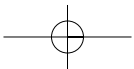
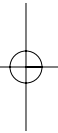
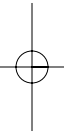




· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

AGM Papers &
Annual Report

2009



The Institute of Historic Building Conservation ANNUAL GENERAL MEETING

**5.15 pm, Friday 12 June 2009 at
Chatsworth Suite, The Palace Hotel,
Buxton, Derbyshire SK17 6AG**

AGENDA

- 1 Apologies for absence
- 2 Minutes of the Annual General Meeting of The Institute of Historic Building Conservation held on Friday 27 June 2007 at the Austin Pearce Building, University of Surrey, Guildford, Surrey, and the matters arising
- 3 Council's report
- 4 Financial statement and Treasurer's report

Resolution 1 – Accounts

To receive the reports of the Hon Treasurer and Council for the financial year 1 October 2007 to 30 September 2008 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
- 6 Motions to the AGM

At the time of going to press 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
admin@ihbc.org.uk

President

Eddie Booth, 1 Querns Lane,
Cirencester, Gloucestershire,
GL7 1RL
president@ihbc.org.uk

Chairman

Dave Chetwyn, 142 Richmond
Street, Penkhull, Stoke-on-Trent,
Staffordshire, ST4 7DU
chair@ihbc.org.uk

Company Secretary

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

Director

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

These documents were prepared by
Richard Morrice and the IHBC National
Office.

CONTENTS

Council's report for the year ending 30 September 2008	1
Accounts for the year ended 30 September 2008	10
Election of Officers and nomination of branch representatives	12
Motions to the AGM	13
Minutes of the Annual General Meeting of the Institute of Historic Building Conservation held on Friday 27 June 2008 at the Austin Pearce Building, University of Surrey, Guildford, Surrey, and the matters arising	14

COUNCIL'S REPORT

The Council presents its annual report and financial statements for the year ended 30 September 2008.

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 historical value in the UK insofar 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 reuse 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 up to 22 voting members made up of up to nine elected officers (Chair, Vice-Chair, Secretary, Treasurer and five committee chairs) and up to 13 representatives of regional branches, as well as several non-voting officers co-opted by Council, including the President. Council is advised by five committees, each chaired by an elected officer: Finance & Resources Committee, Membership & Ethics Committee, Educational Training & Standards Committee, Policy Committee, and Communications & Outreach Committee. The committees oversee a number of advisory sub-committees, boards and panels.

RESULTS

The gross resources arising in the year amounted to £307,673 (2007: £248,807). Overall, the charity's expenditure exceeded its incoming resources by £14,886 (2007: £17,640). The deficit for the year is due to expenditure on increasing the charity's capacity to deal with projects, as recommended by fund providers. The charity reserves are sufficient to allow us to do this, and maintain levels of reserves within our reserves policy.

ACTIVITIES AND DEVELOPMENTS DURING THE YEAR

The IHBC has continued to grow in both size and influence over the past year. Our membership continues to rise and now approaches 1900. The multi-disciplinary nature of our membership, drawn from the public, private, education and third sectors, continues to be a unique strength. It allows us to view heritage against the widest context.

The Institute has been very active in terms of influencing policy, legislation and Government Programmes. We have responded to numerous consultations and attended various Government stakeholder groups, including involvement in the Killian Pretty Review, Asset Transfer Unit, and PPG15 discussion groups.

We have also developed strong links and partnerships with other bodies and produced a joint response to the Heritage White Paper with the RTPI, RIBA, RICS, Planning Officers Society and Chartered Institute of Building. In addition, we have established a joint committee with the Institute for Archaeology to examine areas of mutual interest.

Through such activities, we have continually promoted the message that building conservation is a positive force for change, helping to deliver more sustainable, inclusive and effective forms of regeneration and economic development, whilst also adding greatly to quality of life for local communities. We are continually developing and promoting the case for additional resources for heritage and associated place-making activities.

Influencing activities have included meeting key ministers and opposition spokespersons at UK and national levels. In the autumn, we held the Council meeting in Belfast and held meetings with the First Minister and Environment Minister.

