



· INSTITUTE · OF · HISTORIC ·  
BUILDING · CONSERVATION

EAST MIDLANDS BRANCH

# **INSTITUTE OF HISTORIC BUILDING CONSERVATION**

## **EAST MIDLANDS BRANCH**

### **Annual General Meeting**



---

**Minutes of the Annual General Meeting on  
Friday, 7 September 2012  
at the British Geological Survey  
Keyworth, Nottinghamshire**

1. **Attendance:** The attendance list was signed by 18 Members:  
Fiona Newton, Jayne Roylance, Roy Lewis, Chris McKinney, Chris Collison, Rachel Booth, Rob Walker, Chloe Oswald, Liz Blood, Sara Crofts, Elizabeth Mayle, Kerry Walmsley, Liz Mayle, Neil Robertson, Rachel Booth, Rosalind Willatts, Jason Mordan, Philip Grover & Stephen Bradwell
2. **Apologies:** There were 16 apologies from:  
Sean O'Reilly (IHBC – Director), Trefor Thorpe (IHBC President), Mark Strawbridge, Simon Scott, Jim Crane, Ramona Usher, Kate Dickson, David Littlewood, Simon Revall, David Trubshaw, Sue Dobby, Allan Morrison, John Sharpe, Simon Johnson, Martin Tincknell & Arthur Ward
3. **Minutes of 2011 AGM:** Accepted as a true record of the meeting.  
Proposed by Rob Walker and seconded by Philip Grover.
4. **Officers Report:** Jane noted that one of the principal objectives of this past year had been to attract more members through better communications and by holding an additional Branch event attached to a Branch Committee meeting.

Fiona corrected a comment in Jane's report and confirmed that Buxton still held the top position for attendance at an Annual School despite the good attendance at Winchester.

Roy added to his Branch Reps report by noting that the consultation processes through the Branch e-mail network was generally successful and whilst most consultations passed without great debate, the amendments to listed building procedures had attracted a very strong response, particularly the suggestion for accredited agents, with open extreme and conflicting views being expressed. However, James Caird had submitted a fair assessment of the representations on behalf of the IHBC and these, like all consultations, could be viewed on the IHBC website along with the responses from other professional groups.

Roy also pointed out that in terms of membership, members employed in the private sector now outnumbered those in the public sector, but on the whole the IHBC represented a broad church.

Rob commented on Jane's report by noting that whilst the visit to Stanford Hall had attracted a good turnout from Branch members, only the Committee members stayed on for the Branch meeting when the intention had been to have a wider participation in the Branch meeting. Rob wondered whether people had realised that they were welcome to stay for the Branch meeting and if repeated it should be stressed that all members were welcome to stay for the Branch meeting.

Chris Collison added that it was useful for members to attend such meetings so that they could see what the Branch Committee did on their behalf.

Fiona also added that it was useful to have new people come along to such meetings so that there were new things to talk about, such as Liz Blood's recent presentation on war memorials.

Chris wondered whether the order of the day could be rejigged, perhaps putting the Branch meeting first and Ruth wondered whether Friday was the best day to hold such an event as people often wanted to get home for the weekend.

Rose noted that whilst the Branch accounts had been included in the AGM papers these needed to be finalised after the AGM.

5. **Treasurers Report:** Rose noted that the final accounts still had to be finalised to take into account of the costs of the AGM.

6. **County Representatives Reports:**

*Derbyshire Representative:* Rob wondered whether, as Neil had referred to work at St Helen's House in Derby in his report, there was an opportunity for a CPD visit by Branch members to see the works in progress.

Jason noted that the next ALGAO meeting was in Northampton but he was having difficulty in attending that meeting, in view of its venue Rachel agreed to attend on behalf of the IHBC.

Jane noted that there was no longer an IHBC representative on the Derby CAAC. Chloe thought it useful if someone could attend and had suggested an approach to John Sharpe however Chris Collinson offered to attend on behalf of the Branch if that was acceptable.

7. **Communications Officer:** Jane noted that communication was an increasingly important part of the Branch activities and Chris McKinney explained the work he had been doing to improve the Branch page on the IHBC website which was an easy and cheap means of communicating information to the Branch members. Jane noted that the Branch Committee had considered that there was a need for a Communications Officer and whilst the idea needed defining there was a need for a person to manage the Branch web page and promote communication within the Branch.

Rob thought that Chris had done an excellent job and was very impressed with the revamped web-page. He agreed that there was a need to formalise this post.

Chris Collison was also impressed with the ease of use and presentation of the web page and it would be useful if Chris McKinney was given a formal remit to do this work for the Branch. Chris thought that if we didn't say that this was a valuable area of expertise then no one else would.

