ending 30 September 2016
- 4 Financial statement and treasurer's report:
Accounts. Resolution 3: Receipt
To receive the reports of the Hon Treasurer and Council for the financial year 1 October 2015 to 30 September 2016 and to approve the accounts for that period

Independent Examiners. Resolution 4: Appointment
To appoint Larking Gowen, chartered accountants, as Independent Examiners to the institute, to hold office from the conclusion of the present General Meeting until the conclusion of the next General Meeting at which accounts in respect of an accounting reference period are laid
- 5 Appointment of elected officers. *Resolution 5: Appointment*
To appoint as trustees and directors of the IHBC the officers with majority votes cast in support of their nomination in accordance with the IHBC's Memorandum and Articles of Association (See AGM papers)
- 6 Ratification of branch nominations. *Resolution 6: Ratification*
To ratify the nominations as trustees and directors of the IHBC by IHBC branches as notified to the council in accordance with the IHBC's Memorandum and Articles of Association (See AGM papers)
- 7 Motions to the AGM

*At the time of going to press no motions had been received at the institute's offices.
Following the AGM there will be an opportunity to discuss current issues.*

THE INSTITUTE OF HISTORIC BUILDING CONSERVATION

www.ihbc.org.uk

Registered as a charity in
England and Wales number
1061593 and in Scotland
number SC041945

Company Limited by
Guarantee

Registered in England
number 3333780

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These documents were
prepared by the IHBC's
National Office.

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TRUSTEES' REPORT

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of The Institute of Historic Building Conservation (IHBC: the company) for the year ended 30 September 2016.

The trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The IHBC is governed by an elected council of trustees with up to 22 voting members consisting of up to nine elected officers (chair, vice-chair, secretary, treasurer and five officers serving as committee chairs) and up to 13 trustees appointed by branches.

Council is advised by non-voting officers co-opted by council, including the president, and by five committees, each led by its elected Chair: Finance & Resources, Membership & Ethics, Education Training & Standards, Policy, and Communications & Outreach. These committees help oversee a range of advisory subcommittees, representatives and panels.

Council and committees are supported by a small national office executive team to manage operations, including the Director, Projects Officer, Administrator, Learning Education, Training and Standards (LETS) Liaison Officer, and Branch and Events Support Officer, alongside other operational support.

The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

The institute is currently engaged in a process of 'experimental evolution' to test new forms and arrangements for its future governance. While this means that new titles and additional advisory roles will be established, to help trustees better understand the impact of potential changes, no arrangements will conflict with the Memorandum and Articles of Association.

OBJECTIVES AND ACTIVITIES

The IHBC is a company and a charity registered in England and Scotland, and exists to promote, for the benefit of the public, the conservation of and education and training in the conservation and preservation of buildings, structures, areas, gardens and landscapes which are of architectural or historical value in the UK insofar as it lies within the duties and responsibilities of any person whose principal professional skills are to provide specialist advice in such conservation and preservation.

The IHBC's key activities are:

- setting standards for, and improving education and training in, conservation practice
- raising the profile of conservation and promoting it in economic and social regeneration
- supporting excellence in all aspects of conservation, both in the identification, analysis, repair and reuse of historic buildings and in new design in historic settings
- stimulating debate on how the role of conservation should develop
- organising training events and further developing the branch network to encourage the continued exchange of information between practitioners locally as well as nationally

ACHIEVEMENTS AND PERFORMANCE

In the year to September 2016, the IHBC maintained its usual high level of activity and influence across the wide range of interests that shape our built and historic environment and its care and conservation. We also expanded our internal capacity as far as our more commercial successes have sensibly allowed.

Responding to the current healthy financial situation of the institute, and following on from the part-time appointment of Kate Kendall as our Learning, Education, Training and Standards (LETS) Liaison Officer in 2014, a further post was agreed, that of Branch and Events Support Officer. The role addressed ongoing limitations in capacity among our member volunteers – one of the institute's most critical resources – and was filled by Carla Pianese, a part-time student at University College London and a conservator by background.

