

**Minutes of the DSWA Trustee Board meeting held
on Saturday 1 December 2018 at the Westmorland County Showground**

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

In Attendance: Miss A Shaw.

Apologies: Lord Cavendish.

ACTION BY

- TB18.41** **Opening Remarks**
The Chairman welcomed everyone to the meeting, which would be the last one for 2018. He recorded his thanks to A Brown-Jackson and N Coombey for all their work as Trustees over the years. Their term of office was coming to an end in March and neither would be standing again.
- TB18.42** **To confirm minutes of previous Trustee Board meeting – 26 August 2018**
There were no corrections or amendments and the minutes were therefore signed as a correct record of the meeting.
- TB18.43** **Matters Arising not Otherwise on the Agenda**
- TB18.43a** **Durham Legacy Update:** A brief update on the work carried out to date was given and the meeting was reminded that if projects are submitted from either the Northumbria Branch or centrally, the criteria identified for use of the legacy money should be followed in all cases.
- TB18.43b** **Heritage Alliance Membership:** No further action had been taken but it was agreed that B Jones would obtain costs, etc and report back to the next meeting. B JONES
- TB18.44** **Correspondence**
Correspondence had been received from Clarence House, one letter expressing thanks for the copy of the Walls in the Landscape book sent to HRH The Prince of Wales for his birthday, and a second letter enclosing a copy of Country Life magazine that Prince Charles had been guest editor for as part of his birthday celebrations.

Generous transfers of funds had been received from Dorset and South West England branches, which were much appreciated and had been acknowledged.
- TB18.45** **Branch Updates from Trustees**
Correspondence had been received from the Derbyshire Branch regarding the way in which its offer of help towards the Cheshire Branch had been reported at the last meeting. The Trustees did not consider the minutes to be inaccurate but did acknowledge and were grateful for the offer of support extended by the Derbyshire Branch.

In response to a request for updated and simple, risk assessment guidance, it was noted that the Craft Skills Group would be updating information that needs to be sent to branch training course attendees, including include the risk assessment information. This would be done in the New Year. A LOUDON/
L CLARKSON/
A SHAW
- TB18.46** **Governance Issues**
- TB18.46a** **Independently Registered Branches:** All but one of the Scottish branches have now deregistered from OSCR. Contact would be made with the remaining branch to offer assistance with the process if necessary. N COOMBEY/
A SHAW
- T18.46b** **Skills Audit:** As per an action from the Trustee Board Development Day in January, a skills audit form had been produced and circulated to all Trustees. Whilst there was some reluctance to complete the form, it was noted that if the Trustee Board was trying to establish an overall view of its skill base it would be useful to have all forms returned. Meantime, those who had not already sent in the form were encouraged to do so and the information would be collated and discussed at a future meeting. Forms should be sent to the office by 31 January at the latest. ALL/
N COOMBEY

TB18.46c **Risk Management:** Following a Risk Management paper discussed at the August meeting, it was agreed to include a Risk Management item on future agendas and review as necessary. As an initial step it was further agreed that the liability risk table produced a few years ago would be updated and circulated ahead of the next meeting. N COOMBEY

TB18.47 **Trustee Lead Roles and Responsibilities**
 A paper outlining some key areas of activity had been previously circulated and following brief discussions, names were allocated to specific items as follows:

Governance	B Jones	Finance		
Five Year Plan	R Stockall	Website & Facebook	L Noble	R STOCKALL
Media & Publicity	P Clayton	Health & Safety	P Isherwood	
Marketing	C Noble (tbc)	Sponsorship	J Taylor (tbc)	

The meeting was advised that S Addy had been in contact with the Chairman to advise that she would be stepping down from the role of Waller & Dyker Editor having completed three years in the honorary role. Thanks were recorded to Mrs Addy for her work over the years. It was noted that a replacement Editor would now be needed and branches should be advised of this situation. ALL

TB18.48 **Financial Matters**

TB18.48a **Year End Financial Accounts:** The full annual accounts had been previously circulated and queries addressed by the accountants. There were no further queries and the accounts were therefore unanimously agreed and signed accordingly.

