



· INSTITUTE · OF · HISTORIC ·  
BUILDING · CONSERVATION

AGM Papers &  
Annual Report

2018

# Institute of Historic Building Conservation

## ANNUAL GENERAL MEETING

5.15pm, Friday 22 June 2018 at  
Riddel Hall, Queen's University Belfast,  
185 Stranmillis Road BT9 5EE

### AGENDA

- 1 Apologies for absence
- 2 Minutes of the 2017 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 The Garratt Suite, Museum of Science and Industry (MOSI), Liverpool Road, Manchester M3 4FP on Friday 24 June 2017
- 3 Council's report. *Resolution 2: Adoption*  
To adopt the IHBC Council's Report for the year ending 30 September 2017
- 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 2016 to 30 September 2017 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 a majority of 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

## 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 2017 the IHBC has maintained a high level of activity, impact and influence across the wide range of interests that shape our built and historic environment, its care and conservation. Operational capacity had been reduced for much of the period due to the temporary absence of our key part-time staff member who leads on training, Kate Kendall. However, our newest recruit, branch and events support officer Carla Pianese, successfully delivered on many of the management duties that consequently fell to her. This meant that our services were only partially reduced for the year.

At the same time, a period of cautious expansion, represented most obviously by staff recruitment and enhanced consultant support, has been eased off. This reflects both the impact of that expansion on our reserves, a substantial reduction in one of our core income-generating activities, our 'Jobs *etc.*' service, which fell by about one third on the previous financial year. Consequently, our operational response to that contraction, as noted below, necessarily dominates our plans for the coming year.

The benefits of our investment in staff and consultant support, when it was possible, have been substantial. Not only did we address inevitable interim shortfalls in operational capacity, such as staff leave, but also because new staff and consultants learned how to undertake tasks both old and new. Previously, restricted access to such back-up capacity and skills had been identified as one of the most serious risks faced by the organisation, so the skills expansion and diversification arising from our

investment in personnel have significantly reduced this most critical of threats.

Carla Pianese's appointment as a support for branches also demonstrated the extent to which the operations of our active volunteers remained at the heart of our institute's planning during expansion, in line with our corporate planning. A parallel focus on membership support was represented by Kate Kendall's active role in leading training and guidance on membership applications through our Membership Application Training Event (MATE) sessions – recommenced towards the end of the financial year and now evolving to include private sector service providers. The bedding-in of a new membership category, Associate IHBC (AssocIHBC) meant that these efforts could be tied to the most practical of outcomes for early career applicants, conservation accreditation. With the Associate category we could now welcome more concise application forms from aspiring Associates. Being focussed on a single discipline, the development of Associates also helped underpin the distinctiveness of our interdisciplinary approach to conservation standards, and its unique alignment with ICOMOS's 1993 conservation training *Guidelines*, a feature highlighted in two other important developments.

First, we published our new joint *Conservation Professional Practice Principles*, the production of which was led by Dave Chetwyn, Communications Secretary and past-chair, and produced with the Civic Voice, England's membership body for civic trusts, and the Historic Towns and Villages Forum (HTVF). More than any standard the IHBC has produced or supported, this concise statement successfully bridged practice standards across our pan-disciplinary membership, while also framing our planned development of more detailed interdisciplinary practice standards.

The informal encomium offered from one of our most distinguished members on this production says all that is needed here: 'It is most impressive: concise, pertinent, comprehensive and no jargon. I have been a member of the RICS, RTPI for longer, and practiced for five years as an architect, but none of those bodies has produced anything as useful and relevant. Well done to those responsible...'. Both partner bodies in the production – representing the widest professional engagement (HTVF) and public interest (Civic Voice) in heritage – circulated copies to their members, reflected the document's accessible expression of its sophisticated content while also extending awareness of our individual and collective charitable objects.

Second, new research into accreditation programmes in lead professional bodies, carried out by the Council on Training in Architectural Conservation (COTAC), for Historic England, confirmed the IHBC's distinct and distinguished place in that landscape. Significantly, it registered the IHBC as the only heritage-specific body operating ICOMOS-compliant accreditation. Although the need for re-accreditation remains a concern for those more familiar with legacy concepts of professional bodies and accrediting their own niche practice areas, we are confident that in the coming years, the unique strengths of the IHBC's own inter-disciplinary approach to the quality assurance of conservation practice will be better appreciated and more effectively recognised.