That appointment demonstrated the extent to which the operations of our branches and volunteers remained at the heart of our institute's planning. That focus was further confirmed by progress in our continuing exploration of more modern forms and structures of governance. That has progressed as an informal programme operating under the title 'IHBC+', best summarised at the time of its earliest conception, in December 2014, as a process of 'experimental evolution'. The strategy was uniformly welcomed by the IHBC's membership with the adoption of the IHBC's Corporate Plan for 2015–20, 'CP20', in December 2015. This encouraged trustees to continue to test more inclusive and diverse platforms for membership engagement, notably our 'Council+'. As a UK-wide advisory forum, Council+ introduces members of all categories - accredited and otherwise – to the strategic operations of their professional body, with appointments led by both branch and board.

That 'experimental evolution' has also helped us achieve an additional layer of high-level volunteering, notably through establishing roles that complement our constitutional posts. At the end of this year the IHBC appointed its first Vice

President, past-chair Mike Brown, allowing him to continue offering his proven, well-honed skills and advocacy at strategic discussions on the future of conservation practice, while also opening the door of change to his successor, and first-time IHBC trustee, our Chair James Caird.

Trustees also welcomed the continued exploration of new opportunities in governance when, following extensive consultations across the membership and volunteers, they agreed new arrangements to monitor corporate delivery, our 'Action-Report-Monitor', or 'ARM', review. This ARM review was designed to keep trustees up-to-date by distilling the most important aspects of initiatives agreed as part of our Corporate Plan. Wider monitoring could be carried out both through the national office and, using news and updates posted on our NewsBlog news service, by the whole of the IHBC's membership, in line with the more inclusive and collective ambitions of IHBC+.

By building on the capacity offered by our members, these enabling and streamlining strategies helped consolidate our presence and profile during the year across the complex array of sectors most relevant to conservation outcomes: heritage and culture; construction, development and regeneration, as well as education and environment, among many others. This focus on inclusive membership strategies had other valuable impacts too, as membership numbers in recent years had reached a plateau of about 2,200. Hopefully, that plateau was at last set in the past, as by the end of the year, for the first time, we reached about 2,400 on our membership list. Such numbers ebb and flow, but our investment in volunteer support and new membership structures such as IHBC+ seems to have helped rejuvenate specialist interest in us as well as voluntary capacity.

The potential of the IHBC's voluntary, branch-based training and education infrastructure was, as ever, most evident in the central role played by the host branch, West Midlands, in delivering the 2016 School. Once again School delegates offered a ringing endorsement of its success in delivering high-quality and relevant continuing professional development across our membership and beyond.

Such achievements – if at a smaller scale – were echoed across most branches during the year, as each continued its unique brand of local support, networking and training, only some of which is listed further below. That energetic support on the ground, alongside the new national engagement encouraged by 'Council+', helped hugely too in the continuing expansion of networks beyond our membership, as we could boast 14,000 members across our collective of social networks by the end of the year.

Our support for commercial and corporate conservation practices, HESPR, has seen less dramatic change numerically, but that has not made us any more cautious about enhancing its support services: promotion continued in the *Yearbook*, as well as online, using its updated branding and dedicated website, and at events and through

our accredited members' details, as well as through the bulletins of business tenders. These became a regular weekly event during the year, reinforced by 'top picks' in the Friday NewsBlog service and by other cross-promotion, notably on the still-developing 'Caring for your home' website linked from our home page.

Adding more to the IHBC's profile, objectives and 'brand' were three other strands in our operations geared towards a step-change in our outreach and networking: the IHBC's Conservation Areas 50th Anniversary Celebrations awards fund, agreed just at the end of the financial year; the development of the IHBC Conservation Wiki, initiated during the middle of the year, and the dual Marsh Awards tributes – to retired IHBC members working in the community, and to 'successful learners' in heritage – launched as the year opened.

