



DRY STONE WALLING ASSOCIATION OF GREAT BRITAIN

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Minutes of the meeting of the DSWA Management Committee held on Saturday 5 June 2010 at the Crooklands Hotel, commencing at 10.00am

Present: R Love (Chairman); A Devonport (Deputy Chairman); B Jones (Vice President); T Norris (Vice President); Mrs D Davies (Cheshire); P Adair (Cumbria); A Brown-Jackson (Derbyshire); Ms B Koo (Lancashire); S Adcock (North Wales); Mrs B Moorhead (Northumbria); R Kitchen (Otley & Yorkshire Dales); E Fort (Pennine); C Jenkins (South Wales); R Stockall (South West England); N Coombey (South West Scotland); D Brookes (South Yorkshire); Q Grosvenor (West Yorkshire); M Booth (Elected Member); V Hollings (Elected Member)

ACTION BY

In Attendance: R Jones (North Wales); Mrs H Jenkins (South Wales), Mrs C Bisknell (Items 1-6 only) Mrs S Addy & Miss A Shaw.

M10.18 **Apologies:** Apologies were received on behalf of Lord Cavendish, M Batty, B Hannett, A Loudon, S Mitchell, N Muir, D Seed and D Walmesley-Cotham.

M10.19 **Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting and introductions were made for the benefit of new members attending their first meeting. It was on a sad note that the meeting was informed of the death of Gareth Pritchard and a short silence was observed in his memory.

M10.20 **To confirm minutes of previous meeting – 6 March 2010**

An amendment to the first sentence of item M10.13a(i) was required. This should now read:

"N Muir had submitted a proposal to re-introduce a **two-certificate approach to the** certification scheme, which....."

With this minor amendment, the minutes were approved as a correct record and signed accordingly. The Committee was asked to make a similar amendment to the Officer Group minutes from 26 January, which had already been circulated.

M10.21 **Matters arising from previous minutes**

M10.21a **Construction Skills Certification Scheme (M09.45b & M09.49b):** There was no further information available for the meeting. It was noted, however, that an organisation in the East Midlands was running one day courses that counted towards a CSCS card.

A DEVONPORT

M10.22 **Correspondence**

A copy of an email from Terry Eggleshaw's family had been received, which expressed their gratitude for the kind words in the obituary article in the recent Waller & Dyker.

M10.23 **International Congress**

Mrs Bisknell was able to update the meeting on work completed since her report was circulated. The final programme of speakers is now in draft form and session chairmen have also been sorted out. Abstracts for inclusion in the programme are being collated and it is hoped that the details will be available on the website in the near future. A "fringe" programme of events is also being put together in conjunction with local branch members from Cumbria and there will be opportunities for delegates to help with the construction of a seating feature, being planned on site.

C BISKNELL

It was noted that bookings are being received at a steady rate and regular liaison with the university is taking place with regard to numbers, etc. Those booking to attend would be reminded to confirm whether spouses/partners would also be attending who might require meals and accommodation.

In response to a question about whether the congress would be self-financing, it was noted that the original costs were based on estimates of attendees so it would not be possible at this stage to determine exactly what cost, if any, would be carried by the Association although a budget was being put together to monitor income, etc. A reduced rate would be available for guests not wishing to take part in the formal congress lectures.

C BISKNELL/
A SHAW

The following suggestions were made for possible sponsors for some of the event, which would be followed up; JT Atkinson, Building Supplies and Booths, the local supermarket chain.

C BISKNELL

Mrs Bisknell was thanked for her attendance and branches were encouraged to contact her with further ideas or suggestions for the congress.

ALL

M10.24 Financial Reports

M10.24a

Current Finances: copies of the current finances had been previously circulated. In response to a query about the reserves policy, it was noted that a sentence is included within the annual accounts, explaining why the Association is currently holding a figure more than equal to six month's running costs, which was acceptable to the Charity Commission. It was pointed out that this might adversely affect potential grant applications under consideration.

It was noted that there had been very positive response from members who had paid the incorrect amount for subscriptions this year. Many of them had also requested a direct debit mandate for future payments.

M10.24b

Current Membership: As at the beginning of June the membership were as follows; a total of 1066 which includes 796 Open, 232 Professional, 20 Corporate and 12 Junior members.

A brief discussion took place about the possibility of the Association offering a joint membership category for open members at the same address, possibly at a rate of £36 per year. This idea would be discussed by the Membership Group who would report back in due course.

M BOOTH

At this point Miss Shaw & Mrs Bisknell left the meeting.

M10.24c

Salaries and Contracts: Mrs Addy reminded the meeting that office salaries were due for annual review on 1 October 2010.

The Committee agreed that Miss Shaw's contract should become permanent and a salary review was discussed and agreed.

At this point Miss Shaw returned to the meeting.

