



DRY STONE WALLING ASSOCIATION OF GREAT BRITAIN

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Minutes of the meeting of the DSWA Management Committee held on Saturday 20 November 2010 at the Otterburn Hall Hotel, commencing at 10.00am

Present: R Love (Chairman); A Devonport (Deputy Chairman); A Loudon (Deputy Chairman); B Jones (Vice President); T Norris (Vice President); S Mitchell (Central Scotland); B Hannett (Cheshire); S Adcock (North Wales); Mrs B Moorhead (Northumbria); R Kitchen (Otley & Yorkshire Dales); E Fort (Pennine); R Stockall (South West England); N Coombe (South West Scotland); D Brookes (South Yorkshire); Q Grosvenor (West Yorkshire); M Booth (Elected Representative); V Hollings (Elected Representative).

ACTION BY

In Attendance: K France, Mrs S Addy and Miss A Shaw.

M10.51 **Apologies:** Apologies were received on behalf of Lord Cavendish, P Adair, M Batty, M Bengel, A Brown-Jackson, C Jenkins Ms B Koo, N Muir, D Seed, R Tufnell, D Walmesley-Coatham, J Wilson and Dorset branch.

M10.52 **Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting. As this would be his last Management Committee meeting as Chairman he recorded his thanks to all members of the committee for their work undertaken on behalf of the Association. He went on to highlight some of the main achievements during his term of office. The profile of the Association had been raised by events such as the Natural Stone Show, the hosting of the training conference and the International Congress; the office had become established at Crooklands and the work of the craft skills sub-committee had been strengthened. It would have been satisfying to see the constitutional changes complete and to have visited more of the branches. He concluded that communication was vital to the Association, which is viewed in a very positive light by many of the external organisations that it is involved with.

M10.53 **To confirm minutes of previous meeting – 11 September 2010**

There were no amendments to the minutes, which were signed as an accurate record of the meeting.

M10.54 **Matters arising from previous minutes**

R Love advised the meeting that he had written to the North East Scotland branch but had not heard back from them. He would pursue the matter but it was likely that the contact details for the branch would be removed from DSWA literature, etc. However, it was agreed that R Love and S Mitchell would continue to try and encourage activity in that area.

R LOVE/
S MITCHELL

M10.55 **Correspondence**

A letter had been received from Clarence House, confirming that The Prince of Wales was delighted to extend his Patronage of the Association for a further five year period, up to February 2016; news which was warmly welcomed by the Committee.

A letter had been received from N Muir confirming his formal resignation as a trustee, which was tabled at the meeting. Mr J Wilson had also been in touch to advise that he did not wish to remain on the Officer Group, as he no longer felt he was contributing anything to the Association. He did, however, wish the Association well for the future.

M10.56 **Financial Reports**

M10.56a **Current Finances:** Copies of the current finances had been previously circulated. No questions or queries were raised.

M10.56b **Current Membership:** The current membership figures were as follows; a total of 1204, which included 922 Open, 247 Professional, 20 Corporate and 9 Junior members.

A brief discussion took place about the uptake of the Direct Debit method of payment for subscriptions, which at present was lower than those currently paying by Standing Order. Most members still paid by cheque. A comment was made that there appeared to have been quite a delay between cheques being sent in and the items being banked. This matter would be addressed.

A SHAW

A repeat request was made for branches to receive lists of the numbers of new members recruited during the year, which would be sent out in due course.

