



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

AGM Papers &
Annual Report

2014

Institute of Historic Building Conservation ANNUAL GENERAL MEETING

5.20pm, Friday 6 June 2014 at
John McIntyre Conference Centre, Pollock Halls,
University of Edinburgh, 18 Holyrood Park Road,
Edinburgh EH16 5AY

AGENDA

- 1 Apologies for absence
- 2 Minutes of the 2013 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 in the Crown & Mitre Hotel, English Street, Carlisle, Cumbria CA3 8HZ on Friday 21 June 2013
- 3 Council's Report. *Resolution 2: Adoption*
To adopt the IHBC Council's Report for the year ending 30 September 2013
- 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 2012 to 30 September 2013 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 Revised Articles of Association. *Resolution 5: Adoption*
To adopt the special resolution that the Articles of Association presented to the meeting and initialled for identification purposes by the chairman of the meeting (the 'New Articles') be and the same are hereby approved and adopted as the articles of association of the company in substitution for and to the exclusion of the existing articles of association of the company (the 'Current Articles') (See AGM papers and related links online)
- 6 Appointment of elected officers. *Resolution 6: Appointment*
To appoint as trustees and directors of the IHBC the officers with majority votes cast in support of their nomination in accordance with the IHBC's Memorandum and Articles of Association (See AGM papers)
- 7 Ratification of branch nominations. *Resolution 7: Ratification*
To ratify the nominations as trustees and directors of the IHBC by the branches as notified to the council in accordance with the IHBC's Memorandum and Articles of Association (See AGM papers)
- 8 Motions to the AGM

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

**THE INSTITUTE OF
HISTORIC BUILDING
CONSERVATION**

www.ihbc.org.uk

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

Company Limited by
Guarantee

Registered in England
number 3333780

Registered Office:

3 Stafford Road, Tunbridge
Wells, Kent TN2 4QZ

PRESIDENT

Trefor Thorpe

Email president@ihbc.org.uk

CHAIRMAN

Mike Brown

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

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

CONTENTS

Council's report for the year ending 30 September 2013	2
Summarised accounts for the year ended 30 September 2013	9
Appointment of officers and ratification of branch representatives	11
Motions to the AGM	12
Minutes of the Annual General Meeting of The Institute of Historic Building Conservation held in the Crown & Mitre Hotel, English Street, Carlisle, Cumbria CA3 8HZ on Friday 21 June 2013, and the matters arising	13

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 2013.

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 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 regional and national branches.

Council is also advised by non-voting officers co-opted by council, including the president, and by five committees, each chaired by its 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 national office executive team responsible for organisational management, including the director, projects officer, administrator, membership services 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.

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 locally as well as nationally.

ACHIEVEMENTS AND PERFORMANCE

The IHBC maintained its high level of activity and influence across the wide range of interests that shape conservation. In 2012–13 we also maintained a typically practical response to issues such as the economic downturn, promoting services and support specifically tuned to our more straitened times.

Over the period we have continued to support the terms of the National Occupational Standards that we helped develop in earlier years, including promoting the high-level vocational qualifications that they underpin, as well as implementing the arrangements for offering subsidies to members in need, developed in the last financial years. The enhanced surplus from our trading arm, IHBC Enterprises, in this financial year has played a huge role in shaping our wider charitable support. This demonstrates the direct benefit our business-like approach to conservation principles and standards brings to our most needy members.

We have also continued to refine our membership application procedures to help guide applicants more efficiently through the assessment process, and laid the groundwork for the introduction in 2014 of more structured support for progress to full membership of the IHBC. This was part of the outcome of a motion to that effect carried unanimously at our 2013 AGM.

Nowhere were the benefits of efficient administrative support more evident than in the management of the Annual School, in which the booking and delegate management processes are now almost seamless. That hides a huge commitment of technology, specialist knowledge and volunteer time, ensuring that both organisers and delegates get the best value for their investment.

The 2013 Annual School was hosted by our North branch in Carlisle, led by local member Richard Majewicz. As in other years, we also reaped the rewards of warmly welcoming non-members – who constituted 16 per cent of the delegates – as well as members. With ‘Skills’ as the theme, and distinguished speakers – many themselves IHBC members – exploring the different threads and challenges of what is an increasingly critical concept for the sector, the branch and national office together once again delivered both an educational and an entertaining experience for all, as

the feedback forms attest. Our success in delivering relevant and current themed CPD to a specialist, multidisciplinary audience was confirmed again there as 88 per cent of delegates considered the School met their training requirements completely or sufficiently, and 97 per cent considered it invaluable, very useful or useful.

