

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

**Minutes of the 10<sup>th</sup> Annual General Meeting of the Wales Branch of the Institute of Historic Building Conservation held at 4pm on the 3<sup>rd</sup> November 2006 at the International Pavilion, Royal Welsh Show Ground, Llanelwedd, Powys.**

**Present :**

Dr Sean O'Reilly (Director of the IHBC), Trefor Thorpe (Membership Secretary), Neil Sumner (Consultations Secretary), David A Thomas, David Harvey, Gwilym H. Jones (Chairman), Ron Douglass (Treasurer), Arwel Ll Thomas, Nathan Blanchard (Branch Representative), Alan Richards (Education / Training and CPD Officer), Kirsty Henderson (Networking / Publicity and Events Officer), Peter Jones-Hughes, Dave Jump (Secretary). Also present but not a member was David Birch.

Prior to the formal business the Branch Chairman thanked members for remaining after the Built Heritage Forum and especially those who had come just for the IHBC Wales Branch AGM. The Branch Chairman extended a very warm welcome to the Director of the IHBC and invited him to address the membership present.

SO'R informed the meeting ." At national level we are looking to re define structures and to organise an away- day. One real highlight in my mind is that the Wales Branch has moved on. You have organised conferences, education, a site visit and have an active website."

SO'R talked about big changes. "The appointment of a project officer Fiona Newton who will be undertaking research into the sector and will be talking with conservation practitioners widely."

SO'R mentioned the very successful IHBC Summer School in Plymouth and confirmed that next year our 10<sup>th</sup> anniversary will be held in St Georges Hall in Liverpool." The focus will be on public values and CPD. In addition to speakers and presenters there will be a breakout session where members will be able to be shown around the specialist roof-work taking place on the Hall.

"Finally we need to look to ourselves and we need to deal with the political sector. Skills and education, this is the big part. We need to build up research and what will work better both now and in the future.

We are a small organisation but we need to purvey our philosophy. We need also to encourage affiliate members."

SO'R asked the members present if they had any questions ?

N.S. questioned the forthcoming anniversary saying that he thought that it was the 9<sup>th</sup> not the 10<sup>th</sup>.

SO'R was confident that it was the 10<sup>th</sup> but he agreed to check up.

N.S. wished to congratulate Fiona Newton on her appointment and informed the meeting that he understood that she was very keen to see a Welsh dimension and develop Welsh projects with our assistance.

**Minutes of the 10<sup>th</sup> Annual General Meeting of the Wales Branch of the Institute of Historic Building Conservation held at 4pm on the 3<sup>rd</sup> November 2006 at the International Pavilion,**

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**Royal Welsh Show Ground, Llanelwedd, Powys.**

**1. Apologies.**

1.1.Apologies were received from Richard Dean, Lindsay Cuddy, Dave Rigby and Glyn Jones.

**2.Minutes of the 9<sup>th</sup> Annual General Meeting of the Wales Branch of the Institute of Historic Building Conservation held on the 11<sup>th</sup> November 2005 at the International Pavilion Royal Welsh Show Ground Llanelwedd, Powys.**

2.1.The minutes of the 9<sup>th</sup> Branch AGM were read and recorded as a true record of the meeting  
(*proposed T.T., seconded K.H., agreed nem con*).

**3.Matters arising.**

3.1.None.

**4.Branch Chairmans Report.**

(See attached)

**5. Branch Secretary's Report.**

5.1.D.J. reported to the meeting ; the IHBC Wales Branch had held 5 meetings 1 site visit and 1 conference since the last AGM.

| DATES    | VENUES        | ATTENDIES |
|----------|---------------|-----------|
| 10 01 06 | Vaynol Hall   | 6         |
| 14 03 06 | Vaynol Hall   | 6         |
| 12 05 06 | Builth Wells  | 6         |
| 11 07 06 | Vaynol Hall   | 6         |
| 14 07 06 | Aberystwyth   | 50        |
| 08 09 06 | Dinas Mawddwy | 12        |