TB18.48b **DSWA Treasurer:** Concerns were expressed about the need for an active Treasurer who can take primary responsibility for budgeting, forecasting and reporting to the Trustee Board. Despite seeking volunteers for the role, there had been no success in moving things forward and during discussions it was suggested that the Association may have to look at offering some remuneration for the role. A vote on whether to seek paid help was taken and there was a majority in favour of looking into this course of action. Contact would be made with the accountants to see if they are in a position to be able to offer help in this way, without there being a conflict of interest. A SHAW

Eligible To vote	For	Against	Abstain	Not Voting
10	9	1	0	0
Proposer: R Stockall			Seconder: A Loudon	

TB18.49 **DSWA 5-Year Plan/Business Plan**

An updated version had been circulated prior to the meeting with suggested revisions and a request for other items as appropriate. Following a brief discussion, it was agreed that the new suggestions would be incorporated into the document. The mentoring of young people entering the craft would be discussed at the next Examiner Standardisation course in 2019. Queries raised in relation to the training site at Crooklands, with regard to additional stone and tidiness of site would be addressed under the Craft Skills Group agenda item. R STOCKALL
A LOUDON

A further discussion took place on promoting talks to groups in order to raise awareness of the Association. It was agreed that the current list of speakers should be updated along with a summary of talks they give. It was acknowledged that all talks would be different but that some generic information about the DSWA should be made available if requested which could be incorporated into talks if appropriate. It was agreed to contact branches to identify members who give talks and include a piece in the next Waller & Dyker. T BLACKWELL/
A SHAW

TB18.50 **Membership**

TB18.50a **Current Membership Figures:** The current membership figures were given as follows. A total of 1045 members, including 785 Open, 220 Professional, 14 Corporate and 20 Junior/student.

Members should be encouraged to sign up to the Gift Aid Scheme which generates valuable income for the Association. Currently over 400 members are registered in the scheme.

In response to a query about small organisations seeking membership, it was noted that this could be done via an Open Membership in an individual's name.

TB18.50b **Corporate Membership:** A discussion took place on the need to try and increase the number of Corporate members. Hopefully this would be something for the Development Officer to look into but it would be important to liaise with branches to identify possible contacts and avoid duplication of work. A Loudon offered to contact potential members within the stone industry and it was agreed that letters, etc would be sent out in the New Year. R STOCKALL
A LOUDON/
A SHAW

