



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

AGM Papers &
Annual Report

2019

Institute of Historic Building Conservation

ANNUAL GENERAL MEETING

5.30pm, Friday 5 July 2019 at
LT2, Nottingham Conference Centre, Burton Street
Nottingham NG1 4BU

AGENDA

- 1 Apologies for absence
- 2 Minutes of the 2018 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 Riddel Hall, Queen's University Belfast, 185 Stranmillis Road, Belfast BT9 5EE on Friday 22 June 2018 (See AGM papers, page 16)
- 3 Council's report. *Resolution 2: Adoption*
To adopt the IHBC Council's Report for the year ending 30 September 2018
- 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 2017 to 30 September 2018 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 votes cast in support of their nomination in accordance with the IHBC's Memorandum and Articles of Association (See AGM papers, page 14)
- 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, page 14)
- 7 Motions to the AGM. *Resolution 7: Adoption of guidance on future governance*
To adopt the current draft of the 'Proposal for the future governance of the Institute' as guidance in developing the IHBC's governance (See AGM papers, page 15). See more at <https://www.ihbc.org.uk/governance/>.

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
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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 2018 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 its conservation.

As we have been recovering from the economic constraints of the previous financial year, 2016–17, our cautious expansion has been renewed. This was represented best by the consolidation of core operations and services, with improved efficiencies imposed all around through more structured forward planning. This helped engender a more focused approach so that, by investing a little more effort in preparing programmes, we could make the very best of what we already do.

Refinements were diverse, and focused on adding value to existing services through more structured approaches to our aims and objectives. They included simple procedural changes such as embedding the online ToolBox development into committee processes. We saw also more substantial changes, such as extending our reach and generating new networks by targeting free copies of *Context* to relevant or strategic new audiences. Taking such opportunities required linking content, training priorities, authors, publishers, volunteers and sector stakeholders in a single, manageable and coherent process, one that has not been fully concluded. For the schools, it started with helping branches plan events up to three years before their due date, including establishing the web pages and core CPD content priorities.

Such refinements also encompassed corporate and governance developments.

Not only did we take advantage of the IHBC+ programme, to better inform the modernisation of operations and governance, but we also progressed that modernisation as – led by our chair James Caird and president David McDonald – we started to shape a new constitution, one more fit for our operations and members in the 21st century.

Overall though, continuity of service has been at the heart of more recent progress. So, Carla Pianese's support for branches was still central to her work and the institute's corporate planning. This manifested itself most clearly in February 2018, when the first consolidated NewsBlog on branch events appeared. In a simple, ostensibly obvious but procedurally complex new service, we helped members and colleagues – nationally and across branch boundaries – more easily plan and access local events.

A parallel focus on membership support was represented by Kate Kendall's continuing leadership in the training and guidance on membership accreditation through our Membership Application Training Event (MATE) sessions. Not only have these continued apace, including extending into private sector and national bodies, but – more recently – they boasted their own, dedicated MATE web page.

Our membership survey at the turn of 2017–18 confirmed our success in such matters, as headline endorsements included 92 per cent of members satisfied or very satisfied with services, and 94 per cent likely or very likely to recommend IHBC membership. All this underpinned agreement on forward plans and the structure of our next corporate plan.

Research, guidance and advice also have continued as central concerns, and similarly benefitted from the combination of streamlining and outreach that better planning offered. There too, although, the shifting sands of heritage infrastructure have not made work any easier, not least the ongoing ramifications of earlier changes in national heritage bodies across all the Home Countries. Historically accessible areas for project funding have disappeared, so we have had to rely more on our own capacity and imagination. This included initiating research led by projects officer Fiona Newton and supported by consultant Mona O'Rourke into local authority conservation services across the island of Ireland.

That internal initiative – here allied to the 2018 annual school – followed a path already well represented in the previous year by our Conservation Professional Practice Principles. With that precedent in place as an example, many could say that this new self-sufficiency might not necessarily be bad, as we stretched ourselves more and focused on IHBC needs rather than those of partners. However the main challenge – as seen in local authorities across the UK – could be that stretching, when there is so little flexibility, might be more damaging than productive.

However, our ongoing development of a formal International Strategy demonstrated a capacity both to think strategically and use resources more efficiently. As with the research developments, that too has both critical precedence and legacy in the IHBC. For example, the invention of IHBC+ and – to address doubts about potential structures of governance – the Council+ forum underpinning it, were extensions of

existing arrangements, refined and remodelled in line with the existing constitution to show how we would effectively evolve. Planning for the new, while looking first to existing resources, practices and opportunities, was a natural way to advance for an organisation with conservation at its core.

