



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

AGM Papers &
Annual Report

2010

The Institute of Historic Building Conservation ANNUAL GENERAL MEETING

**5.00 pm, Friday 11 June 2010 at
The Royal College of Physicians
Wolfson Theatre, St Andrews Place, Regent's Park, London**

AGENDA

- 1 Apologies for absence
- 2 Minutes of the Annual General Meeting of The Institute of Historic Building Conservation held on Friday 12 June 2009 at The Palace Hotel, Buxton, Derbyshire SK17 6AG
- 3 Council's report
- 4 Financial statement and Treasurer's report
Resolution 1 – Accounts
To receive the reports of the Hon Treasurer and Council for the financial year 1 October 2008 to 30 September 2009 and to approve the accounts for that period
Resolution 2 – Auditors
To appoint Larking Gowen, chartered accountants, as auditors 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 Election of Officers and notification of nomination of branch representatives
- 6 Motions to the AGM
 - 6.1 Constitutional amendment: Registration as a charity in Scotland
 - 6.2 To note and welcome the publication of the disciplinary procedures relating to professional conduct, posted on the IHBC's website in April 2010
 - 6.3 To adopt the IHBC's Corporate Business Plan 2010-15.

At the time of going to press no motions had been received at the institute's offices.

THE INSTITUTE OF HISTORIC BUILDING CONSERVATION

www.ihbc.org.uk

Registered as a Charity,
Number 1061593

Company Limited by Guarantee
Registered in England
Number 3333780

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These documents were prepared by
Richard Morrice and the IHBC National
Office.

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COUNCIL'S REPORT

The Council presents its annual report and financial statements for the year ended 30 September 2009.

OBJECTIVES

The company is a charity 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.

PUBLIC BENEFIT

The Directors 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 IHBC's key activities are:

- setting standards for conservation practice throughout the UK and improving education and training in conservation
- raising the profile of conservation and promoting its role in economic and social regeneration
- supporting excellence in all aspects of conservation, whether in the identification, analysis, repair and reuse of historic buildings or in new design in historic settings
- stimulating debate on how the role of conservation should develop, organising its own training events and further developing its branch network in the UK and beyond, encouraging the exchange of information between practitioners at all levels.

ORGANISATIONAL STRUCTURE

The institute is governed by a Council with up to 22 voting members made up of up to nine elected officers (Chair, Vice-Chair, Secretary, Treasurer & five officers serving as committee chairs) and up to 13 representatives of regional branches. Council is also advised by non-voting officers co-opted by Council, including the President, and by five committees, each chaired by an elected officer: Finance & Resources, Membership & Ethics, Educational Training & Standards, Policy, and Communications & Outreach. These committees help oversee a range of advisory sub-committees, representatives and panels.

RESULTS

The gross resources arising in the year amounted to £324,856 (2008: £307,673). Overall, the charity's incoming resources exceeded its expenditure by £649 (2008: £14,886 deficit). The small surplus for the year is due to expenditure on increasing the charity's capacity to deal with projects, as recommended by fund providers. The charity reserves are sufficient to allow us to do this, and maintain levels of reserves within our reserves policy.

ACTIVITIES AND DEVELOPMENTS DURING THE YEAR

The IHBC has continued to grow in both size and influence over the past year, while the wider world has also transformed itself, recovering from the immediate threats of a systemic breakdown in the world's financial system.

Indeed the Institute has survived that stage of recession in remarkably good health, though we must not be complacent. Our last financial year marked a milestone for the Institute, with membership increasing to more than 2,000 for the first time. This represents a 30% increase over 30 months. And in response to our multi-disciplinary nature, we have continued to strengthen links with other professional bodies where we have common membership, working jointly the RTPI, RIBA, RICS and others. We also became a member the National Planning Forum.