Regardless of any such legacy issues, support for our focus on membership services

and operational modernisation has been reaffirmed regularly, not least in the high regard for our ongoing exploration of more modern governance forms and structures. Developing under the title IHBC+, this initiative was best captured by past-president Trefor Thorpe, at its inception in December 2014, as a process of ‘experimental evolution’. Following that IHBC+ framework has let us promote an even higher level of member input and volunteering, notably through our twice-yearly Council+ forum, while also enhancing the rigour of our trustee oversight through more regular meetings using online services. We have also extended capacity with new roles complementing our constitutional posts - continuing the appointment of our first vice president, past-chair Mike Brown - and established a new, flexible and accessible volunteer-led resource to extend the reach of our national and branch committees, our IHBC Groups, nascent as yet perhaps, but full of potential.

We have also commenced development of a formal International Strategy, the lack of which, to date, might seem unduly complacent in an organisation that celebrates its global foundations in standards and models offered by ICOMOS and the World Bank. Again, although early days, and starting first with a simple voicing of an aspiration to articulate such a strategy, progress here has been very positive. As with our Council+ and IHBC Groups, the continued opportunities opened up by initiatives tied to IHBC+ suggest another priority for the coming year: integrating the strengths of IHBC+, especially its flexibility to respond to a rapidly changing working environment, into the next constitutional update, scheduled to commence during the term of the current corporate plan, before 2020.

By building on the capacity offered by our members as practitioners and volunteers, these enabling and streamlining strategies consolidated 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. Our affirmation of inclusive membership and volunteer support had other valuable impacts too. Membership numbers in recent years had reached a plateau of about 2,200, but, as aspired to in our last report, we consolidated the 2,400 target for our membership list during the year. Such numbers ebb and flow, especially as we occupy the slipstream of so many mainstream activities, but our investment in volunteer support and new membership structures has rejuvenated interest in the IHBC as a professional institute.

The potential of the IHBC’s voluntary local training and education network was, as ever, most evident in the central role played by the host and lead in another exemplary annual school in Manchester in June, our North West branch. Once again delegates offered a ringing endorsement of the school’s success in delivering high-quality, practice-based continuing professional development. Themed around transport infrastructure, investment in the school’s own infrastructure – not least one of the most impressive of venues we have used for our annual dinner in recent years, and certainly the most high-tech – added an especially welcome progressive touch to the ethos of the IHBC in the 21st century.

Such achievements – on a smaller scale – were echoed across many branches during

the year, as each continued its unique brand of local support, networking and training, only some of which can be listed below. That energetic support on the ground, alongside the new national engagement encouraged by Council+, helped hugely too in the continuing expansion of digital networks, as we added another 2,000 members across our core social networks by the end of the financial year, to pass 16,000. That is in addition to our own web users, where we have an average 300,000 page visits each month (peaking in May 2017) – or some 3,600,000 a year – across all our websites. Further reach was achieved on the IHBC Conservation Wiki which, through our Designing Buildings Wiki service partner, brings twice-weekly email updates to its (then) c7,000 and more registered users from across the development, construction and related sectors, often including IHBC news and links.

Our support for our own linked corporate conservation practices, HESPR, has seen less dramatic numerical changes, but that has not made us any more cautious about enhancing investment there: promotion continued in the *Yearbook*, as well as online, with updated branding across the dedicated website. We have also promoted the service and its members at national and local events, as well as with the links on our accredited members' online listing, and by softer initiatives such as including fliers about HESPR (and IHBC) in the extensive circulation by partners of our joint *Conservation Professional Practice Principles*, mentioned above. Supported further through the weekly bulletins of business tenders, and with promotion reinforced by 'top picks' in the Friday NewsBlog service as well as by other cross-promotion – including securing recognition in national heritage agency policy documents – we have in place as sophisticated and integrated a low-cost promotion and support for the HESPR service as members could fairly expect.

Adding more to the IHBC's profile, objectives and brand were other strands that built on earlier work, such as concluding disbursement of the IHBC's Conservation Areas 50th Anniversary Celebrations awards fund and the renewal of the IHBC Conservation Wiki Home page, and the refinement of the dual Marsh Awards, for retired IHBC members contributing to their communities, and Successful Learners, all reported on more fully in our NewsBlogs and other communications. In fact, it is our new communications strategy, also launched on the NewsBlogs, that has taken centre stage in refining many of our ongoing operations, to help add value to our existing operations with minimum additional costs. Developments here are still in their early stages, but are especially useful in focussing efforts on extending reach and impact across more familiar operations, such as our *Yearbook* and *Context*, although impacts may be more properly evaluated in our report next year.