The main actions coming out of the meetings were as follows;

- The creation of a IHBC Wales Branch Banner.
- The design of a draft IHBC Wales Branch Leaflet.
- The creation and development of the IHBC Wales Branch website.
- The development of a IHBC Wales Branch / Civic Trust for Wales BAR Conference.
- Discussions towards IHBC Wales Branch presence at major shows and events in Wales.
- Consultations between branch and head office re policy & the heritage protection review.
- The Chairman's invitation letter to the Minister for the above conference.
- Lobbying Cadw for representation on HEG as WLGA was not representing LA conservation officer interests.
- Proposals for the next conference.
- Proposals for consultations with BAR consultants and Cadw.
- Branch Representative looking at the Scottish Business Plan before reviewing our own.
- IHBC Director addressing the Branch Members at the Branch AGM.

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**6. Branch Treasurers Report.**

6.1.R.D. reported to the meeting by presenting the branch accounts( see attached).

6.2.R.D. also reported that the profit from the conference has yet not been paid into the branch account.K.H. confirmed that the figure was £1,400.00 which would provide the branch with a healthy balance to start off the next financial year. The accounts were signed off by the Chairman.

**7.Branch Representatives Report.**

(see attached)

**8.Branch Membership Secretary's Report.**

8.1.T.T.reported to the meeting that the branch membership had crept up. Wales now has 76 members, 5 new ones but 3 losses.

An assessment breakdown of the membership was provided ( see attached)

**9.Branch Consultations Secretaries Report.**

N.S. informed the meeting that he had thought that it was going to be an exciting year. N.S. said that he had recieved lots of e-mails from national consultations secretary Karen Holyoake but virtually all had an English focus. However, he had consulted members on the House of Lords' Science and Heritage Enquiry which was the only one relevant to Wales.

N.S. confirmed that he had attended two national Policy meetings as well as the meeting with the Director and Chairman and Cadw's Director and Head of Administration.

SO'R. Asked N.S. if he was receiving direct consultations direct from the Welsh Assembly . N.S. replied no, but he used to be when he was previously chairman and would make arrangements.

S.O'R. suggested that he search on the website to pick up on the matter.

**10. Branch Networking / Publicity and Events Officer.**

10.1.K.H. said two main issues. 1. Website & 2.The Conference. No sorry 3, got married.

The web-site has halted of late due to issue 3. but this will be picked up over the coming months.

The building of the month is at No 6.ready to go on.

2.The conference was a sucess and we need to build on this for the following year.

K.H. suggested that the subject of the BAR should be developed further.

S.O'R talked about the themes of the White Paper as the possible topic for a conference.

( This will be given further consideration).

D.H. informed the meeting that with the level of expetise and knowledge at these conferences we should be including a workshop.

This was discussed and K.H.thought that it was a good idea having recently been to one.

(This will also be given further consideration).

**11.Branch Education \ Training and CPD Officers Report.**

**INSTITUTE OF HISTORIC BUILDING CONSERVATION**  
**SEFYDLIAD CADWRAETH ADELIADU HANESYDDOL**  
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A.R. informed the meeting that had been under a misapprehension of late. He thought the Education Committee had stopped. But in reality this was not the case he found to his surprise as they had been fully active. It was the Education Committees belief that A.R. was not bothered so they had chosen not to inform him.

A.R. was now pleased to inform the meeting that things are now quite different and he is actively e-mailing the group and receiving consultations.

N.S. asked A.R. a question. " Malcolm Coulson of Cadw gave an interesting presentation to the BHF earlier in the day on developing craft skills but nobody appeared to have been aware of him or of his activities. Had you? A.R. replied " Yes I know Malcolm but I was not fully aware of the work he was developing.

S.O'R. Confirmed "Yes this is what sometimes happens with organisations".