IHBC continues to support its members through its publications, web resources, conferences and CPD events. We have also provided advice for members facing redundancy as a result of the recession or local government restructuring.

The establishment of IHBC Enterprises has created a trading arm for the Institute, through which to run a range of conferences, events and projects.

As always, IHBC depends on the commitment and enthusiasm of both its paid staff and volunteers. The Institute would not be able to deliver its extensive programme without the hard work of its staff and the many hours given freely by its volunteers. Volunteering is a way for members to support the work of the Institute develop new skills and gain experience beyond that available through paid employment.

The Institute is in a strong position to meet the very real challenges presented by an increasingly unpredictable and changing world. Global warming, recession, and changing political priorities all impact hugely on the sector and IHBC is constantly adapting in response. The Institute is very aware of the changing demands on our members and the need to develop new skills in response.

In summary, this year the IHBC has:

- held four council meetings, supported by committee meetings, and the AGM
- concluded celebrations of our 10th anniversary with, among other events, the AGM and Annual School in Guildford; our council meeting Belfast and our 10th anniversary reception in Hillsborough Castle,
- produced five issues of the institute's journal *Context*
- published, with the support of our publisher, Cathedral Communications, the institute's eighth *Yearbook*, for 2008
- passed and commenced implementation of a corporate plan, which is already shaping the institute's activities
- established our trading arm, IHBC Enterprises which has then:
- produced *Heritage Counts 2007* for the East Midlands
- completed the development of an inclusive county-wide Heritage At Risk project in partnership with Heritage Lincolnshire
- launched, on our web site and at our Annual School, HESPR, the Historic Environment Service Provider's Recognition service, our web-based trade listing of specialist practices with formal links to IHBC's standards
- endorsed nine business plans from Branches, in line with new procedures to link national and Branch activities, and five Committee business plans
- consolidated our core staffing around 3.5 fte posts for the national office, supported by consultants
- drafted and printed the 2007-8 *Annual Report* and AGM papers
- continued expansion and promotion of the IHBC's benefits and brand, producing and circulating some 45,000 copies of our new membership leaflet as well as promoting more substantial guidance on routes to IHBC membership and on assessment processes
- publicised the work of the IHBC at several events including Place, Space and Conservation - The Regeneration Game (Gorton, November 2008), National Trust Training event (Lacock, August 2008), the Heritage Skills Fair (Gibside, July 2008) and the Conservation Hub, (Glasgow September 2008)
- continued development of the institute's website by introducing a 'NewsBlog' on the home page, with e-mail alerts available to members
- supplemented the new home page with the development and introduction of an 'e-mail alert' for members, as well as a news feedback link
- added a web page where members can list their publications where they are in print
- launched a model web-based booking service for events, led by the booking arrangements for the Annual and Day School in Guildford
- completed an interim update of our mapping of local planning authority conservation services in England

- continued to monitor local authority conservation salaries and conditions, with records going back to 1998
- co-ordinated project work in Greater London to consider what data should be incorporated into the Greater London Sites and Monuments Record to widen coverage to the whole historic environment, including consultation with conservation officers, a seminar and a report of findings
- completed a web based technical publications bibliography
- maintained high-level meetings and dialogue with the national heritage agencies including Historic Scotland, English Heritage, Cadw and DOENI
- held a major seminar in Belfast on local government conservation activities, associated with our peripatetic quarterly council, with council members providing expert presentations and with contributions from the DOENI
- developed the IHBC Gus Astley Annual Student Award, supported by the Gus Astley Memorial Fund, concluding the first year of awards, launching the second, and establishing the 'Fringe' to the Annual School as a forum for presentations relating to the award and other recent research
- maintained contact with ConstructionSkills & NHTG-led meetings of the All Party Parliamentary Arts and Heritage Group in Westminster, covering conservation and heritage protection
- developed political partnerships and promotion through high level political and advocacy events, including dinner with the First Minister of Northern Ireland, and meetings with senior officials in the Department for Communities and Local Government (DCLG) and the Department of Culture, Media and Sport (DCMS), and, through the Built Environment Forum Scotland (BEFS), in the Scottish Government, as well as, directly and indirectly, in Wales, in particular through the Historic Environment Group
- contributed to the development of the draft Heritage Bill, leading on the joint IHBC, RTPI, RICS, RIBA, CIOB, POS response to the draft, including the supplement on Conservation Areas, and presenting written and oral evidence based on this to the Culture Media and Sport (CMS) Parliamentary Committee
- presented work to the National Association for Planning Enforcement (NAPE) Annual Planning Enforcement Conference (Birmingham November 2008) on heritage enforcement, with establishment of formal liaison with NAPE
- contributed to discussions on operational standards and service delivery requirements for Historic Environment Records under HPR
- concluded the consultation on the IHBC's draft matrix of skills and services for local authority historic environment conservation services, 'Caring for Places and people', later adopted as the framework for a joint IHBC / English Heritage / ALGAO definition of services and resources

