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**Minutes of the DSWA Trustee Board meeting held  
on Saturday 2 December 2017 at the Westmorland County Showground**

**Present:** R Stockall (Chairman), T Blackwell A Brown-Jackson, N Coombey, P Dolphin, J Hanson, B Jones, A Loudon, R Love and L Noble.

**In Attendance:** Miss A Shaw.

**Apologies:** Lord Cavendish.

ACTION BY

**TB17.58**     **Opening Remarks**

The Chairman welcomed everyone to the meeting. It was with regret that he had to announce the death of Bryan Hough, a long standing member and past President of the Association. The Chairman had attended the funeral which was well supported by DSWA members. An obituary will be included in the next Waller & Dyker.

**TB17.59**     **To confirm minutes of previous Trustee Board meeting - 2 September 2017**

There were no corrections or amendments and the minutes were therefore signed as a correct record of the meeting.

**TB17.60**     **Matters Arising not Otherwise on the Agenda**

**TB17.60a**     **Durham Legacy:** The first of the three projects approved previously had now commenced and an instalment of funds, equivalent to 50% of the costs had been made to the Northumbria Branch. It was agreed that N Coombey would keep a check on the work and also liaise with the branch in order to agree a form of wording for the plaque to be incorporated into the project. The remaining projects that have been agreed are due to be carried out in March and July next year.

N COOMBEY

**TB17.60b**     **International Congress 2018:** As mentioned at the previous meeting, a suggestion had been made that DSWA should attend the SPS International Dry Stone Walling Congress in 2018 in order to showcase the successful HLF Bursary Training Programme. R Love had discussed this with L Clarkson who was willing to attend if necessary. However, following a lively discussion concerns were raised about the benefit of attending what can sometimes be a slightly unstructured event, and that time might be better spent promoting the project in the UK. It was agreed that R Love would look at costs involved in attending the congress and report back. An alternative suggestion put forward was that the DSWA should consider offering to host the congress in either 2020 or 2022 and include a training theme for presentations. The later date was considered more appropriate and it was agreed that possible sources of funding should be investigated.

R LOVE

A SHAW

**TB17.61**     **Correspondence**

**TB17.61a**     **Production of leaflets in Welsh:** The Chairman had attended the AGM of the Welsh Branch recently and a request was made for the Association to consider the production of leaflets/information in Welsh. Following a brief discussion it was agreed that the Welsh Branch should be asked to put together some costs for reproducing some of the literature in a bilingual format and possible sources of funding to cover the work and report back. The Association would not be taking this forward at present.

R STOCKALL

**TB17.61b**     Correspondence had been received by the Chairman from a member expressing concerns about the tone and content of a reply submitted to the anonymous letter published in a recent issue of the Waller & Dyker. Following a brief discussion it was agreed to contact the author to advise that his concerns had been noted and to see whether he wanted his comments published in the magazine as a follow on letter.

R STOCKALL

**TB17.61c**     **Branch Training Courses:** Correspondence had been received from the Lancashire Branch, expressing concerns that a professional member was offering training courses in the same area covered by the branch, which could affect attendance on branch courses. Whilst the Trustee Board was sympathetic to the concerns raised, legally there was not much the Association could do about the situation although it hoped that members would respect fellow wallers and branches when arranging events and would try to avoid a conflict in areas covered. The branch would be advised accordingly.

R STOCKALL

**TB17.62**     **Branch Updates from Trustees**

Most of the branches appear to be in a fairly stable situation although some had experienced difficulty in recruiting new committee members at their AGMs. Demand for training courses remains positive and a number of courses already have bookings for 2018. In response to a concern about the removal of the Diary Dates from the Waller & Dyker and the difficulty this presented when trying to encourage new members by highlighting the range of events, etc taking place, it was agreed that this feature should be reinstated with effect from the Spring 2018 issue. A further discussion agreed that the number of pages for all issues should be increased to 36 in order to accommodate diary dates. The Editor would be advised of this decision.