M10.25

Constitution Review

B Jones advised the meeting that further information regarding the new CIO status had been delayed yet again and would not now be available until early 2011. The Committee was reminded of the two main reasons why changes were originally considered appropriate;

- As a charitable organisation all trustees are potentially financially liable should things go wrong financially. The Charity Commission has not, however, taken proceedings against a charity providing the trustees have acted honestly and responsibly. This liability is reduced if the charity is either a company limited by guarantee (which is a complicated process and requires two sets of accounts and so on) or a CIO (a much simpler system).
- Charity Commission guidance recommends that only a small number of trustees have the overall responsibility of running a charity.

During the discussions that took place the following points were raised/noted.

- The CIO format is made up of two parts. The actual constitution is a very simple document, which is then supplemented by a set of rules that detail the day to day running of the charity. Much of what has already been discussed would form the rules of the CIO. To avoid confusion it was suggested that in future documents are referred to correctly so that it is clear as to what is being discussed.
- Care must be taken when considering member benefits, as the Association exists as a charity to benefit the wider public through knowledge and understanding of the craft of dry stone walling.
- The information within the existing constitution regarding the election of officers, etc would be transferred to the new CIO constitution and rules.
- If moving towards a smaller trustee group, it would be important to ensure a good balance of trustees who would reflect the main areas of the Association's work and its geographical spread.
- There would continue to be a larger meeting (forum) where all branches and members could discuss issues and advise/recommend a course of action to the Trustees. Clarification would be required as to whether non-trustees would be able to attend the formal Trustee meetings.
- Consideration has to be given to the fact that the Association covers two legal areas, England & Wales and Scotland. However, existing constitution does allow for branch reps from Scotland to vote at meetings and this would be transferred to the CIO rules.

In conclusion the Committee agreed that it should focus on what had already been agreed in previous meeting and what could be changed and/or moved forward ahead of any final CIO documentation being available. It was agreed that B Jones would take on board the above comments and would prepare a paper for circulation with the minutes, which should be discussed with branch members. The matter would be discussed at the September meeting and a vote taken as to whether or not the matter would be put forward as a motion at the AGM in November.

B JONES

ALL

M10.26

Forward Strategy

M Booth reported that a draft outline for the handbook had been produced and would be circulated to the Membership Group for comment and thereafter report back to the Committee. It was noted that a question had been placed on the discussion forum about the benefits of membership.

M BOOTH

M10.27	<u>Officer Group</u>	The last meeting had taken place on 27 April and a copy of the minutes would be circulated with the Management Committee minutes. There were no issues raised that are not covered on the current agenda.	A SHAW
M10.28	<u>DSWA Archive Project</u>	<p>The previously circulated paper from S Adcock refers. During discussion about the project the following points were noted.</p> <ul style="list-style-type: none"> • There had been some difficulty obtaining costs on a like-for-like basis but it was envisaged that a stand-alone site would be the preferred option, with a link to the existing DSWA main site. When considering site hosts, it was felt important that sample sites and previous experience of archive work was checked. • A suggestion was made that HLF funding might be available for such projects although it was perhaps prudent to identify what the funding would cover and see how the project would fit within the funding criteria. <p>It was agreed that branches would discuss the paper further and report back to S Adcock in the first instance with ideas on what the archive site might include initially.</p> <p>A proposal was put forward by M Booth to allocate the sum of £2,000, as identified at the end of Mr Adcock's paper, in order to get the project up and running. This was seconded by A Brown-Jackson and voted on by the Committee, with 15 in favour of the proposal and 2 abstentions.</p>	ALL BRANCHES
M10.29	<u>Management Committee Co-ordinator Reports</u>		
M10.29a	Craft Skills Group:	New promotional leaflets had been produced by Lantra Awards, which made reference to a minimum age for the qualifications. This had been incorrectly printed and should read 16 for those wishing to apply for Levels 2 and 3. This was unlikely to cause any problems with candidates, although it was agreed to check with Lantra Awards if there was flexibility if candidates were under 16.	A SHAW
		In response to the previous query about there being no specific marks for "Line, straightness or batter" at Initial/Level 1, it was noted that these marks have always been included within the "Building and Packing" sections. Clarification of this would be issued to Examiners.	A SHAW
		A brief discussion took place about the need for Examiners to either carry out a risk assessment for the test day or have sight of one that had been completed by the test organisers. It was noted that the guidelines issued to centres does specify that a risk assessment should have been completed. It had been agreed that the Examiner reference file would in future contain a copy of the generic risk assessment form currently used by the Association, which Examiners could complete if they wished.	
		Craven College have now developed a comprehensive test site at Skipton Auction Mart, which was also available for other groups to use. A formal opening of the facility was being planned and it was hoped to combine this with the Certificate of Merit presentation for work undertaken at Rathmell by students from the college.	
M10.29a(i)	Instructor Training Course:	A very successful Instructor Training course had taken place in May at Birdoswald. The course format had been revised and had more of a practical walling focus. David Griffiths and Wendy Oldham had led the course. R Stockall had attended the course and gave a brief report on the weekend, which he and fellow colleagues had found to be very beneficial. Instructor evaluation forms had also been devised for attendees to complete and return once they had carried out a number of training sessions within the branch. R Love and A Shaw had also been in attendance during most of the weekend. R Love advised the meeting that the course could also be used for those members seeking the more advanced instructor training and it was hoped that a date later in the year would be fixed. The Committee was happy for the new format to be adopted and used in future.	A SHAW
M10.29b	Grants:	Nothing to report.	
M10.29c	International:	A Brown-Jackson advised that he had developed a draft outline document to assist those who have/plan on hosting overseas wallers on exchange visits, which would be circulated to relevant branches for further comment.	
		Details had been received of a dry stone walling workshop taking place in Mallorca on 28 June to 2 July. Full details available on the DSWA website, "What's New" section.	
M10.29d	Pinnacle Awards:	The project at Croft Farm in Cumbria had now been inspected and the Certificate of Merit recommended, which the Committee agreed to.	
		An application for a Certificate of Merit had been received for work undertaken in Somerset. The work, although of good quality was not sufficiently unusual or skilful to be granted an award.	

