



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

AGM Papers &
Annual Report

2011

Institute of Historic Building Conservation ANNUAL GENERAL MEETING

**5.30pm, Friday 17 June 2011 at
Conwy Suite, St George's Hotel, The Promenade,
Llandudno, Conwy, North Wales LL30 2LG**

AGENDA

- 1 Apologies for absence
- 2 Minutes of the Annual General Meeting of The Institute of Historic Building Conservation held on Friday 11 June 2010 at The Royal College of Physicians, Wolfson Theatre, St Andrews Place, Regent's Park, London
- 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 2009 to 30 September 2010 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

Eddie Booth

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 Richard Morrice
and the 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 2010.

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 a council 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 relevant 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.

Council and committees are supported by a small, executive national office team responsible for organisational management, including the director, projects officer, administrator and other operational support.

OBJECTIVES AND ACTIVITIES

The IHBC is a company and 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.

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 maintained a high level of activity and influence across its wide-ranging interests over the year. In particular our contributions to the discussions on the re-draft of England's historic environment Planning Policy Statement 5, including direct meetings with the Department for Communities and Local Government, were widely regarded as key to its transformation into a clearer and more relevant policy document. Success there substantially mitigated the impact of the demise of England's Heritage Bill, while in Scotland the IHBC maintained continued support for the equivalent, but more modest, 'Amendment' Bill, now an Act.

At the same time the wider economic downturn has had wide-ranging impacts across our membership and, by extension, our operations and income. Our commitment not to raise subscription rates for 2009–10 was an early statement of support for our members, even though sadly it is not sustainable in the face of substantial inflation in 2010–11. Despite the wider downturn, the substantial increase in membership continued, as our President applauded the achievement of more than 2000 IHBC members at the start of the financial year. This represents a 30 per cent increase in membership over three years.

The institute's ongoing activities and operations are now reported widely and regularly, using our journal, *Context*, the *Yearbook* and the new *Membership e-letter*, alongside the highly regarded and innovative IHBC news service, the 'NewsBlog', as well as, specifically for our branch operations, the newly re-cast branch web pages.

With this reporting and news infrastructure in place, the tradition of detailed reporting through our Annual Report and AGM papers is no longer appropriate, and we can instead concentrate on more strategic achievements. Following the structure operating in the institute since our 2007 Annual General Meeting, and continued in the current Corporate Plan 2010–15, passed at our 2010 AGM, we may also note particular success across the following areas:

HELPING PEOPLE

- Successfully supporting and enhancing our publicly accessible web-based information and advisory services, now with more than 20,000 pages
- Maintaining branch support through:
 - annual Branch Connection Days
 - structured funding through business plans, and
 - branch web pages

- Improving access to services, including piloting the operation and distribution of new bursaries
- Continuing links with third sector interests and partnerships, including partnering through the Annual School and initiating what was to be a successful conference on heritage funding with the UK Association of Preservation Trusts and the Glasgow City Heritage Trust
- Building new connections to non-core heritage interests, notably:
 - hosting the reception linked to our annual peripatetic council meeting in Newcastle, both in September 2010, and
 - then-chair Dave Chetwyn taking on the role of vice-chair at the National Planning Forum
- Widening access to our services, using social networks including the newly established LinkedIn group, and opening the NewsBlog service to wider public use through an RSS feed

HELPING CONSERVATION

- Continuing our high standards of professional publications, including our highly respected journal, *Context*, and the annual *Yearbook*
- Establishing the basis for more formal sector standards in discussion with English Heritage
- Maintaining the consultations service supported by our consultant James Caird
- Developing educational and training infrastructure through:
 - continuing our excellent services in our Annual School, in London in 2010, and
 - developing our Gus Astley Student Award programme, including its new dedicated website
- Progressing understanding of the ‘state of the sector’ through continuing the sector surveys of England’s local authority conservation services, and planning expansions of the survey to cover the national branches
- Enhancing awareness of the importance of inter-disciplinary skills in conservation, and in particular of the use of the IHBC’s Areas of Competence, by:
 - contributing to the development by ConstructionSkills of a Conservation National Occupational Standard through reviewing the relevant level 3 National Vocational Qualification (NVQ), approved in 2011 and
 - enhancing links with independent conservation courses through the course recognition programme and promotion of the Gus Astley Student Award across a wide range of built environment and cultural courses

