



2005

Institute of Historic Building Conservation
AGM PAPERS & ANNUAL REPORT



Institute of Historic Building Conservation

ANNUAL GENERAL MEETING

5.45pm Saturday 9 July 2005
Tempest Anderson Hall
Museum Gardens
York YO1 7FR

AGENDA

- 1 Apologies for absence
- 2 Minutes of the Annual General Meeting of The Institute of Historic Building Conservation held on Saturday 12 June 2004 at the University of Ulster, Magee College, Derry, Northern Ireland, and the matters arising
- 3 Council's Report
- 4 Accounts for 2003-2004

Resolution 1 – Accounts

To receive the Reports of the Hon Treasurer and Council for the financial year 1 October 2003 to 30 September 2004 and to approve the accounts for that period

Resolution 2 – Auditors

To appoint Larking Gowen, Chartered Accountants, as Auditors to the Institute, to hold office from the conclusion of the present Annual General Meeting until the conclusion of the next Annual General Meeting at which accounts in respect of an accounting reference period are laid

- 5 Election of Officers and notification of nomination of branch representatives
- 6 Motions to the AGM

At the time of printing these papers no motions had been received at the Institute's offices.

THE INSTITUTE OF HISTORIC BUILDING CONSERVATION

www.ihbc.org.uk

Registered as a Charity,
Number 1061593

Company Limited by
Guarantee

Registered in England,
Number 3333780

Registered Office

3 Stafford Road
Tunbridge Wells
Kent TN2 4QZ

Business Office

Jubilee House, High Street
Tisbury, Wiltshire SP3 6HA
Tel 01747 873133
Fax 01747 871718

President

David Lovie
29 Whitton Way, Gosforth
Newcastle upon Tyne
Tyne and Wear NE3 3HY
president@ihbc.org.uk

Chairman

John Yates
8 Market Street, Wem
Shrewsbury SY4 5EA
chair@ihbc.org.uk

Company Secretary

Richard Morrice
3 Stafford Road
Tunbridge Wells
Kent TN2 4QZ
secretary@ihbc.org.uk

Director

Seán O'Reilly
The Glasite Meeting House
33 Barony Street
Edinburgh EH3 6NX
director@ihbc.org.uk

These documents were
prepared by Richard Morrice

CONTENTS

AGENDA for the Annual General Meeting 2005 of the Institute of Historic Building Conservation	i
--	---

MINUTES of the Annual General Meeting of the Institute of Historic Building Conservation held on Saturday 12 June 2004 at the University of Ulster, Magee College, Derry, Northern Ireland	1
---	---

COUNCIL'S REPORT for the year ended 30 September 2004	7
--	---

ACCOUNTS for the year ended 30 September 2004	13
--	----

TRUSTEES 2003–2004	15
--------------------	----

ELECTION OF OFFICERS	16
----------------------	----

NOMINATION OF BRANCH REPRESENTATIVES	17
---	----

MOTIONS TO THE AGM	17
--------------------	----

MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2004

University of Ulster, Magee College, Derry, Northern Ireland
Saturday 12 June 2004

Present

Nigel Barker	Stuart Eydmann	Robert Parkinson
Paul Barker	Jon Finney	David Piggott
Margaret Barnes	John Gerrard	Lydia Porter
Douglas Black	Brian Gunn-King	John Preston
Nathan Blanchard	Charmain Hawkins	Steward Ramsdale
Eddie Booth	Chris Hawkins	Alan Richards
Michael Brown	Jenny Herdt	Michael Rowan
Nicholas Brown	Michael Knights	Jane Roylance
Sharon Brown	Malcolm Lake	Julia Smith
Hazel Brushett	David Lovie	Sheila Stones
Sarah Buckingham	Rosemarie MacQueen	Jonathan Taylor
Neil Buick	Mike McConnell	Jo Tiddy
James Clare	Athanassios Migos	Trefor Thorpe
David Clark	Elaine Milton	Clare Vint
Nick Collins	Frederick Moore	Robert Walker
Alison Davidson	Richard Morrice	Ivan Wilson
Helen Dimond	Eimear Murphy	John Yates
Nick Doggett	Fiona Newton	

