



**Minutes of the DSWA Trustee Board meeting held  
on Saturday 3 June 2017 at the Westmorland County Showground**

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

**In Attendance:** Miss A Shaw.

**Apologies:** Lord Cavendish, T Blackwell, and J Hanson.

ACTION BY

**TB17.20**      **Opening Remarks**

The Chairman welcomed everyone to the meeting and was very pleased to advise that M Booth had kindly agreed to return to the role of Honorary Treasurer although he did not wish to be a Trustee. This matter would be discussed later in the meeting.

The Trustees were sorry to hear that Helen Robinson was currently off work due to health issues and wished her a speedy recovery.

**TB17.21**      **To confirm minutes of previous Trustee Board meeting – 5 March 2017**

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

**TB17.22**      **Matters Arising not Otherwise on the Agenda**

**TB17.22a**      **Durham Legacy:** No further ideas had been received from the branch to date. Following a brief discussion, it was agreed that N Coombe, L Clarkson and A Shaw would liaise with the branch to try and move things forward, including the possibility of using some of the money as match funding for larger, longer term projects in the designated area.

N COOMBEY

**TB17.22b**      **Social Media:** Following a short discussion it was agreed that followers on the DSWA Facebook page should be encouraged to support the Association by joining, even if they are not wallers. Regular updates, including images should be posted in order to keep people's interest. N Coombe agreed to send images to L Noble on a weekly basis. Branches should continue to be encouraged to send in details of upcoming events, etc.

L NOBLE/  
N COOMBEY  
  
ALL

**TB17.22c**      **TCV Practical Guide to Dry Stone Walling:** It was noted that whilst TCV would no longer be producing this book, the suppliers, Summerfield Books, would be continuing to print copies for the foreseeable future. The earlier suggestion that the Association might consider looking into purchasing the rights to print the book in the future if the present situation was to change would be put on file.

A SHAW

**TB17.22d**      **CPRE Protecting Dry Stone Walls:** It was noted that CPRE would not be launching a campaign to protect dry stone walls along the lines of the recently launched hedgerow protection campaign.

**TB17.23**      **Correspondence**

The Association was delighted to have received a very generous donation from The Prince of Wales's Charitable Foundation, which had been acknowledged.

**TB17.24**      **Branch Updates from Trustees**

The Trustee Board was pleased to learn of the efforts being carried out on the Isle of Skye and extended its congratulations to H Nicolson who, practically single-handedly, was continuing to promote dry stone walling on the island.

There was nothing specific to report from other branches at this time.

**TB17.25**      **Governance Issues**

It was noted that the Annual Return, including accounts, had now been submitted to the Charity Commission.

**TB17.25a**      **Independently Registered Branches:** An update was given on progress from South West England, which intended closing the existing charity at the end of the current financial year and opening the new branch with effect from 1 September. Following a brief discussion, the Trustee Board unanimously agreed to a new branch being formed, taking the name South West England branch of the Dry Stone Walling Association and having the existing officers of the current charity. New bank accounts, as necessary, would be opened by the branch officials and would be run by the branch under the designated financial powers agreed by the Association.

It was noted that in Scotland the proposed changes were likely to be put to the AGMs at the end of the year. A query had been raised in relation to identifying specific problems/disadvantages of being separately registered. It was pointed out that the legal advice provided to the Association had identified the constitutional anomaly of having separately registered branches and the need to operate within one overall structure, which would ensure all branches have the same relationship with the parent body.

**TB17.26**      **Financial Matters**

As already mentioned, M Booth had agreed to take back on the role of Honorary Treasurer for the Association although he did not wish to become a Trustee. The meeting was very pleased to hear this news. It was, however, noted that the search should continue for future post holders for this position. In the meantime, it was agreed that B Jones would continue to act as the financial liaison contact.

A SHAW

It was noted that a generous donation had been received from the family of a person who had loved dry stone walls. The Association had been selected as the recipient charity for donations at the funeral. A letter of thanks would be sent, including possible suggestions for the use of the funds.

A SHAW

**TB17.26a**      **Current Financial Figures:** The current profit and loss figures to the end of April had been circulated ahead of the meeting. Whilst this was not as useful as the financial summary sheet, it did give a snapshot of the Association's finances, which are in a satisfactory state. It was agreed that an updated summary would be issued in due course, once M Booth had returned from holiday and had been able to liaise with the office. Thanks were recorded to the office staff for their efforts during this period of change.