Liz thought this was particularly useful for new members, helping them to understand what the Branch is doing and helping to promote their professional development.

Roy did caution that any job description had to define the role as promoting general conservation initiatives but should avoid commenting on specific cases where it might be seen that the Branch was taking sides or where IHBC

members might be representing different interests on either side of an individual case.

Chris thought that the post would be useful in promoting the work of the Branch and its Members to others and could draw attention to specific campaigns, such as conservation staffing in Local Government. Equally the work would be directed by the Branch Committee.

Fiona thought it important that in any communications, we would need to consider the target audience and whether we only concentrate on members, bringing them into the work of the Branch, or go outside of the Branch to promote conservation to a wider audience.

Chris agreed and thought it right that the Branch should decide how we communicate and to whom.

It was therefore agreed to create the post of Communications Officer, proposed by Robert Walker and seconded by Roy Lewis and supported by the AGM.

8. **Election of Officers:** Stephen read out the nominations for Branch Officers, these were proposed by Sara Crofts and seconded by Elizabeth Bryan:
- Chair - Jane Roylance
  - Vice Chair - Robert Walker
  - Secretary - Stephen Bradwell
  - Branch Representative - Roy Lewis
  - Treasurer - Rose Thompson
  - Membership Secretary - Mark Strawbridge
  - Education Representative - Philip Grover
  - Communications Officer - Chris McKinney

Stephen then read out nominations for General Committee Members, these were proposed by Liz Mayle and seconded by Rob Walker:

- Fiona Newton
- Sara Crofts
- Liz Blood
- Kerry Walmsley

Stephen then read out the list of County Reps, these were proposed by Rob Walker and seconded by Chris Collison:

- Lincolnshire: Liz Mayle
- Leicestershire: Vacant
- Nottinghamshire: Jason Mordan
- Derbyshire: Neil Robertson
- Northamptonshire: Rachel Booth

9. **Business Plan:** Rose distributed a revised statement of accounts and in reply to Rob confirmed that the Annual School Bursary was included in the 'Buxton 2009' line of the accounts.

There was some debate about the venue of the Branch meetings and whilst the Fox and Crown had not been particularly suitable it was felt that The Moorings was also not a conducive environment for the Branch meeting. Rose was asked to look for other alternative venues in Newark including the Fox and Crown.

It was agreed that the Business Plan should include an April event and meeting, venue to be arranged.

Chris Collison noted that if it was acceptable he would be prepared to attend the Derby CAAC on behalf of the IHBC.

10. **Bursary:** It was agreed that the Annual School Bursary had been successful and should be continued next year for the 2013 Annual School in Carlisle. Roy noted that it promotes interest in the Branch and professional development and Fiona commented that it was surprising that we did not get more people applying.
11. **Branch Connection Day:** Fiona noted that the next Branch Connection Day was to look at codes of conduct and would be useful for Branch chairs and secretary and Jane offered to attend on behalf of the Branch.
12. **AOB** – None.

Meeting closed at 7pm.

---

## **ANNEX 1: IHBC East Midlands Branch Committee 2012 - 13**

The following persons were elected to the Branch Committee at the Branch AGM held at British Geological Survey, Keyworth on Friday 7<sup>th</sup> September 2012:

<b>Name</b>	<b>Position</b>	<b>Contact</b>
Jane Roylance	Chair	jane.roylance@jrarchitects.co.uk
Robert Walker	Vice Chair	robert.walker@e-lindsey.gov.uk
Stephen Bradwell	Secretary	sb@trigpointcp.co.uk
Roy Lewis	Branch Representative	roy@groverlewis.co.uk
Rose Thompson	Treasurer	Rose_Thompson@n-kesteven.gov.uk
Mark Strawbridge	Membership Secretary	mark@camplan.co.uk
Philip Grover	Education Representative	philip@groverlewis.co.uk
Chris McKinney	Communications Officer	christopher.mckinney@bolsover.gov.uk
Fiona Newton	General Committee Member	fiona.emihbc@macunlimited.net
Liz Blood	General Committee Member	Liz.Blood@leics.gov.uk
Kerry Walmsley	General Committee Member	K.Walmsley@southkesteven.gov.uk
Sara Crofts	General Committee Member	sara@spab.org.uk
Neil Robertson	Derbyshire County Representative	Neil.Robertson@derby.gov.uk
VACANT	Leicestershire County Representative	
Liz Mayle	Lincolnshire County Representative	elizabeth.mayle@nelincs.gov.uk
Rachel Booth	Northamptonshire County Representative	rbooth@daventrydc.gov.uk
Jason Mordan	Nottinghamshire County Representative	jason.mordan@nottsc.gov.uk