



**IHBC East Midlands Branch
Business Plan: 2010/2011**

Introduction:

This is the Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2010/2011 and our objectives for 2011/2012 together with proposals to achieve these objectives and the likely financial implications.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. The Branch Committee 2011/12 is as follows:

<u>Name</u>	<u>Position</u>
Jane Roylance	Chair
Robert Walker	Vice Chair
Stephen Bradwell	Secretary
Roy Lewis	Branch Representative
Rose Thompson	Treasurer
Mark Strawbridge	Membership Secretary
Neil Robertson	Derbyshire County Representative
Jenny Timothy	Leicestershire County Representative

Elizabeth Mayle	Lincolnshire County Representative
Rachel Booth	Northamptonshire County Representative
Jason Mordan	Nottinghamshire County Representative
Philip Grover	Education Representative
Chris McKinney	General Committee Member
Fiona Newton	General Committee Member

Branch Committee meeting dates 2011/2012

(Meetings to be held at the Fox & Crown PH, Appletongate, Newark)

Tuesday 1st November 2011

(Subsequent meetings to be confirmed)

AGM 2012

Weeks 1 or 2 in September 2012

Branch Achievements 2010/2011

Supporting members

- Organised CPD visit to the Magnus Buildings in Newark in conjunction with Nottingham Conservation Officers Forum. This was opened up to both IHBC members and non-members.
- Organised the branch AGM 2011 including a CPD visit at Creswell Model Mining Village and Creswell Craggs.
- Up to date information maintained on the branch page of the IHBC website including information on branch visits and archive papers.
- Derbyshire CODS meeting opened up to both IHBC members and non-members. Guest speaker Tarnia McAlester gave a talk on Building stones of Derbyshire.

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- Charles Glenn continues to represent IHBC East Midlands Branch on Derby City Council Conservation Area Advisory Panel.
- Jane Roylance continues to give advice on the IHBC Technical Panel.
- Dave Trubshaw continues to represent IHBC East Midlands Branch on Leicester City Conservation Advisory Panel.

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2011 AGM.
- Programme of Branch meetings up to AGM completed.
- Branch accounts maintained by Treasurer and business plan produced.
- Notifying members of consultations via email giving the opportunity for them to make comments.
- Opportunity at branch meetings to discuss and provide formal feedback on behalf of the branch on specific issues.

IHBC Annual School 2009 (related funds)

- Funded one full bursary place plus travel expenses to the Llandudno Annual School 2011.

Key Branch Objectives for 2011/2012

- Supporting Members – continued response to member’s needs/requests to help develop the profession.
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links though County groups and County Reps and CPD events and electronic networking.
- Fund one bursary place to the IHBC Annual School plus travel expenses.

Financial Implications

Funds required to achieve the 2011-2012 Business Plan	£650.00	
Cash in bank as of 30 th September 2011	£ 596.75	(£472.50 Annual School Buxton funds)
Income from events/bank interest	£0.08	
Central funds requested	£650.00	
Annual School Funds	£200.00	

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Supporting Members	1. Organise max. 2 CPD events / site visits per annum	Support from branch members.	Branch Chair	Nil
	2. Maintain up to date information on branch on IHBC website	Consider type of information to include and create a branch template. Update information and pass to IT consultant	Branch Secretary and other members.	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events, publicity and networking.	Branch Chair	Nil
	4. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil
Building Partnerships	1. Continued representation by branch members on	Representation on East Midlands Regional	Fiona Newton.	Nil

	advisory committees, panels and forums.	Heritage Forum. Representation on East Midlands Heritage Education Group. Representation on Leicester City Council Conservation Advisory Panel. Representation on Derby City Council Conservation Advisory Panel.	Education Rep. Dave Trubshaw Charles Glenn.	Nil Nil Nil
Maintaining an Active Branch	1. Organise 6 branch meetings per annum. 2. Prepare a branch business plan. 3. Maintain branch accounts and submit necessary returns to Council. 4. Organise Branch AGM linked to event and appoint officers 5. Ensure branch agendas	Meeting to be held at Fox & Crown, Appletongate, Newark. Ongoing discussion and consultation with Branch Ensure invoices/expenses paid promptly and cash flow managed. Publicise AGM thoroughly and encourage attendance Provide details to IHBC IT	Branch Secretary Branch Treasurer Branch Treasurer Branch Secretary Branch Secretary	£180 Nil Nil £420 Nil

	and minutes and on website. 6. Provide for incidental expenses by Committee Members	consultant Occasional postage, printing and other costs	Branch Treasurer	£50
IHBC Annual School 2009	Members discussed options how to use profit from Buxton Annual School	Full Bursary place plus travel expenses to IHBC Annual School	Branch Chair	£200 (£472.50-left from previous year)