A SHAW/  
M BOOTH

**TB17.26b**      **CAF Account:** Notice had been received that, due to inactivity on the CAF account held by the Association, the account would be closed at the end of July and funds returned. A short discussion took place on possible alternative accounts or investments for the money and it was agreed that these would be followed up to see if an interest bearing account could be found. B Jones agreed to send details of potential investment opportunities to the office.

A SHAW

B JONES

**TB17.26c**      **Gift Aid:** The annual Gift Aid claim had been submitted and it was pleasing to note that a figure in the region of £5,800 would be due back to the Association. At present 470 members are signed up to Gift Aid and it was agreed that members should be encouraged to take part if they are eligible. The details would be included in the next Waller & Dyker.

A SHAW

**TB17.27**      **Membership**

**TB17.27a**      **Current Membership Figures:** The current membership figures were given as follows. A total of 920 members, including 676 Open, 219 Professional, 14 Corporate and 5 Junior.

It was rather disappointing to note that membership remains below 1,000 and everyone was reminded of the need to encourage people to join the Association.

ALL

The issue of including membership within a training course fee was raised as something that is perhaps still being offered by some branches. This was discouraged many years ago as it was seen to artificially inflate membership numbers as the participant was often not aware that membership was part of the course cost and did not renew in subsequent years.

**TB17.28**      **Craft Skills Group**

The minutes from the Craft Skills Group meeting held in April had been previously circulated. The following points were noted.

- The detailed project proposal for the Pendle Hill Landscape Partnership project had now been submitted. There had been a much greater level of time and effort needed for this work than had originally been anticipated. However, funding to cover this preparatory work had subsequently been agreed with the AONB.
- An enquiry under the Erasmus for Young Entrepreneurs had been received from a Czech Republic lady who was keen to learn about running dry stone walling training courses. She would be visiting the UK in June and again in July and a potential itinerary was being put together for her although transport may be an issue. B Jones kindly offered some assistance with this if required.
- The Examiner Standardisation course had successfully taken place in April and two new Examiners had been welcomed along; Brian Post from America and Laurie Lambeth from Alston.
- An Instructor Training Course was held in May and, due to high demand, a second course was scheduled for early June and would include some of the HLF Bursary Trainees.
- A recent Master Craftsman test held in America had raised concerns about the quality of work, which the Craft Skills Group was following up. The Chief Examiner explained to the meeting how this situation and expense could have been avoided if he had been informed by the office that a Master Craftsman test was taking place. This is understood to be the procedure but on this and other occasions it has not been adhered to. This notification would have allowed him to ensure suitable Examiners were being selected. The Chairman tabled a recommendation that as the current

I CLARKSON

B JONES

CRAFT SKILLS  
GROUP

arrangement had not been rigorously applied in future this "understanding" of notifying the Chief Examiner before all advanced and master craftsman tests becomes standard DSWA practice without exception. The mark sheets and reports had not yet been received but a request was made to the Trustee Board to authorise expenditure (up to a maximum of £2,000) to send two Examiners to Vermont if necessary. There was a unanimous agreement for this course of action if required.

| Eligible To vote | For        | Against | Abstain  | Not Voting |
|------------------|------------|---------|----------|------------|
| 8                | 8          | 0       | 0        | 0          |
| Proposer         | R Stockall |         | Seconded | A Loudon   |

It was further agreed that the allocation of Examiners for overseas tests should rest with the DSWA and not the test organisers, in line with UK test arrangements.

**TB17.28a** **Understanding Dry Stone Walling:** Some further progress had been made but as it would be primarily a web-based reference tool, it would need to wait until website discussions and actions had taken place and moved forward.

A LOUDON/  
N COOMBEY

**TB17.29** **Training & Education Update**

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

- It was encouraging to learn that four of the original bursary trainees had successfully completed training up to and including Advanced level and two had set up as working wallers whilst the other two were continuing to work with their original placement providers. The additional two trainees have successfully achieved the Intermediate qualification. The success of this scheme should prove beneficial to the running of the new Skills for the Future project.
- The Mentoring Scheme is moving forward although it was noted that members were not perhaps making the most of the opportunities that had been offered to them.
- In response to a query it was noted that if necessary funds can be reallocated to different parts of the project, subject to approval by HLF.