Our other major annual national event, the ‘peripatetic council’, took place in Bristol on 27–28 September, hosted by the South West branch. This year, in addition to the usual educational programme – the branch hosted a fascinating programme on characterisation – we focussed our evening programme on forward planning among trustees and, following that, meeting with branch committee members.

We have also advanced a number of more specific capacity-building investment programmes that build on the more substantial resources that our more sustainable business operations offer. This culminated at the end of the year with agreement to consolidate resources under development: research notes, as an information resource; guidance notes, consolidating practitioner information, and additional support for our news information service, a support author to add capacity to our NewsBlogs service and advocacy. While the outcomes from these developments are being felt across the organisation more in the period following the end of this report, critical foundations have been laid within this financial year.

Other developments this year represent a consolidation inside the organisation. In the face of the wider economic downturn, our membership has maintained its plateau, currently at about 2,200. That plateau continues to reflect both a generational change, with the retirement of older members, as well as the continuing cutbacks in local authority capacity, especially severe in England. These disturbing facts are not being ignored, as readers of our NewsBlog updates well know.

Online networks such as LinkedIn, Facebook and Twitter have provided a valuable additional opportunity to raise awareness and understanding of our ambitions across an unprecedented diversity of sectors. By the end of the financial year our online network membership approached 7,000. Our website also reached a new record in usage at the end of the year, with more than 300,000 page visits in September, and increase of 50 per cent on the previous year. Clearly the institute’s educational resources are increasingly embedded in the widest practice of place management, as well as enhancing their status as a core tool for our members’ work.

Our digitally-based operations also extended into the continuing development of essential learning and educational tools. Our accessible interface to the 30,000 or so web pages, the IHBC’s WebStarter, has been re-cast to serve as a responsive mobile interface, linked from our home page. This is now even more effectively geared to support the use of our resources by non-specialists seeking our help in learning about conservation, or just wanting to find out more about a particular conservation issue. Complementing that, we have also established a pilot partnership with Aberdeen City Council that is being developed to support teams seeking to raise their conservation skills sets, collectively and

individually. This, our TeamStarter, uses our web-based tools and guidance to inform skills development, although it is still at a pilot stage in early 2014.

These are still just some of the key achievements in the organisation over the financial year. 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 through serving under our national committees or within the branch operations, our volunteers ensure that the IHBC continues to serve as an effective voice of the sector and as a professional benefit to its members.

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-bulletin, as well as the highly regarded IHBC news service, our NewsBlog, and the branch web pages.

To complete this report of our achievements, we can note particularly significant activities in line with our current 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
- Underpinned branch operations, capacity and support through:
 - funding and investment guided by annual business plans
 - our 2012 Branch Connection Day exploring communications
 - branch-focused meetings to develop membership assessment
 - branch web pages, and, of course,
 - council meetings
- Delivered continuing improvement in access to and quality of services, including the successful implementation of the Annual School bursary programme, under the guidance of Bob Kindred MBE
- Maintained links with national and third sector interests and partnerships, including through the Annual School and with strategic bodies such as Heritage Alliance, Built Environment Forum Scotland and the Joint Committee of National Amenity Societies, and in England the Historic Environment Forum and National Heritage Protection Plan; the ongoing Policy Review and related Historic Environment Strategy initiatives in Historic Scotland and, perhaps most important for our members on the ground, the legislative review in Wales in which our Wales branch and national office continue to play important roles
- Maintained and enhanced connections to construction and non-core heritage interests notably by:

- enhancing links with the mainstream construction sector, including the relevant sector skills council CITB-ConstructionSkills; the Conference on Training in Architectural Conservation, and the National Heritage Training group, and also through the 2013 *Yearbook*, which we themed around ‘Skills’ and carried articles from a variety of specialists, both from inside and outside the IHBC
 - maintaining representation on other critical lead bodies, including the National Planning Forum with IHBC past-chair Dave Chetwyn serving as vice-chair
- Widened public access to our services, including successfully enriching our digital social networks such as the IHBC’s LinkedIn group, which now carries IHBC-specific news from the NewsBlog as well as jobs, the NewsBlog archive itself and online editions of *Context*.

