



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

AGM Papers &
Annual Report

2012

Institute of Historic Building Conservation ANNUAL GENERAL MEETING

**5.30pm, Friday 22 June 2012 at
Bapsy Hall, Guildhall Winchester,
The Broadway, Winchester SO23 9GH**

AGENDA

- 1 Apologies for absence
- 2 Minutes of the Annual General Meeting of The Institute of Historic Building Conservation held in the Conwy Suite, St George's Hotel, The Promenade, Llandudno, Conwy, North Wales LL30 2LG, on Friday 17 June 2011
- 3 Council's report
- 4 Financial statements and treasurer's report

Resolution 1 – Accounts

To receive the reports of the Hon Treasurer and Council for the financial year 1 October 2010 to 30 September 2011 and to approve the accounts for that period

Resolution 2 – Independent Examiners

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 Election of officers including nomination of branch representatives
- 6 Motions to the AGM

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 in
England and Wales number
1061593, and in Scotland
number SC041945

Company Limited by Guarantee
Registered in England, number
3333780

Registered Office: 3 Stafford
Road, Tunbridge Wells,
Kent TN2 4QZ

PRESIDENT

Trefor Thorpe
Email president@ihbc.org.uk

CHAIR

Jo Evans
Email chair@ihbc.org.uk

COMPANY SECRETARY

Richard Morrice
Email secretary@ihbc.org.uk

DIRECTOR

Seán O'Reilly,
Email director@ihbc.org.uk

BUSINESS OFFICE

Jubilee House, High Street,
Tisbury, Wiltshire SP3 6HA
Tel 01747 873133
Fax 01747 871718
Email admin@ihbc.org.uk

DIRECTOR'S OFFICE

Postal address:
The Glasite Meeting House,
33 Barony Street,
Edinburgh EH3 6NX

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

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COUNCIL'S REPORT

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of The Institute of Historic Building Conservation (the company) for the year ended 30 September 2011.

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

The institute is governed by an elected council of trustees with up to 22 voting members made up of up to nine elected officers (chair, vice-chair, secretary, treasurer and 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 the corresponding 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, executive national office team responsible for organisational management, including the director, projects officer, administrator, membership services officer and 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.

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 conservation practice 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 training events and further developing the branch network to encourage the continued exchange of information between practitioners at all levels.

ACHIEVEMENTS AND PERFORMANCE

The IHBC has continued its high level of activity and influence across the wide range of interests that shape conservation. Our contributions to the discussions around one of the major legislative exercises over the period, the Localism Bill, for example, were crucial. Here we were among the first to highlight how the proposed legislation would undermine current protection. Following a cross-sector campaign, government responded speedily to the concerns and revised the draft legislation.

Reflecting our very practical response to the wider economic downturn, and indeed in the face of it, the IHBC invested substantial time and energy in promoting conservation strategies fit for our more straitened times. Our joint conference in Glasgow, ‘Funding for Historic buildings: Global and Local’, organised with the Glasgow City Heritage Trust and the UK Association of Preservation Trusts, held in November 2010, explored innovative approaches to securing investment in heritage-led regeneration. With Loyd Grossman opening proceedings, and contributions from a wide range of IHBC members and others, we provided delegates with a unique international survey, and complemented this with a tightly focused analysis that helped show how conservation in the UK maintained its global credentials.

The 2011 Annual School in Wales, at Llandudno, being part of the established calendar of IHBC events, welcomed members and non-members from far and wide to enjoy a few days as guests of the Wales branch and the national body of the IHBC. Taking ‘Stewardship’ as its theme, and with distinguished speakers – many themselves IHBC members – exploring the different threads and challenges of stewardship, its managerial thrust was an effective complement to the more fiscal focus of the Glasgow conference.

Our other annual national advocacy event, the peripatetic council meeting, took place in Manchester on 22-23 September 2011, hosted by the North West branch. With a profile-raising reception, tours and talks following the council meeting, the Thursday alone constituted a substantial day of CPD, networking and sector promotion for council members. We also elected and welcomed our new president, Trefor Thorpe, recently retired from his position as chief architect at Cadw. As in previous years, a training event followed the day after. The programme for this conference, organised by the branch, explored circumstances and models of ‘local action’, and included tours of the area around the conference venue, the Museum of Science and Industry.