1 Apologies for absence

Martin Andrew, Nic Antram, Kathryn Baird, David Blackburn, David Boyson, Sheena Campbell, John Champness, Ollie Chapman, Dave Chetwyn, Richenda Codling, Jeff Collard, Peter de Figueiredo, Roger Dowty, Adron Duckworth, Jo Evans, Rik Fox, Kathryn Gibson, Alison Henry, Karen Holyoake, David Kincaid, Bob Kindred, Micky/Mary King, Mike Lea, Glynn Marsden, David McDonald, Peter Mills, Hugh Norwood, Chloe Oswald, David Scott, Charles Strang, Neil Sumner, Alison Tanner, Alan Taylor, Richard Taylor, John Townsend, Phil Ward, Philip Whitbourn, Geoff Underwood

2 Minutes of the AGM held on Saturday 28 June 2003

The minutes were circulated prior to the meeting with officer and branch reports. There were no amendments, corrections or matters arising and the minutes were agreed and signed as an accurate record of the meeting.

3 Officers' Reports

The following Officers added to the reports that had been circulated prior to the meeting.

3.1 President

- 3.1.1 David Lovie (DL) said he was delighted to have been asked to become President, and was interested to see there was no job description.

DL sees the role as one of profile raising amongst other organisations by attending events and meetings. Since he took up office he has been busy on the Institute's behalf but would like to attend more branch events and meetings. He praised the commitment of the branch committees and felt they should be supported in their work.

- 3.1.2 Since the last AGM Gus Astley had passed away. He was Membership Secretary for many years during which time he gave very generously of himself to the work of the Institute. A memorial fund has been set up in his memory with a real purpose. Details of this fund were published in *Context* issue 83, and DL strongly encouraged members to help build up the fund. Eddie Booth (EB) also expressed his thanks on behalf of the Institute for all Gus had done.

- 3.1.3 DL went on to point out that the appointment of a director in the near future is a huge step for the Institute. He emphasised that key issues such as accreditation, standards and guidance require serious time resources devoted to them, and that the volunteer officers, who he specially thanked, had already put in a huge amount of time and effort. These issues, he pointed out, are central to the Institute as a professional organisation. The Institute, he said, is represented on a wide number of bodies and organisations which needs to be reviewed and targeted as the Institute has been boxing above its weight for some time but can't get away with it forever.

- 3.1.4 DL expressed his thanks to Laurence Manogue who until recently had been the longstanding Northern Ireland branch representative, but was unable to attend the school due to ill health. This School had been his brainchild, DL said. Sharon Brown, Jill Kerry and Judith Smyth were then thanked for the huge amount of time and effort they had contributed to make the event happen and DL said what an excellent school it had been so far. Although a venue has not been decided on yet, next year's school will be in the South West. *Post meeting note – this was subsequently changed to Yorkshire.*

3.2 Chair

- 3.2.1 Eddie Booth (EB), who was stepping down as Chair after his three-year appointment, said that when he first came to the post there was a major debate over who should produce *Context* so felt very much as if it was in at the deep end. Over the following years Council has had some very strong and interesting debates of which he was pleased to have been a part. EB supported DL's praise for this year's school.

3.3 Secretary/Vice Chair Business

- 3.3.1 Richard Morrice (RM) told the meeting that a draft job description for the post of director had been drawn up which would be sent to all members and advertised in *The Guardian* shortly. The post would be full time at a salary of approximately £40,000.
- 3.3.2 On the production of Standards and Guidance for members' work, RM commented that these would help formalise the link between the Code of Conduct and what actually happens on the ground. This, he said, has been progressed with the help of the Institute of Field Archaeologists (IFA) and the Association of Local Government Archaeological Officers (ALGAO) and the possibility of joint funding.
- 3.3.3 RM also commented briefly on discussions currently being held concerning the organisation of Council, reporting that it had been suggested that the Institute makes use of the advice of PARN (Professional Associations Research Network), a body which helps organisations operate more efficiently and effectively.