Thanks were recorded to L Clarkson for her continued hard work and commitment to progressing all of the work currently in hand.

**TB17.30** **Staffing Requirements**

An update was given following a staffing meeting held in April. Clarification of L Clarkson's hours had been useful and a funding gap had been identified between the end of the current HLF project in October 2017 and the start of the Skills for the Future project in March 2018. It was noted that £5,000 had already been agreed in order to cover the costs of the Training & Education Coordinator for one day a week for a period of up to twelve months, which might be useful for the period identified above. It was agreed that L Clarkson would record her time allocation over a two month period to see how the funds could best be used and what impact general enquiries and work not directly related to the funded projects have on her time.

L CLARKSON

A draft document outlining the requirements of a Development Officer had been produced by B Jones and a project submission form tabled at the meeting. It was agreed that the form should expand the requirements and clarification was given that the cost of the project was £35,000, not £35 as shown on the form. It was agreed that B Jones would send the additional requirements to the office so that the project could be reissued with this updated information included. Funding sources were being investigated for this project as well as possible services of experienced grant funders to reduce the call on existing staff time. N Coombey, L Clarkson and A Shaw would also be involved in this process.

B JONES/  
A SHAW

B JONES

**TB17.31** **Coordinator Reports**

**TB17.31a** **Grants:** There was nothing to report about any possible agricultural grant proposals post Brexit. B Jones would continue to keep a watching brief on the situation and report back.

B JONES

**TB17.31b** **International:** The visit by French agricultural students had successfully taken place in April and had included a talk by A Loudon, visit to the display panels and a short practical walling session.

A suggestion was made that the Association should promote the success of the HLF Training Bursary project by way of a presentation at the next International Dry Stone Walling Congress in 2018. Further thought would be given to this idea.

R LOVE/  
L CLARKSON

Enquiries had been received from German wallers hoping to visit later in the year and the Japanese wallers will be returning again in October.

A SHAW

**TB17.31c** **Pinnacle Awards:** A Certificate of Merit application was currently ongoing.

There had been previous suggestions that the Pinnacle Award Scheme needed to be overhauled and it was noted that A Loudon had been in touch with S Adcock who would be willing to help move things forward.

