

**INSTITUTE OF HISTORIC BUILDING CONSERVATION  
SEFYDLIAD CADWRAETH ADEILADAU HANESYDDOL  
CANGEN CYMRU \* WALES BRANCH**

**Minutes of the 12<sup>th</sup> Annual General Meeting of the Wales Branch of the Institute of  
Historic Building Conservation held on the 21<sup>st</sup> November 2008 at the International  
Pavilion, Royal Welsh Showground, Llanelwedd, Powys.**

**PRESENT:** Gwilym H. Jones (Chairman), Dave Jump (Secretary), Nathan Blanchard (Branch Representative and Vice Chairman), Ron Douglass (Treasurer), Trefor Thorpe (Membership Secretary), Adrian Griffiths, Glyn Jones, Lowri Thomas, Sue Tomlinson, Bob Bowler , Richard Dean , Garry Cooper, Lindsay Cuddy , Patricia Martin , and Peter White (Mid Wales Representative.)

**1. APOLOGIES :**

1.1. Apologies were received from; Arwel Ll Thomas , Jill Fairweather, Elizabeth Hall, John Edwards , Kirsty Henderson , Henry Jones -Hughes , Peter Jones- Hughes , Neil Sumner, Edward Holland and Simon Robertshaw.

**2. MINUTES OF THE PREVIOUS IHBC WALES BRANCH AGM HELD ON  
THE 2<sup>nd</sup> NOVEMBER 2007 AT THE INTERNATIONAL PAVILION , ROYAL  
WELSH SHOWGROUND, LLANELWEDD, POWYS. :**

2.1. The minutes were read and agreed as a true record of the meeting apart from item 8.1. For which N.S. had issued an amended Officer Report attached (*agreed nem con .N.B. proposed R.D.. seconded*).

**3. MATTERS ARISING FROM THE MEETING:**

3.1. None.

**4. BRANCH CHAIRMAN'S REPORT:**

(See attached)

**4.1. BRANCH SECRETARY'S REPORT:**

(See attached)

**4.2. BRANCH TREASURER'S REPORT**

(See attached)

**4.3. BRANCH REPRESENTATIVE'S REPORTS:**

(See attached)

**4.4. BRANCH CONSULTATION SECRETARY'S REPORTS:**

(See attached)

**4.5. BRANCH MEMBERSHIP SECRETAR'S REPORT:**

(See attached )

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**5. 2007/2008 BRANCH BUSINESS PLAN AND PROPOSALS FOR THE 2008/2009 PLAN.**

5.1. D.J. confirmed that he had received a letter from Neil Sumner which he read out to the meeting. (copy appended).

5.2. D.J. reported on the Professional calendar which had been produced by ICE. D.J. informed the meeting that they had been posted to him and he would be distributing them to all IHBC Wales Branch members together with a copy of the minutes of this meeting.

5.3. N.B. confirmed to the meeting that Bursaries had been awarded this year to two members who attended the Summer School. N.B. also confirmed that they would be seeking to do the same in the new year.

R.D. asked the IHBC Wales Branch Committee about the plans review process i.e. 3 years in place? N.B. explained that it was now essential to have the plan in place and approved and adopted by Council before you can make a funding bid i.e. £1000.00 sort from Central funds.

R.D. wished to clarify that the claim for funding was to show that we had in place a cash flow forecast.

N.B. Asked the meeting to consider and approve the plan. The meeting proposed the approval with all in favor.

**6. ELECTION OF IHBC WALES BRANCH COMMITTEE OFFICERS.**

6.1. D.J. confirmed to the meeting the following;

As you will know from the distributed IHBC Wales Branch Committee Officer Reports Our Chairman has decided to stand down, our Consultations Secretary has decided to stand down and our Networking/ Publicity and Events Officer has decided to stand down. I have also received three written nominations from branch members.