Major achievements for the year included a busy research programme, operating under our projects officer Fiona Newton. Among other activities, we mapped out a grand plan for integrating building information more effectively into historic environment records through English Heritage's 'HER 21' programme. We also completed a huge survey of all types of statutory actions on buildings at risk, and from this produced guidance to help more people take action, in the form of a revision of 'Stopping the Rot', a project funded by English Heritage. These, together with the regular survey of England's local authorities, and our above-mentioned events, made it an especially busy year of for our project operations.

Other major developments marked a consolidation inside the organisation. Despite the wider economic downturn, our membership continued to rise to what may be now considered as a temporary plateau, at about 2,200. Council also initiated its governance review, progressing this initiative earlier than planned in our action programme in order to respond to concerns registered by branch trustees regarding their priorities.

Council needs to be sure that the organisation's structures are fit-for-purpose and its board representative, and also that our processes are adequate to the task of responding in a timely fashion to the needs of the charity. Our governance review should secure that confidence. It is a long and inclusive process, and we are fortunate that so many volunteers, branches and members already have made substantial contributions.

As ever, council offers its special and sincere gratitude to the many volunteers that have contributed to our vast work programme over the year. Whether by serving under our national committees or through our branch operations, our volunteers ensure that the IHBC continues to serve as an effective voice of the sector and on behalf of its members. This year we would like to offer our particular thanks to Mike Knights, who moved on from his post as treasurer in June 2011, and Richenda Codling, who concluded her role as acting membership secretary following the agreement of Paul Butler to go forward for election to the post.

The institute's ongoing activities and operations are substantial and cannot be fully summarised in a report such as this. They are reported more widely and in greater depth across our other information services, including our journal, *Context*, the *Yearbook*, and our *Membership e-letter*, as well as the highly regarded IHBC news service, the NewsBlog, and the newly recast branch web pages. So to complete this report of our achievements, we can note particularly significant activities in line with our current corporate plan as follows:

HELPING PEOPLE

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

- Maintaining branch operations, capacity and support through:
 - structured funding allocations based on branch business plans
 - annual Branch Connection Day on finance
 - branch-focussed meetings to develop membership assessment
 - branch web pages
- Continually improving access to services, including the successful implementation of the 2011 Annual School bursary programme under the guidance of Bob Kindred
- Maintaining links with third sector interests and partnerships, including partnering through the Annual School and with strategic bodies such as Heritage Alliance, Built Environment Forum Scotland (BEFS) and the Joint Committee of National Amenity Societies (JCNAS)
- Building new connections to non-core heritage interests, notably:
 - enhancing links with the mainstream construction sector, including the relevant sector skills council ConstructionSkills; the Conference on Training in Architectural Conservation (COTAC), and the National Heritage Training group (NHTG), and also through the 2011 *Yearbook*, themed around ‘skills’
 - maintaining representation on other relevant bodies, including the National Planning Forum with past-chair Dave Chetwyn serving as its vice-chair
- Widening access to our services, including successfully developing social networks such as the IHBC’s LinkedIn group, while also maintaining open access to services such as the IHBC calendar, the NewsBlog archive, the jobs service, the new online editions of *Context* and other substantial web resources

HELPING CONSERVATION

- Maintaining our high standards of professional publications, including our journal, *Context*, and the annual *Yearbook*
- Continuing the exploration of more formal standards for conservation in discussion with English Heritage and others
- Maintaining support for our consultations service through the consultation panel, supported by our consultant James Caird, with 39 major consultation responses in addition to numerous other, often more informal, responses
- Developing education and training through:
 - the substantial education and training provided across our branch network (details on our web calendar), including major events in London, Manchester and Wales
 - continuing our tradition of excellence in our 2011 Annual School
 - enhancing our Gus Astley Student Award programme, including developing further the dedicated website and organising a pilot of a free, stand-alone

event at the Architectural Association supported by the Conservation Course Director's Forum (CCDF)