While there is much to celebrate, some internal initiatives have progressed less successfully, notably our valued, but exceptionally complicated, quality assurance model for local authority conservation services, which has, for want of a better phrase, stalled. We hope to review that more substantially in the coming months. External working environments also remain challenging – both for the IHBC and our members. Economic landscapes across the UK continue to plague us with a legacy of underinvestment in local conservation services and corresponding practice standards and regulations; much of our policy landscape in England still finds it difficult to distinguish between archaeology and conservation, despite the distinctions

agreed in the memorandum of understanding between ourselves and the CifA; while the political landscape, regardless of perspectives on plans, is recognised by all for its confused and confusing – and by extension, distracting – topography. For small charities such as ourselves, with (sadly) still niche objectives and (happily) ambitious aspirations, a precautionary approach is the only sensible option for the coming year.

Outside these wider concerns, the successful activities documented above still represent only the tip of an iceberg, as witnessed both by the notes below and the ongoing operations that are so familiar they easily pass notice, at least until they go wrong!

Equally, we are still also developing new ideas based on our current operations, to ensure that we continue challenging ourselves as much as we expect our members to challenge themselves. These include a programme of online branch and volunteer support and engagement evolving out of our Branch Connection Days, tied to a promotional document; a support programme for our HESPR companies, to engage better with our private sector members and their needs, that might echo our Connection Day models, and ongoing plans for a new style of committee-led and branch-supported training.

We have also continued our leading role in addressing built and historic environment conservation practice needs and issues across the UK: our branches continue to deliver a unique body of local training and networking on the ground; our ‘IHBC Jobs *etc.*’ data roundup for the 2016-17 financial year recorded job opportunities linked to a minimum of some c£4.7 million of total annual costed salaries, which although substantially down on the previous period, still marked out this service both as a core sector resource as well as an income generator for us; our annual local government survey for England continued; our publications and our networks (digital and membership) all expanded; our consultations panel has maintained its high standard of public service, engaging in such critical areas as curtilage, while our support for early career members has been enhanced with a new one-year-free offer for students on IHBC recognised courses, and members that face an immediate ‘crisis’ can avail of a light touch one-year-free membership offer so as to make sure our administrative processes don’t make their crisis any worse.

Resources launched in more recent years also continue to address recognised needs, including our Research and Guidance Notes, led by consultant Bob Kindred; the members’ Toolbox designed to address and offer easy access to any more specialist support; training resources and programmes such as our SelfStarter, of which the MATE sessions are a key manifestation, and of course the Caring for your Home website.

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 too that, whether offered through our national committees, Council+, or within branch operations, consultants services or overtime, the added capacity volunteered by our members is all that ensures that the IHBC serves as a such a cost-effective voice for our professional standards, offering essential benefits to the sector while 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), with which we are progressing a Memorandum of Understanding modelled on that with the CIfA, and through the 2018 *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
- Maintained public access to our services, including 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* and the IHBC's Conservation Wiki service which included a new home page as well as a dedicated icon link from our own home page.

## **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,
  - 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 underpinned by our new communications strategy
- 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, while also engaging in challenging discussions on the development of new apprenticeship training schemes
- Extended that development of standards with the publication and circulation – including to the Urban Design Group - of the *Conservation Professional Practice Principles*, produced jointly with the HTVF and Civic Voice
- Some 17 major consultation responses on our behalf, with numerous others considered or benefiting from our advice, support and input
- Continued development of 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, now supplemented by our MATE application support sessions
- Concluded a strategic pilot for such support through the training programme for Secretaries and staff on the Church of England's Diocesan Advisory Committees (DACs)
- 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, while also securing as judge for the 2017 award Carole Souter CBE, now Master of St Cross College, Oxford and former chief executive of the National Heritage Memorial Fund and Heritage Lottery Fund (HLF).
- 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
- Consolidated 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 pre-registration assessment and online listings of accredited members, both Full and Associate members
- Continued the experimental evolution of our governance under the IHBC+ banner as discussed above
- Maintained our UK-wide pan-membership advisory forum, Council+
- 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’,
- Continued trustee oversight of corporate operations through 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**

### **a. 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.

### **b. Financial review**

The gross incoming resources arising in the year amounted to £395,050 (2016: £414,039). Overall, the charity’s expenditure exceeded its income by £14,697 (2016: £5,320). At the period end the charity had free reserves of £283,861 (2016: £298,017). Free reserves constitute unrestricted funds not represented by fixed assets. The charity’s reserves are sufficient to maintain levels well within our reserves policy of six months of expenditure.

Recognising the reduced reserves and signs of growth in the economy, the trustees are easing back on allocating excess reserves to aid investment in growth, services and member benefits, consolidating recent appointments, but still with a view to underpinning and generating growth in the IHBC.