A LOUDON/  
S ADCKOCK

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|----------|--|--|--|
| TB17.32  | <b><u>DSWA Logo/Brand Update</u></b>                   | <p>An update was given by A Loudon. A brief had been produced and circulated to three design firms in Kendal. A Loudon had met with all three and recommended Cactus Creative. Examples of their work were shown and a cost breakdown tabled. Following a lively discussion, the Trustee Board agreed the brief that had been prepared and further agreed to proceed with offering the project to Cactus Creative. Within the cost breakdown was a figure for the production of Brand Guidelines, which not everyone considered necessary. However, following further discussion it was agreed that some guidelines would be required in order to ensure a high quality and consistent look for the Association and a request would be made to see if the figure could be reduced in any way. Thanks were recorded to A Loudon for all the work he had put into this project so far. It was agreed that he should continue move things forward with N Coombey and A Shaw and report back in due course.</p> <p>It was further agreed that the previously agreed amendments to the existing website functionality should not be carried out at this time.</p> | <p>A LOUDON/<br/>N COOMBHEY/<br/>A SHAW</p> <p>A SHAW</p>                          |
| TB17.33  | <b><u>Working Party Reports</u></b>                    |  |  |
| TB17.33a | <b>Archives:</b>                                       | <p>Information had been received from a further two branches. It was noted that South West Scotland had two old training films which were at present being digitised at no cost to the Association. B Jones would continue to move this work forward.</p>  | <p>B JONES</p>   |
| TB17.34  | <b><u>DSWA Members' Weekend and AGM 2018</u></b>       |  |  |
| TB17.34a | <b>2018 Update:</b>                                    | <p>Cally Palace has been agreed as the venue for the Members' Weekend/AGM which will take place on 3-4 March 2018. N Coombey and A Shaw had visited the hotel to discuss arrangements and had also looked at possible activities and visits to encourage members to extend their stay in the area. N Coombey provided the meeting with some suggestions currently under consideration. An outline of plans would be included in the next Waller &amp; Dyker although the booking form would be available in the winter issue.</p>  | <p>N COOMBHEY/<br/>A SHAW</p>  |
| TB17.34b | <b>Nomination for the Election of Trustees:</b>        | <p>Nominations for Trustees are now open and should be returned by 31 October at the latest and accompanied with a thumbnail sketch of up to 200 words. The current Trustees coming to the end of their three year term of office are Messrs Dolphin, Hanson, Loudon and Love who would be eligible to seek re-election.</p> <p>The President and Vice Presidents also come to the end of their term of office and would be contacted to see if they wished to consider taking on a further term.</p>  | <p>A SHAW/<br/>R STOCKALL</p>  |
| TB17.35  | <b><u>DSWA 50<sup>th</sup> Anniversary Updates</u></b> | <p>An update on the anniversary walling event was given. The date has been agreed for 18-20 May 2018 and the event will be based on the Training Site at Crooklands. A walling competition is being arranged for the Sunday, at a venue close by. Further details of the events will be given in due course. A walling competition is also being organised by South West Scotland branch, probably in September, and Dorset Branch is planning a "wallathon" at the beginning of May to celebrate the 10<sup>th</sup> anniversary of the branch as well as the 50<sup>th</sup> anniversary of the Association.</p> <p>Plans are moving forward for the anniversary book although there has not been an overwhelming response to the request for photographs from members to date. External groups including the Royal Photographic Society and Outdoor Writers and Photographers Guild have also been contacted as well as local photographic societies. Further updates will be given in due course.</p>  | <p>A LOUDON/<br/>A SHAW/<br/>P DOLPHIN</p> <p>A SHAW/<br/>B JONES/<br/>L NOBLE</p> |
| TB17.36  | <b><u>Any Other Business</u></b>                       |  |  |
| TB17.36a | <b>Letter in Spring Waller &amp; Dyker:</b>            | <p>There was some uncertainty about what the author of the letter was actually trying to convey and it was acknowledged that the content could be interpreted in a number of different ways. A Loudon offered to send in a reply, as an individual member.</p> <p>A suggestion was made to ensure that content included in reports is not duplicated, particularly in respect of Chairman's Comments and Crooklands Craic.</p> <p>Thanks were recorded to S Addy for her editorial work on the magazine and the Trustee Board was pleased to learn that savings had been made as a result of the compositing for the spring issue being carried out by S Addy.</p>   | <p>A LOUDON</p>  |
| TB17.36b | <b>Armed Forces Covenant:</b>                          | <p>R Love raised this subject to see if anyone was aware of it and whether it was something the Association should consider signing up to. It was agreed that R Love should liaise with L Clarkson and report back.</p>  | <p>R LOVE</p>  |
| TB17.36c | <b>Countryfile Live 2017:</b>                          | <p>The Association had been approached about attending this event again this year and it was agreed that it was appropriate to do so with A Shaw working with Cotswold area members.</p>   | <p>A SHAW</p>  |

- TB17.36d** **DSWA Calendar 2018:** It was agreed that the 2018 calendar should feature the Pinnacle Award winning projects, particularly appropriate as there were now twelve recipients. A SHAW
- TB17.36e** **Branch of the Year:** A suggestion had been received from Dorset Branch putting forward the idea that a time limit of say three or five years be put on the number of consecutive times a branch can win the award. Thereafter that branch is invited to have a representative on the judging panel the following year. This was considered to be a good idea and would be taken on board for next year. A SHAW
- TB17.36f** **DBS Checks:** A query had been raised as to whether the Dry Stone Walling Association should offer/provide these checks for members. Following a conversation with DBS, it was noted that if there is no specific risk this is not necessary and the current measures in place by the Association are considered satisfactory. It was agreed, however, to include a short piece in the next Waller & Dyker to ensure members are aware of requirements. A SHAW/  
L CLARKSON

**TB17.37** **Hundred Club**  
The following draws were made:

|            |                    |   |
|------------|--------------------|---|
| April 2017 | 2% W Noble (104)   | 1% J Shaw (97) and M Johnson (133)      |
| May 2017   | 2% G Hughes (107)  | 1% J Beard (118) and S Greenwood (137)  |
| June 2017  | 2% P Robinson (33) | 1% G Kilner (143) and R Hutchings (106) |

**TB17.38** **Date of Next Meeting**  
The next meeting will take place on **Saturday 2 September at the Westmorland County Showground.** Agenda items and papers should be sent to the office by Friday 4 August 2017 at the latest for full circulation.

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

Date .....2 September 2017.....

A Shaw/26 June 2017

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