



DRY STONE WALLING ASSOCIATION OF GREAT BRITAIN

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Minutes of the meeting of the DSWA Management Committee held on Saturday 6 March 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); S Mitchell (Central Scotland); B Hannett (Cheshire); P Adair (Cumbria); A Brown-Jackson (Derbyshire); Ms B Koo (Lancashire); D Seed (Mid-Lancs); G Pritchard (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); N Muir (West of Scotland); Q Grosvenor (West Yorkshire); M Booth (Elected Member); V Hollings (Elected Member) J Atkinson (National Trust)

ACTION BY

In Attendance: M Bengé (Cumbria); S Adcock (North Wales); Mrs H Jenkins (South Wales) & Miss A Shaw.

M10.01 **Apologies:** Apologies were received on behalf of Lord Cavendish, Mrs S Addy, M Batty, K France, A Loudon, R Tufnell, D Walmesley-Cotham, J Wilson, Dorset branch.

M10.02 **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.

M10.03 **To confirm minutes of previous meeting – 5 December 2009**

There were no amendments to the minutes of the previous meeting, which were agreed as a correct record and signed accordingly.

M10.04 **Matters arising from previous minutes**

M10.04a **Construction Skills Certification Scheme (M09.45b & M09.49b):** There was no further information available for the meeting.

A DEVONPORT

M10.04b **Gift Aid (M09.51c):** In response to the query raised about claiming gift aid on donations received by branches, J Wilson had looked into the matter and had submitted the following response.

The donations must not include donations from companies, for which the company obtains tax relief in its own tax computation, nor can it include any donations from public funds which includes schools, colleges etc. The claim could only include cash donations that are received from individuals who have also completed a Gift Aid tax form, which has been returned to the office. His understanding was that there would be so few of these not to make the claim process worthwhile. However, if this were not the case, he would be happy to rectify the situation when the next claim was submitted in April/May.

M10.04c **Crooklands Training Ground Shelter (M09.62a):** P Adair raised the question about the erection of a shelter on the training ground, which had not yet been agreed with the Westmorland Country Showground.

A SHAW

M10.05 **Correspondence**
Nothing to report.

M10.06 **Branch of the Year Competition**

J Atkinson provided a summary of the judges' comments on this year's entries, which were of a very high standard. He pointed out that some of the small branches were very good at keeping members informed via newsletters, etc – something the large branches perhaps needed to give more thought to. The final decision had been a difficult one to reach but the winners were as follows:

Large Branch of the Year

- 1st – Cumbria
- 2nd – Cheshire
- 3rd – Otley & Yorkshire Dales
- 4th – West Yorkshire

Small Branch of the Year

- 1st – North Wales
- 2nd – Mid-Lancs
- 3rd – West of Scotland & Dorset

Thanks were recorded to J Atkinson and the other judges, Caron Evans and Dave Goulder, for their work.

M10.07 **Financial Reports**

M10.07a **Current Finances:** copies of the current finances had been previously circulated. Subsequent to the queries raised at the meeting, the following explanations have been provided by the Treasurer.

- Premises costs reduction is due to a timing issue for the receipt /payment of invoices.

- Bank charges include costs for the initial setting up of direct debit payments and a monthly charge, which was agreed previously by the Management Committee.
- Stationery costs were found to include an item for broadband costs, which has been reallocated to the correct code.

The meeting was informed that the new fixed deposit saving account had been opened as previously agreed, with a transfer of £50,000 made into the account for two years.

It was reported that subscription income was down by over £800 this year, due to members paying the incorrect amount by Standing Order. It was agreed that lists showing those members who were paying the incorrect amount would be sent to branch secretaries to chase up and to request that the amount is amended and the difference sent to the office.

A SHAW/
BRANCH SEC'Y

M10.07b **Current Membership:** As at the beginning of March the membership were as follows; a total of 1011 which includes 766 Open, 214 Professional, 14 Corporate and 11 Junior members.