- initiated the pilot scrutiny of compulsory CPD in the IHBC by calling for CPD from the institute's elected members, officers and branch representatives
- continued contributions to the development of the new 'universal portal' for historic environment information in England, the Heritage Gateway
- passed on the chair of Urban Design Alliance (UDAL) to the RTPI, while maintaining continuity through retaining our past President David Lovie as our representative and support under the new arrangements
- contributed to the Focus Groups and the joint launch in April 2008 of the research by the National Heritage Training Group (NHTG) and ConstructionSkills (the relevant sector skills council) into skills-needs assessment for built environment heritage professionals
- continued discussions with English Heritage, Historic Scotland, COTAC, Creative and Cultural Skills & ConstructionSkills, and others, on the development of National Occupational Standards for historic environment conservation professionals
- partnership organisation of four conferences on Conservation Project Management with CIOB around the UK (Derbyshire, November 2007; Glasgow, February 2008; Dublin, April & London, June)
- encouraged contributions to the English Heritage-led investigation of skills and training needs for specialists in architectural and buildings history
- contributed to various strategies on training needs assessments for conservation professionals inside and outside local government, including HELM
- contributed to the Academy for Sustainable Communities Brownfield skills strategy consultation
- partnered the Civic Trust for Wales and Cadw in the launch of the Historic Environment Strategic Statement in Cardiff and Llandudno
- explored with partners the development of a Historic Environment network for Wales.
- maintained discussions with built environment stakeholder organisations on a pan-professional accreditation system, operating under the 'Edinburgh Group' title
- enhanced structured partnership with building preservation trust interests through partnering in the development of a joint conference (held in Manchester in November 2008) with the Civic Trust, Association of Preservation Trusts, Princes Regeneration Trust and the Architectural Heritage Fund, with support from English Heritage
- recognised 3 conservation courses under the institute's new system of full recognition, and commenced their listing on our website
- continued to monitor advertisements of local authority conservation posts

- commenced development of a Public Indemnity Insurance scheme for members
- continued to maintain the National Listed Building Prosecution Database
- co-hosted the joint IHBC/IFA study day at Oxford University's Department for Continuing Education on 'Tall Buildings'
- contributed to the IFA national conference on IHBC standards and operations
- enhanced contacts with prospective funding interests in key sector organisations including DCLG, Academy for Sustainable Communities (ASC), English Heritage, Historic Scotland and Cadw
- concluded the joint research programme creating standards and guidance for stewardship by IFA, funded by English Heritage, and partnered with ALGAO
- contributed to the EH-led conference on Climate Change
- liaised with Country Land and Business Association regarding service provision standards under HPR
- maintained discussions with the Conservation Course Directors' Forum on relevant educational issues
- organised the Annual School, Day School and AGM in Guildford, with Baroness Kay Andrews as the keynote speaker
- organised 4 major branch schools and conferences (including one in Wales jointly run with the Civic Trust for Wales), and numerous branch events and meetings, detailed on our Branch websites
- organised over 20 committee meetings
- published at least 16 branch newsletters
- participated in 'Heritage Counts' through membership of The Historic Environment Review Executive Committee
- contributed to conferences, talks, seminars and publications by:
 - Architect's Journal
 - National Heritage Training Group
 - North East Heritage Skills Fair
 - Conservation Course Director's Forum
 - National Trust Training Event
 - Society for the Protection of Ancient Buildings
- attended meetings of the following groups and committees, aside from those mentioned above:
 - Joint Committee of National Amenity Societies
 - English Heritage Research Advisory Panel