- Maintaining our 'State of the Sector' analysis through the survey of England's local authority conservation services, as well as agreeing extensions to cover Wales, supported by Cadw, and with planned surveys of Scotland and Northern Ireland
- Enhancing the role and operation of interdisciplinary skills in conservation, in particular in the context of the IHBC's Areas of Competence, by:
 - continuing the development of a National Occupational Standard in conservation aligned with Planning and Building Control standards with the conclusion of a technical National Vocational Qualification (NVQ) and commencement of the development of a professional-level qualification
 - enhancing links with conservation courses, and training routes for conservation professionals, through the promotion of the Gus Astley Student Award across a wide range of built environment and cultural courses, and the course and CPD recognition programme for relevant conservation training activities

HELPING CONSERVATION PROFESSIONALS

- Continuing promotion of support for applicants seeking full IHBC membership
- Supporting the observation of professional standards across our membership by:
 - continuing our successful promotion and testing of CPD
 - operating the disciplinary procedures, including approving the disciplinary committee for 2011–12
- Maintaining and enhancing dedicated membership services and benefits, with many made accessible to the wider public as part of our charitable operations
- Promoting and disseminating information on the IHBC's list of practices, 'HESPR', at all IHBC-linked events
- Maintaining corporate standards and procedures, such as risk assessment, and enhancing these operations through:
 - implementing and operating our Corporate Plan 2010–15, with some 70 per cent of targets for the first year achieved
 - initiating a review of governance in advance of our planned programme
 - widening participation in our management and governance by promoting opportunities for engagement with our governance processes through our communications networks
- Improving communications with wider sector interests, with the operation of a press service targeted at the construction sector

FINANCIAL REVIEW

The gross resources arising in the year amounted to £317,877 (2010: £315,369). Overall, the charity's incoming resources exceeded its expenditure by £72 (2010: deficit of £20,570). This reflects a reasonable performance given the wider downturn, and given reduced income from events and research. At the period end the charity had free reserves of £168,612 (2010: £169,740). 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 incoming resources.

PLANS FOR THE FUTURE

The future plans of the IHBC are encapsulated in the Corporate Plan 2010-15, approved at the IHBC's 2010 Annual General Meeting.

These include:

- maintaining at current levels our operations, services, support and advocacy for our membership and the sector, despite the wider economic constraints
- raising the public profile of the institute
- continuing our review of governance
- continuing to develop the infrastructure to make more effective use of our charitable status, notably establishing our profile as a charity and our capacity to receive donations.

This report is based on that approved by the trustees on 29 March 2012 and signed on their behalf, by Jo Evans, chair and trustee, and Richard Morrice, treasurer and trustee.

SUMMARISED ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2011

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2011

	<u>2011</u>	<u>2010</u>
	£	£
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds	224,334	246,529
Investment income	1,479	706
Incoming resources from charitable activities	<u>92,064</u>	<u>68,134</u>
Total incoming resources	<u>317,877</u>	<u>315,369</u>
Resources expended		
Costs of generating funds		
Publicity	5,107	3,870
Charitable expenditure		
Charitable activities	114,632	142,552
Management and administration	<u>198,066</u>	<u>189,517</u>
Total resources expended	<u>317,805</u>	<u>335,939</u>
Net income/(expenditure) for the year	72	(20,570)
Total funds at 1 October 2010	<u>180,792</u>	<u>201,362</u>
Total funds at 30 September 2011	<u>180,864</u>	<u>180,792</u>

All activities derive from continuing operations.

For the year ended 30 September 2011 all incoming and outgoing resources were unrestricted funds.

