



MEETING: Tuesday 11th January 2011

At: 7pm, The Fox & Crown, Appleton Gate, Newark

AGENDA

- 1. Apologies:** Jason Mordan
- 2. Minutes of the Last Meeting & Matters Arising**
- 3. Chairman's Report & Business Plan 2010-11** (JR)
- 4. Treasurer's Report** (RT)
- 5. Membership Report** (SB)
- 6. Branch Rep's report** (RL)
- 7. County Rep's Reports**
- 8. IHBC Branch Committees** (Branch nominees)
- 9. Branches Connection Day** (RW) – see notes attached
- 10. Annual School Bursary Scheme - Update** (JR)
- 11. AOB**
- 12. Date of Next Meeting:** 22 February 2011

Nottinghamshire County Reps Report:

Nothing to report - next meeting of NCOF on Wednesday. No staffing changes that I'm aware of, although my section is being cut by 75% and I'm aware that N&SDC conservation officer provision is also being cut.

Proposing to attend next meeting of ALGAO - at Natural England offices on Chalfont Drive, Nottingham on 20th Jan.

Other information:

- East Midlands Regional Research Framework - has now been published - its on line at the link below (comments were requested by Christmas but David Knight at TPAU would welcome input on the Modern period):

- http://www.nottingham.ac.uk/tpa/research/project3/IntroductionMinusOutstandingCopyrightFigs_22-12-10.pdf
- There was an event at Diseworth just before Christmas organised by the APT/AHF/EH to discuss what to do with the EM and the lack of BPT activity. James Moir is looking for input ("James M G Moir" <director.apt@ahfund.org.uk>) and I've given my views!

Also of note – the lack of acknowledgement of the role of the County HER – a recent application for full IHBC membership has highlighted an issue relating to the lack of acknowledgement of the role of the HER in IHBC applications (it isn't referred to by many applicants in the section 4 - research, recording & analysis) and possibly elsewhere too. It is a particular worry when the applicant is a CO at an LPA, as this would seem to indicate that they are determining apps without proper consultation with the HER (as set out in PPS 5 HE2, 6 & 7).

Jason Mordan

Notes by REW on Branches Day for Treasurers

Birmingham 4th. November 2010

- Good turnout. Think only one Branch unable to send anybody.
- National office will be sending out notes of the meeting in due course.

Corporate Programme

- Oct – Feb: Council considers/approves Branch (& other) returns. Cannot do accounts until ALL returns in. Could have serious consequences for IHBC.
- Some flexibility if a Branch gets into financial or other difficulties.
- Corporate Plan 2010 - 2015
- Branches can 'buy into' CP. Branch needs to offer. CP10 is business planning tool. No obligations. Not radical. Carry on as existing but allows Branch to bid or resources to do something in CP if it wishes.
- Branch BP can add in 'actions' from CP if it wishes.

Useful tips

- South Branch – electronic banking. Linked to removal of cheques and need for 2 signatures. David Birkett has set up system where bank (NatWest) send text to A.N.Other(s?) to say that he has carried out a transaction.
- Branches likely to be asked for quarterly or half-yearly updates of Branch accounts – said no problems EM! Is linked to problems if no returns at end of year above.
- Not essential that Branch BP approved by Branch – but I feel desirable
- Allocation underpinned by BP
- There is a template for drawing down funds from national office on web site

- Reference was made to AGMs quorums etc. Need to add to essential tasks/good practice (see IHBC Branch Officers Roles & duties (ref IHBC National Office 030309))
- Max to be held by Branch is £2,000. More according to need. BP sets out and controls. May approve higher limit pos £3,000.

Other points

- Charitable objectives. Want to raise profile. Any takers?
- Gift aid. Not claiming expenses. Can claim as donation.
- VAT. FN expert. Go through IHBC Enterprises.
- Take out Chair's travel expenses
- Sheila Stone is Branch liaison and happy to attend any Branch meeting if asked or need
- Link BP forms and language to CP? Look at template and consult for next year (2011/12)

Robert Walker 6 Dec 2010