- Heritage Lottery Fund
- UK Committee of the Association of Preservation Trusts
- English Historic Towns Forum
- UK Historic Environment Research Group
- Culture Committee of UNESCO UK
- Built Environment Forum Scotland
- Heritage Link (including sub-committees)
- Maintain our Heritage
- various meetings on strategic issues in Scotland hosted by the Built Environment Forum Scotland
- Accreditation Framework for Architectural Conservation (the 'Edinburgh Group')
- Agencies co-ordinating group
- Historic Buildings Fire Research Co-ordinating Committee
- Scoping Study on the Socio-Economic Benefits of Heritage in the National Parks
- attended other meetings of or with:
 - CABE
 - COTAC
 - LGA Heritage Advisors
 - Archaeology Training Forum
 - Supervisory Board of the AABC
 - English Stone Forum
 - Northern Ireland Heritage Service
 - Cross Party Group for Architecture and the Built Environment, in the Scottish Parliament
 - Local Government Association
 - English Partnerships
 - Institute of Field Archaeologists
 - Heritage Lottery Fund
- contributed formally to the following consultations, among others:
 - Proposed Changes to PPS6, DCLG
 - Our Seas, DEFRA

- The third sector partnership board consultation, DCLG
- Ensuring the sustainable management and conservation of wildlife, DEFRA
- The role of Regional Development Agencies, DCLG
- Part L of the Building Regulations, DCLG
- Updating the scope and membership of the railway heritage committee, Department of Transport
- Protection of World Heritage Sites, DCLG
- Technical Advice Note 12: Design Update, Welsh Assembly Government Consultation
- Supplementary response to the draft Heritage protection Bill: Conservation Areas, DCMS
- Eco-towns: living a greener future, DCLG
- Draft Heritage Protection Bill Response
- Prosperous Places: Taking forward the review of sub-national economic development and regeneration, BERR
- The Welsh Historic Environment: Towards a strategic statement (Draft), Royal Commission on the Ancient and Historic Monuments of Wales
- The future of Building Control, DCLG
- Insurance guidance leaflet for historic buildings, English Heritage
- Scottish Planning Policy 23 - Planning and the Historic Environment (SPP23), Directorate for the Built Environment, The Scottish Government
- Consultation on PD rights for domestic micro regeneration equipment, Directorate for the Built Environment, The Scottish Government
- Consultation on strategic environmental assessment scoping report for the proposed national policy statement for new nuclear power, BERR
- Proposals for the historic building grant-aid scheme, Northern Ireland Environment and Heritage Service Consultation
- The National Planning Framework 2: Discussion Draft, Directorate for the Built Environment, The Scottish Government
- Review of call-in directions, DCLG
- PPS 4: Planning for sustainable economic development, DCLG
- Draft cultural property (armed conflicts) bill, DCMS
- The disposal of historic assets: Guidance note for government departments and non-departmental public bodies, Government Historic Estates
- Consultation on the promotion of energy end-use efficiency and energy services, DEFRA

- Inquiry into the skills capacity within local government to deliver sustainable communities, DCLG
- Expansion of Heathrow, DFT
- Tree Preservation Orders: Improving procedures, DCLG
- Streamlining Local Development Frameworks, DCLG
- Beyond the Scottish Burgh Survey, Historic Scotland
- New Place Survey, DCLG
- Proposed Amendments to the EIA Regulations, DCLG
- Housing and Planning Delivery Grant, DCLG
- Planning Bill, DCLG
- The use of non-compliant paints for historic buildings, DEFRA
- Scoping Study on the Socio-Economic Benefits of Heritage in the National Parks, National Park Scoping
- Modernising empty property relief, DCLG
- Existing housing stock and climate change, CLG Select Committee
- attended meetings of the various regional historic environment forums ,in England as well as CABE-sponsored design panels
- said goodbye (or at least *au revoir*) to our outgoing President David Lovie, and welcomed our new President Eddie Booth
- and, not least, welcomed another 223 new members to the institute.