Continuing initiatives that now go back some years, our push to raise the IHBC's profile and media presence has also been bearing fruit, including interviews on national radio and coverage in a range of publications. In terms of influencing and lobbying we have maintained our improved links to government, from ministers to their departments and officers, both in UK and in devolved governments. We have also developed other influencing activities and have been represented on a range of steering and stakeholder groups. These activities have made a real difference to outcomes in many instances. In practical terms, IHBC Enterprises, our trading arm, has become firmly established within our business operations, as we use it to run projects, conferences and events, including our Annual School (which had record attendance last year). This helps us carry out business activity that has a genuine connection with the aims of the IHBC and the sector. For example our HESPR scheme - Historic Environment Service Providers' Recognition - is the third most popular destination on the IHBC web site, after the home and jobs pages, and we know it will become an important resource for anyone looking for conservation professional advice.

As always, IHBC depends on the commitment and enthusiasm of both its paid staff and volunteers. The Institute would not be able to deliver its extensive programme without the hard work of its staff and the many hours given freely by its volunteers. Volunteering is a way for members to support the work of the Institute develop new skills and gain experience beyond that available through paid employment. I would like to thank both for the time and effort they have devoted to achieving the IHBC's ambitions.

This has helped us continue our second decade on a high with, among other defining achievements, our record membership; our 'NewsBlog' as the definitive news service for the sector; our record-breaking School in Buxton; our high profile; our Branch Connection Day - the first of many - all together confirming our place in a vibrant future conservation, despite any wider turmoil in the sector. Our new Corporate Strategy 2010-15, built on extensive consultation over the year in question, reflects that positive but realistic outlook, and I hope and expect a positive reception to it from our stakeholders and our membership.

In summary, this year the IHBC, with staff, volunteers and partners, has:

- held four council meetings, supported by committee meetings, and the AGM
- produced five issues of the institute's journal *Context*
- published, with the support of our publisher, Cathedral Communications, the institute's ninth *Yearbook*
- through consultation, including two web-based surveys, laid the foundation for a new *Corporate Plan 2010-15*,
- consolidated our trading arm, IHBC Enterprises which has then among other things:
 - handled all business arrangements for the Buxton Annual School, forthcoming Annual Schools, Cardiff conference and Branch conferences and other events
 - successfully and profitably dealt with letting of Exhibition Space and Literature Distribution and extensive sponsorship at the Annual School and Cardiff Conference
 - completed the survey of the Local Authority Resources supported by English Heritage
 - consolidated and promoted HESPR, the Historic Environment Service Provider's Recognition service, our web-based trade listing of specialist practices
 - gifted a healthy end of year profit to IHBC to further support the work of the Institute
- launched a Public Indemnity Insurance scheme for members
- endorsed business plans from the IHBC's five Committees and 10 Branches
- held our first Branch Connection Day, examining officers' roles in Branches, and agreeing working guidance on Branch committee structures and roles
- secured membership of the advisory committee to the Development Trust Association and of the National Planning Forum, as well as, in a personal capacity, the post of its vice-chair
- expanded services without increasing core staffing of around 3.5 fte posts for the national office, supported by consultants
- overturned the threat from HMRC of c.£25,000 tax re-payments
- finalised, printed and distributed the 2008-09 *Annual Report* and AGM papers
- organised over 15 national committee and related meetings
- continued expansion and promotion of the IHBC's benefits and brand, producing some 40,000 copies of our membership leaflet, and circulating these to, among others, RTPI, IfA, Historic Towns Forum, and readers of *Ecclesiastical World*
- consolidated our primary guidance on membership, including our 'Guidance on routes to IHBC membership' and on assessment processes
- publicised the work of the IHBC (and where relevant HESPR, our business listing) at several joint and non-IHBC events including: 'Place, Space and Conservation: The Regeneration Game', November 2008; Recycling Historic Building, March 2009; TRADA Technology conference, April; various Historic Towns Forum

events; the final HEACS' conference, May; Village Alive Trust Conference, June; Glasgow Open Doors Day Conservation Hub, September 2009