TB18.50c	<p>Use of Social Media: Examples of social media material were tabled at the meeting. There has been an increase in the use of sites such as Facebook, Instagram and Twitter but people need to be reminded to regularly send in photos and snippets of news in order to make best use of these facilities. It should be possible to link to the DSWA membership website pages from Facebook, etc and this option will be explored further. A lively discussion took place about the need to highlight the fact that young people are coming into the craft and to promote their work and encourage membership amongst these people. The "dying art" image needs to be addressed.</p>	ALL ALL
TB18.51	<p><u>Craft Skills Group</u></p>	
TB18.51a	<p>There were no queries from the minutes of the last meeting which had been previously circulated.</p>	
TB18.51b	<p>DSWA Training Site Management and Maintenance: A paper had been circulated identifying costs associated with the training site and ideas for helping recover some of these costs. A lively discussion took place about the need for additional/replacement stone on the site as well as the requirement for user groups to leave the site in a tidy state. New signage should help address this situation. It was hoped that in due course the site would be able to offer the full suite of features required for Advanced and Master tests although discussions would need to be held with the Westmorland County Showground.</p> <p>A suggestion was put forward to identify what facilities are available on other test sites used by branches and the construction of features should be encouraged where possible. This would help people who are working their way through the certification scheme identify locations where the higher level of tests can be taken. A note would be sent to all branches to establish a list of what is available.</p>	A LOUDON A SHAW
TB18.51c	<p>National Rural Learning Centre: Discussions about establishing such a centre in Scotland are in the early stages although a meeting has been scheduled for March 2019 to discuss how the centre might operate. R Love would be attending on behalf of DSWA and would report back to the Trustee Board meeting in due course.</p>	R LOVE
TB18.52	<p><u>Training & Education Update</u></p> <p>A report had been previously circulated. It was encouraging to note that the HLF Skills for the Future project was going well and that all bursary trainees had successfully achieved the Level 1 qualification. Copies of the project timeline and budget had also been circulated.</p> <p>Work was continuing on the requirement of DSWA to establish Internal Quality Assurers for the certification scheme. There would be costs associated with this process although there may be some funding available within the current project budgets for mentoring, etc. It is envisaged that the Chief Examiner would take on this role and training would be arranged for the New Year.</p> <p>The Trustee Board recorded its thanks to Mrs Clarkson for the huge amount of work that she continues to deliver.</p>	L CLARKSON
TB18.53	<p><u>Staffing Requirements/Development Officer Update</u></p> <p>Interviews have now taken place for the role of Development Officer although candidates had yet to be offered the role. There was potentially a change to the published job role as one of the very strong candidates was not able to take on the post for the three days outlined. However, it was hoped that a job share role could be created. Some concerns were raised about this, particularly in respect of the difficulty there had been in condensing the work into three days in the first place, and also that the role would change from what has already been identified and agreed. Those involved with the interview process would revisit the job description and look at the costs involved and identify a clear split in the role. Once finalised the information would be shared with all Trustees.</p> <p>In response to a query, the project submission form for the Development Officer would be sent out with the minutes.</p> <p>Interviews had also taken place for the Traditional Boundaries Project Coordinator within the Pendle Hill Landscape Project and a strong candidate identified for that role, again subject to them accepting the post. Both posts would commence in January 2019.</p> <p>A request was made for the notes from the DSWA Staffing Group meetings to be sent to all Trustees, which was agreed.</p>	R LOVE/ L CLARKSON A SHAW A SHAW

TB18.54	<u>DSWA Website</u> Work had continued on the new DSWA web site, which was almost at a stage ready to be made live. A link to the site was circulated to Trustees in order for them to see the developments. Any final comments on content, etc should be sent to N Coombey as a matter of urgency. It was agreed that the changeover should take place on 7 December if possible although this would be subject to the designers being able to accommodate this request.	N COOMBEY
TB18.54a	Registering new logo as a trademark: N Coombey advised the meeting that there are three options as to the type of trademark and suggested that the "collective" option would be the most appropriate. There are costs associated with the registration and a brief discussion took place as to whether this course of action was necessary. R Stockall agreed to contact C Stephens to discuss the matter further as he had been involved in the work to register the shield logo, which would remain registered until 2025, as a renewal had been agreed and made in 2015.	R STOCKALL
TB18.55	<u>Coordinator Reports</u>	
TB18.55a	Grants: The Agricultural Bill is currently being debated and does include how grants will be made and what they will cover after Brexit. It was suggested that this was something the Development Officer would look at once in post.	B JONES/ DEV OFFICER
TB18.55b	International: A report on the recent SPS congress had been circulated to the Trustee Board, which also included suggestions on what should be considered when hosting a congress. B Jones had attended the congress and an article would be included in the spring issue of the Waller & Dyker. The offer of hosting the congress in 2022 had been put to the SPS meeting but it was pointed out that it only works two years in advance of selecting host organisations. Criteria for the selection process were being developed by SPS and it was agreed to contact the SPS secretary in order to obtain the guidelines. A decision would be made by the Trustee Board at its next meeting, as to whether to pursue the idea or not.	B JONES A SHAW
	The meeting was pleased to hear of the UNESCO decision to inscribe the art of dry stone walling knowledge and techniques on the Representative List of the Intangible Cultural Heritage of Humanity. The list seeks to enhance visibility for the traditions and know-how of communities without necessarily recognising standards of excellence or exclusivity. Although the UK was not included in the list of countries actually submitting the application, DSWA had sent in letters of support for the application. It was suggested that some sort of follow up in the UK might be useful and B Jones agreed to pursue this and report back to the next meeting.	B JONES
TB18.55c	Pinnacle Awards: A report from the Award Coordinator had now been received, along with a note about the use of mortar in projects submitted for consideration under the scheme, for the Trustees to discuss. It was pointed out that the previous minutes identified that the project should be rejected on the basis of the structure being mortar backed although this had only been a verbal recommendation from the Award Coordinator. This had subsequently been backed up by a written report. The existing criteria in relation to mortar were deemed satisfactory with no need for any change to be made.	
	The Certificate of Merit project in West Yorkshire had now been inspected and unfortunately was not being recommended for an award due to the limited scope of the project and the quality of some of the stonework.	
	The Trustee Board was happy to accept the Coordinator's recommendations on both accounts. Letters would be sent to the applicants explaining the decisions.	S ADCOCK/ A SHAW
	A further Certificate of Merit project was still awaiting inspection. P Isherwood offered to help with this, which was gratefully accepted. The Award Coordinator would be advised accordingly.	A SHAW
TB18.55d	Young Ambassadors: A request had been submitted to the Chairman to look at ways of engaging with young wallers who could perhaps be awarded the title of Young Ambassador. A short discussion took place on how best to move this forward to ensure that recipients could actually take a role within the Association, helping with promotion, etc. Several names were put forward as suggestions for the award, which could be presented at the Members' Weekend. It was agreed that R Stockall would speak to L Clarkson on how best to move things forward.	R STOCKALL/ L CLARKSON/ L NOBLE
TB18.56	<u>Working Party Reports</u>	
TB18.56a	Archives: Work was ongoing and an update would be given at the next meeting.	B JONES