BALANCE SHEET AS AT 30 SEPTEMBER 2011

	2011	2010
	£	£
Fixed assets		
Tangible assets	2,252	1,052
Investments		
Investment in subsidiary	10,000	10,000
	<u>12,252</u>	<u>11,052</u>
Current assets		
Cash at bank	184,042	163,319
Debtors	16,127	28,500
	<u>200,169</u>	<u>191,819</u>
Creditors: amounts falling due within one year	<u>(31,557)</u>	<u>(22,079)</u>
Net current assets	168,612	169,740
Total net assets	<u>180,864</u>	<u>180,792</u>
Unrestricted funds	<u>180,864</u>	<u>180,792</u>

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2011 which have been subject to an Independent Examiners' report issued by Larking Gowen, chartered accountants.

Larking Gowen has confirmed to the board that the summarised accounts are consistent with the annual report and accounts for the year ended 30 September 2011.

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

The financial statements were approved by the board on 29 March 2012 and signed on its behalf by Richard Morrice, trustee and secretary, and Jo Evans trustee and chair.

ELECTION OF OFFICERS AND NOMINATION OF BRANCH REPRESENTATIVES

ELECTION OF OFFICERS

At the time of going to press, the following nominations have been received at the registered office of The Institute of Historic Building Conservation:

Chair

Jo Evans
standing for re-election

Vice Chair

Sheila Stones
standing for re-election

Treasurer

Richard Morrice
standing for re-election

Secretary

Eddie Booth
standing for re-election

Education Secretary

David McDonald
standing for election

Policy Secretary

Mike Brown
standing for re-election

Membership Secretary

Paul Butler
standing for re-election

Communications &

Outreach Secretary

Charles Strang
standing for re-election

NOMINATION OF BRANCH REPRESENTATIVES

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

Stuart Eydmann

Northern Ireland

nomination pending

Wales

Nathan Blanchard

North

Geoff Underwood

North West

Crispin Edwards

Yorkshire

David Blackburn

East Midlands

Roy Lewis

West Midlands

Charles Shapcott

South West

James Webb

South

Julia Foster

South East

Sean Rix

East Anglia

Philip Godwin

London

nomination pending

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2011

Held in St George's Hotel, The Promenade, Llandudno, on Friday 17 June 2011

Chair: Eddie Booth, IHBC President

Present

Chris Bennett	Alec Forshaw	Seán O'Reilly
David Blackburn	Julia Foster	Helen Parvin
Nathan Blanchard	Helen Garside	Maureen Pearce
Eddie Booth	Phil Godwin	Lydia Porter
Mike Brown	David Grech	John Preston
Nichola Burley	Peter Hoey	Claire Pudney
Paul Butler	Dave Jump	Seán Rix
James Caird	Bev Kerr	Jane Roylance
Elizabeth Campbell	David Kincaid	Carole Ryan
Lucie Carayon	Bob Kindred	Richard Spencer Dean
Alex Caruso	Mary King	Sheila Stones
Dave Chetwyn	Michael Knights	Charles Strang
Jason Clemens	Gary Linder	Adam Swan
Richenda Codling	Liz Marten	Jonathan Taylor
Malcolm Cooper	Christine Mathews-Sheen	Trefor Thorpe
Rob Cowan	Neil Maylan	Nicole Twort
Roger Cullimore	Elizabeth Mayle	Geoff Underwood
Anne Davies	David McDonald	Robert Walker
Kate Dickson	Jim McDonald	Louise Wallace
Ron Douglass	Penny Metcalfe	Katie Wray
Michael Eaton	Marian Miller	John Yates
Jo Evans	Adrian Neilson	Chris Young
Julia Foster	Fiona Newton	

1 Apologies for absence

Malcolm Airs	Harriet Devlin	Chris McKinney
Margaret Barnes	Richard Eckersley	Peter Mills
Marion Barter	Jon Finney	Beverley Mogford
Kate Baxter-	Richard Fox	Richard Morrice
Hunter	Rachel Godden	Rachel Parry
Chezel Bird	Emilia Hands	Douglas Reid
Doug Black	Jonathan Hurst	Paul Rhymes
David Boyson	Barry Joyce	Wyn Richards
Stephen Bradwell	John Kaye	Dennis Rodwell
Jenny Carlile	Alan Legg	Michael Rowan
Jeff Carpenter	Roy Lewis	Bob Scriven
Alastair Cochrane	Sarah Lowe	Ian Serjeant
Nick Collins	Ian Lund	Neil Sumner
Alison Davidson	Debbie Mays	Alison Tanner