A further submission for a Certificate of Merit had been received from the Wentworth Trust for the work undertaken on the ha-ha and bridges at Wentworth Castle. This project had originally been submitted for a full Pinnacle Award, which had not been granted.

The Committee was reminded that A Loudon has expressed his desire to step down as Pinnacle Award Co-ordinator and in this respect S Adcock had been approached as a replacement. The Committee was happy to agree this change, which Mr Adcock was willing to accept.

M10.29e **Ronnie Ball Award:** Nothing to report. A suggestion was made for regional contacts to help promote the scheme, which would be discussed further with the Award Co-ordinator.

A BROWN-
JACKSON

M10.30 **Members' Weekend**

Plans are progressing for the Members' Weekend being hosted by the Northumbria branch on 20/21 November. An update was given on the possible venues for excursions on the Sunday and the branch was also looking into events/activities for members who might wish to arrive either Friday or Saturday morning and who would not be involved in the Management Committee meeting. A rate of £70 per person for dinner, bed & breakfast had been negotiated with the hotel with a further reduction down to £60pppn for two nights or more. Booking details for the weekend will be included in the summer issue of the Waller & Dyker.

A SHAW

Further to Lord Cavendish's offer to host the Members' Weekend, a date had been agreed for 2011, which would be 26/27 November. The Committee also agreed that the December committee meeting that year would also be rescheduled to that weekend.

M10.31 **Hundred Club**

The following draws were made:

April	2% S McNeill (118)	1% E Park (96) and J Farish (133)
May	2% G Houston (43)	1% J Lewis (87) and G Carpenter (99)
June	2% A Stewart (88)	1% E Park (95) and D Walmesley-Cotham (23)

A SHAW

Half yearly 4% J Murton (76)

M10.32 **Any Other Business**

M10.32a **Cumbria Wallathon:** This event is scheduled for the weekend of 26/27 June. To date approximately 30 wallers have registered an interest. Unfortunately it was now unlikely to run consecutively for 24 hours but would instead be two 12-hour sessions with social events also being planned. Anyone interested in taking part, even for a short period, should contact Chris Bratt on chris@take3.co.uk or 01524 762183.

ALL

M10.32b **Yorkshire Rural Awards:** Q Grosvenor reported that West Yorkshire branch had been placed second in these awards for their project in the Upper Colne Valley. The awards had been presented by John Craven.

M10.32c **Advanced Features:** A query was raised as to whether a test feature built for an Advanced test could then be used for the Masters test. Specifically, it was in relation to a piece of wall built on a slope of more than 30%. This situation had not arisen in the past but it was likely that new pieces would have to be built. The matter would be checked with the Craft Skills Group.

CRAFT SKILLS
GROUP

M10.32d **Wall Standards Leaflet:** Further to previous references to the production of a leaflet showing different standards of walling, being pursued by S Adcock, he asked if branches could send him sample photos of good and bad walling work in their local area; sean@stonewaller.freeserve.co.uk

ALL BRANCHES

M10.32e **Walling Standards:** North Wales branch had expressed some concerns about the way in which the Association upholds standards for walling work. This had come to light in view of a complaint that had been submitted about work in North Wales. It was noted that many clients are not fully aware of standards so it was important that the DSWA strives to maintain good standards, including work carried out by wallers who were not or no longer DSWA members. It was agreed that the Craft Skills Group would discuss the matter and bring forward ideas on how to improve on this important aspect of work.

CRAFT SKILLS
GROUP

M10.17 **Date of Next meeting**

The next meeting will take place on Saturday 11 September 2010 commencing at 10am at the Crooklands Hotel. Items for the next meeting should be sent to the office by 9 August at the latest.

The December meeting has been rescheduled to fit in with the AGM and will therefore take place on Saturday 20 November at Otterburn Hall Hotel.

Signed*R Love*.....

Date*11 September 2010*.....

A Shaw/18 June 2010

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