3.4 Vice Chair Policy & Practice

- 3.4.1 John Yates (JY) told the meeting that in the past year the Policy & Practice Committee had come back to life and was now thriving. There were apologies from Bob Kindred, Dave Chetwyn and Alison Henry, all members of this committee who were unable to attend.

3.5 Editorial Board

- 3.5.1 Nigel Barker (NB) reported that the Editorial Board was looking for someone to act as a yearbook liaison officer. The Board, he said, meets four times a year in either London or Birmingham. As always, contributions for *Context* are welcomed.

3.6 Education Secretary

- 3.6.1 John Preston (JP) reported that there had been a lot going on during the past year. The Heritage Forum, he said, continues to work towards ensuring the skills and competences needed to have a modern heritage protection system are available. This also links in with the Archaeological Forum. JP reported that he was desperately seeking someone to represent the Institute on this working group.

- 3.6.2 JP reported that English Heritage (EH) is due to send out CDs at the end of June to introduce the Historic Environment Local Management (HELM) project, and that there had been some concerns over the lack of communication by EH on this project with the Institute and other interested groups.
- 3.6.3 On the question of accreditation for those running EH grant schemes, JP reported that EH will soon be circulating information on the requirements. The Institute had been working closely with the Edinburgh Group to ensure IHBC has some input into the level and type of accreditation that will be required. JP said that he would welcome members' reactions on the criteria when they are circulated. Nathan Blanchard asked if this would affect grants given by the Heritage Lottery Fund (HLF) or Townscape Heritage Initiative (THI) scheme funding. JY thought that the HLF would wait to see what happened with the EH schemes.
- 3.6.4 JP reported on the proposed link with Vaynol College to provide a manager to deliver training and to work on IHBC course accreditation, and he said that the Education Committee was trying to get a brief finalised.
- 3.6.5 On the Single Status Review which a number of local authority members had been going through, JP reported that problems had emerged because the system was not geared for local authority people, and he recommended a guidance note produced some years ago by Stuart Eydmann.
- 3.6.6 JP asked for members who are interested in NVQs for building and planning to become involved in a review which had been carried out, because at a recent validation meeting he was the only voice for the historic environment. He acknowledged the need for backing from their employers.
- 3.6.7 Finally, JP commented on progress with CPD. He hoped that a form would soon be on the website for members to download and complete. Mike Brown asked if the requirements for CPD would be agreed by the end of the year. JP replied that the basics were in place (50 hours over two years), but the detail needs to be thrashed out with the Edinburgh Group.
- 3.7 **Publicity Secretary**
- 3.7.1 Sarah Buckingham (SB) said that press releases were now being posted on the website.
- 3.8 **Other Officers' Reports**
- 3.8.1 The remaining officers who were present had nothing to add to the reports given in the AGM papers.

4 Branch Reports

- 4.1 Fiona Newton told the meeting that the education pack the East Midlands branch had been involved in producing for junior school pupils would be launched in Nottingham the following week. There was a limited number available and she requested anyone who wanted a copy to contact her.
- 4.2 None of the other branch representatives who were present had anything to add to their reports in the AGM papers.

5 Financial Statement and Treasurer's Report

- 5.1 Copies of the accounts for the year to 30 September 2003 were available and Mike Knights (MK) reported on the major points. The accounts, he said, were being presented in a more formal way to come into line with the requirements of the Charity Commission. The question of whether the Institute should be registered for VAT had been examined carefully and it was found that this was not necessary at this time.
- 5.2 Under Resolution 1 of the Agenda MK recommended the accounts to the meeting. Approval of this motion was proposed by Robert Parkinson and seconded by Mike McConnell.
- 5.3 Under Resolution 2 of the Agenda MK recommended the appointment of Larking Gowen as auditors. Approval was proposed by Jon Finney and seconded by Rosemarie MacQueen.