Dave Chetwyn, Chair

ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2008

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) FOR THE YEAR ENDED 30 SEPTEMBER 2008

	2008	2007
	£	£
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds	211,935	160,246
Investment income	27,712	8,456
Incoming resources from charitable activities	68,026	80,105
Total incoming resources	<u>307,673</u>	<u>248,807</u>
Resources expended		
Costs of generating funds		
Publicity	9,203	2,551
Charitable expenditure		
Charitable activities	135,368	101,372
Management and administration	177,987	162,523
Total resources expended	<u>322,558</u>	<u>266,446</u>
Net outgoing resources	(14,886)	(17,640)
Balances brought forward at 1 October 2007	215,602	233,242
Balances carried forward at 30 September 2008	<u>200,716</u>	<u>215,602</u>

All activities derive from continuing operations

BALANCE SHEET FOR THE YEAR ENDED 30 SEPTEMBER 2008

	<u>2008</u>	<u>2007</u>
	£	£
Fixed assets		
Tangible assets	2,795	3,997
Investments		
Unquoted investments	<u>10,000</u>	<u>-</u>
	12,795	3,997
Current assets		
Cash at bank	187,610	232,742
Debtors	<u>18,391</u>	<u>11,058</u>
	206,001	243,800
Creditors: amounts		
falling due within one year	<u>(18,080)</u>	<u>(32,195)</u>
Net current assets	<u>187,921</u>	<u>211,605</u>
Total net assets	<u>200,716</u>	<u>215,602</u>
Funds Unrestricted	<u>200,716</u>	<u>215,602</u>

These summarised accounts are an extract from the statutory annual report and accounts for the financial year ended 30 September 2008 which have been subject to an audit exemption report issued by Larking Gowen, chartered accountants, who gave an unqualified audit exemption report on 5 May 2009.

Larking Gowen has confirmed to the board that the summarised accounts are consistent with the annual report and accounts for the year ended 30 September 2008.

The accounts and council report were approved by the board on 27 April 2009 and signed on their behalf by Dave Chetwyn and Michael Knights on 27 April 2009. The annual report and accounts have been submitted to the Charity Commission and the Registrar of Companies.

These summarised accounts may not contain sufficient information to gain a complete understanding of the financial affairs of the charity. The full annual accounts, the council's report and the audit exemption report on those accounts may be obtained from Lydia Porter at the IHBC Business Office, email admin@ihbc.org.uk.

Signed on behalf of the board on 27 April 2009

Dave Chetwyn
Chair

Michael Knights
Treasurer

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

Dave Chetwyn
standing for re-election

Vice Chair

Sheila Stones
standing for re-election

Treasurer

Michael Knights
standing for re-election

Education Secretary

John Preston
standing for re-election

Policy Secretary

Mike Brown
standing for re-election

Membership Secretary

Jo Evans
standing for re-election

Communications and Outreach Secretary

Charles Strang
standing for election

Council Member

Richard Morrice
standing for re-appointment as
Secretary and Company Secretary

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

Stuart Eydmann

Northern Ireland Branch

Sharon Brown

Wales Branch

Nathan Blanchard

North Branch

Geoff Underwood

North West Branch

Kate Borland

Yorkshire Branch

Keith Knight

East Midlands Branch

Roy Lewis

West Midlands Branch

Charles Shapcott

South West Branch

Ian Lund

South Branch

Julia Foster

South East Branch

David Kincaid

East Anglia Branch

Vacant

London Branch

David McDonald

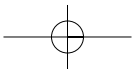
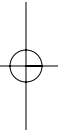
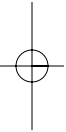


MOTIONS TO THE AGM

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 Section 5 of the Articles of Association of the Institute of Historic Building Conservation (see under Business Papers on the IHBC website).

