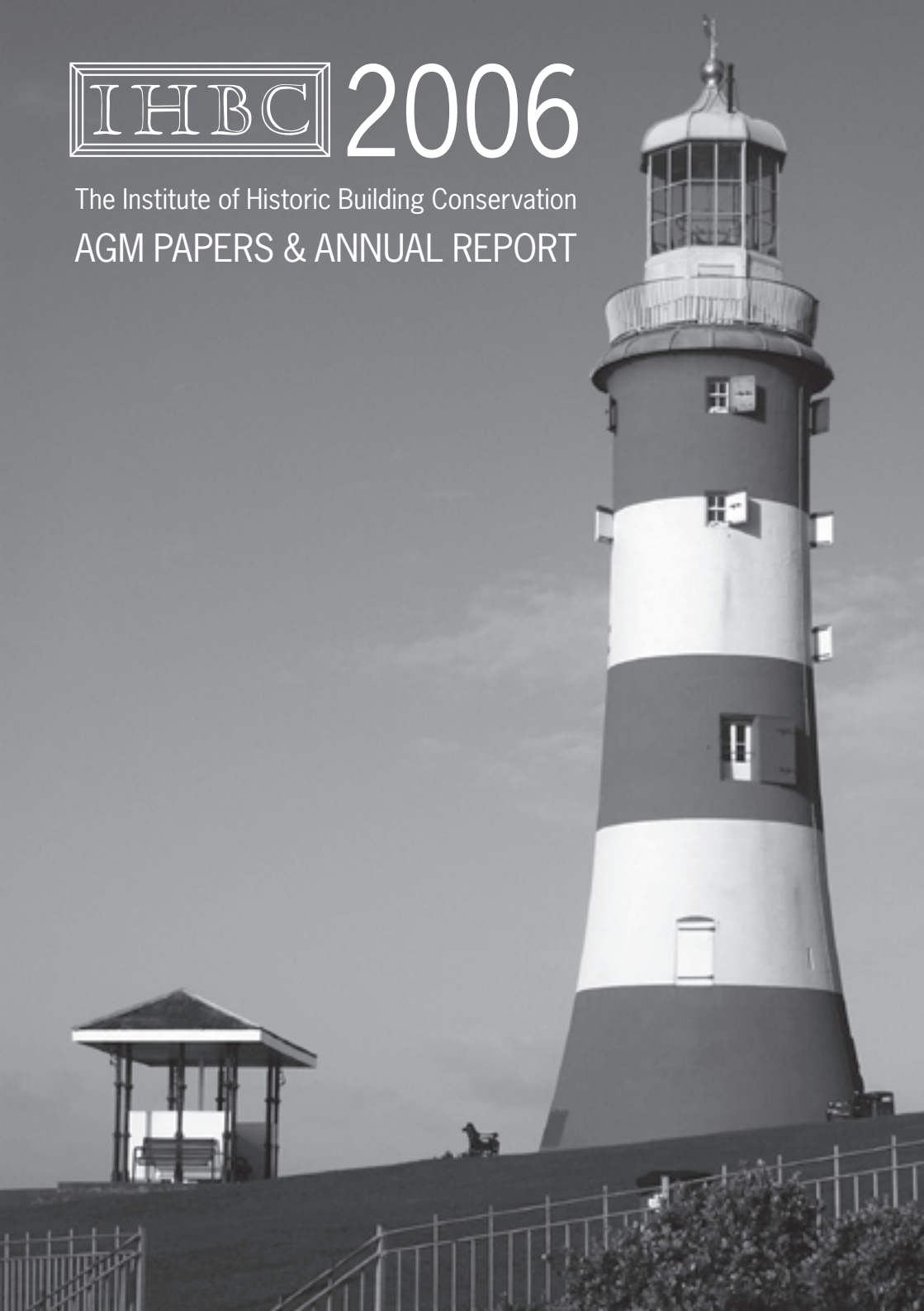


IHBC 2006

The Institute of Historic Building Conservation
AGM PAPERS & ANNUAL REPORT



The Institute of Historic Building Conservation ANNUAL GENERAL MEETING

5.00 pm Friday 23 June 2006 at
The Sherwell Centre, Plymouth University
North Hill, Plymouth, Devon PL4 8AA

Chair: David Lovie,
IHBC President

AGENDA

- 1 Apologies for absence
- 2 Minutes of the Annual General Meeting of The Institute of Historic Building Conservation held on Saturday 9 July 2005 at Tempest Anderson Hall, Museum Gardens, York, and the matters arising (see page 13)
- 3 Council's Report (see page 1)
- 4 Financial statement and Treasurer's report (see Accounts, page 7)

Resolution 1 – Accounts

To receive the Reports of the Treasurer and Council for the financial year 1 October 2004 to 30 September 2005 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 General Meeting until the conclusion of the next 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 (see page 11)
- 6 Motions to the AGM (see page 12)

At the time of going to press no motions had been received by the Secretary of the Institute.

