



MINUTES
of the meeting of the Yorkshire Branch Committee held on 22 June 2010 at
the Council for British Archaeology, 66 Bootham, York

Persons Present: Keith Knight (KK), Lynne Walker (LW), Stan Driver (SD), Peter Fisher (PF), Ken Burley (KB), Richenda Codling (RC).

1. **Welcome:** KK welcomed those present to the meeting.
2. **Apologies:** Bob Scriven
3. **Declaration of any other business**
See Agenda item 14, below.
4. **Minutes of previous meeting and matters arising**
The Minutes of 27th April 2010 were agreed subject to amendment as follows and various matters were also raised:
 - 4(a) **Website:** amendment - Peter Babcock should read "Badcock" throughout the Minutes.
 - 5(b) **Chair's Report: Amendment** - replace "While LW welcomed it, she recognised that PPS 5 was deficient in some respects" by "LW thought PPS5 was much improved on the earlier Draft".
Matter arising - add after last sentence "(Subsequently PF was informed by Rachel Prosser of such an event on May 4th). There is also to be a similar event in Nottingham on 22nd July."
Matter arising - after discussion it was agreed to hold a joint PPS5 event with CBA as soon as possible.
 - 5(d) **Amendment** - Delete "In passing".
 - 14 **HEF Report - Matter arising** - KK has now made contact and there will be an Historic Environment Forum meeting in September. *KK has asked T Mitchell to let him know when date confirmed so someone could attend.*
 - 15 **Branch Business Plan - Matter arising** - It was agreed to amend the sum of £1000 to £500 per annum to cover 2 Branch Events. **(BS to note and action)**
 - 16 **Yorkshire Branch AGM - Amendment** - insert "Lynne Walker is Yorkshire Branch CAB Liaison Officer" before "RC to place documents on the website via Peter Badcock" and immediately add "RC suggested a list of file headings for the website, which were agreed. She is to put the Branch IHBC minutes on the website. KB will adapt PF's Harrogate flyer as a record of the visit and pass to RC for the website".
4. **Chair's Report**
KK reported the following:
 - i) As usual there had been a number of consultations asking for a Branch response and KK was keen for more input from Branch Members.

- ii) IHBC Full Council had approved the 5-year Corporate Plan for submission to the AGM. **It was agreed that we should check whether there was anything in the Corporate Plan which should be reflected in our annual Business Plan.**
- iii) Regarding the IHBC Annual Conference (attended by himself/DB/RC/KB (part only)), there had been a number of good presentations, for example on PPS5, delivering a high quality conservation service and on Design Review Panels (Kensington and Chelsea in particular). As always there were good opportunities for networking; the afternoon case studies had an Olympic theme, focussing on the restoration of leisure-related buildings and parks. The overall message had been to trumpet the value of what we do.

5. **Secretary's Report**

SD reported that he had contacted IHBC head office regarding email addresses of Yorkshire Branch members, only three of whom do not have email. KK said that new lists of Branch Members were circulated to Branch Membership Officers by the national Membership Services Officer after Full Council meetings. It was noted that SD and PF would both need access to the updated lists.

6. **Treasurer's Report**

In BS's absence, there was none. Regarding the Harrogate event finances, PF said the final figures were not yet available. The event had attracted about the maximum number of people it could take. BS had sent KK a cheque for the deposit for the Hospitium, and had sent cheques to PF and RC. LW should invoice BS for the CBA room hire.

7. **Membership Secretary's Report**

In DB's absence there was none. **Action: KB to email DB apologising for the confusion re dates of the meeting.**

8. **Membership and Ethics Committee**

RC reported she is acting chair of the M and E committee.

9. **Event Organiser's Report**

PF reported on a proposed PPS 5 event. Regarding the Restoration Yorkshire event on November 5th, the CBA are to be asked to sponsor it.

10. **Consultation Officer's Report**

This position remains vacant; KK repeated his earlier point that a significant number of consultations were coming through for comment.

11. **Heritage Environment Forum**

KK has asked Trevor Mitchell to send any HEF documents through to the IHBC Yorkshire Branch. It was asked whether we had sent anything formally to Richard thanking him for his contribution to the Branch Committee, following his resignation from it. KK said he would send him a letter. **Action: KK to send letter to RT.**

12. **Branch Business Plan**

Stan Driver preferred to use the template from 2 other Branches rather than BS's format. He asked if we should consult the Branch about the Business Plan ahead of the AGM. **It was agreed that a draft would be prepared for the September meeting for discussion. It could be put on the website and members could be Emailed for comments. The draft could be sent to**

Finance Committee in September

13. Yorkshire Branch AGM

It was agreed that the AGM would be restricted to Branch members only (all classes) and the 5th November date endorsed. KK to pay deposit on the Hospitium. Documents for the AGM need to be on the website by October.

14. Any other business

KK informed the committee he had been invited to the ALGAO meeting representing the IHBC Yorkshire Branch. **It was agreed that Conservation Officer Group meetings would be attended if possible by a Committee member in each area and that nomination of a liaison officer from each group would be sought to join the Committee. RC would be attending the SYCOG. SD would enquire if West Yorkshire COG still met and KK would enquire about East Yorkshire.**

15. Date of Next Meeting

Tuesday 7th September at 7.30 at the CBA offices, Bootham. Please Note: *There will be no other meeting until Friday 5th November, so everything for the AGM will be achieved by Email.*