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 2008

The Austin Pearce Building, University of Surrey, Guildford, Surrey

Friday 27 June 2008

Chair: David Lovie, IHBC President

Present

Kerry Babbington	Rachel Godden	Robert Parkinson
Nigel Barker	Philip Godwin	Ashley Pettit
Gill Bayliss	Torsten Haak	David Piggott
Susan Beech	Charmain Hawkins	Stewart Ramsdale
Chris Bennett	Jim Humberstone	Stephen Rickards
David Birkett	Lesley Johnston	Seán Rix
Paul Blackburn	Lynda Jubb	James Ross
David Blackburn	David Kincaid	Jane Roylance
Nathan Blanchard	Bob Kindred	Carole Ryan
Eddie Booth	Michael Knights	Tristan Squire
Rachel Booth	Lone Le Vay	Robin Stannard
Sharon Brown	Roy Lewis	Graham Steaggles
Mike Brown	Karen Liddell	Sheila Stones
Gill Butter	Ian Lund	Adam Swan
Alan Byrne	Christine Manly	Rose Thompson
James Caird	David McDonald	Paul Tomlinson
Dave Chetwyn	Chris McKinney	John Townsend
Jason Clemons	Anna McPherson	Clare Vint
Pippa Colchester	Marian Miller	Charles Wagner
Claire Deacon	Peter Mills	Robert Walker
Roger Dowty	Beverley Mogford	James Webb
Paul Drury	Richard Morrice	John Webb
Crispin Edwards	Fiona Newton	Philip Whitbourn
John Edwards	Martyn Nicholls	Michael White
Helen Garside	Seán O'Reilly	
James Gibson	Sarah Oborn	

1 Apologies for absence

David Andrews	Jon Finney	John Preston
Paul Barker	Deborah Gardner	Colin Richards
Greg Beale	Emma Gibbens	Ian Serjeant
Chezel Bird	Christopher Hawkins	Bob Scriven
Kate Borland	Kirsty Henderson	Charles Shapcott
Stephen Bradwell	Gwilym Jones	Rod Shaw
Nick Brown	Judy Jones	Jonathan Taylor
Jenny Carlile	Dave Jump	Trefor Thorpe
Ollie Chapman	Geoff Kavanagh	Jenny Timothy
Richenda Codling	Malcolm Lake	Geoff Underwood
Allison Davidson	Deborah Mays	Peter White
Kate Dickson	Eimear Murphy	Sue Whitehouse
Ron Douglass	Joanne Needham	Kim Winter
Bob Edwards	Chloe Oswald	John Yates

2 Minutes of the AGM held on Friday 15 June 2007 and matters arising

The minutes were circulated prior to the meeting with the council's report and the Accounts. The names of two attendees had been omitted from the minutes, with these inserted acceptance of the minutes as an accurate record of the meeting was agreed. Approval of the minutes was proposed by Robert Walker and seconded by Robert Parkinson. The president, David Lovie (DL), then signed the minutes.

3 Council's report

Referring to the published AGM papers, Dave Chetwyn (DC) chair of council, drew the meeting's attention to the summary of activities and developments listed which were taken as read. He thanked the many volunteers who had been involved in these activities and encouraged others to come forward. DC said that real gains and achievements had been made including an increase in membership and increased influence in the historic environment sector and the wider world. The report was proposed by Stewart Ramsdale, seconded by Eddie Booth and agreed by the meeting.

4 Accounts for 2006 - 2007

The treasurer, Michael Knights (MK), drew the meeting's attention to the accounts summary as published in the AGM papers and they were taken as read. There were no questions from the floor.

Under Resolution 1 MK recommended the accounts to the meeting, the approval of which was proposed by Mike Brown, seconded by John Townsend and agreed by the meeting.

Under Resolution 2 MK recommended the appointment of Larking-Gowen as accountants, the approval of which was proposed by Nathan Blanchard, seconded by Sheila Stones and agreed by the meeting.

5 Election of officers

The president drew the meeting's attention to the list of officers for election as printed in the AGM papers. The post of communications and outreach secretary is currently vacant although discussions with someone are taking place. The remaining posts of chair, vice chair, treasurer, education secretary, membership secretary, policy secretary and secretary to the IHBC were voted for en bloc, and were proposed by David McDonald, seconded by Sharon Brown and agreed by the meeting.