- consolidated our NewsBlog and e-mail alerts
- introduced a *Membership e-letter* and produced 2 issues
- recast our web-based jobs advertising service, simplifying advertising processes and rationalising costs
- introduced the Technical Register on the web
- maintained core web services, including Home Page, information and links, events, committees, Branches etc, and added or enhanced numerous other web features, including: a web-based Technical Bibliography; a page on tax relief for subscriptions; a list of specialist web-based registers, and substantially expanding our web based research resources
- consolidated our web-based booking service for events, and developed it for Branch and third party use
- organised and successfully delivered the Annual School in Buxton, incorporating our record-breaking Day School, Fringe School, AGM and Annual Dinner
- organised 3 major branch training events and numerous other Branch activities and meetings, detailed on our Branch websites
- published at least 20 Branch newsletters
- progressed the IHBC Gus Astley Annual Student Award 2009, supported by the Gus Astley Memorial Fund, concluding the second year of awards, with Malcolm Cooper, Historic Scotland Chief Inspector as judge, and incorporating in the 'Fringe' to the Annual School
- held a major seminar in Cardiff in September, 'Conservation: Making the Economic Argument', linked to our peripatetic quarterly council, with contributions from WAG Heritage Minister and the Chief Executive of Cadw
- initiated discussions about mentoring for membership applications and a web resource for supporting links between professionals volunteering services and other NGO initiatives, IHBC's *CapacityBuild*
- monitored and advised on threats to services and skills in local authorities, including providing core information to members on duties, standards and expectations of local authority conservation services
- partnered with RTPI in the hosting and operation of the conservation group of its Urban Design Network, holding meetings on new legislation in Scotland and World Heritage Sites
- maintained our energetic advocacy of conservation in the context of HPR, notably through initiating our responses to the draft PPS on the historic environment (PPS 15/PPS 5) including an article by our Chair in the RTPI's membership journal, *Planning*
- supported the Heritage Link (now Heritage Alliance) bid for a Parliamentary Officer

- seconded our Membership Services Officer to Historic Scotland to assist Cold War heritage investigations
- agreed a joint report with English Heritage and ALGAO on local planning authority resources, 'Implementing the Heritage Protection Reforms: A Report on Local Authority and English Heritage Staff Resources' (May 2009)
- initiated the update of our 2009-10 mapping of local planning authority conservation services in England
- continued to monitor local authority conservation salaries and conditions, with records going back to 1998
- featured in a SPAB journal, *Cornerstone*, focussing on our representations on the implications of effective HPR
- delivered, with partners the Prince's Regeneration Trust and the Civic trust for Wales, the conference 'Recycling Historic Buildings – Empowering local authorities and Communities', in Llandudno, on 26 March
- maintained high-level meetings and dialogue with the national heritage agencies including Historic Scotland, English Heritage, Cadw and DOENI
- maintained contact with ConstructionSkills & NHTG-led meetings of the All Party Parliamentary Group on Arts and Heritage in Westminster, covering conservation and heritage protection
- developed political partnerships and promotion through high level political and advocacy events, including dinner with the WAG Heritage Minister, Alun Ffred Jones, and meetings with senior officials in the Department for Communities and Local Government (DCLG) and the Department of Culture, Media and Sport (DCMS), and, through the Built Environment Forum Scotland (BEFS), in the Scottish Government, as well as, in Wales, in particular through the membership of the Historic Environment Group
- contributed to the evolution of the draft Planning Policy Statement on the Historic Environment in England, leading on the joint IHBC-RTPI response
- shaped responses to the revision of heritage legislation for Scotland, in the form of the Amendments Bill, independently and through direct partnership with RTPI and through membership of BEFS
- played an active role in meetings and events, including securing commitments on additional funding, leading to the consolidation of Built Environment Forum Scotland (BEFS) as a built environment intermediate body following controversial calls for its remit to be confined to 'historic' environment interests
- partnered with the RTPI Urban Design Network (Heritage Interest Group), on Scottish policy developments, World Heritage Sites, PPS discussions and other initiatives
- contributed to core discussions on operational standards and service delivery requirements for Historic Environment Records under HPR, including providing advice on internal structures in English Heritage