**12. Election of Officers / Branch Committee.**

12.1.G.H.J. informed the meeting that in 2002 it was resolved to rotate in a three year cycle the branch from the south to the north. Do we need a motion?

N.S. felt that the branch should be an all Wales branch which should be the way to develop the committee, not passing on the gauntlet from south to north and visa versa.

A.R. stated that the practicalities are that members are located either in the north or in the south and that we should reconsider the three year cycle to be one of ad hoc *(for the purpose of)*.

N.B. suggested that we use video conferencing between the north and the south. (This will be given further consideration).

N.S. proposed the three year motion be deleted. This proposal was supported by the meeting unanimously.

12.2. A vote was then called for and put to re elect the present committee using a show of hands *(proposed T.T. Seconded N.S. Agreed nem con)*. A show of hands 13 in favour of the proposal and 0 against.

12.3. It was agreed that should an invitation be received from Cadw for the IHBC Wales branch to send a representative to the Historic Environment Group meeting , then NS as Consultations Secretary would attend or a deputy appointed by the committee.

**13.Review of the 2005/2006 Branch Business Plan and proposals for the 2006/2007 Plan**

13.1.N.B.reported that the Scottish Branch had put forward a very good business plan review and he will be looking into the details of it before drafting up a plan for us to consider.

**14.Any other business.**

14.1.A.R. reported his idea for a CPD event. A.R. proposed an international trip to Krakow in southern Poland . A.R. confirmed that he had looked into it and the cost would be not too expensive. He also confirmed he had contacts .This item was discussed with some enthusiasm and it was left that A.R.would look into it further and keep people informed.

14.2. The meeting closed at 17.27pm.

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SEFYDLIAD CADWRAETH ADELIADU HANESYDDOL  
CANGEN CYMRU \* WALES BRANCH**

**Sefydliad Cadwraeth Adeiladau Hanesyddol /  
Institute of Historic Building Conservation  
Cangen Cymru \* Wales Branch  
10fed Cyfarfod Cyffredinol Blynnyddol / 10<sup>th</sup> Annual General Meeting  
03/11/2006**

**Adroddiad y Gader – Chair Report**

Can I start by once again paying fulsome tribute to my colleagues on the committee and to their dedication to the branch in particular and the IHBC in general over the past 12 months.

Branch meetings have continued to be held on a regular basis throughout the year, second Tuesday every second month, mostly held at the Vaenol near Bangor. It is with pride that I report that 20% of the available membership in the North Wales area often attends the meetings. These meetings are open to all members and I would urge more of you to attend! Your contribution to any discussion will be valued.

Our collaboration with Civic Trust Wales went from strength to strength with an excellent conference on Buildings At Risk at Aberystwyth on July 14<sup>th</sup> 2006, partly, and very ably, chaired by IHBC President David Lovie. The conference also saw the unveiling of the branch banner!

A meeting was held with the Chief Executive of Cadw, Marilyn Lewis, on 17<sup>th</sup> July 2006 –attended by Sean O'Reilly our Director, with Neil and me representing this branch. Mrs Jean Booker was also in attendance. The concerns raised in the conference were relayed directly to Cadw at the meeting. The case for inviting the IHBC onto the Historic Environment Group was again pursued, but no direct invitation was forthcoming.

Members have made the case in previous AGMs regarding the lack of branch events. We made a start to remedy the situation in September by combining the branch meeting with a visit to a conservation project in Dinas Mawddwy, Gwynedd. Such occasions sustain the interest of members and act as an excellent recruiting opportunity for new members. We must make a real effort to establish a programme of such events throughout Wales. All suggestions from members for branch events would be very gratefully received. Contributions from members for our web site would be equally welcome.

Membership has steadily increased, but we are still numerically a small branch. We need to attract more building conservation practitioners throughout Wales if we are to achieve our aim of being the standard bearer for historic building conservation. The historic environment is under increasing pressure and the case for conservation good practice can very easily be drowned out by the clamour of other, louder, voices. A stronger branch will enable us to speak with a stronger voice in a cause that deserves to be heard.