The nominations of branch representatives were also listed in the AGM papers. The nominations, which were dealt with en bloc, were proposed by Ashley Pettit, seconded by Claire Deacon and agreed by the meeting.

DC thanked DL who is stepping down as president for all his time, effort and enthusiasm in promoting the institute. With his support the profile of the institute has been raised not only within the sector but in the wider world. DL said he enjoyed his time as president and that he did it because he wanted to. He stressed that the organisation was at heart a voluntary one but also thanked the staff for their support. He has had the pleasure of representing the institute in all sorts of places and met all kinds of people. As a result of those who are passionate and committed to the cause, the institute is able to box above its weight and is known to be reliable.

6 Motions to the AGM

No motions had been received by the secretary Richard Morrice (RM). A question was raised from the floor regarding emergency motions. RM said they could only be taken if he had been notified not less than 24 hours before an AGM.

7 Any other business

- 7.1 Concern was raised from the floor by Philip Whitbourn regarding the perceived weakening of controls in the heritage protection bill. RM was able to tell the meeting that the clauses on conservation areas had not been prepared in time to be published with the rest of the bill before the parliamentary summer recess. Once prepared these clauses would go before the parliamentary select committee. He assured the meeting that there would be no weakening of the system. Mike Brown, the newly elected policy secretary, will be going before the select committee next week and will raise the need for proper public consultation of these clauses before the bill is moved forward.

DC said that the level of protection in conservation areas had been falling, as they were being damaged by incremental changes, and so the proposed changes could be a positive and dramatic tool for improvement and regeneration. He reassured the meeting that the institute would be looking very carefully at the bill as it will be an extremely important part of conservation in the future.

Philip Whitbourn also felt that the merging of consents was a major concern. The director, Seán O'Reilly (SOR), agreed that this was a very serious point and assured the meeting that the matter, and the surrounding issues, had been raised in the response to the Department of Culture Media and Sport (DCMS).

- 7.2 James Gibson raised a concern regarding the reputation of the institute. He was concerned there may be members who were not abiding by the code of conduct and as a result buildings were being lost. DL said the point had been taken regarding the seriousness of the issue. RM said that the institute does have an finalised disciplinary procedure and that a full one will be in place by the next AGM. He agreed that this was a serious issue and that the reputation of the

institute and its members had to be protected. The emerging policy has to be prepared very carefully and discussions are ongoing with the institute's lawyers on this issue. RM asked that Mr Gibson speak to him confidentially after the meeting. SOR said that as a charity there is a fundamental duty to protect the reputation of the institute. The procedure that should be followed in the event of a complaint is that it should be made in writing to the Secretary, RM. He assured the meeting that any complaints were completely confidential.

- 7.3 Bob Kindred spoke to the meeting regarding the first presentation of the Gus Astley Student Award. Gus, who died in August 2003, had been a longstanding member and supporter of the institute and before that the Association of Conservation Officers. A memorial fund was set up and members contributed to it. As Gus had been a SPAB Scholar and had a great interest in encouraging young professionals the student award had been developed. The award had attracted 27 submissions, all of a very high standard, and at the fringe part of the 2008 Annual School the winning students had presented their submissions. Mrs Sheila Astley had been able to attend and present the prizes and thought it was an excellent start to the awards. BK also thanked Nathan Blanchard for acting as joint assessor for the submissions.

Eddie Booth asked if the accounts for the Gus Astley Memorial Fund were published and if so should they be part of the institute's AGM papers. Bob said that the funds were completely separate from those of the institute and that until now there had been nothing to announce although he took on board the idea. SOR confirmed that the fund was a freestanding item and that would not be included in the institute's accounts as it would require additional management resources for the IHBC. It was suggested that the award be featured in an article for Context as the work of the students was very useful and should be in the public domain.

The president thanked the conference organisers and sponsors, officers, members of council, and members for attending the meeting which closed at 5.30pm.