- completed the pilot scrutiny of the institute's compulsory CPD, directed to the Council's elected members, officers and branch representatives, refining the system accordingly
- continued contributions to and partnership in the development of the new 'universal portal' for historic environment information in England, the Heritage Gateway
- continued links with the Urban Design Alliance
- partnered in the Implementation Group established following to implement the Action Plan based on the report of the National Heritage Training Group (NHTG) and ConstructionSkills (the relevant sector skills council) into skills-needs assessment for built environment heritage professionals
- supported the launch of the 'Memorandum of Understanding' signed between ConstructionSkills, English Heritage and The All Party Parliamentary Arts and Heritage Group, and launched in the Houses of Parliament
- continued discussions with National Heritage Agencies, COTAC, ConstructionSkills, and others, on the development of National Occupational Standards for historic environment conservation profession
- enhanced partnership with building preservation trust and related regeneration interests through the joint conference in Gorton, Manchester, 'Place, Space and Conservation: The Regeneration Game', in November 2008, with the Civic Trust, Association of Preservation Trusts, Princes Regeneration Trust and the Architectural Heritage Fund, all with support from English Heritage
- concluded IHBC's involvement with the English Heritage funded investigation of skills and training needs for specialists in architectural and buildings history
- contributed to various strategies on training needs for conservation professionals inside and outside local government, including HELM
- contributed to the Science and Heritage Cluster supported by joint Research Council funding
- contributed to the development of the three National Heritage Science Strategy reports, led by English Heritage
- participated in the development of the Historic Environment Strategic Statement for Wales
- maintained support for and discussions with built environment stakeholder organisations on a pan-professional accreditation system, operating under the 'Edinburgh Group' operations and now hosted by COTAC, while promoting the web site www.understandingconservation.org
- recognised two conservation courses under the institute's revised system of full recognition
- co-hosted the joint IHBC/IfA study day at Oxford University's Department for Continuing Education
- continued partnership investigation into the development of a Historic Environment network for Wales

- maintained the National Listed Building Prosecution Database and prepared it for web launch
- maintained discussions with the Conservation Course Directors' Forum (CCDF) on relevant educational issues, including through appointment of a CCDF representative on the IHBC's Education Committee
- enhanced contacts with prospective funding interests in key sector organisations including CLG, Homes and Communities Agency and Academy, LGA and the national heritage agencies
- participated in 'Heritage Counts' through membership of The Historic Environment Review Executive Committee (HEREC)
- contributed to EH-funded research on diversity in the sector
- partnered in conferences with Civic Trust for Wales & Cadw (Llandudno, 23 October, 2009) and Prince's Regeneration Trust (Llandudno, 26 March 2010)
- contributed to conferences, talks, seminars and publications with:
 - Architect's Journal
 - The Survey Association
 - TRADA
 - North East Heritage Skills Fair
 - Local Government Association
 - Westminster Briefing
 - The SPAB
 - English Heritage
 - Local Government Association
 - National Trust
 - Historic Towns Forum
 - Royal Society of Ulster Architects
 - English Historic Towns Forum (now HTF)
 - Great Places, Glasgow
- in addition, in representative and consultative roles, attended meetings of the following groups and committees, aside from those mentioned above:
 - Joint Committee of National Amenity Societies
 - English Heritage Research Advisory Panel
 - Heritage Lottery Fund
 - UK Committee of the Association of Preservation Trusts
 - English Historic Towns Forum
 - UK Historic Environment Research Group
 - Culture Committee of UNESCO UK
 - Built Environment Forum Scotland