They are:

- From Richard Dean nominating John Edwards for Vice Chairman  
Sue Tomlinson for Secretary and  
Lowri Thomas for Networking/ Publicity and Events Officer
- From Neil Sumner nominating Richard Dean for Chairman  
John Edwards for Vice Chairman  
Sue Tomlinson for Secretary
- From Simon Robertshaw nominating Richard Dean for Chairman.

N.B. raised the video conferencing option suggesting that a facility was available to the branch in both Bangor and Cardiff. This was discussed by the meeting.

L.C. raised the point that the BHF was the opportunity for the majority of branch members to meet twice a year.

R.D. Suggested social bonding of members should be encouraged and T.T. said that L.C. & R.D's comments had credibility and that CPD events added to them could help.

S.T. made the point that regional events are very important and to have two or three local events in the year would be helpful.

N.B. mentioned the Civic Trust for Wales /Cadw / IHBC conferences and P.M. talked

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about the event held by the RTPI which was poorly attended.

N.B. talked to L.T. about the Networking/Publicity and events Officer post saying there are two big things (a) Organizing events and (b) Passing things on to Central Office (Peter Badcock) and for updating the website.

L.C. asked N.B. how does the Branch Rep' report back any local issues and the aims and objectives of the branch?

N.B. said in a nutshell I provide updates on what's going on generally.

G.C. Cooper asked what exactly does the Consultations Secretary do?

N.B. explained the role saying when we are asked specifically to provide comments and observations on any documents that have an impact on our business we do so through the Consultations Secretary.

6.2. The meeting was then asked to vote on the posts available i.e. The Chairman's , The Vice Chairman's, The Networking / Publicity and Events Officer and the Consultations Secretary.

The meeting voted all in favor of :

Richard Dean for Chairman.

John Edwards for Vice Chairman

Lowri Thomas for Networking/ Publicity and Events Officer and

Garry Cooper for Consultations Secretary.

It was decided that for the time being

Dave Jump , Nathan Blanchard , Trefor Thorpe, Alan Richards , Peter White and Ron Douglass would remain in their respective posts in order to maintain an all Wales IHBC Wales Branch Committee.

R.D. Wished to extend a vote of thanks to GHJ.

*(agreed nem con The meeting).*

**7. ANY OTHER BUSINESS.**

7.1. None.

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Somerset Lodge  
Severn Road  
Porthcawl  
Bridgend CF36 3LW.

19<sup>th</sup> November 2008

Dave Jump,  
IHBC Wales Branch Secretary.

Dear Dave,

As you may be aware IHBC branch members from south east Wales had an excellent meeting last Friday in Blaenafon. There were two themes which eventually became inter-related: the relative lack of CPD/social activity in the south east during the last few years and the impending officer vacancies at branch level. There was a strong will to offer solutions to both.

Inevitably the discussion touched on whether now was the time for the management of the branch to pass to the south. However, we were very mindful of the fact that since we passed it northwards five years or so ago, activity in the south has been relatively meagre. To guard against this and indeed to strengthen the branch as a whole, we came up with the proposal that the branch should have clear sub-groups which meet regularly at least for CPD/social purposes, and that these sub-groups should have an on-going identity separate from whoever is running the branch. There could be a north, south-east, south-west and possibly mid-Wales group. Richard Dean will speak more about this at the AGM.

Richard expressed a willingness to become chairman and I therefore wish to nominate him. Irrespective of whether the above model is implemented, I believe it is essential that the key officers of the branch are located in relatively close proximity, i.e. the secretary, vice-chairman and possibly the treasurer need to be in the same area as the chairman. If Richard were to become chairman therefore, contact with you, Nathan and Ron would be difficult (assuming you were all willing to continue in your posts). I understand that holding committee meetings via video conferencing has been suggested but that is expensive and from my experience very time consuming and no substitute for the real thing. This of course is a matter for the AGM, but if members agree with the principle, then I would support John Edwards for vice-chairman and Sue Tomlinson for secretary. I write this in sincere recognition of the valuable service both you and Nathan have given to the branch in recent years.

Once again please accept my apologies for being unable to attend the 12<sup>th</sup> AGM.

Best wishes,

Neil Sumner.