The allocation of funds to mark the anniversary of conservation area legislation offered substantial, if necessarily thinly-spread, funds for local civic body-linked initiatives to mark the anniversary of the 1967 Civic Amenities Act, supported by a partnership led by England's energetic Civic Voice. The IHBC's Conservation Wiki, an open-access, public 'Wiki-platform' that we launched last year on the Designing Buildings Wiki service, represents our promotion of conservation across construction and business sectors. Our Marsh Awards recognise our appreciation of the straightforward promotion of achievement, with cash and Annual School places as rewards to oil the celebrations.

Other initiatives commenced during the year include a quality assurance model for local authorities; a new communications strategy, and a 'conservation professional practice principles' standard, developed with partners such as the Historic Towns and Villages Forum, as a practitioner and user-focussed statement on heritage conservation principles and objectives.

Such activities were still only the tip of the iceberg of what was a remarkable year for the institute. As well as new staff, we had our first staff member on maternity leave (ever); new CPD-friendly web promotions of our celebrated publications, notably *Context*; new training programmes, notably for secretaries and staff on the Church of England's diocesan advisory committees (DACs) and a new professional indemnity scheme established.

We are still also developing new ideas based on our current operations, ensuring that we are challenging ourselves as much as we expect our members to challenge themselves: a programme of online branch and volunteer support and engagement evolving out of our Branch Connection Days; a comparable support programme for our HESPR companies, to engage better with our private sector members and their needs; a reinvigorated model for supporting volunteer-led initiatives, in the form of Special Interest Groups; a new approach to our Course Connection Day that extends the offer of a free day of IHBC support from conservation courses to any students representing relevant courses; and plans for a new style of committee-led and branch-

supported training event – at Bishop Auckland, in October 2017 – which is being developed through the education committee specifically to underpin capacity within branches.

We have also maintained our leadership in addressing built and historic environment conservation needs and issues across the UK: our branches continue to deliver a unique body of local training and networking ‘on the ground’; our interim ‘IHBC Jobs etc.’ data roundup for 2016 recorded sector jobs linked to a total annual income of c£6 million; our annual local government survey for England was continued; our publications and our networks (digital and membership) expanded; our consultations panel has continued to maintain its high standard of public service, engaging in such critical areas as curtilage, while our support for members has been enhanced with a new ‘Crisis Support’ service that offers members in sudden crisis – such as job loss – trouble-free, speedy access to our professional support and benefits whatever their level of accreditation.

Many resources launched in the previous year have also been consolidated in this, including Research and Guidance Notes, led by consultant Bob Kindred; the members’ Toolbox designed to address and offer easy access to any narrower specialist needs of members; training resources such as the old WebStarter, recast now as the ‘SelfStarter’, and of course the ‘Caring for your Home’ website mentioned above.

As member benefits we have also continued to negotiate reduced rates from partner bodies’ events – including notably the National Trust; Historic England, and the Building Limes Forum, among others. These softer supports for members’ operations continue to help generate important growth in our numbers and the public profile of our membership.

As ever, the board of trustees – our constitutional council – offers its special and sincere gratitude to the many volunteers, supporters, consultants and staff who have all contributed to our vast work programme over the year. We also note that, whether offered through our national committees, Council+, or within the branch operations, consultants services or overtime, volunteered work ensures that the IHBC can continue to serve as an effective voice for professional standards in the sector, and as a professional benefit to our members, while also remaining accessible and affordable to our most financially challenged members.

We can summarise some more of our recent achievements in line with our corporate plan as follows:

HELPING PEOPLE

- Maintained and enhanced our publicly accessible web-based suite of information and advisory services, now with some 30,000 pages, covering news, guidance, events, branches, publications, jobs and our conservation service providers listing, HESPR