Thank You  
Gwilym H. Jones

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**INSTITUTE OF HISTORIC BUILDING CONSERVATION**  
**YEAR 1 OCTOBER 2005 TO 30 SEPTEMBER 2006**  
**..... BRANCH**

|   |                  |         |                 |
|---|------------------|---------|-----------------|
|   | £                | £       |                 |
| <b>Assets at 1 October 2005</b>                               |                  |         |                 |
| Bank accounts.....  |                  | 1311-93 | (a)             |
| <b>Income 1 October 2005 to 30 September 2006</b>             |                  |         |                 |
| Loans/Floats from IHBC central funds.....                     |                  |         |                 |
| Schools, conferences and other events.....                    |                  |         |                 |
| Newsletters and other publications.....                       |                  |         |                 |
| Bank interest.....  |                  |         |                 |
| Other income (please specify).....                            |                  |         |                 |
| <b>Total income.....</b>                                      |                  | 0       | (b)             |
| <b>Expenditure 1 October 2005 to 30 September 2006</b>        |                  |         |                 |
| Transfers to IHBC central funds.....                          |                  |         |                 |
| Schools, conferences and other events.....                    |                  | 827-80  |                 |
| Newsletters and other publications.....                       |                  |         |                 |
| Bank charges.....   |                  | 6-42    |                 |
| Administrative expenses (including branch meeting costs)..... |                  | 64-40   |                 |
| Chairman's travel expenses.....                               |                  |         |                 |
| Other expenses (please specify)..... <i>POSTAGE</i>           |                  | 65-54   |                 |
| <b>Total expenditure.....</b>                                 |                  | 964-16  | (c)             |
| <b>Balance carried forward at 30 September 2006</b>           |                  |         |                 |
| Bank accounts.....  |                  | 347-77  | (a+b-c)         |
| <b>Bank details</b>   |                  |         |                 |
| Balance(s) at 30 September 2006 (should equal a+b-c).....     |                  | 347-77  |                 |
| Bank name.....  | NATWEST          |         |                 |
| Account number.....   | 34515585         |         |                 |
| Sort code.....  | 54-30-07         |         |                 |
| Signatory 1.....  | P. DOUGLASS      |         |                 |
| Signatory 2.....  | D. JUMP          |         |                 |
| <b>Liabilities</b>  |                  |         |                 |
| Debtors (money owed to branches at 30 September 2006).....    |                  | 0       |                 |
| Unpaid members' expenses.....                                 |                  | 0       |                 |
| Unpaid bills (please attach details).....                     |                  | 0       |                 |
| Loans/Floats from IHBC central funds.....                     |                  | 0       |                 |
| <b>Signed</b> <i>Ronald Douglass</i>                          | <b>Treasurer</b> |         | <b>Chairman</b> |
| <b>Date</b> <i>11-10-06</i>                                   | <b>Date</b>      |         |                 |

**Contact name and telephone number**

This form to be completed by officers of all branches and account holding committees and returned to  
**Michael Knights, IHBC Treasurer, Penleigh, 3 Harford Manor Close, Norwich, Norfolk NR2 2LW**  
**by 30 November 2006**

(Photocopies of bank statements for the year to be attached)



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**Item 7 Branch Representative on National Council's Report**

Having attended all the past year's Council meetings, it has been most notable as one in which the management of the IHBC became more professional and clearer. Council meetings now have a better structure and more formal reporting procedures. Council has been developing five new committees in the past year; Finance & Resources, Membership and Ethics, Education Training and Standards, Policy and Communications & Outreach. With clearer aims and better delegation these committees are intended to lessen the burden on Council but above all to get more done. The committees have been developed to involve IHBC members who are not on Council and a number of new volunteers have come forward but there is still room for more. In September Council held a highly constructive business planning day in this move towards a more professional future, which looked at the medium to long term issues the Institute faces and how we address them.