6 Election of Officers

- 6.1 Richard Morrice drew the meeting's attention to the list of officers for election in the AGM papers. RM pointed out a spelling mistake; he had been nominated by David Brock not Brook. He then confirmed that the nominations for the three vacant offices were; John Yates (JY) as Chair, Dave Chetwyn as Vice Chair and Mike Lea as Membership Secretary.
- 6.2 The positions of Chair, Vice Chair, Treasurer, Membership Secretary, Editorial Board Chair, Education Secretary and Publicity Secretary, voted on en bloc, were proposed by Athanassios Migos and seconded by Robert Walker.
- 6.3 The nominations of branch representatives which were also listed in the AGM papers were then introduced by RM. Jon Finney reported that the London branch AGM had taken place after the papers had been printed, and that he had stepped down and David MacDonald had been put forward as branch representative. Similarly in Yorkshire, Stephen Bateman had been replaced by Keith Knight. The nominations, which were dealt with en bloc, were accepted by the meeting unopposed.

7 Motions to the AGM

There were no motions put to the meeting.

8 Any Other Business

8.1 As a sign of appreciation for the work EB performed as Chair he was presented with a T-shirt featuring a cartoon from a recent issue of *Context*. RM reported that a less frivolous thank you gift would be delivered to him shortly.

8.2 DL closed the meeting at 10.21am



Eddie Booth, outgoing Chair, models his new T-shirt at the AGM 2004

COUNCIL'S REPORT

The Council presents its annual report and financial statements for the year ended 30 September 2004.

OBJECTIVES

The company is a charity and exists to promote, for the benefit of the public, the conservation of, and education and training in, the conservation and preservation of buildings, structures, areas, gardens and landscapes which are of architectural or historic value in the UK as far as it lies within the duties and responsibilities of any person whose principal professional skills are to provide specialist advice in such conservation and preservation.

The IHBC's key activities are:

- setting standards for conservation practice throughout the UK and Ireland and improving education and training in conservation
- raising the profile of conservation and promoting its role in economic and social regeneration
- supporting excellence in all aspects of conservation, whether in the identification, analysis, repair and re-use of historic buildings or in new design in historic settings
- stimulating debate on how the role of conservation should develop
- organising its own training events and further developing its branch network in the UK and Ireland to encourage the continued exchange of information between practitioners at the local level.

ORGANISATIONAL STRUCTURE

The Institute is governed by a Council with 20 voting members made up of seven elected officers and 13 representatives of regional branches, as well as several co-opted non-voting officers. It has two main committees, Internal Affairs and Policy, and a number of advisory sub-committees.

RESULTS

The gross resources arising in the year amounted to £196,742 (£174,938, 2003). Overall, the charity's incoming resources exceeded its expenditure by £49,937. This reflects the increase in subscription that was introduced last year in order to fund the post of a new Director of the IHBC. As the appointment was delayed until after the close of this financial year, the expenditure has been delayed. However, with the appointment in place, the Trustees are committed to spending a majority of this surplus in the immediate future, with only limited income expected until the next subscriptions are due.

The Annual School which took place in Derry in 2004 was, financially, less successful than that in 2003, but we are confident that the investment in professional development across the organisation, and profile-raising for the branch, was very beneficial for the Institute and helped further its objectives.