**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

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COVER ILLUSTRATIONS

*Front: Smeaton's famous lighthouse which now stands in Plymouth,
backdrop to this year's IHBC AGM and Annual School*

Back: York, the city chosen for the IHBC AGM and Annual School in 2005

COUNCIL'S REPORT

The Council presents its annual report and financial statements for the year ended 30 September 2005.

OBJECTIVES

The Institute of Historic Building Conservation, a registered charity, is the principal body in the United Kingdom representing professionals and specialists involved in the conservation and preservation of the historic environment.

The Institute's objectives are to promote for the benefit of the public: the conservation and enhancement of the historic environment in the United Kingdom; the highest standard of professional skills in this field; and the education and training of professionals and specialists responsible for such work. 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 21 voting members made up of seven elected officers and 13 representatives of regional branches, supported by several co-opted non-voting officers. Further details of the organisational structure are available on the IHBC web site.

Results

The gross resources arising in the year amounted to £246,449 (£196,742 in 2004). Overall, the charity's incoming resources exceeded its expenditure by £36,284 (£49,937 in 2004).

Total funds of the trust as at 30 September 2005 amounted to £228,285 (£192,001 in 2004) of which approximately £140,000 is held centrally in a high interest bank account (£30,000 in 2004). Branches are required to return funds exceeding £2,000 to central funds unless they have an approved business plan that identifies that a higher level of funding is required.

The reserves are held to smooth the flow of monies from one year to another and as a means of financing the cost of the administration of the charity. It is the Institute's aim to maintain reserves which will cover these administrative costs for at least six months and the Trustees have therefore agreed to build up free reserves of approximately £100,000, and have already allocated £80,000 towards that fund.

ACTIVITIES AND DEVELOPMENTS DURING THE YEAR

2004–5 has been a truly remarkable year for The Institute of Historic Building Conservation. At last year's AGM I predicted a step-change in our activities, and that is certainly what we have got. The appointment of our first Director, Seán O'Reilly, has hugely increased our capacity as an organisation – an order of change more far-reaching than we could ever have expected from the employment of one individual.

The year has seen the first phase of a fundamental overhaul of the internal workings of our institute in order to improve the service and value we can give to our members and to the wider community. The voluntary time given by our members is a most precious asset, and an increasingly scarce resource in a world of time measurement. Therefore we have made changes to our committee structure and procedures in order to make best use of that time, now that we have a full-time executive that can take responsibility for day-to-day business. We have taken the opportunity to review our administrative processes, and in particular to rationalise our financial structure. We have also put into place a formal recording and monitoring system for our members' continuing professional development training programmes.

This has all helped to release more member time for our external involvements, where we are an ever more active and respected body in the remarkably changeable historic environment sector. In England, the year has been dominated by the Heritage Protection Review (HPR) – a preparation for wholesale reform of the legislation. IHBC has been a major high level contributor to this government and English Heritage initiative, where our members' wide practical experience is helping to ensure that these changes will bring effective, responsive and creative conservation of historic places.

The underlying theme of the HPR is that the historic environment is a seamless whole, rather than a hunting ground for narrow specialisms. We have already responded to this 'spirit of the age' by closer contacts with other professional bodies, and in particular with the Institute of Field Archaeologists and the Urban Design Alliance.

In the forthcoming year we expect to continue this expansion of our central activities, augmented by a project officer who will concentrate initially on policy research to inform the current legislative reviews. We will also work to ensure that our national and regional branches – a continuing strength in almost all areas – deliver effective and relevant services to our members while feeding back into the governance of our institute.

In addition, this year the IHBC has:

