



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

SOUTH EAST BRANCH

IHBC South East Branch
Annual General Meeting
Assembly Rooms, Chichester
Friday 2nd October, 2009

MINUTES

Present:

Nigel Barker, Debbie Gardner, Nicole Twort, Steve Corbett, Tessa Hilder, Andrew Norris, Jim Barnes, Glenn Moore, John Campbell, Jo Evans, Paul Barker, Geraldine Molony, Lone Le Vay, John Davey, John Townsend, Sanne Roberts, Geoff Bennett, John McInally, Martin Higgins, Robin Stannard, Eimear Murphy, Oliver Chapman, Peter Mills, David Kincaid.

1. Apologies:

Jefferson Collard, Roger Joyce, Sean Rix, Norman Wigg, Judith Norris, Helen Parvin, Peter Cobley, Rose Wakelin, Mike Lea, Matt Newton, Geoff Pink, Richard Morrice, Geoff Kavanagh.

2. Minutes of the AGM of 17th October 2008.

Agreed and signed by David Kincaid.

3. Matters arising

None

4. Chairman's Report (circulated)

David reported that the South East Branch Business Plan (2007-2010) was adopted in 2007 and needs to be updated next year to run from 2010-2015. The Corporate Business Plan for the IHBC also needs to be updated in 2010. Copies of both plans are available on the IHBC website. David listed 12 issues that the IHBC Director suggests for discussion. He invited comments on either plan to be emailed to him and advised that a sub group will start to revise the branch business plan in December 2009. Interest to be involved with the sub group should be directed to him. David reported that a survey of branch members was carried out in 2008 and the results will be fed into the Branch Business Plan.

The survey results indicated that the Branch wanted more free or cheap CPD events across the region. Since then we have organised a variety of events, including a seminar on the GPDO changes (Surrey), a visit to the Western Heights at Dover and another to Leeds Castle (Kent), a visit to the Temple and Inns of Court (London), a seminar about the Cultural Olympiad (West Kent), a hands on repairs day (East Sussex) and today's AGM event (West Sussex).

Future events include a CPD event at Keymer Tiles on 12th November and a seminar about 'green windows' (date to be agreed but probably in Westerham, Kent).

David reported that the long awaited SPAB leaflet on peg tiles is finally complete and printed (with financial assistance from the branch). Copies will be made available free of charge to branch members.

The report was approved.

5. Treasurer's Report (circulated)

Nigel reported that it has been a relatively quiet year for the branch with the balance in the account remaining largely stable. Overall there was a slight reduction of approx £30 by the financial year end. This can be explained by the fact that the profits from two successful events were used to cross subsidise four events that were free to branch members. The profits also covered the majority of the Committee expenses and the initial costs for this year's AGM event.

In detail, the AGM event at Rochester provided a modest profit of £290 while the tour of the Temple generated a profit of £90. The free events between them cost a modest £130 to arrange. Committee and other administrative expenses for the year remained stable at approx £130.

The branch has again not needed to draw down any funding from the IHBC Treasurer and does not need to send any funds to the central account. The current balance should be sufficient for the planned budget commitments, although should there be any major changes to the business plan for the branch then we do have the facility to request additional funds.

Nigel attached the branch financial return which was agreed and a copy signed by David Kincaid.

6. Election of Officers

Peter reported that Mike Lea had decided to leave the Committee after several years service. A vote of thanks was made to Mike.

He also reported that Lone Le Vay had offered to become West Sussex Rep. The Committee was therefore elected as follows:

Chair – David Kincaid

Vice Chair – Paul Barker

Secretary – Peter Mills

Treasurer – Nigel Barker

Membership – Eimear Murphy

Kent Rep – Ollie Chapman
Surrey Rep – Sean Rix
East Sussex rep – Debbie Gardner
West Sussex Rep – Lone Le Vay
Officers Without Portfolio – Andrew Norris, Jo Evans, Peter Collings, Glen Moore

The Committee was nominated by John Townsend and seconded by Martin Higgins.

7. Branch Bursary Place

David Kincaid reported that out of our branch funds and profits we could offer a bursary place at the IHBC Annual School for a suitable person. Other branches already offer a place either at the day school or for the whole event.

The question was raised about how other branches organise the selection of the winner of the bursary. Jo said that the North Branch offers it to their members via a raffle and the successful person has to attend everything and report back. We need to check if this would need to be widely advertised as we are a charity. It was agreed that it would be feasible just to offer a place at the day school in 2010 as it is in London (an article is needed for the newsletter page of the branch website). The Committee will investigate procedures. Nigel suggested that it might be an idea to offer the place to one of the Richmond Officers who were recently made redundant, or anyone else who is currently unemployed.

8. Corporate Business Plan

See Chairman's Report.

9. Update of Branch Business Plan

See Chairman's Report

10. Future Events

John Davey advocated a half day seminar, possibly with Building Control, on energy efficiency to try to get some sort of consistent approach between us. It could also cover fire, sound insulation and ventilation issues. John agreed to help organise such an event.

Sean indicated (via Peter) that he was intending to organise another 'Wassail' event in London on 11th December and that details will follow in November. Thanks were recorded to Sean for organising this and other social events for the branch.

11. Any other business

None

12. Date of Next Meeting

The Committee will meet at 7pm on Wednesday 9th December at Westerham, Kent, the meeting will be followed by the Christmas meal.