TB18.57 **Members' Weekend Update**
The 2019 Members' Weekend would be hosted by the Otley & Yorkshire Dales branch and would be based in Skipton over the weekend of 2-3 March 2019. Booking details would be included in the winter issue of the Waller & Dyker. A SHAW

TB18.58 **Any Other Business**
TB18.58a **Scotland Liaison Group:** Minutes from the meeting held in October will be circulated with the Trustee Board minutes for information. A SHAW

TB18.58b **National Hedgelaying Society:** Items in the previously circulated paper had been discussed earlier in the meeting under Item TB18.47. There was nothing further to add.

TB18.58c **Attendance at National Events:** Details for the Game Fair and Countryfile Live in 2019 had been received in the office with an invitation for the Association to attend. It was agreed that funding would be needed to attend such events and this would be conveyed back to the organisers. It was noted that Countryfile Live would have two venues next year, Blenheim Palace and Castle Howard. A SHAW

TB18.59 **Hundred Club**
The following draws were made. Figure in brackets represents stake number:

October 2018	2%	P Waite (73)	1%	R Arnold (21) and K Brown (122)
November 2018	2%	A Hill (89)	1%	G Edington (68) and R Arnold (21)
December 2018	2%	G Kilner (133)	1%	D Cope (102) and S Robson (70)
January 2019	2%	D Findlay (52)	1%	R Taylor (95) and E Maule (77)
February 2019	2%	J McLeod (128)	1%	P Davies (147) and D Cope (104)
Half Year	4%	J Stoddart (22)		

There was unanimous agreement to continue the Hundred Club in 2019, which generates a small, but valuable income for the Association.

TB18.60 **Date of Next Meeting**
The next meeting will take place on **Sunday 3 March 2019 at the Rendezvous Hotel, Skipton.** Agenda items and papers should be sent to the office by **Friday 1 February** at the latest. ALL

Dates of Trustee Board meetings for 2019 would be as follows:
Sunday 3 March (Members' Weekend, Skipton)
Saturday 1 June, Westmorland County Showground
Saturday 7 September, Westmorland County Showground
Saturday 7 December, Westmorland County Showground

SignedR Stockall.....

Date3 March 2019.....