- Helped instigate and shape DCMS/English Heritage studies of how local government operations and officers deliver support for their historic places
- Published the *Valuing Historic Places* statement
- Published a new IHBC promotional leaflet
- Participated in round table discussions on the future of conservation services in local government in Northern Ireland
- Initiated discussions with English Heritage and others on the development of National Occupational Standards for conservation professionals
- Contributed to discussions on training needs assessments for conservation professionals inside and outside local government
- Commenced discussions with stakeholder organisations over advertising members' services through a register supported by accreditation
- Participated in the Edinburgh Group, the forum of professional institutes that offer accreditation in conservation within their discipline
- Contributed to English Heritage training initiatives for developing professional skills appropriate to proposed new HPR legislation
- Endorsed and published the document *Local Authority Involvement in the Historic Environment (2005)* prepared by Stuart Eydmann and Carol Swanson for HEACS
- Attended meetings of the Funding and Regeneration groups of Heritage Link
- Instigated formal meetings with senior figures in national heritage bodies including English Heritage, Historic Scotland and Cadw
- Attended meetings of the Local Government Association Heritage Advisors (representing IHBC, ALGAO, POS and RTPD), raising issues with English Heritage, ODPM and DCMS
- Taken part in ODPM-led discussions on Best Practice Guidance on S 215 Notices and on Guidance for local planning authorities and magistrates on prosecutions
- Liaised with English Heritage on both *Conservation Principles* and *Transforming Casework*
- Contributed to HLF-hosted discussions of needs assessments for the historic environment sector
- Contributed to English Heritage-funded programme intended to identify investment and employment in the historic environment sector

- Contributed to Defra-hosted discussions on European funding for traditional buildings through environmental stewardship schemes
- Introduced a revised procedure for assessing and recognising conservation courses and other training strategies for conservation professionals
- Participated in the Culture Committee of UNESCO UK
- Continued to monitor advertisements of local authority conservation posts
- Continued to maintain the National Listed Building Prosecution Database
- Continued joint activities in the Urban Design Alliance
- Contributed to the revision of Managing Archaeological Projects (MAP2)
- Jointly hosted a study day on Conservation and History with The Society of Architectural Historians of Great Britain
- Participated in the Prince's Trust meeting at Holyrood House on Scotland's built heritage
- Continued to give advice on historic environment Best Value Performance Indicators
- Co-hosted its joint IHBC/IFA study day at Oxford's OUDCE on Historic Environment Records
- Concluded financial investment in the conservation training resource at Bontida, Romania, in our continuing work with the Transylvania Trust
- Continued our leading role in discussions with interested parties, including the European Commission, on State Aid
- Continued discussions with the Conservation Course Directors' Forum on strategic issues
- Published with the support of the London branch the Institute's fifth *Yearbook*
- Continued the development of the Institute's web site as a resource for publicising the work of the IHBC, including the initiation of a local government e-based discussion forum
- Organised our Annual School in York, North Yorkshire
- Organised six Branch schools and conferences, 37 other Branch events and over 100 Branch meetings of one kind or another
- Organised over 35 Committee meetings
- Published at least five Branch newsletters
- Commenced the review of its internal operations and initiated a re-structuring of committees in light of the new operational capacity provided by the Director

- Participated in ‘Heritage Counts’ through membership of The Historic Environment Review Executive Committee
- Attended meetings of the following groups and committees, aside from those mentioned above:
 - Accreditation Framework for Architectural Conservation
 - Archaeology Training Forum
 - Architectural Heritage Society of Scotland
 - Built and Movable Heritage Group Wales
 - Built Environment Forum Scotland
 - BVPI Working Party
 - COTAC
 - DCMS Heritage Protection Legislation Review
 - Europa Nostra (Gateshead)
 - Heritage Link
 - The Heritage Audit in Scotland
 - Historic Environment Records Working Party and Forum
 - Joint Committee of National Amenity Societies
 - LGA Heritage Advisors
 - Maintain our Heritage
 - Stone Slate Roofing Group
 - Supervisory Board of the AABC
 - UK Committee of the Association of Preservation Trusts
 - UK Standing Committee on Portable Antiquities
 - Unification of Consents Working Party
 - Welsh Religious Buildings Trust
- Responded to the following consultations:
 - Asset Management in Local Government (RICS)
 - Amendment to Part L of the Building Regulations (ODPM)
 - Changes to the Development Control System (ODPM)
 - Consultation Review of Public Administration

- Culture at the Heart of Regeneration (DCMS)
- The Planning Reform (Northern Ireland) Order Consultation (DoE Northern Ireland)
- Review of *Building Regulations Approved Document F – Ventilation* (ODPM)
- Revisions to Principles of Selection for Listed Buildings: PPG15 (DCMS)
- RICS Asset Management Guidelines (RICS/English Heritage)
- Royal Commission Study on the Urban Environment (Royal Commission on Environmental Pollution)
- Standard Application Form (ODPM)
- Attended meetings (in England) of the various regional historic environment forums as well as CABE-sponsored design panels
- And, not least, welcomed another 65 new members to the Institute.

John Yates, Chair



IHBC Annual School 2005 delegates in the Museum Gardens, York

ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2005

The accounts for the year to 30 September 2005 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.