R STOCKALL

TB17.63	<b><u>Governance Issues</u></b>	R LOVE/ N COOMBEY
TB17.63a	<b>Independently Registered Branches:</b> It was noted that branches in Scotland had met ahead of respective AGMs and branches had subsequently voted on the decision whether or not to deregister from OSCR. It was pleasing to report that Central, South East and South West Scotland had all voted to become branches of the Dry Stone Walling Association. Colleagues in Skye were also happy to make the change. Following a brief discussion, it was agreed that branches should work towards the process being completed by the 31 August 2018 so that with effect from 1 September 2018 they would be operating as branches of the parent body.	
	It was noted that care must be taken when dealing with issues such as this in order to ensure there is plenty of opportunity for discussion and the reasoning behind the decisions clearly disseminated. Thanks were recorded to Messrs Love and Coombe for their diligent work on this subject.	
TB17.63b	<b>Charity Governance Code:</b> Copies of this updated document were tabled at the meeting. Although the code is not a legal or regulatory requirement it represents a standard of good governance practice that charities should aspire to and apply proportionately to their own circumstances.	ALL
TB17.63c	<b>DSWA Trustee Board Development Day:</b> This has been arranged for Sunday 28 January 2018. Items for discussion have been requested and a draft agenda will be drawn up and circulated ahead of the meeting. One of the items for discussion will be the appointment of new trustees to ensure that there is a broad range of skills within the Board. If a skills audit is carried out, any gaps identified could be shared with the membership to see if anyone has the relevant skills/experience. C Stephens has been approached, and agreed, to facilitate the meeting. As there will be no vote necessary for Trustees at the AGM, it was agreed to contact the three new nominees advising them of this situation and inviting them to attend the event in January.	R STOCKALL  R STOCKALL
TB17.64	<b><u>Financial Matters</u></b>	
TB17.64a	<b>Current Financial Figures:</b> A current report had not been produced but it was agreed that details would be circulated with the minutes. The importance of regular reporting was stressed in order that the Trustee Board keeps abreast of the financial situation.	A SHAW/ M BOOTH
TB17.64b	<b>Financial Year End Full Accounts:</b> The draft accounts for the financial year-end as of 31 August 2017 had been previously circulated and minor amendments had been made to the Trustees Report on page 3. In response to a query about the "other governance costs" on page 18, it was noted that this figure includes costs for Trustee Board and AGM meetings.	
	A lively discussion took place on the possibility of making the comparison between the current and past year easier to read by making one set of figures more prominent than the other. It was unlikely this would be possible but the question would be forwarded to the Accountants and Hon Treasurer. However, it was noted that the columns are clearly annotated with the relevant year.	A SHAW
	With no further queries the accounts were unanimously approved and signed accordingly.	
TB17.65	<b><u>DSWA 5-Year Plan/Business Plan</u></b>	
	A draft business plan had been produced as part of the HLF grant submission paperwork and circulated prior to the meeting (Item 8a). The document would be used to inform discussions at the Trustee Board Workshop in January and should be used as a working document and reviewed regularly. Comments were invited and should be sent to the Chairman by 15 December at the latest. It would be useful if the comments were sent to all members of the Trustee Board. An updated copy would then be made available for the January meeting.	ALL
TB17.66	<b><u>Membership</u></b>	
	<b>Current Membership Figures:</b> The current membership figures were given as follows. A total of 1042 members, including 787 Open, 228 Professional, 15 Corporate and 5 Junior.	
	In response to a query about the demographic of new members, subsequent to the meeting it was noted that many of the recently recruited members are over the age of 45 and are based in the Yorkshire/Lancashire areas although there are some in areas such as Dorset, Wales and Northumbria.	
	There is a need to encourage new, younger members and it was hoped that this would be one of the key roles for the Development Officer, once appointed.	
TB17.67	<b><u>Craft Skills Group</u></b>	
TB17.76a	The minutes from the Craft Skills Group meeting held in October had been previously circulated. The following points were noted.	
	<ul style="list-style-type: none"> <li>• Discussions regarding CSCS cards will have to continue as it appears that the current situation whereby DSWA Craftsman Certification Scheme qualifications are accepted for issuing a Skilled Worker Card are in fact a temporary measure. It was frustrating to note that the Heritage Skills NVQ is seen as a better qualification than the DSWA ones. The matter will be discussed further by the</li> </ul>	

Craft Skills Group. If wallers are working directly for a client it is not always necessary to have a CSCS card but they are vital for contract work.