M10.08 **Constitution Review**

B Jones advised that meeting that the new CIO guidelines and structure were due to be issued in April with changes being phased in over two stages; one for existing companies limited by guarantee and one for non-limited charities wishing to convert to a CIO, the latter one relating to the DSWA, which would be phased in first. During the discussion that ensued concerns were raised about the lack of discussion that had taken place about this important issue and the decisions that still had to be made. B Jones reminded the meeting that there would be a generic constitution for all CIOs, which the DSWA would have to use but that the general day to day running of the Association would be governed by rules, which are currently being developed, and which have been discussed at the Management Committee meetings. Version 2.6 is the current working document. In response to a further query, it was noted that costs would be involved in changing to a CIO, namely the registration fee and the legal fees that would be required to check documentation, etc. Amendments would also have to be made to the charity number on stationery, etc.

Following a further discussion, the Committee agreed that the next meeting should have a specific section of its time allocated to discussing the constitution and it was further agreed that the afternoon would focus on this important issue. Branches should ensure they have consulted with their members beforehand so that informed discussion can take place.

ALL

M10.09 **Fundraising**

R Love reported on his meeting with Mr T Finn, held at the end of last year. It had been a useful meeting although Mr Finn recommended that the Association should not pursue the fundraising model he had previously produced at present but should continue with the work in 2011. Mr Finn was confident that if the guidance given was followed it should be possible to secure new funding at that time.

R LOVE

M10.10 **International Dry Stone Walling Congress**

An updated report from the Congress Co-ordinator had been previously circulated. R Love was pleased to report that a steady stream of bookings had already been received, including over 30 proposals for presentations. Mr Eric Robson, the broadcaster and Chairman of Cumbria Tourism, has kindly agreed to be the keynote speaker on Saturday morning and plans are moving ahead to finalise the programme of activities, which will include excursions to Langdale, Settle and Arnside. "Fringe" events either side of the actual congress dates are also being finalised and a number of branches have submitted events that may be of interest to delegates. A suggestion was made that the Congress Co-ordinator should be invited to attend the next meeting, which was agreed.

A SHAW

M10.11 **Forward Strategy**

M Booth advised the meeting that the Membership Group had not been very active over recent months but the intention was to move forward with the development of a Members' Handbook. He also noted that Mrs J Walker had resigned from the group.

M BOOTH

M10.12 **Officer Group**

The last meeting had taken place on 26 January and a copy of the minutes would be circulated with the Management Committee minutes.

An issue that had been discussed at the meeting was that of Governance and the fact that the Trustees of the Association should be clearly defined on an annual basis. N Muir had also raised the subject of the legal obligation of trustees, which he pointed out involved potentially quite a large commitment. It was suggested that if the nominated branch representative was unable to attend, the deputy rep could vote by proxy, which would remove the need for signing trustee forms at the start of each meeting. It was agreed to check this with the Charity Commission.

A SHAW

At the previous meeting, the group had discussed the misuse of the DSWA Discussion Forum. The individual in question had since been banned from using the site and a letter sent explaining the situation. As there had not been any further problems with the site, the Committee agreed that no further action was necessary at present although the situation would continue to be monitored.

R LOVE

M10.13 Management Committee Co-ordinator Reports

M10.13a **Craft Skills Group:** In response to a query raised at the last Management Committee meeting, the following credit values were confirmed for the qualifications. One credit is equal to 10 hours. Level 1 = 13; Level 2 = 19 and Level 3 = 28.

The Dry Stone Walling Apprenticeship has been incorporated into the new Environmental Conservation Apprenticeship, which is aimed at people aged 16 and over, and which is currently being updated.

The DSWA instructor training courses will be run this year and the format of the course is currently being updated. Information sent to all those eligible to attend once dates have been finalised.

A SHAW

In response to the previous query about there being no specific marks for "Line, straightness or batter" at Initial level, it was agreed to refer the matter to the Craft Skills sub-committee to discuss and report back to the next meeting.

CRAFT SKILLS
GROUP

M10.13a(i) **Proposal to amend Craftsman Certification Scheme:** N Muir had submitted a proposal to re-introduce a two-certificate approach to the scheme, which would allow members to opt not to receive a Lantra Awards certificate and therefore pay a slightly reduced fee. It was pointed out that this whole subject had been debated in the past by the Management Committee and in 2004 agreed that a single scheme would be operational. It was further noted that as the accredited qualifications are regulated by Ofqual it would not be possible to have two almost identical schemes in operation. One of the main areas for concern with the current system was the cost of tests although the numbers applying for certification did not seem to indicate a major problem. These costs are set by the DSWA and are not controlled by Lantra Awards. Following a lively discussion a vote was taken and a majority of the Committee were against changing the current scheme, which will therefore continue to operate in its present format.