ACTIVITIES AND DEVELOPMENTS DURING THE YEAR

Due to the strange reporting year which the Institute inherited and the practice of holding the Annual General Meeting towards the end of the reporting period, we are reporting on a year which culminated in the preparations for the appointment of the Institute's first Director, Seán O'Reilly. In a small organisation like ours, such an event is always likely to bulk large and we had prepared for it by increasing the subscription rate from April 2004 and by beginning the various shifts in arrangements which would be necessary. Much of the year was taken up with the early consideration of the place of the Institute within the sector, linkages with the Institute of Field Archaeologists and other like-minded organisations, and the perennial issue of the formal decision-making structure of the Institute.

The work of the Institute's Director will doubtless be the focus of next year's Annual Report but we should point out that, coming from The Architectural Heritage Society of Scotland, he joined the sector with an awareness of the challenges and opportunities which are offered by a federal structure and a wide base of largely voluntary support. Prior to Seán's arrival the officers were swept by a flurry of discussions about the structure of the Institute – a matter now on hold, pending work by the Director – and on its financial base. It quickly became apparent that the Institute would need to husband its resources carefully, but the post of Director required a certain level of seniority in management terms. This council is now very happy to have achieved its aim and we await the outcome of the various reviews in due course. These will be described in next year's Annual Report.

The previous year (2002–2003) had seen a considerable turnover in the membership of Council, with ten changes. This year saw only one, with the retirement of Eddie Booth as Chair at the end of his three-year term. The state of the Institute when he left pays powerful tribute to the care with which he presided over the organisation. It also reflects the successful way in which he pushed ahead an organisation which maintains a responsibility for both professional support and government liaison. In this we continued to have the assistance of the Stakhanovite Dave Chetwyn who not only retained his role as Consultations Co-ordinator but also took up the post of Vice Chair Policy at the AGM in 2004, and Bob Kindred, again sitting at the centre of a web of local and central government contacts, to the benefit of the Institute and the sector more widely.

The role of the Institute as a professional body is perhaps a little less well understood but John Preston, our Education Secretary, continued with others, including Stuart Eydmann, to work under the aegis of the Edinburgh Group. A major advance was the publication of a questionnaire in *Context* on the issue of professional validation, and the Education Committee also moved the Institute

closer to the introduction of a system for the recording and management of Continuing Professional Development.

Context itself, our house magazine and a barometer of the sector's concerns, remains one of the most significant outputs of the organisation. Nigel Barker and his editorial team have again proven their dedication and their publishing skills in continuing its high standard. Indeed they have also helped oversee the production of the Institute's *Yearbook*, and we record our thanks to them, and to our publisher, Cathedral Communications, for its efforts in supporting the Institute's work.

Our branch operations remain central in the delivery of the Institute's charitable objectives. Each year branch volunteers, working on our behalf, generate a huge part of our educational activities. These can range from local 'niche' events, which lie at the core of a conservation professional's concerns, to more widely promoted conference-seminars, such as the North West branch's progressive investigation of access issues. Indeed, even our national Annual School operates almost wholly on the basis of our branch activities, a fact that only underlies the impressive professionalism and huge personal energy and interest that our members bring to their work and their voluntary activities.

While we all recognise that branch energies can vary from time to time, as an organisation we can take pride in the fact that, as so much of our delivery is through and to our branch volunteers, we are providing our members – and all those who care for the UK's historic places – with educational and professional support that is directly in tune with their needs and interests. In fact the efforts of our branch volunteers, although often passed over in the sheer scale of our operations, are the foundation of our Institute's success. Our new Director should be a resource supporting their operations, as well as being a direct benefit to the strategic objectives of the Institute as a whole.

Looking more widely, links also continued to be built with other like-minded bodies. The Secretary, Richard Morrice, spoke at the Annual Conference of the Institute of Field Archaeologists at a session on the professionalisation of the sector. As the two main professional associations within the sector, the work of the IHBC and the IFA is very much complementary, and in recognition of this a memorandum of understanding was drawn up to provide for closer links. Perhaps more importantly, IFA, ALGAO and IHBC began discussions about drawing up *Standards and Guidance for the Conservation of the Historic Environment*. As the first technical professional standard for the sector this will begin the task of providing the essential link between the individual work practices of the membership and the Institute's Code of Conduct. In the light of the need for the Institute to work as a professional association in regulating the activities of its members, this is perhaps the most important initiative of the year. Further standards will be needed and these will be produced as secondary standards to the main high level document, as necessary.