**TB17.67b** **CCS Costs & Examiner Day Rates:** Figures had been circulated ahead of the meeting but it was agreed that more detail was required. A Loudon agreed to produce information ahead of the next Craft Skills Group meeting in January which would then be forwarded to the Trustee Board. A LOUDON

**TB17.67c** **DSWA Training Site Maintenance:** This matter would be carried forward to the March meeting. A SHAW

**TB17.68** **Training & Education Update**

A report had been previously circulated and the following points noted.

- The second round Skills for the Future application had been submitted and it was expected that the outcome would be known before the end of the year.
- The bursary trainees are all doing well and either working with their original placement providers or running their own dry stone walling business.
- Two candidates are engaged in the mentoring programme, both working towards their Master Craftsman qualification.
- Work on the Built Landscape Heritage elements of the project are now progressing well. The Photographic Archive is now on the DSWA website as is a range of educational resources, freely available for use by schools and colleges.
- The seminar on Dry Stone Walling Standards has been arranged for mid-January and invitations sent out to a wide range of organisations and individuals responsible for commissioning dry stone walling or providing grants for the work.
- The evaluation of the HLF Project is now underway and will be completed by the end of January.
- The summary progress report and milestones chart that had been circulated was considered most useful and should be circulated regularly so the Trustee Board is aware of progress of such projects.

L CLARKSON

It was noted that the Welsh Branch offers a place on each of its training courses to a disadvantaged person looking at learning the craft. This was considered an excellent idea that should be encouraged within other branches.

The Trustee Board recorded its thanks to Mrs Clarkson for the huge amount of work that she has achieved to date.

**TB17.69** **Staffing Requirements**

The draft paper tabled in September was referred to. There was unanimous agreement that there is a need to move forward on the recruitment of a Development Officer, which would be given priority in the New Year. It was noted that the HLF Resilience Fund was probably the most appropriate source of funding to be applying to for the post although it was pointed out that the Trustee Board must have a clear, unified view on what was required and then match it to funding opportunities.

R LOVE

A request was made to formalise the Staffing Working Group and it was agreed this would be placed on the agenda for the Trustee Board Development Day in January.

R STOCKALL

The other main item discussed at the Staffing Group meeting had been the need to introduce an appraisal system for staff. Discussions were underway in order to identify an appropriate structure for the Association which would commence in 2018.

R STOCKALL/  
R LOVE

A request had been made to look at whether the Association needs to buy in Employment Services to ensure it complies with legal requirements. It was noted that the NFU can offer these facilities at a cost, <https://www.nfuemploymentservice.com/about-us/>, gives more details. However, it was pointed out that most of the services were already covered via the accountants. It was agreed to check the areas that would be covered if required.

A SHAW

**TB17.70** **DSWA Logo/Brand Update**

A display showing examples of the new logo used in various applications was available and was appreciated by everyone at the meeting. It had been agreed at a previous meeting that the new logo would be phased in, particularly with regard to leaflets being reprinted, etc. A short discussion on the introduction of the new logo and it was agreed that it should be formally launched at the Members' Weekend in March. However, it was agreed that the brand guidelines should be sent to branches beforehand so they could see the changes and request the new logo if they were considering purchasing large and/or expensive items although they would be asked to wait until March to use/display any such items. A covering letter would accompany the brand guidelines.

R STOCKALL

A LOUDON/  
A SHAW

The new format for publications, etc would also include the Waller & Dyker.

A SHAW

A brief discussion took place about the correspondence received from the Cumbria Branch about the new logo and the questions posed. A response would be sent to the branch.