The recruitment of a further full time member of staff will allow the IHBC to promote and expand its research interests and to respond to funding opportunities to do so. And this has been secured through the appointment of Fiona Newton, formerly Branch Representative of the East Midlands region and Conservation Officer at East Lindsey District Council.

Key developments include the development of a draft communications strategy for the Institute. Hopefully some of the aims we have identified will soon be enhancing the service provided to members. There are a number of IHBC posts that are vacant at present. Some of these are entirely new opportunities which present real opportunities to influence IHBC development and undoubtedly Sean will be able to provide details on these.

The 2006 Annual School in Plymouth seemed to many to mark a return to those schools of the past where a committed group of members worked together to produce an event which was well thought out and working to a clear theme. It was well organised, had good speakers, relevant and instructive visits and enjoyable social events. In 2007 the Annual School will be in Liverpool and organisation is well underway for what looks like a good event. It will not be too long until the spotlight will be on Wales to volunteer for an Annual School, following the hugely successful Cardiff event in 1999, something in the North maybe?! The Culture Media and Sport Select Committee Inquiry into HPR has exercised Council considerably over the year. The IHBC submitted excellent evidence for the committee.

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The IHBC Director and Bob Kindred appeared on the Institute's behalf in March and the findings of the committee have recently been published. The influence of the IHBC was increased considerably by Bob Kindred's role as advisor to the committee. Unfortunately, no representation issues affecting Wales were raised by the Committee, despite the White Paper covering both countries – a missed opportunity for needed scrutiny. The IHBC was also represented by Ian Brocklebank at the House of Lords inquiry into science and technology.

Further highlights of joint working across the Branch, which I have been involved with, are no doubt covered under other Officer's reports. Needless to say we appear to be growing from strength to strength each year both in members events and membership numbers.

On this final point having done a touch of very simple analysis I thought the attached may be of interest to the Branch, as to our consistency. Although this is only as of 3<sup>rd</sup> July 2006, I've not been able to gleam as yet what the National picture is, but this could provide a basis for at least ensuring we continue growing and our activities remaining relevant professionally and locationally:

74 Members

85% are full members    12% affiliate members    3% associate members

81% of whom are male, 19% Female

27% from North Wales

12% Mid Wales

54% South Wales

7% from England!!

32% only IHBC

27% are also RIBA

18% RTPi

9% RICS

3% RIBA / RTPi

3% RICS / RTPi

3% CIOB

3% IFA

3% Reg. Architects

1% LI

1% IMBM

Nathan Blanchard



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**IHBC WALES BRANCH MEMBERSHIP BREAKDOWN**

|                       |           |             |
|-----------------------|-----------|-------------|
| Local Authority       | 23        | 30%         |
| Heritage Body         | 10        | 13%         |
| Professional Practice | 17        | 22%         |
| Contractor            | 2         | 3%          |
| Academic              | 1         | 1%          |
| Student               | 10        | 13%         |
| Miscellaneous         | 3         | 4%          |
| Retired               | 10        | 13%         |
| <b>TOTAL</b>          | <b>76</b> | <b>100%</b> |

|  |           |             |
|--|-----------|-------------|
| Local Authority                        | 31        | 41%         |
| Heritage Body                          | 12        | 16%         |
| Professional Practice                  | 17        | 22%         |
| Contractor                             | 2         | 3%          |
| Academic                               | 1         | 1%          |
| Student                                | 10        | 13%         |
| Miscellaneous                          | 3         | 4%          |
| <i>(Retired members redistributed)</i> |           |             |
| <b>TOTAL</b>                           | <b>76</b> | <b>100%</b> |

|              |           |             |
|--------------|-----------|-------------|
| Members      | 64        | 84%         |
| Affiliates   | 10        | 13%         |
| Associates   | 2         | 3%          |
| <b>TOTAL</b> | <b>76</b> | <b>100%</b> |

03/11/2006