That evolving International Strategy approached these sensitive matters in a similarly corporate frame of mind. Seeking to maximise benefits while minimising costs, it focused on simply using existing resources and activities more intelligently, to get a new outcome. So, current and recent members, educational links, familiar networks and supportive colleagues have been called on to extend our reach beyond these shores and borders, all at minimum cost and, ultimately, effort. The approach has necessarily entailed a more measured pace, but it established the bones of a formal plan for members to consider when the wider corporate infrastructure is in place.

With Council+ we also achieved a special triumph in 2018 with the development of a ‘Reverse mentoring’ event, suitably inspired by discussions at a CIOB awards event hosted by (then) CIOB president, and (then) newly accredited IHBC full member, Rebecca Thompson. Reverse mentoring discussions in Council+ generated a series of substantial and often new ‘defaults’ for trustees – including looking to younger members not only for input, but for answers, advice and guidance – while responses to the myriad issues raised there have still to be concluded.

Such synergies – of existing resources adapting to serve new plans – have often driven efficiencies in the IHBC, and that potential was well evinced in how our research and outreach in 2017–18 was structurally underpinned by the IHBC’s volunteer network linked to our 2018 school.

As ever, the central role played in the 2018 school by the host Northern Ireland branch, not least the branch chair Andrew McClelland, helped deliver another remarkable interdisciplinary national training event. Delegates roundly confirmed the school’s success in delivering high-quality, practice-based continuing professional development. Indeed, recognising the synergies our schools generate, in 2018 it was also especially valued for its exploration of conflict resolution linked to our evolving interests in international issues.

In terms of outreach, key supporters and sponsors at the Northern Ireland school ranged across both government and private sector – including a block booking for some 15 public service practitioners by the Department for Communities, and the Heritage Collective as the main school sponsor. The inclusion of the school as a formal event in the European Year of Cultural Heritage programme added to its weight and impact. Most dramatically new, however, were the diverse partnerships and networks it generated across the border with the Republic. They underpinned – and inspired – quite different values and efficiencies in our operations: spurring the pan-Ireland local authority research cited above, and also comparable membership and practice networks deemed critical to raising capacity in the UK.

Training achievements comparable to the school – if necessarily 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 further below.

In recent years, our affirmation of inclusive membership under the banner of IHBC+ – supporting the needs of volunteers, and promoting partner networks – helped lift membership numbers to today’s 2,600 average. Linked and ongoing outreach, spurred as well through engagement with Council+, charged continuing expansion of the IHBC’s digital networks. We added another some 3,000 members across our core social networks, to approach 19,000. That is in addition to our own web users, where we recorded some 6.5 million hits to the suite of websites each year, including on the NewsBlogs service (1,013,796 visits), the IHBC’s main site (4,391,655), events (240,852 visits) and the Jobs etc. site (374,714).

That growth extended into the construction and development sector too, through our Conservation Wiki, hosted by our service partner there, Designing Buildings Wiki. It became the third most important driver of traffic to our website, and helped us access about 10,000 registered users from across the development, construction and related sectors, as well as some of their annual 5 million users.

Profile and support for our own corporate conservation practices listing, HESPR, grew too, with 40 members signed up. Its promotion continued in the *Yearbook*, as well as online, including flier circulation across all publications. The service was promoted at national and local events, including partner events with the Listed Property Owners Club, in England and (later that year) in Scotland, and the Civic Voice, among others. Supported further through the weekly bulletins of business tenders, promotion with NewsBlog ‘top picks’ and other cross-marketing, ongoing recognition in national heritage agency policy documents. Promotion of the HESPR service and its members remained central to our work, limited only by the number of members.

The IHBC’s leading role in supporting wider built and historic environment conservation services has also seen both consolidation and refinement: branches continue to deliver a unique body of local training and networking on the ground to specialists and non-specialists from all sectors; our IHBC Jobs etc. data roundup for the 2017–18 financial year recorded 222 job opportunities, linked to a minimum collective stated remuneration of more than £5.6 million. Substantially up on the previous period, this success again 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, while our publications and our networks (digital and membership) expanded; the consultations panel maintained its high standard of public service, engaging in such critical areas as HLF’s future direction and funding, Planning Law in Wales, Scottish Parliament planning legislation, and Quinquennial Inspections. Support for early career members extended too as we introduced and extended the ‘one-year-free taster’ offer for students on IHBC recognised courses, while members facing an immediate crisis could continue to avail of a light touch, one-year-free membership offer, to make sure the administrative processes didn’t damage their career or make their crisis any worse.