- Heritage Link (including sub-committees)
- Maintain our Heritage
- British Waterways
- Built Environment Forum Scotland
- Accreditation Framework for Architectural Conservation (the 'Edinburgh Group')
- National Heritage Training Group
- Agencies co-ordinating group
- Historic Buildings Fire Research Co-ordinating Committee
- CLG Asset Transfer Unit Stakeholders Forum
- English Heritage's BAR Reference Group
- COTAC
- contributed to other meetings of or with:
 - CABE
 - LGA Heritage Advisors
 - Archaeology Training Forum
 - Supervisory Board of the AABC
 - English Stone Forum
 - Northern Ireland Heritage Service
 - Cross Party Group for Architecture and the Built Environment, in the Scottish Parliament
 - Local Government Association
 - Heritage Lottery Fund
 - Prince's Regeneration Trust
 - UK Historic Environment Research Group (UK HERG)
- contributed formally to the following consultations, among others:
 - *Coastal Change Policy*, DEFRA
 - *Parts L & F of the Building Regulations*, DCLG
 - *Greater Flexibility for Planning Permissions*, DCLG
 - *Removal of the Duty of Planning Authorities to Notify Historic Scotland on Certain Types of LBC Applications*, Historic Scotland
 - *The Ancient Monuments and Listed Buildings (Amendment) (Scotland) Draft Bill (IHBC response & Built Environment Forum Scotland (BEFS) Joint response)*, Historic Scotland
 - *Archives for the 21st century*, The National Archives
 - *TAN22: Planning for sustainable buildings*, Welsh Assembly Government consultation

- *Planning for prosperous economies*, DCLG
 - *Large Digital Screens*, English Heritage
 - *Flood Water management Bill*, DEFRA
 - *A Safer Way: Consultation on making Britain's roads the safest in the world*, Department for Transport
 - *Delivering marine conservation and zones and European Marine Sites*, Marine Diversity Team
 - *Working together to protect crowded places & Safer Places: A counter-terrorism supplement*, Home Office
 - *Draft guidance on temporary structures for events*, English Heritage
 - *Consultation on Scottish Planning Policy (SPP) Consultative Draft*, Scottish Government
 - *Pre-application consultation and application procedures for nationally significant infrastructure projects*, DCLG
 - *INSPIRE*, DEFRA
 - *Choosing sites for nuclear power stations*, Department of Energy and Climate Change
 - *Heat and Energy Saving Strategy*, Department of Energy and Climate Change
 - *Draft Eco-Towns PPS*, DCLG
 - *Statutory Consultees for national Policy Statements*, DCLG
 - *Future Landscapes*, Natural England
 - *Designing Streets*, *Transport Admin. Team*, The Scottish Government
 - *Definition of zero carbon homes and non-domestic buildings*, DCLG
 - *Consultation on Householder Permitted Rights*, *Directorate for the Built Environment*, The Scottish Government
 - *Delivering a sustainable transport system*, DaSTS
 - *World Heritage for the Nation: Identifying, Protecting and Promoting our World Heritage*, DCMS
 - *Towards a nuclear national policy statement*, DBERR
 - *Transforming Places*, DCLG
- attended meetings of the various regional historic environment forums ,in England as well as CABE-sponsored design panels
 - welcomed our new President Eddie Booth
 - and, not least, welcomed another 225 new members to the institute.

Dave Chetwyn, Chair

ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2009

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2009

	2009	2008
	£	£
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds	252,068	232,837
Investment income	968	6,810
Incoming resources from charitable activities	<u>71,821</u>	<u>68,026</u>
Total incoming resources	<u>324,857</u>	<u>307,673</u>
Resources expended		
Costs of generating funds		
Publicity	13,174	9,203
Charitable expenditure		
Charitable activities	142,595	135,368
Management and administration	<u>168,439</u>	<u>177,987</u>
Total resources expended	<u>324,208</u>	<u>322,558</u>
Net outgoing resources	649	(14,886)
Balances brought forward at 1 October 2008	200,716	215,602
Balances carried forward at 30 September 2009	<u>201,365</u>	<u>200,716</u>

All activities derive from continuing operations.

For the year ended 30 September 2009 all incoming and outgoing resources were unrestricted funds.