- Delivered continuing improvement in access to and quality of services, including the continuation of the Annual School bursary programme, open to all, under the guidance of Bob Kindred
- Maintained links with national and third sector interests and partnerships, including through the Annual School and with strategic bodies such as The Heritage Alliance, Built Environment Forum Scotland (BEFS) and the Joint Committee of National Amenity Societies (JCNAS), as well as more informal groupings and collectives, such as in England, the Historic Environment Forum (HEF) and the ‘Heritage 2020’ sector initiative; on Scotland’s evolving historic environment strategy, and, perhaps most important for our members on the ground, the ongoing legislative changes in Wales where our branch there continues to play an important role
- Maintained and enhanced connections to construction sector and heritage-related interests notably with:
 - continued links with the mainstream players in the construction sector, including the Council on Training in Architectural Conservation (COTAC), and through the 2016 *Yearbook*
 - representation ongoing on other critical lead bodies, including the National Planning Forum with IHBC past-chair Dave Chetwyn serving as vice-chair
 - links with relevant sector bodies such as Civic Voice, Historic Towns and Villages Forum, Architectural Heritage Fund, Heritage Trust Network and many more
- Widened public access to our services, informed by helpful oversight and advice from communications consultant Les Pickford, and including developing further our digital social networks such as the IHBC’s LinkedIn group, carrying IHBC-specific news from the NewsBlog as well as jobs, the NewsBlog archive itself as well as online editions of *Context*.

HELPING CONSERVATION

- Continued branch operations, capacity and support through:
 - funding and investment guided by annual business plans
 - adding capacity for volunteers, with a new Branch and Events Support Officer
 - branch-focused meetings to support membership applications
 - branch web pages, and, of course,
 - board meetings and the development of the IHBC+ infrastructure of governance, including our Council+
- Maintained our high standards of professional publications, including our journal, *Context*, and themed *Yearbook*, while also extending online access to the journal notably through an enhanced strategy of online and social media promotion
- Continued to explore formal standards in conservation through advocacy, partnership and consultation, including promoting the British Standard for Conservation, BS 7913, by investing in a new run of our hard-wearing IHBC-branded and reduced-price copy
- Some 18 major consultation responses on our behalf, with numerous others considered or benefiting from our advice, support and input
- Following extensive internal discussions on capacity in local government

conservation services, initiated a plan for a quality assurance assessment process linked to an IHBC ‘quality mark’, comparable to the IHBC’s recognition of conservation courses

- Maintained the substantial education and training programmes and resources offered across our branch network as detailed on our national and branch web calendars
- Developed support for branch events explaining and encouraging membership applications for Affiliates and other interested parties
- Extended that support by developing a programme of training for secretaries and staff on the Church of England’s diocesan advisory committees
- Continued our Gus Astley Student Award programme and website, with successful submissions selected by the judge for the 2016 Award, David Trench, CBE FCIQB, with Annual School places and costs covered for selected submissions
- Maintained our conservation course ‘recognition’ programme, and continued our sector support with the ‘Conservation Course Connection Day’
- Extended our ‘State of the Sector’ analysis through the survey of England’s local authority conservation services, funded by Historic England
- Established support for the profile and operation of inter-disciplinary skills in conservation through our Associate level of membership.

HELPING CONSERVATION PROFESSIONALS

- Maintained support for specialists seeking full IHBC membership, including maintaining pre-registration assessment, online listings of accredited members, including our Associates
- Continued our ‘experimental evolution’ of our governance under the ‘IHBC+’ banner as discussed above
- Consolidated the new national resource developed as part of IHBC+, the UK-wide pan-membership advisory forum, Council+
- Initiated a draft of a new statement on ‘Conservation Professional Practice Principles’
- Supported the recognition and operation of professional standards across our membership by:
 - continuing our successful promotion and testing of CPD
 - maintaining and further refining our disciplinary procedures
 - initiating the draft of our own principles of conservation practice
- Enhanced membership services and benefits that include:
 - extending online and digital access to benefits and member support
 - promoting membership on the IHBC’s list of specialist conservation practices, ‘HESPR’
- Streamlined trustee oversight by agreeing and initiating the ‘Action–Report–Monitor’ review for the monitoring new Corporate Plan, while consolidating our meeting programme of six board meetings a year, four of which are online.

FINANCIAL REVIEW

The gross incoming resources arising in the year amounted to £414,039 (2015: £417,657). Overall, the charity's expenditure exceeded its income by £5,320 (2015: (£38,627)). This reflects a reasonable performance given the wider challenging business environment and the expansion of volunteer support through increasing capacity in the national office. At the period end the charity had free reserves of £298,017 (2015: £303,902). Free reserves constitute unrestricted funds not represented by fixed assets. The charity's reserves are sufficient to maintain levels within our reserves policy of six months of expenditure.