HELPING CONSERVATION PROFESSIONALS

- Continuing promotion of support for applicants seeking full membership of the IHBC, including holding the Branch Connection Day for branch membership secretaries in November 2009
- Supporting the observation of professional standards across our membership by:
 - continuing promotion and testing of CPD
 - making the disciplinary procedures more accessible through web posting of a summarised guidance and
 - approval of a full listing of the disciplinary committee
- Maintaining and enhancing dedicated membership services and benefits
- 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 etc, and enhancing these operations through:
 - approving the adoption of a new and more substantial Corporate Plan, covering the period 2010–15, at the 2010 AGM
 - adopting a new resolution at that same AGM to enable formal registration as a charity in Scotland
 - developing the new membership e-letter to encourage wider participation in our management and governance
 - establishing the basis for a review of governance in line with new legislation and practice
- Improving communications with wider sector interests, with the agreement of press support focussed on the construction sector

FINANCIAL REVIEW

The gross incoming resources for the year amounted to £315,369 (2009: £324,853). Overall, the charity's expenditure exceeded its incoming resources by £20,569 (2009: £647 profit). This includes an exceptional pension back-payment, but primarily reflects a reasonable performance given the wider downturn, with reduced income from events and research, and investment in increasing the charity's capacity to deal with projects, as recommended by our advisers. The charity reserves are sufficient to allow us to make this investment and maintain levels well within our reserves policy.

PLANS FOR THE FUTURE

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

These include:

- maintaining at current levels operations, services, support and advocacy for our membership and the sector, despite the wider economic downturn
- raising the public profile of the institute
- reviewing governance
- establishing the infrastructure to make more effective use of our charitable status, notably establishing a committee to advise the Finance & Resources Committee, and through that, council.

This report was approved by the trustees on 14 April 2011 and signed on their behalf by Richard Morrice, trustee and secretary, and Jo Evans trustee and chair.

SUMMARISED ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2010

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2010

	<u>2010</u>	<u>2009</u>
	£	£
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds	246,529	252,065
Investment income	706	968
Incoming resources from charitable activities	<u>68,134</u>	<u>71,820</u>
Total incoming resources	<u>315,369</u>	<u>324,853</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	3,870	13,174
Charitable expenditure		
Charitable activities	142,552	142,594
Governance costs	<u>189,516</u>	<u>168,438</u>
Total resources expended	<u>335,938</u>	<u>324,206</u>
Net income/(expenditure) for the year	(20,569)	647
Total funds at 1 October 2009	<u>201,363</u>	<u>200,716</u>
Total funds at 30 September 2010	<u>180,794</u>	<u>201,363</u>

All activities derive from continuing operations.

For the year ended 30 September 2010 all incoming and outgoing resources were unrestricted funds.

BALANCE SHEET AS AT 30 SEPTEMBER 2010

	2010	2009
	£	£
Fixed assets		
Tangible assets	1,052	2,600
Investments		
Investment in subsidiary	10,000	10,000
	11,052	12,600
Current assets		
Cash at bank	163,320	167,228
Debtors	28,500	39,826
	191,820	207,054
Creditors: amounts falling due within one year	(22,078)	(18,291)
Net current assets	169,742	188,763
Total net assets	180,794	210,363
Unrestricted funds	180,794	201,363

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2010 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 2010.

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 14 April 2011 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 election