In addition, this year the IHBC has:

- Produced five editions of *Context*, our members' journal
- Drafted, consulted on and agreed the Institute's CPD policy
- Consulted with Course Directors on course recognition
- Participated in the NVQ Review
- Continued participation in the Edinburgh Group
- Attended meetings of the Funding and Regeneration groups of Heritage Link
- Participated in the DCMS Project Board overseeing the Heritage Protection Review
- Continued its membership of the Historic Environment Review Executive Committee (HEREC)
- Attended meetings of the Local Government Association Heritage Advisors (representing IHBC, ALGAO, the Planning Officers' Society (POS) and the Royal Town Planning Institute (RTPI)) to meet English Heritage, ODPM and DCMS twice
- Taken part in ODPM-led discussions on Best Practice Guidance on Section 215 Notices and on guidance for local planning authorities and magistrates on prosecutions
- Attended meetings of the Joint Committee of the National Amenity Societies
- Continued to monitor advertisements of local authority conservation posts
- Continued to maintain the National Listed Building Prosecution Database
- Joined UDAL – the Urban Design Alliance
- Taken part in an exchange visit to Perm, Russia
- Continued the fruitful relationship with the Transylvania Trust in developing a conservation resource at Bontida, Romania
- Continued our leading role in discussions with interested parties, including Brussels, on state aid
- Published, with the assistance of the Scottish branch, the Institute's *Yearbook*
- Organised an Annual School in Derry, Northern Ireland
- Organised five branch schools and conferences, 41 other branch events and over 100 branch meetings of one kind or another
- Organised over 40 committee meetings
- Published at least five branch newsletters

- Attended meetings of the following groups and committees
 - The UK committee of the Association of Preservation Trusts
 - Heritage Link
 - The Historic Environment Records Working Party and Forum
 - DCMS Heritage Protection Legislation Review
 - The BVPI Working Party
 - The Unification of Consents Working Party
 - The UK Standing Committee on Portable Antiquities
 - The Built and Movable Heritage Group Wales
 - The Welsh Religious Buildings Trust
 - The Built Environment Forum (Scotland)
- Attended other meetings of
 - COTAC
 - LGA Heritage Advisors
 - UK Committee of the Association of Preservation Trusts
 - The Archaeology Training Forum
 - The Supervisory Board of the AABC
 - The Accreditation Framework for Architectural Conservation
 - The Stone Slate Roofing Group
- Responded to the following consultations
 - Review of British Waterways (DEFRA)
 - Regional Aid 2007-2013 (DTI)
 - Best Value Performance Indicators 2005/2006 (ODPM)
 - The Future of Local Government (Local Government Strategy Unit)
 - Policies for Spatial Plans (Planning Officers Society)
 - Culture at the Heart of Regeneration (DCMS)
 - NHBC Standards for Conversions and Renovations
 - Heritage Regeneration and Funding (DCMS)
 - Asset Management in Local Government (RICS)
 - Changes to the Development Control System (ODPM)
 - Retail Development in Historic Areas (English Heritage)
- Attended various meetings (in England) of the regional Cultural and Historic Environment Forums as well as CABE-sponsored design panels
- And, not least, welcomed another 83 new members to the Institute.

FUTURE DEVELOPMENTS

The role and standing of the Institute as by far the most comprehensive multi-disciplinary professional body within the historic environment sector brings special responsibilities and opportunities. We have the responsibility to set and maintain appropriate professional standards for our members and to ensure that those standards are made clear to their clients in the public, voluntary and private sectors, and to the wider public.