R STOCKALL/  
A LOUDON

Work was progressing with the design of the new website including updating the content of some of the existing pages and developing a unified look for the link to branch's own websites. A template was being developed to assist branches with website design in the future to help create a cohesive look to branch sites, which would continue to be managed by the branches.

Thanks were recorded to Messrs Loudon and Coombey for all their hard work on this project.

**TB17.71** Coordinator Reports

**TB17.71a** **Grants:** A paper produced by B Jones on the need to secure good agri-environment grants post Brexit had arrived too late for this agenda but would be carried forward to the March meeting for full discussion. There was nothing specific to report for Scotland or Wales.

A SHAW

**TB17.71b** **International:** A Loudon had attended the Medstone Conference in Majorca to give a presentation about the Craftsman Certification Scheme. Although the paper had been well received, there had been a number of serious problems with regard to the organisation of the event. Following a brief discussion it was agreed to reimburse A Loudon the out of pocket expenses he had incurred in attending the event on behalf of the Association.

A SHAW

Eligible To vote	For	Against	Abstain	Not Voting
9	8		1	
Proposer	R Stockall		Seconder	P Dolphin

*At this point P Dolphin left the meeting*

**TB17.71c** **Pinnacle Awards:** A Certificate of Merit application under the Historical Restoration category for work near Grassington had been submitted by P Dolphin. The project had been inspected by the Pinnacle Award Coordinator and a report submitted to the Trustees, who considered the content to be fair. Following a brief discussion, there was unanimous agreement to accept the recommendation in the report that the project did not meet the scope for a Certificate of Merit award. In this instance an award would not be made. P Dolphin was advised accordingly and rejoined the meeting.

**TB17.72** Working Party Reports

**TB17.72a** **Archives:** This work was ongoing and there was a need to further identify what is currently held in the office. A meeting would be arranged to move things forward.

B JONES/  
A SHAW

**TB17.73** DSWA Members' Weekend and AGM 2018

**TB17.73a** **2018 Update:** A programme of events and activities has now been finalised and details will be in the winter issue of the Waller & Dyker. The opportunity for members to extend their stay at the hotel is also available and it was hoped that a number of people would take up this offer. Thanks were recorded to N Coombey for the hard work that had gone into the planning.

It was with regret that Lord Cavendish has had to cancel attendance at the Members' Weekend due to a clash with an unavoidable Parliamentary event. A letter had been received conveying deep disappointment about the situation.

**TB17.73b** **Nomination for the Election of Trustees:** It was noted that five nominations had been received for Trustee Board members and a vote would not therefore be required. As has been mentioned earlier in the meeting, the new Trustees would be invited to attend the Trustee Board Development Day in January.

**TB17.74** DSWA 50<sup>th</sup> Anniversary Updates

**TB17.74b** Work on the anniversary walling competition to be held on Sunday 20 May near Kirkby Lonsdale was progressing well and there had been a very positive response from DSWA branches in terms of support in one way or another. It was slightly disappointing to note that the responses from DSWA Corporate Members had been less forthcoming. A suggestion was made to contact other organisations such as the NFU and CLA to ask for support, which would be followed up.

P DOLPHIN

**TB17.74b** **Anniversary Book:** A sample book showing the size and quality of paper had been prepared and there was a brief example of the style of layout available for information. Although not as far ahead in the planning as had been envisaged, it would still be possible to have the book available at the Members' Weekend in March and it was hoped that a draft proof would be available shortly.

A SHAW

**TB17.74c** **Recognition for long-standing members:** A suggestion had been put forward by S Adcock that the Association considers recognising founder and/or long-standing members in some way. Following a brief discussion it was agreed that specific criteria would need to be drawn up, that did not duplicate awards that already exist. It was further agreed that a small group consisting of T Blackwell, L Noble and P Dolphin would consider the matter further and submit ideas to the Trustee Board by 5 January at the latest.