If there is much to celebrate, some initiatives have not progressed so well, including our valued, but exceptionally complicated, quality assurance model for local authority conservation services. Regardless of perspectives, the political landscape is confused and confusing, so for small charities such as ourselves – as well as hard-pressed local authorities - it remained a huge challenge. Although not an excuse, but more as explanation, the substantial time and effort required to address compliance with the new data regulations was inevitably - if equally necessarily – a factor in changing our focus, especially given the limited human resources available when it came to such high-level regulatory duties. More recently, however, local authority quality assurance re-surfaced as a priority for the sector, and, by extension, for us.

Resources continued to be shaped by recognised needs, including especially on our Research and Guidance Notes, led by consultant Bob Kindred and their platform, the Toolbox, designed to address and offer easy access to more specialist support. Our training resources and programmes such as our SelfStarter, of which the MATE sessions have been a key manifestation, and of course the Caring for your Home website, also played important roles. Equally our new QuickGuide for branch volunteers, drafted first in light of forthcoming data management duties, also served as a wider resource for practitioners, even if focused first on IHBC operations.

As ever, the board of trustees – our constitutional council – continue to offer 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 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 ensures that the IHBC continues as 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.

In addition to the above, 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), and the Wales Heritage Group, as well as more informal groupings and collectives, such as in England, the Historic Environment Forum (HEF) and the Heritage 2020 sector initiative
- 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)
- representation ongoing on other critical lead bodies, including the National Planning Forum with IHBC past-chair Dave Chetwyn serving as its chair, the Sustainable Traditional Buildings Association (STBA), with John Preston as its heritage 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 from IHBC’s LinkedIn groups to our Twitter feed, which carry IHBC 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 has 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, now available for sale to the general public, while also continuing our challenging discussions on the development of new apprenticeship training schemes
- Extended that outreach and development of standards with the circulation of some 18,000 free copies of the Conservation Professional Practice Principles produced, in summer 2017, jointly with the Historic Towns and Villages Forum and Civic Voice, and initiating plans for its update
- Submitted some 18 major consultation responses on our behalf, with numerous others considered or benefiting from our advice, support and input
- Continued exploration 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 and, from February 2018, our branch events NewsBlogs

- Continued our Gus Astley Student Award programme and website, with successful submissions selected by the judge for the 2017 Award, Carole Souter CBE, offering annual school places to winners, while also securing as judge for the 2018 award Ingvál Maxwell OBE, now chair of COTAC.
- Continued our Marsh awards programme, with IHBC retired member Dr Jane Grenville OBE and Amy Ward, stonemason and conservator, receiving the 2018 awards
- Extended our Toolbox resource with Notes on matters such as ‘Consulting the National Amenity Societies’, ‘Alacrity’, ‘Local Authority Conservation Jobs Market 2017’ and ‘Listed Building Enforcement Notices’
- Maintained our conservation course recognition programme, while replacing our traditional sector support of the Conservation Course Connection Day with a more targeted benefit, a one-year free membership ‘taster’ for students on IHBC-Recognised conservation courses
- 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 IHBC conservation accreditation, 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, alongside establishing discussions on a new constitution to be informed by its lessons and experience
- Maintained our UK-wide pan-membership advisory forum, Council+, with two meetings, on our International Strategy and Reverse Mentoring
- 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
 - promoting IHBC accreditation a gold-standard for ICOMOS 1993-compliant conservation accreditation
- Continued, in collaboration with IEMA and ClifA, the drafting of joint Guidance for Cultural Heritage Impact Assessment, due out in 2019
- 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
- Supported members’ accessible engagement with our trustees and Board through producing our regular Eletter
- 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 £384,461 (2017: £425,699). Overall, the charity's expenditure exceeded its income by £20,682 (2017: income exceeded expenditure by £15,952). At the period end the charity had free reserves of £95,638 (2017: £115,779). This is lower than previously reported due to the prior year adjustments required as a result of an amendment to FRS102 in respect of the recognition of Gift Aid payments made by a subsidiary and the change in accounting policy in respect of the recognition of subscriptions whereby these are now recognised over the period to which they relate rather than when paid. These prior year adjustments reduce net assets as previously reported for the year ended 30 September 2017 by £168,082. The adjustments reflect changes in the timing of recognition of income only and as such, have not impacted on the ongoing performance of the charity which remains consistent.