2 Minutes of the AGM held on Friday 11 June 2010 and matters arising

The minutes were circulated prior to the meeting with the council's report and the accounts. Notification had been received that Richard Fox's name had been omitted from the list of attendees. With this minor amendment in place the minutes were proposed by Mike Brown, seconded by Charles Strang and accepted by the meeting as an accurate record. The president, Eddie Booth (EB), then signed the minutes.

3 Council's report

Jo Evans (JE) thanked Trefor Thorpe for helping her with Welsh language skills. She reported that her first year as chair had been an exciting one with much hard work on key activities including education training and standards, the role of conservation, profile raising and networking. Previous achievements had been built on including PPS5, comparable legislation in Scotland and communications with members such as the quarterly e-letter.

Once again the IHBC had carried out research for English Heritage on local authority conservation staffing provision. The final figures were yet to be released but there had been a drop of around 13.5 per cent in the previous year alone. This follows on from a year on year drop since 2006.

Despite the downturn member numbers increased to over 2,000. Over recent years there had been an increase of around 10 per cent per annum. Support for members is very much a priority for the institute.

Activities had included involvement in initiatives with third sector organisations such as the UK Association of Preservation Trusts and Glasgow City Heritage Trust, in preparing for a conference on investment, as well as numerous consultations which had been considered and responded to, the Gus Astley Student Awards, and implementing the first year of the corporate plan. JE said this could not have been achieved without the work of IHBC's volunteers and she urged members to give a little of their own which in turn would amount to a lot overall.

4 Accounts for 2009–2010

The treasurer, Michael Knights (MK) reported that this was his last appearance as he was stepping down as treasurer at this meeting. During his nine years in the post he has served under four chairs; operations had expanded so that reserves have grown from £60,000 to £180,000; membership numbers had grown significantly; a full time director appointed and accountants secured. He thanked Seán O'Reilly (SOR) and Lydia Porter (LP) for the day to day work in dealing with finances and those he had served with on council.

MK reported that the figures for the year to 30 September 2010 were in the papers circulated to members and that no queries had been raised in advance of the meeting, and asked if there were any specific questions. There were none.

Under Resolution 1 the accounts were recommended to the meeting, the approval of which was proposed by Mike Brown, seconded by Bob Kindred and agreed by the meeting.

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

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 declared an interest in that he was going forward for the office of secretary but as there had been no other nominations for this post it was unopposed. The other change was that Paul Butler was standing as membership secretary, and again this nomination was unopposed.

The candidates for the posts of chair, vice chair, treasurer, education secretary, policy secretary, membership secretary, communications & outreach secretary and secretary to the IHBC were voted for en bloc, and were proposed by Nathan Blanchard, seconded by Liz Marten and agreed by the meeting.

EB said a huge debt of thanks was owed to MK for all his hard work as treasurer and to Richenda Codling for being acting membership secretary during the past year. EB also noted thanks to Joanna Theobald, who was not present, for her work as membership services officer.

The nominations of branch representatives were also listed in the AGM papers. EB said there was a change to the name for the South West branch, it should be James Webb not Ian Lund. This was then amended from the floor to Maureen Pearce. A question was raised regarding the named North West branch representative as she was known to have moved overseas. Louise Wallace informed the meeting that Kate Borland would remain as the representative until the branch AGM at the end of the year. Following the amendment the nominations were dealt with en bloc, and were proposed by Robert Walker, seconded by James Caird and agreed by the meeting.

6 Motions to the AGM

No motions were raised for the meeting. This completed the official business of the Annual General Meeting, which was followed by an open discussion.