Meanwhile, we have the opportunity to influence the changes that are sweeping through government and we shall continue to press and publicise the case for proper resources to help people to understand, protect, conserve and cherish historic places. Our depth and breadth of expertise has brought us a respected position in the consultation activities in all the home nations, a position that we shall develop and use to help bring high standards to the key legislative decisions that lie ahead.

On professional standards, we expect to work ever more closely with professional bodies and others in the cultural and construction sectors on accreditation, standards and training. In that context, we shall review the definitions of skills and their development within our membership. We are also reviewing the provision of specialist courses, and our recognition of them. We have agreed a *Memorandum of Understanding* with the Institute of Field Archaeologists and we expect to work particularly closely with the IFA on matters of mutual concern.

Implementation of formal CPD recording gives an extra impetus to our training events, most of which will continue to be organised by our regional and national branches, with central co-ordination. Our forthcoming Annual School will be at York, on dual themes of detailed technical excellence and the wider environmental benefits of conservation – a microcosm of the Institute.

As well as setting this example of education and outreach ourselves, we shall continue to press public bodies to give a higher priority to historic environment education at all levels. This is a vital long term strategy if there is to be continuing public support for our work.

Within the Institute, we shall continue to overhaul our structure and processes to make best use of our paid staff, and of the enormous amount of voluntary time given by some of our members. We intend to co-ordinate more closely the powerful communications media we already have in the evergreen *Context* and *Yearbook*, and in our highly successful website, and to bring our press relations into the same activity. We intend, when possible, to use our new capacity to undertake consultancy projects within the sector, which will make good use of our skills base and provide an extra source of revenue.

This will add up to a remarkable year for the Institute, a year in which we are making a step change in the levels of our activities.

John Yates, Chair

ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2004

The accounts for the year to 30 September 2004 are summarised below. The summary may not contain sufficient information to gain a complete understanding of the financial affairs of the charity. The full accounts may be obtained from Lydia Porter at the IHBC Business Office, e-mail admin@ihbc.org.uk.

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30 SEPTEMBER 2004

	2004	2003
	£	£
Incoming resources		
Incoming resources from operating activities		
Activities to further the charity's objects	195,047	174,112
Investment income	1,695	826
Total incoming resources	<u>196,742</u>	<u>174,938</u>
Resources expended		
Charitable expenditure		
Activities to further the charity's objects	93,869	110,460
Management and administration	52,936	74,180
Total resources expended	<u>146,805</u>	<u>184,640</u>
Net income/(expenditure) for the year	49,937	(9,702)
Balances brought forward at 1 October 2003	<u>142,064</u>	<u>151,766</u>
Balances carried forward at 30 September 2004	<u><u>192,001</u></u>	<u><u>142,064</u></u>

All activities derive from continuing operations.

BALANCE SHEET
FOR THE YEAR ENDED 30 SEPTEMBER 2004

	2004	2003
	£	£
Fixed assets		
Tangible assets	5,920	7,614
Current assets		
Cash at bank	200,510	151,812
Debtors	2,590	3,513
	<u>203,100</u>	<u>155,325</u>
Creditors: amounts falling due within one year	<u>(17,019)</u>	<u>(20,875)</u>
Net current assets	<u>186,081</u>	<u>134,450</u>
Total net assets	<u><u>192,001</u></u>	<u><u>142,064</u></u>
Funds	<u><u>192,001</u></u>	<u><u>142,064</u></u>

These summarised accounts are an extract from the accounts for the financial year ended 30 September 2004 which have been independently examined by Larking Gowen Chartered Accountants who issued their report on 9 June 2005.

The annual accounts were approved by the Trustees on 9 June 2005 and signed on their behalf by John Yates, Chair, and Michael Knights, Treasurer.