M10.13b **Grants:** The new Uplands Entry Level Scheme (Uplands ELS) for England has now opened and funds will be available for some capital works such as restoring dry stone walls. It will be a points based system and dry stone walling will attract 30pts per metre.

The current grant scheme in Wales is to be replaced. The new scheme will include funding for hedging and dry stone walling. There was nothing new to report for Scotland.

It was noted that Trevor Wragg had been running courses in Derbyshire for grant giving bodies to gain experience on what to look for on grant-aided work. The courses had been well received by organisations such as Natural England and the National Trust, which had since tightened up on funding being awarded.

M10.13c **International:** There are a number of informal exchange visits ongoing and it was noted that John Shaw-Rimmington from Canada would be visiting the UK in the near future.

M10.13d **Pinnacle Awards:** Two new applications for Certificates of Merit have been received and inspection visits are currently being arranged. Presentations for the two Certificates of Merit agreed at the last meeting have still to be finalised. A suggestion was made to compile a list of projects for the International Congress, as possible visits for delegates. It was noted, however, that some of the work was private commissions, which would not be appropriate for visits.

M10.13e **Ronnie Ball Award:** A suggestion was made to contact all current junior members of the Association to encourage entries for the Award, which is now available to people up to the age of 25. Any further ideas on how to promote the scheme should be forwarded to S Mitchell.

S MITCHELL

M10.14 Members' Weekend
Northumbria Branch had agreed to host the event in 2010, which will take place on 20-21 November at Otterburn Hall Hotel. The branch was currently developing a programme for the weekend and booking details would be included in the summer Waller & Dyker.

Further to Lord Cavendish's offer to host the Members' Weekend, it was agreed to contact him to see if it would be appropriate for 2011.

R LOVE

A discussion took place about the possibility of combining the AGM with the December Management Committee meeting to reduce the travelling required by those attending both events. A vote was taken in favour of this action. The Committee meeting and AGM will both be held on Saturday 20 November at Otterburn Hall and the December meeting date cancelled.

ALL

- M10.15** **Hundred Club**
The following draws were made:
January 2% P Davies (91) 1% R Kitchen (90) and D Davies (125) A SHAW
February 2% R Kitchen (90) 1% A Devonport (144) and J McLeod (115)
March 2% T Hinchliffe (66) 1% J Rowland (65) and S McNeill (118)
- M10.16** **Any Other Business**
M10.16a **DSWA Archive:** A proposal had been submitted by North Wales branch for the creation of a web-based archive for the DSWA in memory of Terry Eggleshaw. S Adcock advised the meeting that a number of branches had offered to pledge money to help establish this site. Following a short discussion a vote was taken and a majority of the Committee supported in principle the idea of setting up an archive and a further vote was taken with a majority in favour of setting up a restricted fund to receive any money specifically earmarked for this project. It was agreed that S Adcock would produce a short project proposal, including costs, for the Officer Group to discuss further. S ADCOCK/
R LOVE
- M10.16b** **Health & Safety:** A query was raised about the health and safety and welfare facilities available on test days and at shows and events. It was noted that on test days it was the responsibility of the test centre to ensure, where possible, appropriate facilities were provided. Likewise at shows, such provision would be the responsibility of the show organisers.
- M10.16c** **Mid-Lancs Sponsored Cycle Ride:** Branch members were undertaking a sponsored cycle ride from Blackpool to Scarborough on 13 June to help raise funds for the Trawden Show. If anyone wanted to join in or sponsor participants they should contact the branch.
- M10.16d** **Cumbria Wall-athon:** Cumbria branch are considering holding a 36-hour walling event on 26-27 June near Ullswater. Anyone interested in taking part should contact the branch for further information.
- M10.17** **Date of Next meeting**
The next meeting will take place on Saturday 5 June 2010 commencing at 10am at the Crooklands Hotel. Amendments to minutes/agenda items/papers should be sent to the office by 3 May at the latest.

Please note that the September meeting will also take place at the Crooklands Hotel. 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*5 June 2010*.....

A Shaw/25 March 2010
ref: dswa/mancttee/mar10mins