7 Any other business

7.1 EB said that at each council meeting a list of member applications is put forward and there is also a list of those who are leaving. He had been saddened to see on the most recent list that Laurence Manogue was leaving due to ill health and he wished him well. Laurence was one of the founding members of the institute and had signed the first Memorandum and Articles of Association along with 22 others in March 1997. EB will write to Laurence expressing the institute's appreciation of his contribution over 14 years.

7.2 John Preston (JP) said that he welcomed the involvement of branches in the education, training and standards committee and asked that interested branch education secretaries contact him. He thanked the Wales branch for having such a relevant theme for the annual school. He encouraged branches to get involved with local links to National Heritage Training Group (NHTG) activities and welcomed any feedback that came out of such initiatives. JP gave notification that a consultation had gone out on

accreditation for English Heritage and Historic Scotland. For some time the education, training and standards committee has been pushing for IHBC full membership to be the basis for accreditation. He asked that those on the consultations circulation to respond with comments.

- 7.3 Mike Brown (MB) said the consultations group was operated by email and as consultations came out so the group was asked to respond with comments. He said the group consisted of members with a wide and deep knowledge but more contacts were always welcomed especially in Wales where there may be possible new legislation in due course. For anyone who would like to join please contact James Caird (consultations@ihbc.org.uk).
- 7.4 Phil Godwin asked what the institute would do now there are clear statistics showing the drop in local authority conservation provision in England. JE said that every opportunity has been taken to push the value of building conservation, both economic and social and encouraged every member to do the same. Support for members has been provided with dedicated pages on the website on the added value members' work brings inside local authorities.

MB said the institute is not a trade union for those working in the heritage sector but obviously the drop in numbers is a real concern. He said the government has an agenda and if tackled in the wrong way this will not help the cause. Having said that, every opportunity is taken to stress the positive outcomes to the widest possible audience of conserving built heritage and the valuable work of members. SOR said strength can be drawn from the Penfold Review, which encourages better information on customer services in planning, and now there are solid statistics to prove the trend, we can show how that service is being damaged.

Charles Strang (CS) said that systems for sharing information via press releases both at national and branch level are going to be developed in an effort to be more proactive than reactive. He said the membership needed to let him know of any stories, good or bad, that could be useful in promoting the conservation cause. It is planned that the next branch connection day in mid-November will concentrate on communication issues.

Mary King asked how the fall in conservation provision compared overall with planning staff numbers; in other words are conservation professional numbers falling at a faster rate? FN said this information was not available as the survey was not just about the numbers of staff. It also included staff who carried out a conservation function but were not necessarily specialist in that field. The statistics are not just straight 'conservation officer' posts but also include, for example, townscape heritage initiative project officers. The

Association of Local Government Archaeological Officers (ALGAO) has carried out some work on staffing and shown a drop of around 8 per cent over the same period. It is not known what the statistics are for the planning professions. MB said that however grim the statistics members should not lose confidence; civic schemes and localism are opportunities to show the benefits of conservation.

Bob Kindred said that conservation vacancies had been tracked since 1998 and showed that after a peak in 1995/96 numbers had fallen every year since then with only 26 vacancies in local authorities advertised during 2010. In the five months after the comprehensive spending review there were no vacancies at all but there has been a small recovery with short-term and funded posts.

- 7.5 Adam Swan said that the post graduate course in European urban conservation at Dundee will be coming to an end in due course with the retirement of Neil Grieve. He asked what the projected impact of the loss of this course and others would have. SOR said with the loss of the MSc course at Dundee that will leave only one IHBC-recognised conservation course in Scotland. JP said that if more courses close this will lead to loss of critical mass in future years which will be an ongoing challenge.
- 7.6 Dave Chetwyn said the loss of jobs covered all sectors of the membership. For those in the private sector the closure of regional development agencies has a knock on effect with an annual loss of £700 million in regeneration and economic development funding.
- 7.7 Finally EB thanked those who work tirelessly for the institute, its staff, Seán O'Reilly, Fiona Newton and Lydia Porter and its consultants, James Caird, Rob Cowan, Peter Badcock and Joanna Theobald.

The meeting closed at 6.15pm.

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 no motions have been received at the institute's offices.