A SHAW

- M10.56c** **Replacement Treasurer:** As previously minuted, Mrs Addy had advised the Committee that she would be standing down from the role of Treasurer at the next financial year end (2011). Mrs Robinson had agreed to take on the book-keeping role and an advert would be placed in the Waller & Dyker seeking a replacement for the post. An updated job spec would be produced and made available from the office. S ADDY/
A SHAW
- M10.57** **DSWA Expenses**
The previously circulated paper was discussed and there was general agreement that it was useful to have some common guidelines such as these. There was further discussion that the current mileage rate of 35p was rather low and a proposal was put forward for this to be increased to 40p, which was agreed by a majority of 14 in favour, 1 against and 1 abstention. This increase would take effect from 1 January 2011. With the above amendment, the proposal as detailed in the paper (and shown below) was agreed by the Committee, with 15 in favour, and 1 abstention. The information would also be included in the branch reference file. ALL BRANCHES
- "Any member who is required to attend meetings or events on national DSWA business, by virtue of their position as elected officer or other defined status, is entitled to claim travelling expenses at the agreed rate (currently 40p per mile for car use) and accommodation costs if necessary (currently up to £50 per night) supported by receipts. Such expenses should be submitted on the standard claim form to the national office for ratification by Chairman/Deputy Chairman as appropriate."*
- "Branch representatives attending Management Committee meetings and other meetings specified as national activities (eg branch workshops) are entitled to claim reimbursement of all or some of their expenses, as above, from their local branch."*
- M10.58** **Constitution Review**
B Jones advised the Committee that the CIO legislation might now be available in the spring of 2011 and would be phased in, with new registrations first followed by conversions from existing charitable companies.
- He further advised that little progress had been made on securing quotes from solicitors for the legal work required despite sending out requests. It was acknowledged that the action could be discharged as efforts had been made to follow it through. B Jones had been in contact with a firm who seemed capable of carrying out the work and the Committee agreed, in a vote of 14 in favour and 2 abstentions that a sum of up to £5,000 would be made available for this work to be progressed. Additional costs would have to be referred to the Officer Group in the first instance. B JONES
- M10.59** **International Dry Stone Walling Congress**
A summary of the costs relating to the congress was tabled. The Committee was pleased to see that the overall cost to the Association was just over £4,000. Sales of calendars would continue to offset some of this figure. The second grant claim had been submitted and the final claim would be made in February, which should only contain the printing costs of the proceedings. This document had now been finalised and was at the printers. A complimentary copy would be sent to all speakers and additional copies would be on sale from the office at a cost of £15 each. A Loudon noted that the event had fulfilled all the charitable aims of the Association and had helped raise the profile of the DSWA.
- M10.60** **Forward Strategy**
There was nothing to report from the group at present although it was hoped that actions would have moved forward ahead of the next Management Committee meeting. M BOOTH
- With regard to the Branch Reference File, it was noted that only two responses had been received. It was agreed that R Stockall and C Stephens would update the existing information, taking into account the comments received and the revised document would be circulated ahead of the next meeting. Once updated, the information could also be made available on the website. R STOCKALL/
C STEPHENS
A SHAW
- M10.61** **Training & Education Co-ordinator**
The original draft job specification for this role had been revisited and minor changes suggested making the role more of a development/liaison role rather than handling the day to day administration of tests. Following a brief discussion, during which it was suggested that perhaps the role should start as a part-time one and be increased to full-time if appropriate at a future date. It was agreed that the matter should be discussed by the Officer Group who would report back to the next meeting. OFFICER
GROUP
- M10.62** **Officer Group**
M10.62a **Officer Group Meeting:** Minutes from the previous meeting held on 12 October had been circulated with the agenda. A short discussion took place about the possibility of offering a joint membership to two open members living at the same address. It was finally agreed to move forward with this, with effect from January 2012 with the rate being £36 (based on current subscription rates) for twelve months. A unanimous vote was given in favour of this action. A SHAW