Education Secretary

John Preston
standing for re-election

Policy Secretary

Mike Brown
standing for re-election

Membership Secretary

Paul Butler
standing for election

Communications & Outreach Secretary

Charles Strang
standing for re-election

Secretary

Eddie Booth
standing for 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

Kate Borland

Yorkshire

Keith Knight

East Midlands

Roy Lewis

West Midlands

Charles Shapcott

South West

Ian Lund

South

Julia Foster

South East

Sean Rix

East Anglia

Philip Godwin

London

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2010

Royal College of Physicians, 11 St Andrews Place, Regents Park, London

Friday 11 June 2010

Chair: Eddie Booth, IHBC President

Present

Tina Andrew	Alec Forshaw	Lydia Porter
Chris Bennett	Julia Foster	Stewart Ramsdale
Edmund Bird	Jenny Freeman	Paul Rhymes
Hal Bishop	Jennifer Gale	Stephen Rickards
Douglas Black	Rachel Godden	James Ross
David Blackburn	Phil Godwin	Jane Roylance
Nathan Blanchard	Philip Grover	Jan Schneidewind
Eddie Booth	Torsten Haak	Barry Sellers
Ian Brocklebank	Emilia Hands	Sue Smith
Adrian Browning	Charmain Hawkins	Sheila Stones
Michael Bullen	Chris Hawkins	Charles Strang
Ken Burley	Jane Jackson	Kathryn Stubbs
Gill Butter	Sarah Kettles	Adam Swan
James Caird	David Kincaid	Jonathan Taylor
John Campbell	Bob Kindred	Michael Taylor
Dave Chetwyn	Michael Knights	Nicole Twort
Richenda Codling	David Lovie	Clare Vint
Nick Collins	Ian Lund	Charles Wagner
Alyson Cooper	Richard MacCullagh	Robert Walker
Jane Corfield	Alan Mayes	James Webb
Roger Cullimore	David McDonald	John Webb
Alison Davidson	Peter Mills	Virginia Wedgwood
Devon DeCelles	Fiona Newton	Christine White
Catherine Dove	James O'Donovan	Michael White
Jo Evans	Seán O'Reilly	Luke Wormald
Jon Finney	Helen Parvin	Nicola Xuereb

1 Apologies for absence

Malcolm Airs	Kate Dickson	Richard Morrice
Nigel Barker	Ron Douglass	Jenni Neilson
Kate Baxter-Hunter	Adron Duckworth	Chloe Oswald
Chezel Bird	Bob Edwards	Justine Page
David Birkett	John Edwards	Maureen Pearce
Stephen Bradwell	Helen Garside	John Preston
Gail Broom	Luciana Grave	Andrew Richards
Mike Brown	Bryan Harris	Dennis Rodwell
Sharon Brown	Edwards Holland	Carole Ryan
Jon Burgess	Lisa Jennings	Prue Smith
Dave Burton-Pye	Colin Johns	Penny Stokes
Jenny Carlile	Dave Jump	Trefor Thorpe
Jeff Carpenter	Gemma Kidd	John Townsend
Sarah Cawrse	Mary King	Bill Tyler
Gary Cooper	Roy Lewis	Simon Went
Jim Crane	Liz Marten	Paul White
Peter de Figueiredo	Elizabeth Martin	Chris Wood
Richard Dean	Debbie Mays	
Andrew Derrick	David Moore	

Eddie Booth particularly noted the apology from the secretary, Richard Morrice. This was the first AGM he had not been able to attend for many years.

2 Minutes of the AGM held on Friday 12 June 2009 and matters arising

The minutes were circulated prior to the meeting with the council's report and the accounts. The minutes were accepted as an accurate record of the meeting. The president, Eddie Booth (EB), then signed the minutes.

3 Council's report

Dave Chetwyn (DC) said this was his last AGM as chair following his three year term. He said it had been a very busy year with consultations and the new PPS in England taking up a lot of time. Membership had grown during his time in post with a total of 2,049 members to date. He thanked the staff for their commitment and long hours that had been put in and also the volunteers who give their time to keep the institute running both nationally and regionally. DC said it had been a pleasure and a privilege to have held the post and gave particular thanks to the director for all his help and support.

4 Accounts for 2008–09

The treasurer, Michael Knights, drew the meeting's attention to the accounts summary as published in the AGM papers and they were taken as read. He pointed out that overall income had increased via the trading arm, IHBC Enterprises and that member numbers were holding up although this was being carefully monitored.

Under Resolution 1 the accounts were recommended to the meeting, the approval of which was proposed by Michael Knights and seconded by Jon Finney and Stewart Ramsdale.

Under Resolution 2 the appointment of Larking-Gowen as accountants was recommended, the approval of which was proposed by Michael Knights and seconded by Alyson Cooper and Jennifer Freeman.