T BLACKWELL/  
L NOBLE/  
P DOLPHIN

**TB17.74d Anniversary issue of Stonechat for all DSWA Members:** A suggestion had been submitted by S Adcock about the possibility of sending a one-off copy of Stonechat to all current DSWA members as part of the 50<sup>th</sup> anniversary year. It should be possible to include this with the spring issue of the Waller & Dyker although this would affect the postage costs incurred. Following a brief discussion, a vote was taken on this issue and agreed by a majority as shown below. The possibility of seeking funding to help with additional costs should be pursued with S Adcock.

A SHAW

Eligible To vote	For	Against	Abstain	Not Voting
10	9	1		
Proposer	R Stockall		Seconder	T Blackwell

A further suggestion was put forward that perhaps the Association should consider producing two journals, one containing more general information and a second one with more technical content. This was not something that would be taken forward at the present time.

**TB17.75** Any Other Business

**TB17.75a New Data Protection Legislation 2018:** New data protection laws are due in May 2018. A simple guide on new requirements has been produced by the Information Commissioner's Office and copies were tabled at the meeting. The focus of the new legislation is the way in which personal data about individuals is handled, stored and used. Organisations that currently fall under the Data Protection Act are likely to be covered although there may be the need to offer members an active "opt-in" option for storage of information. Further information will be shared with branches as it becomes available.

A SHAW

**TB17.75b The Great Outdoors Magazine Reader Awards – book nomination:** It was noted that the dry stone walling book, *Dry Stone Walls History & Heritage* by Dr Angus Winchester had been nominated for the Book of the Year in the above-mentioned awards. Closing date for entries had now passed and the winners were due to be announced before the end of the year.

**TB17.75c Gender Specific Wording:** J Hanson raised the issue of the Dry Stone Walling Association continuing to use the term "Master Craftsman" for its qualifications and whether consideration should be given to a gender neutral term. A lively discussion ensued and it was acknowledged that "craftsman" is often used as a generic term and would continue to be used for the foreseeable future without causing offence to those working towards this level of qualification.

**TB17.75d Waller & Dyker Articles:** Some surprise was expressed by A Loudon following an article he had been asked to submit for the Waller & Dyker. Minor amendments had been made during the proof reading exercise which he had asked to see. It was noted that proof reading is undertaken by four people for each issue, mainly to check for grammatical errors and spellings although it was not usual practice to return these to the author.

**TB27.75e Attendance at External Events:** A request had been received from The Game Fair, inviting the Association to attend the event in 2018, which would be taking place at Ragley Hall, Warwickshire from 27-29 July. Space was being offered although it was acknowledged a cost would be involved in attending this event. Similarly, the attendance by the Association at the Countryfile Live event in August was also to be confirmed. It was agreed to follow up both events in terms of pitch location and costs.

A SHAW

**TB17.75f Video Conferencing Meetings:** A suggestion was made to explore the possibilities of meetings being held by video conference in order to save time and costs. It was noted that thorough preparation is required beforehand but it was agreed the matter would be explored further.

R STOCKALL

**TB17.76** Hundred Club

The following draws were made:

October 2017	2% S Fraser (27)	1% G Hunter (134) and P Clark (74)
November 2017	2% S Greenwood (137)	1% J Blackburn (82) and S Greenwood (138)
December 2017	2% G Edington (92)	1% A Williams (30) and E Tomlinson (136)
January 2018	2% P Hickson (85)	1% E Maule (13) and S Allen (99)
February 2018	2% A Williams (30)	1% D Mitchell (44) and P Hickson (85)
Half Yearly	4% P Davies (15)	

There was a unanimous agreement for the Hundred Club to be continued for 2018. The first draw will therefore take place at the Members' Weekend in March.

**TB17.77** Date of Next Meeting

The next meeting will take place on **Sunday 4 March 2018 at the Cally Palace Hotel, Gatehouse of Fleet.** Agenda items and papers should be sent to the office by Friday 2 February at the latest.

Signed .....R Stockall.....

Date .....2 June 2018.....