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2005

	2005	2004
	£	£
Incoming resources		
Incoming resources from operating activities		
Activities to further the charity's objects	242,383	195,047
Investment income	4,066	1,695
Total incoming resources	<u>246,449</u>	<u>196,742</u>
Resources expended		
Charitable expenditure:		
Activities to further the charity's objects	109,002	93,869
Management and administration	101,163	52,936
Total resources expended	<u>210,165</u>	<u>146,805</u>
Net income	36,284	49,937
Balances brought forward at 1 October 2004	192,001	142,064
Balances carried forward at 30 September 2005	<u>228,285</u>	<u>192,001</u>

All activities derive from continuing operations.

BALANCE SHEET AT 30 SEPTEMBER 2005

	2005	2004
	£	£
Fixed assets		
Tangible assets	5,640	5,920
Current assets		
Cash at bank	226,328	200,510
Debtors	10,953	2,590
	<u>237,281</u>	<u>203,100</u>
Creditors: amounts falling due within one year	<u>(14,636)</u>	<u>(17,019)</u>
Net current assets	222,645	186,081
Total net assets	<u>228,285</u>	<u>192,001</u>
Funds	<u>228,285</u>	<u>192,001</u>

These summarised accounts are an extract from the accounts for the financial year ended 30 September 2005 which have been independently examined by Larking Gowen Chartered Accountants who issued their report on 30 May 2006.

The annual accounts were approved by the Trustees and signed on their behalf by John Yates, Chair, and Michael Knights, Treasurer on 26 May 2006.

TRUSTEES 2004–5

John Yates (Chair)

David Chetwyn (Vice Chair)

Richard Morrice (Secretary)

Michael Knights (Treasurer)

Nigel Barker (Editorial Board Chair to 9 July 2005)

John Preston

Paul Barker

Anthony Blacklay

Nathan Blanchard

Sharon Brown

Sarah Buckingham

Gill Butter

Colin Ellis

Karen Holyoake

Michael Lea

Michael McConnell

David McDonald

Fiona Newton

John Pendlebury

Charles Strang

Keith Knight (to 17 March 2005)

ELECTION OF OFFICERS AND NOMINATION OF BRANCH REPRESENTATIVES

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 Ian Kilby,
seconded by Katheryn Davies
and Iain McCaig

Vice Chair Dave Chetwyn

standing for re-election
proposed by Malcolm Airs,
seconded by Mick Downs
and Jane Corefield

Treasurer Michael Knights

standing for re-election
proposed by Caroline Davison,
seconded by Stephen Heywood
and Pippa Colchester

Education Secretary John Preston

standing for re-election
proposed by Jonathan Hurst,
seconded by David Hargreaves
and David Eve

Publicity Secretary

currently vacant

Membership Secretary Michael Lea

standing for re-election
proposed by Paul Barker,
seconded by Peter Mills and
Nigel Barker

Chairman of the Editorial Board

Council position remaining vacant

Council Member Richard Morrice

standing for re-appointment as
Secretary and Company Secretary
proposed by Nigel Barker,
seconded by David Brock and
Graham Steaggles

NOMINATION OF BRANCH REPRESENTATIVES

The following members have been nominated by their Branches as Representatives on Council. The Meeting needs to confirm their nomination:

Scotland Branch

Charles Strang

Northern Ireland Branch

Sharon Brown

Wales Branch

Nathan Blanchard

North Branch

Geoff Underwood

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

David Kincaid

East Anglia Branch

Pippa Colchester

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 the Articles of Association of The Institute of Historic Building Conservation (see under Business Papers on the IHBC web site).

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



MINUTES OF THE ANNUAL GENERAL MEETING OF THE INSTITUTE OF HISTORIC BUILDING CONSERVATION 2005

The Temple Anderson Hall, Museum Gardens, York
Saturday 9 July 2005

Present

Ian Ayris	Philip Grover	Seán O'Reilly
Nigel Barker	Alison Henry	Robert Platts
Paul Barker	Elaine Hogg	John Preston
David Blackburn	Sarah Howard	Karen Radford
Eddie Booth	Trudi Hughes	David Rawlins
David Boyson	Jane Jackson	Jane Roylance
Barry Bridgwood	Gwilym Jones	Edward Sargent
Ian Brocklebank	Barry Joyce	Bob Scriven
Mike Brown	Bob Kindred	Julia Smith
Dave Bullen	Mary King	Mark Stobbs
Douglas Campbell	Mickey King	Charles Strang
Sheena Campbell	Keith Knight	Alison Tanner
Dave Chetwyn	Michael Knights	Richard Taylor
Gill Chitty	Michael Lea	Arwel Llewelyn Thomas
Richenda Codling	Warren Lever	Rose Thompson
Pippa Colchester	Roy Lewis	Peter Thornborrow
Gary Cooper	Gary Linder	Geoff Underwood
Colin Ellis	David Lovie	Clare Vint
Martin Ellison	Liz Marten	Charles Wagner
Jo Evans	David McDonald	Mark Watson
Jon Finney	Adam Menuge	Jacky Wilkinson
Peter Fisher	Peter Mills	Sarah Woodcock
Deborah Gardner	Richard Morrice	John Yates
James Gibson	Eimear Murphy	Chris Young
Kathryn Gibson	Fiona Newton	