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 chair was standing down after three years, the remaining officers were standing for re-election, with the exception of Jo Evans (JE), and no objections or additional nominations had been received. A nomination for chair had been received from JE. EB said she has been a stalwart of the South East branch for many years and more recently membership secretary. There had been no objections or other nominations for the post of chair.

This and the remaining posts of vice chair, treasurer, education secretary, policy secretary and secretary to the IHBC were voted for en bloc, and were proposed by Nathan Blanchard, seconded by Philip Grover and agreed by the meeting.

JE thanked the past chair for his hard work and massive commitment of time to the institute during his time as chair. She said the institute owed him a huge debt of gratitude. The IHBC has come a long way both as a professional body and in its capacity to influence what happens within the sector but its members are still the most important thing. As a new member she had been involved in the Brighton school in 1991 and she had been struck then by the friendly nature of the institute and made lots of friends as a result. She hoped that new members still feel that the institute is a group of friends and colleagues where they are encouraged to get involved and volunteer.

The nominations of branch representatives were also listed in the AGM papers. The nominations, which were dealt with en bloc, were proposed by Mike Brown, seconded by Jon Finney and agreed by the meeting.

6 Motions to the AGM

- 6.1 Constitutional amendment for registration as a charity in Scotland. This motion at the request of the office of the Scottish charity regulator is to add the following clause to the memorandum of Association. It reads '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'. This is required wording and so can not be changed. It has been approved by the national council. Acceptance of this motion was proposed by Richard Morrice, seconded by David McDonald and agreed by the meeting.
- 6.2 To note and welcome the publication of the disciplinary procedures relating to professional conduct which was posted on the IHBC website in April 2010. The procedures have been firmed up and were approved by the national council. Acceptance of the motion was proposed by David Lovie, seconded by Dave Chetwyn and agreed by the meeting.
- 6.3 To adopt the IHBC's corporate business plan 2010–15. The final text had been approved by the national council and posted to the website. Charles Strang said that this plan followed on from the strategy produced back in 2007. The plan centres on the three core objective of helping people, helping conservation and helping conservational professionals. A more detailed plan will go before the national council in September and will be reviewed in 2013. Acceptance of the motion was proposed by Sheila Stones, seconded by Charles Strang and agreed by 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 Alyson Cooper and Ian Lund raised concerns about how the credit crunch is affecting built environment professionals. They asked for reassurance for the membership at large that the institute was doing all it can to influence the powers that be within the Communities and Local Government and Culture Media and Sport government departments. They asked what the institute and members can do to help.

DC said members should emphasise the statutory duties that are required of local government with regard to the historic built environment. The institute has been working hard to ensure a better knowledge and understanding of our members work and the value of it particularly in the public sector.

SOR said the new corporate business plan does cover this and aims to broaden the institute's links with other built environment organisations. Also members can add value to the institute by volunteering and help to build the infrastructure to achieve broader links and understanding. DC said the presentation given by Baroness Andrews (chair of English Heritage) at the start of the annual school encouraged historic environment specialists to work together. JE said there was a danger that for those in local government they know what they do and the danger is to assume others know too. There was a need to keep reminding those around us about the work members do and the benefits it brings to all. DC said that when he has attended meeting involving other organisation and government departments he has to keep reminding them of the many values and benefits that heritage brings through economic development and regeneration. EB said that the 2010 IHBC *Yearbook* is now out and is one of the best ways to showcase the work of the institute and its members.

- 7.2 Harriet Devlin promoted a new publication that she co-edits with Roger White of University of Birmingham called *The Historic Environment: Policy and Practice*. It is a vehicle for students and academics from all over the world to publish work and it brings together both built environment and archaeology.
- 7.3 Torsten Haak promoted the jointly run event between IHBC, Glasgow Preservation Trust and Association of Preservation Trusts that will take place in Glasgow on 18 November. A leaflet on this was included in each delegate pack.
- 7.4 EB said that two people were moving on from working with IHBC. Firstly DC from the role of chair and secondly Devon DeCelles from the post of membership services officer. Each had been a rock for the institute and were wished well in their new roles. Presentations were made to both.
- 7.5 And finally EB reminded the meeting that the 2011 Annual School will be in Llandudno, North Wales on 16–18 June. A leaflet on this was included in each delegate pack.

The meeting closed at 5.40pm.