HELPING CONSERVATION

- Maintained our high standards of professional publications, including our journal, *Context*, and themed *Yearbook*, while also ensuring the specialist access compatible with our charitable and corporate obligations, by posting the journal online
- Continued to explore formal standards in conservation through advocacy, partnership and consultation, including contributing to the British Standard for Conservation, BS 7913, supported by our consultant James Caird, who delivered some 27 major consultation responses on our behalf, with numerous others benefiting from our contributions and support
- Maintained our substantial education and training programmes provided across our branch network – including in London, Liverpool and Bristol – as detailed on our national and branch web calendars
- Offered branch events on membership application guidance
- Continued our Gus Astley Student Award programme, including developing further the dedicated website, which now includes a full list of submissions since the awards started, with four winning submissions selected from across 43 submissions by the 2012 judge, Terry Levinthal, Director of Conservation Services and Projects at the National Trust for Scotland
- Maintained our conservation course ‘recognition’ programme, adding new courses in London, Cardiff and Edinburgh
- Extended our ‘State of the Sector’ analysis through continuing the survey of England’s local authority conservation services while also supplementing that with a dedicated study of skills in local authorities there, and completing a ground-breaking ‘scoping report’ into Scotland’s services, supported by Historic Scotland, while also continuing promotion of comparable assessments in Northern Ireland

- Enhanced the role and operation of inter-disciplinary skills in conservation, in particular by extending understanding and application of the infrastructure underpinning the IHBC's Areas of Competence through links to the National Occupational Standards and laying foundations for the first IHBC Conservation Course Connection Day in November 2013, offered to courses hosted by a wide range of specialist educational bodies.

HELPING CONSERVATION PROFESSIONALS

- Enhanced support for specialists seeking full IHBC membership, including pre-registration assessment
- Supported the recognition and operation of professional standards across our membership by:
 - continuing our successful promotion and testing of CPD, including approving the disciplinary committee for 2013-14
 - developing disciplinary procedures
- Enhanced membership services and benefits including:
 - extending online and digital access to benefits and member support
 - promoting and extending membership on the IHBC's list of specialist conservation practices, 'HESPR', including on-line and at key events
- Delivered actions in our Corporate Plan 2010–15 as agreed across our membership, with 80 per cent of targets for the third year achieved.

FINANCIAL REVIEW

The gross resources arising in the year amounted to £368,769 (2012: £334,021). Overall, the charity's incoming resources exceeded its expenditure by £42,210 (2012: £28,766). This reflects a strong performance given the wider downturn, with increased income across the board, not least from our charitable activities. At the period end the charity had free reserves of £241,220 (2012: £198,390). 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 our Corporate Plan 2010-15, approved at the IHBC's 2010 Annual General Meeting. These include:

- extending support for our membership and across the sector, despite the wider economic constraints
- raising the profile of the institute
- continuing our review of governance

- developing the infrastructure and profile of our charitable operations
- progressing the review and renewal of our corporate plan for 2015.

This report is based on that approved by the trustees on 27 February 2014 and signed on their behalf, by Mike Brown, IHBC chair and trustee, and Richard Morrice, treasurer, trustee and company secretary.

SUMMARISED ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2013

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2013

	Unrestricted Funds 2013	Total Funds 2012
	£	£
Incoming resources		
Incoming resources from generated funds:		
Activities for generating funds	10,497	10,561
Investment income	53,868	60,130
Incoming resources from charitable activities	304,404	263,330
Total incoming resources	<u>368,769</u>	<u>334,021</u>
Resources expended		
Costs of generating funds		
Generating voluntary income	2,037	2,330
Charitable expenditure		
Charitable activities	114,197	101,408
Governance costs	210,325	201,517
Total resources expended	<u>326,559</u>	<u>305,255</u>
Net income for the year	42,210	28,766
Total funds at 1 October 2012	<u>209,630</u>	<u>180,864</u>
Total funds at 30 September 2013	<u>251,840</u>	<u>209,630</u>

All activities derive from continuing operations.

For the year ended 30 September 2013 all incoming and outgoing resources were unrestricted funds.

BALANCE SHEET AS AT 30 SEPTEMBER 2013

	2013	2012
	£	£
Fixed assets		
Tangible assets	620	1,240
Investments	10,000	10,000
	<u>10,620</u>	<u>11,240</u>
Current assets		
Cash at bank	210,907	195,462
Debtors	57,751	59,222
	<u>268,658</u>	<u>254,684</u>
Creditors: amounts falling due within one year	<u>(27,438)</u>	<u>(56,294)</u>
Net current assets	<u>241,220</u>	<u>198,390</u>
Total net assets	<u>251,840</u>	<u>209,630</u>
Unrestricted funds	<u>251,840</u>	<u>209,630</u>

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2013 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 2013.