TRUSTEES 2003–2004

Eddie Booth (Chair)
(to 12 June 2004)

John Yates (Chair)
(from 12 June 2004)

Richard Morrice
(Acting Vice Chair –
Business)

John Yates
(Vice Chair – Policy)
(to 12 June 2004)

David Chetwyn
(Vice Chair – Policy)
(from 12 June 2004)

Richard Morrice
(Secretary)

Michael Knights
(Treasurer)

Nigel Barker
(Chairman of the
Editorial Board)

John Preston
(Education Secretary)

Sarah Buckingham
(Publicity Secretary)

Michael Lea
(Membership Secretary)
(from 12 June 2004)

Paul Barker
(South East)

Gill Butter
(South)

Karen Holyoake
(West Midlands)

Michael McConnell
(East Anglia)

Fiona Newton
(East Midlands)

John Pendlebury
(North)

Graham Arnold
(North West)
(to 12 June 2004)

Stephen Bateman
(Yorkshire)
(to 12 June 2004)

Jon Finney
(London)
(to 12 June 2004)

Laurence Manogue
(Northern Ireland)
(to 12 June 2004)

Jim MacDonald
(Scotland)
(to 12 June 2004)

David Stirling
(South West)
(to 12 June 2004)

Trefor Thorpe
(Wales)
(to 12 June 2004)

Anthony Blacklay
(North West)
(from 12 June 2004)

Nathan Blanchard
(Wales)
(from 12 June 2004)

Sharon Brown
(Northern Ireland)
(from 12 June 2004)

Colin Ellis
(South West)
(from 12 June 2004)

Keith Knight
(Yorkshire)
(from 12 June 2004)

David McDonald
(London)
(from 12 June 2004)

Charles Strang
(Scotland)
(from 12 June 2004)

ELECTION OF OFFICERS

The following nominations have been received at the registered office of the Institute of Historic Building Conservation.

Chair John Yates (standing for re-election)

Proposed by Karen Holyoake, seconded by Kathryn Davies and Iain McCaig

Vice Chair Dave Chetwyn (standing for re-election)

Proposed by Malcolm Airs, seconded by Michael Downs and Jane Corfield

Treasurer Michael Knights (standing for re-election)

Proposed by Amanda Rix, seconded by Stephen Haywood and Richard Morrice

Education Secretary John Preston (standing for re-election)

Proposed by Roger Cullimore, seconded by Richenda Codling and Bob Hook

Publicity Secretary Sarah Buckingham (standing for re-election)

Proposed by Nick Collins, seconded by Roger Mascall and Douglas Black

Membership Secretary Michael Lea

Proposed by Nigel Barker, seconded by Roger Dowty and Jonathan Barham

Chairman of the Editorial Board

Currently vacant

Council Member Richard Morrice (standing for re-appointment as Secretary and Company Secretary)

Proposed by David Brock, seconded by Graham Steaggles and Nigel Barker

NOMINATION OF BRANCH REPRESENTATIVES

The following members have been nominated by their branches as Representatives on Council. Their nomination needs to be confirmed at the AGM.

Scotland Branch – Charles Strang

Northern Ireland Branch – Sharon Brown

Wales Branch – Nathan Blanchard

North Branch – John Pendlebury

North West Branch – Anthony Blacklay

Yorkshire Branch – Currently vacant

East Midlands Branch – Fiona Newton

West Midlands Branch – Karen Holyoake

South West Branch – Colin Ellis

South Branch – Gill Butter

South East Branch – Paul Barker

East Anglia Branch – Mike McConnell

London Branch – David McDonald

MOTIONS TO THE AGM

Motions to the Annual General Meeting shall be made in writing to the Secretary in the names of a proposer and seconder, both to be Full Members, at least 21 full days prior to the AGM. Urgent motions from the floor may only be accepted at the discretion of the Chair.

Full details of the Institute's AGM procedures are contained within clauses 10-13 of the Articles of Association of the Institute of Historic Building Conservation.

At the time of printing these papers no motions had been received at the Institute's offices.

Notes