BALANCE SHEET FOR THE YEAR ENDED 30 SEPTEMBER 2009

	<u>2009</u>	<u>2008</u>
	£	£
Fixed assets		
Tangible assets	2,600	2,795
Investments		
Unquoted investments	<u>10,000</u>	<u>10,000</u>
	12,600	12,795
Current assets		
Cash at bank	167,229	187,610
Debtors	<u>39,826</u>	<u>18,391</u>
	207,055	206,001
Creditors: amounts		
falling due within one year	<u>(18,290)</u>	<u>(18,080)</u>
Net current assets	188,765	187,921
Total net assets	<u>201,365</u>	<u>200,716</u>
Funds Unrestricted	<u>201,365</u>	<u>200,716</u>

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2009 which have been subject to an audit exemption 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 2009.

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 audit exemption 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 on 29 April 2010 and signed on its behalf by:

D Chetwyn

Chairman

M Knights

Treasurer

ELECTION OF OFFICERS AND NOMINATION OF BRANCH REPRESENTATIVES

ELECTION OF OFFICERS

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

Chair

Jo Evans

Vice Chair

Sheila Stones
standing for re-election

Treasurer

Michael Knights
standing for re-election

Education Secretary

John Preston
standing for re-election

Policy Secretary

Mike Brown
standing for re-election

Membership Secretary

Nomination pending

Communications and Outreach Secretary

Charles Strang
standing for election

Council Member

Richard Morrice
standing for re-appointment as Secretary and Company Secretary

NOMINATION OF BRANCH REPRESENTATIVES

The following members have been nominated by their branches as representatives on Council. The Meeting needs to confirm their nomination:

Scotland Branch

Stuart Eydmann

Northern Ireland Branch

Sharon Brown

Wales Branch

Nathan Blanchard

North Branch

Geoff Underwood

North West Branch

Kate Borland

Yorkshire Branch

Keith Knight

East Midlands Branch

Roy Lewis

West Midlands Branch

Charles Shapcott

South West Branch

Ian Lund

South Branch

Julia Foster

South East Branch

David Kincaid

East Anglia Branch

Philip Godwin

London Branch

David McDonald

MOTIONS TO THE AGM

Motions to the Annual General Meeting shall be made in writing to the Secretary in the names of a proposer and seconder, both to be Full Members, at least 21 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 3 motions have been received at the institute's offices.

6.1. Constitutional amendment: Registration as a charity in Scotland

Motion, at the request of the Office of the Scottish Charity Regulator, to add the following clause to the Memorandum of Association as paragraph 8:

'Nothing in this constitution shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005.'

- 6.2 To note and welcome the publication of the disciplinary procedures relating to professional conduct, posted on the IHBC's website in April 2010 (copies available)
- 6.3 To adopt the IHBC's Corporate Business Plan 2010-15 (copies available; see www.ihbc.org.uk for final text).

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2009

The Palace Hotel, Palace Road, Buxton
on Friday 12 June 2009
Chair: Eddie Booth, IHBC President

Present

Jacob Amuli	John Gerrard	Fiona Reynolds
Michael Atkinson	James Gibson	Paul Rhymes
Katherine Bailey	Philip Godwin	Stephen Rickards
Kate Baxter-Hunter	Emilia Hands	Seán Rix
Gill Bayliss	Chris Hawkins	David Roemmele
David Blackburn	Charmain Hawkins	Michael Rowan
Nathan Blanchard	Alison Henry	Carole Ryan
Debbie Boffin	Peter Hoey	David Scott
Eddie Booth	Jane Jackson	Charles Shapcott
Kate Borland	Barry Joyce	Sheila Stones
Stephen Bradwell	David Kincaid	Charles Strang
Barry Bridgwood	Bob Kindred	Thomas Street
Mike Brown	Michael Knights	Richard Taylor
Sharon Brown	Derek Latham	Michael Taylor
Adrian Browning	Adam Lathbury	Jonathan Taylor
Dave Bullen	Graham Lawrence	Rose Thompson
Nichola Burley	David Lovie	Marc Timlin
Ken Burley	Ian Lund	Richard Tuffrey
David Burton-Pye	Isla Maclean	Nicole Twort
Hilary Byers	Liz Marten	Varian Tye
James Caird	Liz Mayle	David Viner
Elizabeth Campbell	David McDonald	Rebecca Waddington
Dave Chetwyn	Richard Morrice	Charles Wagner
Richenda Codling	Allan Morrison	Robert Walker
Jane Corfield	Joanne Needham	John Webb
Sara Crofts	Fiona Newton	Sarah Woodcock
Graham Darlington	Seán O'Reilly	Luke Wormald
Alison Davidson	Chloe Oswald	Katie Wray
Devon DeCelles	Justine Page	John Yates
Kate Dickson	Robert Parkinson	Maria Yioutani-Iacovides
Susan Dobby	Mark Parsons	Chris Young
Catherine Dove	Robert Platts	
Jo Evans	Lydia Porter	
Harvey Faulkner-Aston	John Preston	
Julia Foster	Stewart Ramsdale	

