



## **MINUTES of a Meeting of the Yorkshire Branch Committee held on 9 March 2010.**

Venue: Council for British Archaeology, St. Mary's House, 66 Bootham, York

Persons Present: Keith Knight (Chair); Ken Burley (KB), Richenda Codling (RC), Bob Scriven (BS), Lynne Walker (LW), David Blackburn (DB).

Apologies: Peter Fisher

1. **Welcome by Chair (KK).**

2. **Declaration of Any Other Business.**

Several items were suggested, particularly relating to the forthcoming IHBC Council Meeting business (see below Item 15).

3. **Minutes of Previous Meeting/Matters Arising.**

Minutes of the Meeting of 8<sup>th</sup> December 2009 would be circulated in due course by KB. In their absence, the Committee received an oral report from RC from her informal notes of the business of the December meeting. Regarding the Branch Business Plan for 2010-11, it was confirmed that it would be reported to the Branch AGM for ratification and following any final amendments.

4. **Chair's Report.**

(a) Recent consultations have been interesting and voluminous, including the draft PPS5. It was noted that comments could be submitted by individual branch members and/or formally on behalf of the branch.

(b) Proposed "Restoration Yorkshire" event; KK has provisionally booked the Hospitium as the venue for "Restoration Yorkshire", working with Penelope Whitworth. The following possible speakers/topics were suggested: Irena Bauman (Chair of Yorkshire Design Review Panel); Paul Hudson (Weather man); David Heathcote (Art Deco); Trevor Mitchell (English Heritage Regional Director); Jane Roylands (Roundhay Park Purcell Miller Tritton Architects); Chris Topp (Wrought Iron); Andrew Whitham (South Yorkshire BPT); Castle Howard presentation; St. Clement's Hall, York; Development in Gillygate, York; and CSCS (Construction Skills Certification Training Scheme) cards. **It was agreed that presentations would be sought from the above possibilities.**

(c) KK estimated that the event should break even at £50.00 per head. He was not being paid for organising the event. He anticipated circulating about 1000 people to attract 100 people. KB suggested that Paula Nolan would circulate the Regional RTPI Membership if asked. BS noted the need to encourage students and thought we should adjust the cost for them as the RTPI does.

5. **Secretary's Report.**

KAB reported that Stan Driver was interested in becoming Branch Secretary subject to clarification about organisational points, particularly regarding the Branch AGM. KAB is to contact SD further and invite him to the next IHBC Branch Meeting on Tuesday 27 April

2010 (prior to full IHBC Council Meeting). (SD has subsequently confirmed his agreement to become Branch Secretary).

6. **Treasurer's Report.**

It was noted that Bob Scriven would attend the forthcoming IHBC Council Meeting on 11 March 2010 in his capacity as Branch Treasurer and representative of the Branch Committee. BS informed the Committee that the Nat West Bank are our Bankers. Funds stood at £2110 and nothing had been drawn down yet. He now had the Branch Account Cheque book. Any expense claims should ideally be submitted to BS before the year end in March. The CBA should invoice BS for the use of their accommodation for the Branch Meetings. He suggested a new expense form (broadly in line with the IHBC version but clearer) for use within the Yorkshire Branch. Sean O'Reilly had agreed it and it had also been discussed with Mike Knights. The national IHBC form could still be used for Council Meetings etc. BS could approve the local form except in his own case when it would be approved by the Branch Chair. **The new form was proposed and agreed by the Branch Committee and HQ is to be advised of this.** BS is to check on the financial estimates included in the draft Yorkshire Branch Business Plan. Committee Members noted that the Business Plan for East Anglia showed a £2,500 subsidy although Sean O'Reilly had pointed out that in accepting the East Anglia plan, no commitment had been made by IHBC Council to under-write such a deficit. It was suggested that the Branch might follow other Branches in sponsoring a Committee Member to attend the IHBC Annual School.

7. **Membership Secretary**

DB reported that there are now 128 members in the Yorkshire Branch with 4 Affiliate applications and 1 Full membership application pending. In addition, there is a possible transferee from another branch to Yorkshire. DB also informed the Committee that he sends a welcome letter to new members.

8. **Membership and Ethics Committee**

RC reported that 10 applications for Full membership are to go to the IHBC Council Meeting for determination. RC pointed out that recommendations regarding membership are not disclosed prior to the meeting.

9. **Event Organiser**

It was noted that Peter Fisher is progressing well the Harrogate event which has now been fixed for 12 May 2010.

10. **Consultation Officer**

This post is presently vacant; although there is no Officer responsible for consultations as such, Members of the Branch have the opportunity to submit their observations and comments if they wish, as noted above.

11. **Newsletter Editor**

There is similarly a vacancy at present for a Newsletter Editor.

12. **Historic Environment Forum**

There was no report about the Forum in Richard Taylor's absence.

13. **Branch Business Plan**

It was noted that the Branch would be asked to endorse the draft Business Plan at the Branch AGM on 4 June 2010. **BS offered to produce an overview of other Branch Plans and this was agreed.**

14. **AGM**

Friday 4 June 2010 at the Hospitium in York, following the Restoration Yorkshire Event. Branch Officers will, of course, need to prepare their reports in good time for circulation before the AGM.

15.

**AOB**

(a) IHBC Council business. It was commented that there was considerable documentation emailed in connection with the IHBC Council Meeting and it was felt that more time should be allowed for Council Members to read the documents, in order to be fully informed about the business of the meeting. It was noted that the Council was considering a variety of topics, including procedures for dealing with Grievance and Disciplinary matters.

(b) BS said he would submit a short Regional Report to the IHBC Council Meeting.

(c) BS had read the IHBC Council papers and summarised issues on an A4 sheet for circulation and future discussion.

(d) The Yorkshire Branch Business Plan had been submitted to the March IHBC Council Meeting as a Draft. KK confirmed he had updated the Yorkshire Branch web site.

(e) DB said that he had circulated to the Branch Committee a copy of the new members' welcome letter.

(f) BS reported that previous Treasurer's papers appeared to have been lost in the post so he has set up a new financial system.

16.

**Date and Venue of next meeting**

Tuesday 27 April 2010 at 7.30 at the CBA Offices, York.