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 27 February 2014 and signed on its behalf, by Mike Brown, chair and trustee, and Richard Morrice, treasurer and trustee.

APPOINTMENT OF OFFICERS AND RATIFICATION OF BRANCH REPRESENTATIVES

APPOINTMENT OF OFFICERS

At the time of going to press, the following nominations have been endorsed by the IHBC's council and received at the registered office of The Institute of Historic Building Conservation:

Chair

Mike Brown
standing for re-election

Vice Chair

Emilia McDonald
standing for re-election

Treasurer

Richard Morrice
standing for re-election

Education Secretary

David McDonald
standing for re-election

Policy Secretary

David Kincaid
standing for re-election

Membership Secretary

Paul Butler
standing for re-election

Communications &

Outreach Secretary

Charles Strang
standing for re-election

Secretary

Eddie Booth
standing for re-election

RATIFICATION 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

John Edwards

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

David Andrews

London

Sheila Stones

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 28 full days prior to the AGM.

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

At the time of printing no motions have been received at the institute's offices.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2013

Held at The Crown & Mitre Hotel, English Street, Carlisle on Friday 21 June 2013

Chair: Trefor Thorpe, IHBC President

Present

Chris Bennett	Torsten Haak	Lydia Porter
Kerry Bennett	Emilia Hands	Kati Preston
Chezel Bird	Paul Hartley	John Preston
David Blackburn	Colin Haylock	Stewart Ramsdale
Nathan Blanchard	Peter Hoey	Stephen Rickards
Elizabeth Blood	Jennie Humphrey	Jane Roylance
Jayne Boldy	Jane Jackson	Carole Ryan
Eddie Booth	David James	Sheila Stones
Mike Brown	Kate Jefferson	Charles Strang
David Burton-Pye	Lynda Jubb	Adam Swan
Paul Butler	Kate Kendall	Jonathan Taylor
James Caird	Bob Kindred	Trefor Thorpe
Lucie Carayon	Roy Lewis	Kevin Toner
Dave Chetwyn	Gary Linder	Bridget Turnbull
Jonathan Clarke	Eva Long	Varian Tye
David Clegg	David Lovie	Robert Walker
Jason Clemons	Richard Majewicz	Lee Wall
Richenda Codling	Elizabeth Mayle	Mark Watson
Sara Crofts	Ian McCaffery	James Webb
Graham Darlington	David McDonald	John Webb
Catherine Dove	Lisa McIntyre	Stuart West
Crispin Edwards	Fiona Newton	John Wilman
Eisa Esfanjary	Seán O'Reilly	Richard Wilson
Jo Evans	Chloe Oswald	Sarah Woodcock
Julia Foster	Robert Parkinson	James Woolgrove
Craig Frew	Helen Parvin	John Yates
Phil Godwin		Chris Young

1 Apologies for absence

Malcolm Airs	Richard Eckersley	Beverley Mogford
Michael Atkinson	Rik Fox	Richard Morrice
Peter Badcock	David Hayes	Sean Rix
Kate Baxter-Hunter	Michael Hurlow	Dennis Rodwell
David Birkett	Colin Johns	Michael Rowan
David Boyson	Roger Joyce	John Townsend
Stephen Bradwell	Dave Jump	Geoff Underwood
Ken Burley	David Kincaid	Charles Wagner
Paul Butler	Anne-Marie Lomax	Jeremy Watson
Douglas Campbell	Ian Lund	Sue Whitehouse
Lindsay Cuddy	Liz Marten	Rory Wilson
Ron Douglass	Deborah Mays	

2 Minutes of the AGM held on Friday 22 June 2012 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 Julia Foster and accepted by the meeting as an accurate record. The president, Trefor Thorpe (TT), then signed the minutes.

3 Council's report

Jo Evans (JE) thanked those attending the meeting. She noted that much had been achieved in the past year as shown by the report given in the circulated papers.

JE said the year on year improvements achieved by the institute is the result of the many dedicated volunteers who offer their time and energies to the work of the institute. The vital work they do in pursuit of conservation shows the strength in volunteering. She thanked the branch committees, panels, committees, school organisers, trustees and the national office team of Seán O'Reilly, Fiona Newton and Lydia Porter. She thanked all for their hard work.

