



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

**Meeting on
Friday 26th October 2018
10.30am
In The Dining Room
At Ford House (Council Offices), Newton Abbot**

MINUTES

Attending: Maureen Pearce, Greg Venn, James Webb, Nick Cahill, Helen Garside, Jonathan Taylor

1. Apologies

Stephen Guy, Charlotte Bowles-Lewis, Liz Smith-Gibbons, Sam Souter, Tom Cropps, Colin Ellis

2. Minutes of last meeting held on 27th April 2018

Agreed

3. Matters Arising

See AOB

4. Report from Chair

Questions raised regarding whether we send welcome packs out to new members? It does not appear as if we do as it is very difficult to ascertain from the database who has been added on a month by month basis.

Action: JT to discuss with Lydia

5. Treasurers report

GV provided a summary of the accounts for 01.10.2017 to 20.09.2018. The present balance for the South West is £14,170.52

GV raised issue of whether we should put some of our cash reserves into an account which gives better interest.

Action: GV to look into investing part of our reserves into a higher interest account

GV advised that we need four signatories for the account. At the moment we only have two. Suggested James Webb and the new Secretary

Action: GV to set up for next meeting

6. Honoraria

It was agreed that we would decide honoraria on a yearly basis but in principle the following would be paid yearly:

Chair £100
Treasurer £100
Secretary £100
Bulletin editor/producer £100 (discretionary)

These would be paid on 1st October of each year. Honoraria would be agreed and minuted at the preceding meeting

Action: GV to pay £100 to Chair, Treasurer and Secretary and £50 to Bulletin editor in arrears (for 2018).

7. Business Plan

It was agreed to send the draft plan to central IHBC for approval.

The next plan was to be a 3 to 5 year projection of cash flow, events, expenses etc with a view to being more business-like but with the end goal of achieving equilibrium ie no profit but no loss.

Action: Approve business plan at next meeting (which will be the AGM) and send to central committee for approval

8. IHBC Branch operations and activities

The email from Central Offices was noted regarding guidance on Social Media.

9. Branch activities/Bulletin

Vacant Posts

Secretary: possible candidates were discussed

Private Practise rep: Colin Ellis?

Action: MP to send out general email to branch reps for circulation to drum up further interest. Also to send targeted email to people who have expressed an interest in being on the committee

Action: K B-H to be provided with a flashdrive to download all relevant documents onto for future reference and governance

AGM

Agreed date of 17th May 2019 at Bath Hotel, Bournemouth, working title; 'Recognising significance in 20th century buildings'

Action: JW to check size of room required and book
MP to contact Elaine Harwood re. possible presentation and book sale

Membership support seminar

It was agreed to invite Central Committee rep down to SW to provide a presentation

Action: JW to contact central committee

Training Day in Exeter: reducing risk of fire in Thatch buildings – 13th November 2018

Historic England are keen to get as many IHBC members to this event and have it be seen as a joint venture with the fire services and themselves

Action: All to note, details to follow soon

Future Training Events

JT outlined a framework for an event around the damp, decay and sustainability. Discussed the content and agreed that the presentations need to be detailed and focused to attract conservation officers. JT suggested possibly a day on timber and a day on masonry in order to really focus in on issues and good practise. Suggested a Bath venue c100 people with possibly the two subjects split between Bath and Plymouth to widen the spread of SW IHBC training. Possible outline dates of September 2019 and March 2020

Action: All to consider and develop ideas with JT for focused 'technical' events for next meeting

Further Mike Wye days are planned

Action: MP to confirm dates and send round to branches

10. Exchange of information

SW HEF meeting 6th December 2018 – see separate minutes

11. Any other business

NC highlighted an upcoming event organised by the Cornwall Buildings Group for 22/23 March at St Austell

There are ongoing discussions on curtilage – MP to update as and when necessary

Date of next meeting: 15th March 2019