



· INSTITUTE · OF · HISTORIC ·  
BUILDING · CONSERVATION

SOUTH EAST BRANCH

## **IHBC South East Branch**

### **Annual General Meeting**

**Ashdown Forest Visitor Centre**

**Friday 15<sup>th</sup> October 2010**

# **MINUTES**

## **Present:**

Paul Barker, John McNally, Martin Higgins, Robin Stannard, Michael Rowan, Paul Reed, Geoff Bennett, Sanne Roberts, Lesley Johnston, Edward Sargent, Philip Whitbourn, Lone Le Vay, Geoff Kavanagh, John Campbell, Sean Rix, Eimear Murphy, Deborah Gardner, Andrew Norris, Oliver Chapman, Chezal Bird, Firas Witwit, Tessa Holder, Nicole Twort, Rod Shaw, Richard Maurice, John Davey, Stephen Rickards, Robin Nugent, John Kaye, Alan Byrne, Nick Antram, Christine Manly, David Kincaid, Nigel Barker, Peter Mills.

## **1. Apologies:**

Richard Eckersley, Jane Jones-Warner, Peter Cobley, Matt Newton, John Townsend, Jo Tucker, Janet Baxter, Norman Wigg, Jo Evans, Glen Moore, Alan Legg.

## **2. Minutes of the AGM of 2<sup>nd</sup> October 2009**

Motion to approve proposed by Paul Barker, unanimously agreed.

## **3. Matters Arising**

David Kincaid reported that the branch bursary place at the Annual School was won by John Campbell. David advised more members to participate if we offer the same next year.

## **4. Chairman's Report (circulated)**

David reported that the branch had run a successful series of events in the last year (6, with more in preparation) and have produced three newsletters, plus a more developed branch page of the IHBC website. The website should be the first point of contact for members about the branch and future events.

As David wishes to stand down after six years in office there is to be an election for the post of Chair. Sean Rix and Eimear Murphy have put their names forward. David wishes his successor well and hopes they can bring forward new ideas and continue to try to engage more of the branch in events and meetings.

He thanked all of the Committee for their support in the last year, in particular Nigel Barker and Peter Mills who are also standing down from their posts.

Lastly, David made a plea for people to sign up for the Heritage Crime Initiative seminar at Chatham on 10<sup>th</sup> November as it is in danger of not running due to lack of bookings.

## **5. Treasurer's Report (circulated)**

Nigel reported that the branch started the year with just under £3000 but still had to make the promised budget commitment towards the production of the peg tile leaflet. The payment has now been made and at the end of the accounting period the branch funds stand at just under £1400.

The branch earned over £1100 from events during the year. After taking out costs, the 'profit' was around £300. This enabled the branch to provide a bursary place at the IHBC Annual School and covered the costs of the Committee, which stood at £160, the same as the year before. He described the branches finances as 'stable'.

For the forthcoming year he has allowed for an increase in expenses of 10%, plus a nominal figure of £150 to cover Chair expenses (not claimed). The branch has no outstanding financial commitments and the Business Plan does not raise and budgetary issues, so he has set the provisional budget as follows:

£800 for expenditure on training and events

£180 for Committee expenses

£150 for Chair's travel

£170 for annual School bursary

This results in a budget forecast of £1300 for Oct 2010-Sept 2011, plus a 10% contingency results in a final total of c£1430 for the year ahead.

The branch currently has a balance of just under £1400, resulting in a small deficit, but the forecast is that we should make a good profit from today's event. This means that we do not have to seek a float or a loan from central funds for the year. Nigel distributed the Financial Return for the accounting period 2009-2010 and asked that it be approved for submission at the AGM.

Approval of the report was proposed by Paul Barker and seconded by Debbie Gardner. Unanimously agreed.

## **6. Branch Business Plan**

David reported that he had not received any comments on the draft from members so it was proposed that it be adopted without change and sent to the November IHBC Council meeting.

Nick Antram proposed and Debbie Gardner seconded the motion. It was unanimously agreed.

## **7. Election of Officers**

David Kincaid explained how the vote for a new Chair was to be held. Ballot papers were issued and the ballot box passed round. No proxy votes had been received.

The votes were counted and were as follows:

Eimear Murphy 12 votes  
Sean Rix 15 votes.

**Sean Rix** was duly elected as the new **Chair** of the South East Branch and took over at this point.

A proposal of thanks was made to David for his time as Chair.

A discussion then took place for the remaining Committee posts and the results were as follows:

**Vice Chair – Andrew Norris.** Proposed by Paul Barker, seconded by Lone Le Vay.

**Secretary - Eimear Murphy.** Proposed by Nick Antram, seconded by Paul Barker.

**Treasurer – Lone Le Vay.** Proposed by Andrew Norris, seconded by Debbie Gardner.

**Membership – Chezel Bird.** Proposed by David Kincaid, seconded by Richard Maurice.

**Surrey Rep – Peter Mills.** Proposed by Paul Barker, seconded by Martin Higgins.

**Kent Rep – Ollie Chapman** (remaining in post).

**West Sussex – Lone Le Vay** (remaining in post until a candidate comes forward).

**East Sussex – Debbie Gardner** (remaining in post).

**Branch Rep on Council – David Kincaid.** Proposed by Paul Barker, seconded by Peter Mills.

**Officers Without Portfolio – John Davey, John Campbell, Jo Evans.**

## **8. Future Events**

Sean indicated that he is intending to repeat the successful Christmas Wassail, on Friday 3<sup>rd</sup> December. It may follow (part of) the route of the London 2012 marathon, although it was reported that the route has now been changed. Details will be on the website.

Peter reported that there is the possibility of an evening seminar by Selectaglaze in the New Year, with particular emphasis on secondary glazing in historic buildings. The event would be free to members and may be held in Westerham Village Hall. Peter will investigate and publicise when a date has been set.

Sean asked for anyone with more ideas for events to get in touch with the Committee.

## **9. Any Other Business**

Sean thanked all of the outgoing Committee members for their contributions to the branch.

Robin Nugent said that if members are interested in getting details of events being run by the RIBA South East Region Conservation Forum that they should get in touch with him by email.

Richard Maurice gave details of the new guidance on Ecclesiastical Exemption Orders 2010, which has replaced the 1994 Order. Guidance is available on the DCMS website at:

[http://www.legislation.gov.uk/uksi/2010/pdfs/uksi\\_20101176\\_en.pdf](http://www.legislation.gov.uk/uksi/2010/pdfs/uksi_20101176_en.pdf)

## **10. Date Of Next Meeting**

May be held as part of Sean's Wassail on 3<sup>rd</sup> December, details to be circulated.

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