1 Apologies for absence

Nicholas Antram, Mark Barnard, Kate Baxter-Hunter, Jon Beesley, Chezél Bird, David Birkett, Anthony Blacklay, Stephen Bradwell, Neil Buick, Ken Burley, John Champness, Nicky Charles, Kathryn Davies, Caroline Davison, Christopher Dingwall, Susan Dobby, Stan Driver, Adron Duckworth, Rik Fox, Philip Godwin, Steven Heywood, Nick Hogben, Karen Holyoake, John Kaye, Ian Lindsay, Glynn Marsden, Deborah Mays, Ian McCaig, Mike McConnell, Corrie Newell, Chloe Oswald, Geoffrey Pink, Amanda Rix, Michael Rowan, Rod Shaw, Jonathan Taylor, Adrian Thompson, Sue Whitehouse.

2 Minutes of the AGM held on Saturday 12 June 2004 and matters arising

The minutes were circulated prior to the meeting with the Council's report and the Accounts. There were no amendments, corrections or matters arising from the minutes. Acceptance of the minutes as an accurate record of the meeting was proposed by Eddie Booth and seconded by Bob Kindred. The President, David Lovie, then signed the minutes.

3 Council's report

- 3.1 The Chair, John Yates, expressed an assumption that members had read the report provided in the AGM papers. He thanked Alison Henry and the technical panel for arranging the day school on Material Matters and Keith Knight and the Yorkshire Branch for putting together the 2005 Annual School at relatively short notice. The 2006 School was to be held in Plymouth and the 2007 School was to be held in Liverpool. The Chair also thanked Nigel Barker who was stepping down as Editorial Board Chair for all his hard work over the years.
- 3.2 David Lovie told the meeting that an omission had been made from the list of activities during the year; Bob Kindred had represented the Institute on the Maintain our Heritage project.
- 3.3 There were no questions on the Council's report.

4 Accounts for 2003–4

- 4.1 The Treasurer, Michael Knights, told the meeting that a summarised version of the accounts had been printed in the AGM papers but it was available if anyone wished to see it. The balance shown at September 2004 was very healthy; this was prior to the employment of a Director, Seán O'Reilly. There were no questions on the accounts.
- 4.2 Under Resolution 1 MK recommended the accounts to the meeting, the approval of which was proposed by Charles Strang and seconded by David McDonald. The motion was passed.
- 4.3 Under Resolution 2 MK recommended the appointment of Larking Gowen

Chartered accountants as auditors, the approval of which was proposed by Jon Finney and seconded by Nigel Barker. The motion was passed.

5 Election of officers

- 5.1 The President drew the meeting's attention to the list of officers for election as printed in the AGM papers. The Editorial Board Chair was vacant as Nigel Barker was stepping down. Fiona Newton had expressed some interest in the field of communications but not in this particular post. The positions of Chair, Vice Chair, Treasurer, Membership Secretary, Education Secretary and Publicity Secretary, voted on en bloc, were proposed by Trudi Hughes and seconded by Mark Stobbs. The motion for elections was passed.
- 5.2 The nominations of branch representatives were also listed in the AGM papers. The nominations, which were dealt with en bloc, were accepted by the meeting unopposed.

6 Motions to the AGM

There were no motions put to the meeting.

7 Any other business

- 7.1 David Lovie told the meeting that his two years in office as President was coming to an end. He said that it had been a special time which he had enjoyed very much.
- 7.2 The Chair told the meeting that a plenary session would take place on the following day during the morning. A number of internal Institute issues would be covered such as structure, possible membership revisions, standards and competences, accreditation – including training and course recognition – and also external issues such as the Heritage Protection Review, Sub-Regional Resource Pools, the forthcoming white paper, PPG 15, resource issues and the attitudes of the current minister. The impact of the forthcoming London Olympics on funding for heritage and culture would also be discussed together with the suggestion by the All Party Parliamentary Archaeology Group that IHBC and IFA should merge.
- 7.3 There was no other business.
- 7.4 The President closed the meeting at 6.13 pm.



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