M10.62b	Officer Group Members: As noted earlier in the meeting, two existing members of the Officer Group had stood down. Following the AGM later in the day, there would also be a slight change to the membership of the group. Potentially two additional members would be needed for the group. Consideration of geographical location and specific skills needed by the group should be given when seeking replacement members. Suggestions should be forwarded to R Love/A Devonport initially. Membership of the group would be ratified by the Management Committee at the next meeting.	ALL
M10.63	<u>DSWA Archive Project</u> There had been no further work on this project to date although S Adcock was willing to move things forward but explained it would probably not be until later in the New Year. Mrs Moorhead offered to forward contact details of a web designer who had experience of archive sites. R Love also agreed to follow up the contact he had in Scotland.	B MOORHEAD/ R LOVE
M10.64 M10.64a	<u>Management Committee Co-ordinator Reports</u> Craft Skills Group: There had been no formal meeting held since the last report. However, the group had discussed at length the possibility of increasing the time allowed between the two parts of the Advanced and Masters tests, currently 12 months. A Loudon advised the meeting that the Craft Skills Group was not in favour of changing this timescale but was keen to look at ways in which the Association could try and facilitate tests for candidates at the higher levels. Following a discussion about the need to encourage people to move through the Certification Scheme and on to the role of Examiners, the Committee agreed, by a vote of 15 in favour, that the timescale would remain at 12 months but that the Craft Skills Group would give serious consideration to succession planning and would report back to future meetings. It had been another successful year for tests with 45 test days taking place both in the UK and overseas. The Examiner Standardisation Course was scheduled for 2011 and minor changes were being made to ensure the best use of the time during the course.	CRAFT SKILLS GROUP A LOUDON/ A SHAW
M10.64b	Grants: England: Nothing to report. R Stockall advised of information circulated by his local council relating to grants that were available, a copy of which would be forwarded to the office for information. T Norris informed the meeting that the Mid-Lancs branch had been successful in securing HLF money for a three-year period to develop and run training initiatives. Scotland: Local authority grants were diminishing but it was noted that HLF levels were increasing, particularly for small projects. Wales: Nothing to report.	
M10.64c	International: Following a recent visit to Canada, A Loudon reported on the desire for members in Canada and America to establish some sort of formal affiliated link with the DSWA. It was not practical to have overseas branches as such but details about how the UK branches are run could be forwarded for information. He further advised that a North America web forum had been set up, with contributions from DSWA members and invited participants only. A suggestion was made that the group could elect a representative to report to the Management Committee via the International Co-ordinator. Information would also be fed back via this route. Regular reports could also be submitted for inclusion in the Waller & Dyker. It was also noted that if members from the UK are invited to events overseas, they are not necessarily official representatives of the Association, although they may know about national activities from their involvement with the Management Committee. The DSWA would not wish to prevent such visits. A draft job specification for the role of International Co-ordinator had been submitted by A Brown-Jackson, which would be circulated with the minutes for information.	A SHAW
M10.64d	Pinnacle Awards: S Adcock had now received copies of all the award applications and hopes to expand the information available on some of the projects. He was also looking at developing guidelines for those inspecting projects. It was noted that some projects are perhaps excluded from the current scheme and it is perhaps worth considering developing a three-tier scheme. With regard to the application from the Wentworth Trust, S Adcock provided a further report on the project and advised that, as Award Co-ordinator, he would not recommend the project being awarded a Certificate of Merit. The work had previously been submitted for a full Pinnacle Award, which had not been granted. A vote was taken by the Committee, which was agreed by 14 in favour and 1 abstention (A Devonport), not to grant the award. A letter would be sent to the applicant declining the award.	S ADCOCK S ADCOCK/ A SHAW
M10.64e	Ronnie Ball Award: S Mitchell was very pleased to report that an application had been received from Lydia Noble. The Award Panel had considered the application and recommended a Gold Award, which was unanimously agreed by the Committee. Plans had been put in place for a presentation to be made at the AGM later in the day although the engraved memento awarded to recipients had not been ordered	S MITCHELL

and would, therefore, be sent on to Lydia.

A SHAW

It was noted that the scheme does need updating. S Mitchell and A Shaw would present some updated material to the next Management Committee meeting in March.

S MITCHELL/
A SHAW

M10.64f **Funding for Awards:** It was suggested that the Association set aside some funds to be used for covering the costs of awards such as the Pinnacle and Ronnie Ball Awards. Sponsorship for the Pinnacle Award Scheme had been considered in the past but nothing had been finalised. It was agreed that figures should be presented to the next meeting for further discussion.

A SHAW

M10.65 **Appointment of Co-ordinators for 2010/11**

The existing co-ordinators, as shown, were willing to stay in post for the coming year. As there were no other nominations, the Committee agreed the appointments en bloc.

M10.66 **Any Other Business**

M10.66a **Office Equipment:** A request was submitted by Miss Shaw for the office computer software to be upgraded and a new phone purchased. Costs had been obtained and the Committee agreed unanimously to this request.

A SHAW

M10.66b **NCVO Membership:** A suggestion was made by A Devonport that the Association joins NCVO (National Council for Voluntary Organisations, www.ncvo-vol.org.uk), which can offer charities guidance and legal advice on a wide range of subjects. It was noted that the Association had previously been members. Following a short discussion, it was unanimously agreed by the Committee that the Association should rejoin NCVO

A SHAW

M10.66c **Natural Stone Show:** In response to a query about attendance at this event in 2011, it was noted that the Committee had agreed at the previous meeting that the Association would attend Eco-Build instead, which would take place at ExCel at the beginning of March.

M10.66d **Scotland Liaison Group:** The annual meeting of the Scottish branches had taken place and a copy of the minutes would be circulated with the Management Committee minutes. However, the Committee was advised that West of Scotland branch had informed the SLG meeting that, as a separately registered charity, it would no longer be insisting that members of that branch had to be members of the national Association. This raised concerns within the Committee and it was agreed that a strong letter should be sent to all members of the West of Scotland branch, to clarify the implications this would have on insurance cover for branch events and the information currently received from the office.

CHAIRMAN/
A SHAW

M10.67 **Date of Next meeting**

The next meeting will take place on Saturday 5 March 2011 commencing at 10am at the Westmorland County Showground. Amendments to minutes/agenda items/papers should be sent to the office by 1 February at the latest.

Signed *A Devonport*
DSWA Chairman

Date *5 March 2011*