1 Apologies for absence

Nigel Barker	Adron Duckworth	Peter Mills
Mark Barnard	Richard Eckersley	Beverley Mogford
Marion Barter	John Edwards	Neil Sumner
Chezel Bird	Rik Fox	Alan Taylor
David Birkett	Stephen Guy	Lowri Thomas
Doug Black	Michael Gwillam	Trefor Thorpe
Jenny Carlile	Philip Heath	John Townsend
Jill Channer	Jonathan Hurst	Paul Velluet
Nick Collins	Colin Johns	Clare Vint
Gary Cooper	Roger Joyce	Paul White
Richard Dean	Dave Jump	Peter White
Ron Douglass	Roy Lewis	Sue Whitehouse
Chris Drage	Debbie Mays	Chris Wood

2 Minutes of the AGM held on Friday 27 June 2008 and matters arising

The minutes were circulated prior to the meeting with the council's report and the accounts. The name of one attendee who had been omitted from the minutes was added.

Under item 7.2 James Gibson (JG) asked if a full disciplinary procedure was in place as the minutes were unclear. Richard Morrice (RM) said that it is taking longer than anticipated to finalise the policy but one is in use in the meantime. This involves of an initial enquiry panel that ascertains if there is a substantive case to answer, and if so the complaint would be forwarded to a disciplinary panel. JG asked when a finalised procedure would be in place. RM said it was hoped that it would be ready by the 2010 AGM, but stressed that this was a sensitive issue. Sue Dobby proposed an amendment to the minutes to clarify them so that the fourth sentence of item 7.2 reads 'RM said that the institute does not have a finalised disciplinary procedure etc'. This was agreed by the meeting.

With these amendments inserted the minutes were accepted as an accurate record of the meeting. Approval of the minutes was proposed by Robert Parkinson and seconded by Bob Kindred. The president, Eddie Booth (EB), then signed the minutes.

3 Council's report

DC drew the meeting's attention to the nine page list of activities in the AGM papers that the institute had been involved in during the year. He said it had been a very busy year and this had been achieved with few staff and many volunteers. EB noted that David Lovie, the recently retired president, had still been giving his time.

Robert Parkinson asked if under point 13 on page 3 the circulation of leaflets really was 45,000. Seán O'Reilly (SOR) confirmed that was correct and that the circulations carried out were not just to get new members but also to raise the profile of the institute within the historic environment sector. Every 100 new members brings in approximately £10,000 in subscriptions so it is also a good investment.

4 Accounts for 2007 - 2008

The treasurer, Michael Knights (MK), drew the meeting's attention to the accounts summary as published in the AGM papers and they were taken as read.

He also reported that there has been an issue with VAT. HM Revenue and Customs (HMRC) had taken a view that some of the IHBC's activities were no longer classed as educational and therefore were now subject to VAT. This covered about a 12 month period some six years ago. The accountants had felt that this contravened previous advice and made a case to HMRC to refute the ruling. Confirmation has just been received that HMRC has re-considered its position and

that no back duty is payable. A member from the floor was aware a building preservation trust had been targeted by HMRC in a similar way over VAT but this had also been dropped.