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 after taking into account subscriptions received in advance and funds held within the subsidiary.

Recognising the reduced reserves and the uncertainties in the wider economy, the trustees are easing back on allocating reserves to aid investment in growth, services and member benefits, and concentrating on consolidating recent initiatives, 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. Plans are now in place to present formal proposals on governance to the AGM in 2019.

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 11 April 2019 and signed on their behalf by James Caird, chair and trustee, and Kathryn Davies, vice chair and trustee.

GUIDANCE NOTE ON PRIOR YEAR ADJUSTMENTS

"In December 2017 the Financial Reporting Council released an amendment to FRS 102 which issued a clarification of accounting for Gift Aid payments. Under the new requirement, to accrue a subsidiary's expected Gift Aid payment to its parent charity at the reporting date there must be a legal obligation to make the payment.

The previously established accounting practice was that there only needed to be a substantive, rather than legal, obligation to make the accrual. In prior years a substantive obligation existed and the Gift Aid payment has been accrued at each reporting date. A legal obligation did not however exist at the previous balance sheet dates. As such the opening balance sheet and comparatives have been restated for the change in accounting requirement.

The impact of this change is to increase the surplus for 2017 by £38,684, and reduce the net assets and reserves at 30 September 2017, by the previously accrued gift aid payment of £39,564. The opening reserves at 1 October 2016 have also decreased by the 2016 Gift Aid accrual of £78,248.

A further prior year adjustment results from a change in accounting policy in respect of the recognition of subscriptions. Following the decision to reflect subscriptions received over the period of the subscription rather than when received, the surplus for 2017 has decreased by £8,035 and net assets reduced by £128,518, the value of subscriptions deferred as at 30 September 2017. The opening reserves at 1 October 2016 have also decreased by the 2016 deferred subscriptions of £120,483.

The combined impact of both adjustments is to increase the 2017 surplus by £21,272 and to reduce the net assets at 30 September 2017 and 1 October 2016 by £168,082 and £198,731 respectively.

The adjustments reflect changes in the timing of recognition of income only and as such, have not impacted on the ongoing performance of the charity which remains consistent."
(Larking Gowen LLP, chartered accountants)

SUMMARISED ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2018

	Total Funds 2018	Restated Total Funds 2017
	£	£
Income from:		
Charitable activities	333,720	335,569
Other trading activities	11,082	11,851
Investments	39,659	78,279
Total income	<u>384,461</u>	<u>425,699</u>
Expenditure on:		
Raising funds	4,787	11,849
Charitable activities	400,356	403,721
Total resources expended	<u>405,143</u>	<u>409,747</u>
Net income/(expenditure)	(20,682)	15,952
Net movement in funds	(20,682)	15,952
Total funds brought forward	126,596	309,375
Prior year adjustment	–	(198,731)
Total funds carried forward	<u>105,914</u>	<u>126,596</u>

BALANCE SHEET AS AT 30 SEPTEMBER 2018

	2018	2017
	£	£
Fixed assets		
Tangible assets	276	817
Investments	10,000	10,000
	<u>10,276</u>	<u>10,817</u>
Current assets		
Cash at bank	271,518	276,632
Debtors	4,346	329
	<u>275,864</u>	<u>276,961</u>
Creditors: amounts falling due within one year	<u>(180,226)</u>	<u>(161,182)</u>
Net current assets	<u>95,638</u>	<u>115,779</u>
Net assets	<u>105,914</u>	<u>126,596</u>
Charity funds Unrestricted	<u>105,914</u>	<u>126,596</u>

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2018 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 2018.

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.