TT thanked JE and said this was her last act as chair of the institute.

4 Accounts for 2011–2012

The treasurer, Richard Morrice (RM), was not able to attend so the secretary Eddie Booth (EB) introduced the accounts section of the papers. The full accounts were offered for examination in the papers but no requests were received. There were no questions.

Under Resolution 1 the accounts were recommended to the meeting, the approval of which was proposed by Charles Strang, seconded by David Lovie and agreed by the meeting.

Under Resolution 2 the appointment of Larking-Gowen as accountants was recommended, the approval of which was proposed by David McDonald, seconded by Bob Kindred and agreed by the meeting.

5 Election of officers

The president noted that there has been a copy error in the papers, as at the time of going to press council had not endorsed the nominations for officers.

The president drew the meeting's attention to the list of officers for election as printed in the AGM papers. There were several changes as Jo Evans (JE) and Sheila Stones (SS) were stepping down with Mike Brown coming forward for the office of chair and Emilia Hands as vice chair. They were introduced to the meeting. A nomination had been received for the office of policy secretary from David Kincaid. As he was not able to attend the meeting the secretary confirmed that David had been a member of council from 2004 to 2010, had helped organise the annual school in Guildford and an ACO conference and had been chair of the South East branch. He has worked in local government in Yorkshire and most recently in Canterbury.

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 David Lovie, seconded by David Blackburn and agreed by the meeting.

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. EB said there had been no nomination for Northern Ireland and that the only change was that for the East Anglia branch Phil Godwin was stepping down and David Andrews had been nominated. The nominations were dealt with *en bloc*, and were proposed by David McDonald, seconded by Liz Mayle and agreed by the meeting.

6 Motions to the AGM

6.1 The only motion received was that shown in the papers and no motions can be taken at the meeting. As the proposer, JE explained the background is to help and support affiliates and new applicants through the application process in gaining full membership. It was asked what the methodology for achieving this would be.

The director said that following the full application process can be daunting while the motion could encompass the suite of support activities currently including guidance in the application form itself, further guidance in encouraging applicants to expand their knowledge, and improving feedback on applications etc.

One of the critical challenges the motion targets is the reduced infrastructure in local authorities and the need to promote skills and knowledge support where senior staff have been lost and are no longer available to support career progress. The institute's corporate plan marks out key steps for doing this, he noted, but the motion will help focus on this area.

David Blackburn added that some branches have already held events to encourage and help affiliates and new applicants to prepare a full membership application.

The motion, proposed by JE, seconded by Nathan Blanchard and Sheila Stones and agreed by a show of hands reads:

This AGM calls on the institute to give priority to providing integrated and structured support for Affiliates to progress to become Full Members of the IHBC, in accordance with its charitable remit, and so help address the reduced capacity and skills in local authorities to support training, education and career progress for future conservation professionals.

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

7 Any other business

- 7.1 TT said that council was losing two elected officers in Jo Evans and Sheila Stones, both of whom have been involved in the institute in various roles within branches and on council for many years. He had coached Jo in Welsh two years ago at the school in Llandudno and she was an able student. He will also miss her light hearted 'notes from the chair' in *Context*, which portray a serious message. Departing gifts were presented to Jo and Sheila.

JE said her time as chair had been very enjoyable although at times confusing and demanding. She thanked council for their help and Sheila for being a very supportive right hand person.

TT also said that Phil Godwin was stepping down as branch rep for East Anglia and thanked him for all his input during his time on council.

- 7.2 John Yates said that the afternoon session just before this meeting on community involvement, outreach and education should be developed into a conference on these issues either nationally or at branch level. He has been involved with a scheme that applied for HLF funding that was initially turned down but with further development of community engagement the application has now passed the first stage. David McDonald, education secretary, said he would take this forward with the help of David Lovie and others. He is due to meet the education person within English Heritage so will make sure it is on the agenda.
- 7.3 Finally TT thanked those who work tirelessly for the institute, council, branches, committees, conference organisers, its staff; Seán O'Reilly, Fiona Newton and Lydia Porter, its consultants; James Caird, Carmen Moran, Peter Badcock and Joanna Theobald and its publishers Cathedral Communications.
- 7.4 Bob Kindred invited the meeting to join the discussion in the bar immediately after this meeting on casework and the national amenity societies.

The meeting closed at 6.05pm.