A question was raised about project work. SOR said this formed a developing part of the institute's work which included supporting branches in developing and delivering the annual school.

Under Resolution 1 MK recommended the accounts to the meeting, the approval of which was proposed by Nathan Blanchard and seconded by Charles Strang.

Under Resolution 2 MK recommended the appointment of Larking-Gowen as accountants, the approval of which was proposed by Charles Strang and seconded by David Kincaid.

5 Election of officers

The president drew the meeting's attention to the list of officers for election as printed in the AGM papers. He noted that the last contested election had involved Mickey King who recently passed away. EB had attended the funeral with many others and said Mickey was a much missed colleague.

The post of communications and outreach secretary had been vacant but Charles Strang had come forward for that post. This and the remaining posts of chair, vice chair, treasurer, education secretary, membership secretary, policy secretary and secretary to the IHBC were voted for en bloc, and were proposed by David Lovie, seconded by Liz Marten and agreed by the meeting.

The nominations of branch representatives were also listed in the AGM papers. The nominated person for the East Anglia branch is Stacey Weiser-Jones. The nominations, which were dealt with en bloc, were proposed by Robert Walker, seconded by Mike Brown and agreed by the meeting.

6 Motions to the AGM

No motions had been received by the secretary Richard Morrice (RM).

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

7 Any other business

- 7.1 Bob Kindred (BK) reported that the Gus Astley Memorial Fund had not seen any change in funds after the initial donations until this year. A donation of £400 had been received from the North West branch and a very generous donation from Mrs Shelia Astley of £1500 had also been received. Mrs Astley had attended the fringe event at the school in Guildford last year and had been very impressed with the Gus Astley Awards. BK said the fund currently stood at approximately £4,600.

- 7.2 Phil Godwin (PG) raised the issue of subscription levels for full, affiliate and associate members. Currently all pay the same rate of £95. SOR said that PG's correspondence had been received and that the issues will be explored. SOR explained that affiliates were strongly encouraged to develop and become Full Members and that concessionary rates were available depending on income. PG then asked about the use of the institute's post-nominal, letters 'IHBC' after a person's name. SOR confirmed that only full members are allowed use them. PG was aware that some employers don't allow the use of the letters, and SOR asked him to send a report to the appropriate committee where the issue can be addressed.
- 7.3 Jane Corfield raised an issue over disciplinary and professional status. She was concerned about whether a disciplined a member could sue the institute for loss of income. SOR said that for many members IHBC is one of several professional affiliations, as such, the issues have to be examined carefully which takes time. RM said that this was being investigated out by the lawyers.
- JG asked that with the above in mind whether a royal charter for the institute would be sought. RM said that to be eligible an organisation needs to have approximately 6 -7,000 members and IHBC currently has approximately 2,000.
- 7.4 Michael Rowan was aware that some job advertisements ask for IHBC membership as a requirement. BK has kept statistics on conservation job advertisements and salaries going back to 1993. Just under 30% of advertisements have IHBC as a requirement and this has remained about constant. SOR said that in principle this is to be encouraged as appropriate to the post and its terms of reference. BK pointed out that for the IHBC member leaving a job it is important to make it clear that IHBC membership is a necessary requirement for the replacement.
- 7.5 Joanne Needham (JN) said from personal observation that membership was encouraged within some organisations and linked to personal aspirations, whereas continuing professional development (CPD) was linked to progress and not necessarily valued or encouraged. She felt if where there was a lack of CPD provision, motivation would be lost. John Preston said that it was very important to maintain and progress professional competence through CPD, and that managers should help with this as the right skills are difficult to find. JN said that she had been aware that recruitment processes weighed heavily in favour of academic qualifications and as a result very well qualified candidates were missing out. Ken Burley said he was a former chief planner and retired in 2004. He understood JN's concerns and said it often depended on the attitude of chief officers within local authorities. He felt that membership should be targeted towards members of the Planning Officers Society and also the Royal Town Planning Institute.

The meeting closed at 6pm.