During the year trustees continued to allocate excess reserves to aid investment in growth, services and member support, in particular through the appointment of an additional staff member, the Branch and Events Support Officer, to complement the new LETS Liaison Officer.

GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

PLANS FOR THE FUTURE

Current plans for the IHBC are encapsulated in our Corporate Plan 2015–20, 'CP20', approved at the IHBC's 2015 Annual General Meeting. For the year to come, plans will focus on delivering the key actions. These include:

- extending support for our membership as well as the wider sector
- raising the profile of the institute, including in research, business and training
- delivering on the conclusion of our governance review, in line with our agenda for IHBC+, and including our continuing support for enhanced trustee oversight and member representation
- developing the infrastructure and profile of our trade operations with IHBC Enterprises.

This report is based on that approved by the trustees and signed on their behalf, by James Caird, IHBC chair and trustee, and Kathryn Davies, vice chair and trustee.

SUMMARISED ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2016

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2016

	Unrestricted Funds 2016 <hr/> £	Unrestricted Funds 2015 <hr/> £
Incoming resources		
Incoming resources from generated funds:		
Charitable activities	326,712	323,906
Other trading activities	8,687	10,152
Investments	78,640	83,599
Total income	<hr/> 414,039	<hr/> 417,657
Expenditure on:		
Raising funds	15,638	5,660
Charitable activities		
Direct costs	151,811	138,657
Support costs	251,910	234,713
Total resources expended	<hr/> 419,359	<hr/> 379,030
Net movement in funds	(5,320)	38,627
Total funds brought forward	<hr/> 314,695	<hr/> 276,068
Total funds carried forward	<hr/> 309,375	<hr/> 314,695

All activities derive from continuing operations.

BALANCE SHEET AS AT 30 SEPTEMBER 2016

	2016	2015
	£	£
Fixed assets		
Tangible assets	1,358	793
Investments	10,000	10,000
	<u>11,358</u>	<u>10,793</u>
Current assets		
Cash at bank	257,641	251,129
Debtors	79,968	83,902
	<u>337,609</u>	<u>335,031</u>
Creditors: amounts falling due within one year	<u>(39,592)</u>	<u>(31,129)</u>
Net current assets	<u>298,017</u>	<u>303,902</u>
Net assets	<u>309,375</u>	<u>314,695</u>
Charity funds Unrestricted	<u>309,375</u>	<u>314,695</u>

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2016 which have been subject to an Independent Examiners' report issued by Larking Gowen, chartered accountants.

Larking Gowen has confirmed to the board that the summarised accounts are consistent with the annual report and accounts for the year ended 30 September 2016.

These summarised accounts may not contain sufficient information to gain a complete understanding of the financial affairs of the charity. The full annual accounts, the council's report and the Independent Examiners' report on those accounts may be obtained from Lydia Porter at the IHBC Business Office, email admin@ihbc.org.uk.

The financial statements were approved by the board and signed on its behalf by James Caird, chair and trustee, and Kathryn Davies, vice chair and trustee.

APPOINTMENT OF OFFICERS AND RATIFICATION OF BRANCH REPRESENTATIVE NOMINATIONS

APPOINTMENT OF OFFICERS

The following nominations have been received at the registered office of The Institute of Historic Building Conservation:

Chair

James Caird
standing for re-election

Vice Chair

Kathryn Davies
standing for re-election

Treasurer

Jill Kerry
standing for election

Education Secretary

Andrew Shepherd
standing for election

Policy Secretary

Roy Lewis
standing for re-election

Membership Secretary

David Kincaid
standing for re-election

Communications & Outreach Secretary

Dave Chetwyn
standing for re-election

IHBC Secretary

Jo Evans
standing for re-election

RATIFICATION OF BRANCH REPRESENTATIVE NOMINATIONS

At the time of going to press, the following members have been nominated by their branches as representatives on council. The meeting needs to confirm their nomination:

Scotland

nomination pending

Northern Ireland

nomination pending

Wales

John Edwards

North

nomination pending

North West

Crispin Edwards

Yorkshire

Matthew Bentley

East Midlands

Roy Lewis

West Midlands

nomination pending

South West

nomination pending

South

Julia Foster

South East

Sanne Roberts

East Anglia

nomination pending

London

Sheila Stones

MOTIONS TO THE AGM

Motions to the Annual General Meeting must be made in writing to the secretary in the names of a proposer and seconder, both to be full members, at least 28 full days prior to the AGM.

Full details of the institute's AGM procedures are contained within Section 5 of the Articles of Association of The Institute of Historic Building Conservation (see under About IHBC, Business Papers, on the IHBC website).

At the time of printing these papers no motion has been received at the institute's offices.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2016

Held at Worcester University Arena, Hylton Road, Worcester WR2 5JN on
Friday 24 June 2016

Chair: David McDonald, IHBC President

Present

Kathryn Banfield	Christopher Hargreaves	Rachael Parry
David Blackburn	Paul Hartley	Carla Pianese
Nathan Blanchard	Tom Hunter	Robert Platts
Debbie Boffin	Lynda Jubb	Lydia Porter
Eddie Booth	Carl Jukes	John Preston
Charlotte Bowles-Lewis	Kate Kendall	Stephen Rickards
Morwenna Breen-Haynes	David Kincaid	Sanne Roberts
Mike Brown	Bob Kindred	Jane Roylance
Paul Butler	John Kirwan	Charles Shapcott
James Caird	Donna Laing	Anna Shelley
Elizabeth Campbell	Roy Lewis	Sheila Stones
Lucie Carayon	Anne-Marie Lomax	Charlotte Stranks
Jennifer Chambers	Liz Mayle	Adam Swan
Angie Creswick	Paulette McAllister	Jonathan Taylor
Sara Crofts	Andrew McClelland	Rose Thompson
Alison Davidson	David McDonald	Bridget Turnbull
Louisa Davidson	Steve McLeish	Nicole Twort
Kathryn Davies	Khrystyna McPeake	Louise Wallace
Zinnie Denby-Mann	Jennifer Murgatroyd	Chris Wood
Crispin Edwards	Niall Murphy	Katie Wray
Jo Evans	Fiona Newton	John Yates
Julia Foster	Seán O'Reilly	
Torsten Haak	Chloe Oswald	

1 Apologies for absence

Michael Atkinson	Ron Douglass	Deborah Mays
Margaret Barnes	Adron Duckworth	Kirsten McKnight
Kate Baxter-Hunter	John Edwards	Richard Morrice
Matt Bentley	Richard Fox	Sean Rix
David Birkett	Rachel Godden	Dennis Rodwell
Stephen Bradwell	Phil Godwin	Michael Rowan
Jules Brown	Jack Haw	Carole Ryan
Dave Burton-Pye	Charmain Hawkins	Rob Walker
Oliver Chapman	Chris Hawkins	James Webb
Richenda Codling	Alison Henry	Stuart West
Anne Davies	Jane Jackson	
Kate Dickson	David Jump	

2 Minutes of the AGM held on Friday 19 June 2015 in Norwich and matters arising

The minutes were circulated prior to the meeting with the council's report and the accounts. The minutes were proposed by Eddie Booth, seconded by John Yates and accepted by the meeting as an accurate record. The president, David McDonald (DMcD), then signed the minutes.

3 Council's report

Mike Brown (MB) referred the meeting to the report in the circulated papers. There was a question raised from the floor regarding the recently signed Memorandum of Understanding (MoU) between IHBC and Cifa. MB explained that part of the corporate plan included reaching out to other organisations and this was a part of that. There was an opportunity following a meeting with Jan Wills, Cifa Chair, to arrive at a mutually beneficial agreement between the two organisations which gives the opportunity for each to understand the other profession better. Part of this includes a reciprocal arrangement offering free taster membership for one year of the other organisation. MB felt the MoU was an important signpost in showing each profession the differences between them as well as their areas in common.