## **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:

- responding to contractions in our core income stream, advertisements for jobs tied to our ‘Jobs *etc.*’ service
- 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.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **a. Constitution**

The company is constituted under a Memorandum of Association and is a registered charity number 1061593 (England & Wales) and SC041945 (Scotland). The company was incorporated on 19 February 1997.

### **b. Organisational structure and decision making**

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 officer: 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 under an initiative entitled IHBC+. 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.

## **TRUSTEES' RESPONSIBILITIES STATEMENT**

The trustees (who are also directors of Institute of Historic Building Conservation for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is based on that approved by the trustees on 24 February 2018 and signed on their behalf, by James Caird, chair and trustee, and Kathryn Davies, vice chair and trustee.

# SUMMARISED ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2017

## STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2017

	Unrestricted Funds 2017 <hr/> £	Unrestricted Funds 2016 <hr/> £
<b>Income from:</b>		
Charitable activities	343,604	326,712
Other trading activities	11,851	8,687
Investments	39,595	78,640
<b>Total income</b>	<hr/> 395,050	<hr/> 414,039
<b>Expenditure on:</b>		
Raising funds	11,849	15,638
Charitable activities	397,898	403,721
<b>Total resources expended</b>	<hr/> 409,747	<hr/> 419,359
<b>Net income/(expenditure)</b>	(14,697)	(5,320)
<b>Net movement in funds</b>	(14,697)	(5,320)
Total funds brought forward	309,375	314,695
<b>Total funds carried forward</b>	<hr/> 294,678	<hr/> 309,375

*All activities derive from continuing operations.*

## BALANCE SHEET AS AT 30 SEPTEMBER 2017

	2017	2016
	£	£
<b>Fixed assets</b>		
Tangible assets	817	1,358
Investments	10,000	10,000
	<u>10,817</u>	<u>11,358</u>
<b>Current assets</b>		
Cash at bank	276,632	257,641
Debtors	39,893	79,968
	<u>316,525</u>	<u>337,609</u>
<b>Creditors:</b> amounts falling due within one year	<u>(32,664)</u>	<u>(39,592)</u>
<b>Net current assets</b>	283,861	298,017
<b>Net assets</b>	<u>294,687</u>	<u>309,375</u>
<b>Charity funds</b> Unrestricted	<u>294,687</u>	<u>309,375</u>

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2017 which have been subject to an independent examiners' report issued by Larking Gowen LLP, chartered accountants.

Larking Gowen LLP has confirmed to the board that the summarised accounts are consistent with the annual report and accounts for the year ended 30 September 2017.

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 trustees' report and the independent examiners' report on those accounts may be obtained from Lydia Porter at the IHBC Business Office, [admin@ihbc.org.uk](mailto:admin@ihbc.org.uk).

The financial statements were approved by the board on 24 February 2018 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 re-election

### Education Secretary

Andrew Shepherd  
standing for re-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

Paul Zochowski

### Northern Ireland

Ken Moore

### Wales

John Edwards

### North

nomination pending

### North West

Crispin Edwards

### Yorkshire

Matthew Bentley

### East Midlands

Rose Thompson

### West Midlands

nomination pending

### South West

nomination pending

### South

Alison Davidson

### 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 2017

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

**Chair: David McDonald, IHBC President**

## **Present**

James Archer	Crispin Edwards	Fiona Newton
Graham Arnold	Jo Evans	Shaun Norman
Jen Austin	Cyllene Griffiths	Seán O'Reilly
Lauren Ayers	Paul Hartley	Ashley Pettit
David Blackburn	Jack Haw	Carla Pianese
Eddie Booth	Roger Higgins	Lydia Porter
Mike Brown	John Hinchcliffe	John Preston
Adrian Browning	Peter Hoey	Sean Rix
Ken Burley	Lynda Jubb	Cheryl Roberts
James Caird	Maida Kaiser	John Ruddy
Sheena Campbell	Kate Kendall	Michael Scammell
Simon Cartledge	Jill Kerry	Charles Shapcott
Dave Chetwyn	Bob Kindred	Jonathan Smith
Richard Clews	Stephen Levrant	Sheila Stones
Mark Clifford	Roy Lewis	Adam Swan
Richenda Codling	Andrew McClelland	Rose Thompson
Sara Croft	David McDonald	Nicole Twort
Matthew Crook	Lisa McFarlane	Emilie Wales
Alison Davidson	Richard Morrice	Mark Watson
Christine Davis	Jose Murray	John Whyard
Kathryn Davies	Fay Newham	Katie Wray