The financial statements were approved by the board on 11 April 2019 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

David McDonald
standing for election

Vice Chair

Lone Le Vay
standing for 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

nomination pending

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 clear 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 one motion has been received at the institute's offices:

To adopt the current draft of the 'Proposal for the future governance of the Institute' as guidance in developing the IHBC's governance. See more at <https://www.ihbc.org.uk/governance/>.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2018

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

Chair: David McDonald, IHBC President

Present

Lisa Brooks	Tim Jefferies	Katherine Owen
Mike Brown	Jukka Jokilehto	Duncan Philips
James Caird	Lynda Jubb	Carla Pianese
Des Cairns	Kate Kendall	Lydia Porter
Douglas Campbell	Jill Kerry	John Preston
Dave Chetwyn	Bob Kindred	Michael Scammell
Sara Crofts	Katherine Knights	Emma Sharp
Alison Davidson	Roy Lewis	Andrew Shepherd
Kathryn Davies	R Mayfield	Sheila Stones
Devon DeCelles	David McDonald	Dave Sutton
Harriet Devlin	Penny McKnight	Adam Swan
Crispin Edwards	Sarah McNamee	Jonathan Taylor
Andrew Fuller	Katherine Metcalfe	Rose Thompson
Deborah Gardner	Ken Moore	Alice Ullathorne
Torsten Haak	Eimear Murphy	Justin Webber
Roger Higgins	Fiona Newton	Rosamund Worrall
Helen Hossack	Seán O'Reilly	Mary Worsfold

1 Apologies for absence

Malcolm Airs	Rachel Godden	Sanne Roberts
Michael Atkinson	Barbara Hornbrook	Dennis Rodwell
Kate Baxter-Hunter	Colin Johns	Michael Rowan
David Boyson	David Kincaid	Charles Shapcott
Stephen Bradwell	David Lovie	Geoff Underwood
Lucie Carayon	Glynn Marsden	Robert Walker
Peter de Figueiredo	Elizabeth Mayle	Mark Watson
Kate Dickson	Richard Morrice	Luke Wormald
Jo Evans	Sean Rix	

2 Minutes of the AGM held on Friday 23 June 2017 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 Sheila Stones 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 highlighted the work of IHBC's volunteers whose support across branches, panels, committees and other groups is invaluable, noting that there is always the need for more people to come forward and encouraged anyone interested to get in touch with the national office. JC drew the meeting's attention to a number of points within the report including publication of the Conservation Professional Practice Principles booklet; the new Memorandum of Understanding marking co-operation with Council on Training in Architectural Conservation (COTAC); member numbers exceeding 2,600; a well-resourced website and good social media presence. The Memorandum of Understanding with COTAC also brings with it an international perspective and links to ICOMOS and accreditation. The other Memorandum of Understanding is with the Chartered Institute for Archaeology (CIFA), with which IHBC is working on guidance on cultural heritage impact assessments.

The report was proposed by Dave Chetwyn, seconded by Sara Crofts and agreed by the meeting.

4 Accounts for 2016–2017

The Treasurer, Jill Kerry (JK), introduced the accounts section of the papers. She thanked the national office for the day to day maintenance and operation of the accounts. The accounts confirmed that there had been a drop off in revenue coming in from job advertising, but in this current year it had recovered somewhat and it was anticipated budgeted targets would be met by the end of September. Torsten Haak asked what the £10,000 investment shown in the accounts related to, and SOR confirmed this was the share capital in IHBC Enterprises Ltd. There were no further questions.

Under Resolution 1 the accounts were recommended to the meeting, the approval of which was proposed by John Preston, seconded by Andrew Shepherd 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 Jill Kerry, seconded by James Caird and agreed by the meeting.

5 Election of officers

All the officers were standing for re-election: James Caird as chair, Kathryn Davies as vice chair, Jill Kerry as treasurer, Andrew Shepherd as education secretary, Roy Lewis as policy secretary, David Kincaid as membership secretary, Dave Chetwyn as communications & outreach secretary and Jo Evans as IHBC secretary.

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 Harriet Devlin 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 4 branches (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. The nominations were dealt with *en bloc*, and were proposed by Dave Sutton, seconded by Kathryn Davies and agreed by the meeting.

7 Motions to the AGM

There were no motions. The Constitution requires that 28 clear days' notice of a proposed motion must be 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 It was noted that the number of days before an AGM required for submission of motions was not consistent in the papers. On page 15 it said 28 days and in the minutes of the 2017 AGM on page 18 it said 21 days. This would be checked and corrected.
- 8.2 DMcD offered a formal yet personal tribute to Eddie Booth who had died in early May. Eddie had been a long-standing member of IHBC and its predecessor, the Association of Conservation Officers (ACO), and he was chair of IHBC from 2001 to 2004, and president from 2008 to 2011. DMcD drew on a number of tributes that had come from other IHBC members who had known Eddie and worked alongside him over many years, he formally thanked Eddie for his knowledge, support and calm presence over the years which will be greatly missed.

The meeting closed at 5.55pm.