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No.	OBJECTIVES	KEY ACTIONS	TARGETS	LEAD ACTION	BUDGET 2008-09
1.	<i>Setting standards for conservation practice throughout the UK and improving education and training in conservation.</i>	1. Hold regular branch meetings as education/training days. 2. Develop CPD opportunities for members. 3. Ensure IHBC members contribute towards the development of professional accreditation for those working in historic building conservation. 4. Planning and preparation for 2010 Annual School'	To hold 4 Branch meetings per year. To organise events To issue CPD certificates in connection with attendance at events.	Branch Committee Secretary Events organiser in conjunction with Branch Committee Branch Committee	£50 £1,000 £50 tbc
2.	<i>Maintain regular Branch Committee meetings and attendance at National Council and Branch Meetings.</i>	1. Ensure IHBC (London Branch) representation at all relevant national meetings.	To nominate Chairman of London Branch to attend national meetings.	Chairman of Branch Committee	£300
3.	<i>Actively lobby for</i>	Formalise and Develop links with	Maintain regular contact with	Branch Committee	£300



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	<i>changes in conservation policy and practice and act as a consultee on conservation matters to central and local government throughout UK.</i>	English Heritage and Historic Environment Local Management (HELM) and Heritage Champions.	identified groups and seek partnership arrangements where appropriate.		
4.	<i>Recruit more members to broaden membership base and review how members receive information on IHBC and Branch activities.</i>	1. Ensure the National IHBC website is kept up to date about news of London Branch events. 2. Monitor membership and encourage new members to join.	Maintain and review directory of IHBC members of London Branch. Encourage 2 new members to join 2008-09.	Branch Committee Branch Committee	£200 £NIL
5.	<i>Supporting excellence in all aspects of conservation whether in the identification, analysis, repair and re-use of historic buildings or in new design in historic settings.</i>	1. Sponsorship in connection with Gus Astley Memorial Fund. 2. Encourage attendance from IHBC (London Branch) at IHBC National School.	Sponsor one student for 2008/09. Nominate Chairman of London Branch to attend.	Branch Committee Chairman of London Branch	£300 £300
6.	<i>Improve Branch</i>	1. Improve links, notably electronic	Email network set up and	Branch Committee	£100



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	<i>communication systems and member satisfaction</i>	through email, with our membership.	monitored. Develop web page on National IHBC site.		
7.	<i>Maintain financial records of Branch</i>	<ol style="list-style-type: none"> 1. Prepare Annual Budget 2. Prepare Annual set of accounts including Balance Sheet 3. Prepare Annual Business Plan 	<p>Ensure Annual Budget covers key targets and branch activities set out in Business Plan. Maintain good budgetary control to ensure financial viability.</p> <p>Ensure Business Plan covers Key activities for 2007-08.</p>	Branch Committee Treasurer	
8.	<i>Sundries</i>	Postage/Stationery			£700
	Total				£3,300

**INSTITUTE OF HISTORIC BUILDING CONSERVATION
LONDON BRANCH**

ANNUAL BUDGET 1st OCTOBER 2008 to 30th SEPTEMBER 2009.

ASSETS CARRIED FORWARD AT 1st OCTOBER 2008. (From Annual Accounts)

Bank\Building Society Accounts	£ 2442.77	
Cash\Stamps	£ NIL	
Other Assets (please specify)	£ NIL	
Total Assets at 1st October 2008.		£ 2,442.77 (A)

ESTIMATED INCOME 1st October 2008 to 30th September 2009.

Schools\Conferences\Events	£4,000.00	
Sales	£ NIL	
Other (please specify)	£ NIL	
Total estimated income 1st October 2008 to 30th September 2009.		£ 4,000.00 (B)

ESTIMATED EXPENDITURE 1st October 2008 to 30th September 2009.

Please specify individual item types e.g. postage, printing, travelling and committee expenses, trips etc. Please use additional sheets where necessary.

IHBC London Conference, events	£1,000.00
Gus Astley sponsorship	£300.00
Branch activities/attendance at IHBC National Committee	£1,300.00
Postage	£ 200.00
Printing/Stationery	£ 500.00

Total Estimated Expenditure 1st October 2008 to 30th September 2009 **£3,300.00 (C)**

BALANCE (A)+(B)-(C) = £3142.77 CREDIT/ DEBIT.
(Includes IHBC loan of £1,500)

IS THE BRANCH OR COMMITTEE REQUESTING A GRANT OR FLOAT FROM NATIONAL FUNDS? NO

SIGNED: *J Webb* TREASURER *David McDonald* CHAIRMAN

DATE 24.11.08

Contact name address and telephone number please; J.Webb, 122,Minard Road, Catford, London, SE6 1NL: Telephone no. 0208871 6645 (Work)

Bank Details

Bank Name	Natwest Bank, 98 Wandsworth High Street, London SW18 4ZD
Account Number	81470258
Sort Code	60-22-28
Signatory 1	Barry Sellers
Signatory 2	John Webb