## 1 Apologies for absence

Malcolm Airs	Julia Foster	Dennis Rodwell
Michael Atkinson	Philip Godwin	Michael Rowan
Marian Barter	David Hayes	Andrew Shepherd
Matthew Bentley	Alison Henry	Alan Taylor
Lucie Carayon	David Lovie	Kevin Toner
Alastair Cochrane	Deborah Mays	Geoff Underwood
Diana Evans	Sanne Roberts	Robert Walker

## 2 Minutes of the AGM held on Friday 24 June 2016 and matters arising

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

## 3 Council's report

James Caird (JC) referred the meeting to the report in the circulated papers. He drew the meeting's attention to a number of points. Increased capacity has been achieved in the national office through Carla Pianese's appointment as branch and event support officer and he thanked her for her work so far. Also noted was that the IHBC+, which aims to test more inclusive and diverse platforms for membership engagement, is open to any member so he encouraged feedback and if interested to get in touch. The *Conservation Professional Practice Principles* document that has been published jointly with Civic Voice and Historic Towns and Villages Forum was introduced at the day school by Dave Chetwyn and JC felt this will be a very useful document.

The report was proposed by Sean Rix, seconded by Eddie Booth and agreed by the meeting.

## 4 Accounts for 2015–2016

The treasurer, Richard Morrice (RM), introduced the accounts section of the papers. In accordance with Charity Commission guidance some reserves have been used to expand capacity within the national office, but the institute holds enough reserves to keep running for six months without income. Caution is needed going forward though until the fall out from Brexit is clearer. RM is standing down but will carry out company secretary duties for a few more months. 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 John Preston, seconded by Mark Watson 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 Richard Morrice, seconded by Crispin Edwards and agreed by the meeting.

## **5 Election of officers**

Whilst most officers were standing for re-election there were a number of changes to the list of officers. RM was stepping down as treasurer, and Bridget Turnbull as education secretary.

Jill Kerry had been nominated as treasurer, and Andrew Shepherd as chair of Education, Training and Standards. Those standing for re-election are James Caird as chair, Kathy Davies as vice chair, Roy Lewis as policy secretary, David Kincaid as membership secretary, Dave Chetwyn as communications & outreach secretary and Jo Evans as IHBC secretary.

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, and were proposed by Bob Kindred, seconded by David Blackburn 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 AGM. There had been no nomination from six branches (Scotland, Northern Ireland, North, West Midlands, South West and East Anglia), and members were encouraged to come forward, get involved and feel more a part of the organisation. This offers the chance to learn different skills and gain good CPD. The nominations were dealt with en bloc, and were proposed by Katie Wray, seconded by Sara Crofts and agreed by the meeting.

## **7 Motions to the AGM**

There were no motions. The constitution requires that 21 days' notice of a proposed motion is given in advance of the AGM therefore motions from the floor cannot be taken at the meeting. 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 that had stood down this year. Bridget Turnbull had taken over from him as education secretary and had achieved much, including forging closer links between the ETS committee and the forthcoming schools, particularly the upcoming Belfast school in 2018. Bridget was thanked for her work. Richard Morrice has held a number of offices for IHBC and prior to that was part of the ACO. The president explained that, if his volunteer time were to be calculated in monetary terms the amount would be huge. As an employee of Historic England there has been potential for conflicts of interest but he has always managed to steer the right line between employer and professional institute. RM responded that volunteering for the institute has been a complete delight and that the work of the institute is very important. He will continue to help in low-key roles regarding governance and the institute's constitution.
- 8.2 The issue of trustees not coming forward from branches was discussed. Alison Davidson noted that the idea of being a trustee was putting people off from coming forward to be branch reps. Whilst having fewer trustees is not a problem from the point of running the institute it may not be good from the point of inclusiveness although Council+ can address that concern. JC said that the institute's solicitors have recommended having 8-10 trustees, actively mapping trustee's skills and succession planning. Over the coming months these things will be considered starting with mapping trustee skills. BK asked if trustee training was provided and SOR confirmed that it was offered, but not developed as often as it might.
- 8.3 John Preston drew the meeting's attention to the new guide on wall insulation published by the Sustainable Traditional Buildings Alliance. He is convenor of the IHBC's green panel and STBA heritage sector chair.
- 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 and to Ela Palmer for chairing the day school.

**The meeting closed at 6.05pm.**



Coming up next  
**IHBC ANNUAL SCHOOL  
NOTTINGHAM 2019**

Thursday 4<sup>th</sup>–Saturday 6<sup>th</sup> July 2019  
Day School Friday 5<sup>th</sup> July 2019  
[nottingham2019.ihbc.org.uk](http://nottingham2019.ihbc.org.uk)