The report was proposed by Sheila Stones, seconded by Bob Kindred and agreed by the meeting.

4 Accounts for 2014–2015

The treasurer, Richard Morrice (RM), was unable to attend the meeting so the accounts section of the papers was introduced by Seán O'Reilly (SOR). The full accounts were available for examination in the papers but no requests were received. There were no questions.

Under Resolution 1 the accounts were recommended to the meeting, the approval of which was proposed by David Kincaid, seconded by Julia Foster and agreed by the meeting.

Under Resolution 2 the appointment of Larking-Gowen chartered accountants as independent examiners was recommended, the approval of which was proposed by Crispin Edwards, seconded by David Blackburn and agreed by the meeting.

5 Election of officers

There was a number of changes to the list of officers. MB was stepping down as Chair, Paul Butler as Membership Secretary, David McDonald as Education Secretary, Charles Strang as Communications Secretary and David Kincaid as Policy Secretary.

James Caird had been nominated as Chair, David Kincaid as Membership Secretary, Bridget Turnbull as Education Secretary, Dave Chetwyn as Communications Secretary and Roy Lewis as Policy Secretary. Those standing for re-election were Kathryn Davies as Vice Chair, Jo Evans as IHBC Secretary and Richard Morrice as Treasurer.

With these changes in place the posts of chair, vice chair, treasurer, education secretary, policy secretary, membership secretary, communications and outreach secretary and secretary to the IHBC were voted for *en bloc*, proposed by John Preston, seconded by Liz Mayle and agreed by the meeting.

6 Ratification of branch nominations

The nominations of branch representatives who are also trustees were also listed in the AGM papers. This meeting confirms the nominations by each branch. There had been no nomination for the North and the West Midlands branches and there were two changes. For the South East branch Sean Rix was stepping down and Sanne Roberts had been nominated, and for the Yorkshire branch David Blackburn was stepping down and Matthew Bentley had been nominated. The nominations were dealt with *en bloc*, proposed by Mike Brown, seconded by Lynda Jubb and agreed by the meeting.

7 Motions to the AGM

There were no motions. Motions cannot be taken at the meeting as members need to be notified 21 days in advance. However, any issues can be raised in the open discussion following completion of formal business.

This completed the official business of the Annual General Meeting. This was followed by an open discussion.

8 Other business

- 8.1 The President thanked those who had stood down this year. MB had been Chair for three years which entailed quite a few internal meetings as well as other things including the Historic Environment Forum (HEF) and chairing one the HEF reform groups as well as having a full time job. MB thanked the meeting and handed over a baton to James Caird. DMcD thanked Paul Butler for the terrific amount of work he had done in his time as Membership Secretary, as he had done a great job very smoothly, and Charles Strang as the outgoing Communications Secretary. He also thanked David Kincaid for keeping on top of issues while Policy Secretary.
- 8.2 SOR noted that a survey of volunteer hours on behalf of IHBC had been done by Kate Kendall and Fiona Newton which showed over 18,000 hours in a year. This is a huge amount and he wanted to note a massive thanks to volunteers.
- 8.3 Roy Lewis (RL) has been acting policy secretary for a number of months and he noted that at the last committee meeting it was agreed to set up two more panels, one on green issues the other on rural issues. An invitation will be circulated via branches in due course for anyone who has a particular interest in these issues to get involved to help building up a knowledge base and do research. As with other panels these will operate by email and be headed up by John Preston on green issues and Carole Ryan on rural issues. John Preston said he was always looking for evidence of good/bad green measures carried out to traditional buildings. Julia Foster asked about an item regarding curtilage – this will be dealt with outside the meeting.
- 8.4 DMcD thanked those who work tirelessly for the institute, trustees, branches, committees, conference organisers, staff and consultants who all have a part to play in making it a success. He particularly thanked the national office for all its hard work, together with the branch organising committee for a very successful annual school.

The meeting closed at 6.00pm.

