

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

Present: T Blackwell (Chair for the meeting), P Clayton, B Jones, A Loudon, R Love, L Noble, J Taylor and T Wragg.

In Attendance: Miss A Shaw.

Apologies: Lord Cavendish, R Stockall, P Isherwood, C Noble

	ACTION BY
<p>TB19.21 <u>Opening Remarks</u> A welcome was extended to all those attending and it was noted that R Stockall had discussed the agenda with T Blackwell and his comments would be included within the discussions. He had also given a proxy vote for items if necessary.</p>	
<p>TB19.22 <u>To confirm minutes of previous Trustee Board meeting – 3 March 2019</u> There were no corrections or amendments and the minutes were therefore signed as a correct record of the meeting.</p>	
<p>TB19.23 <u>Matters Arising not Otherwise on the Agenda</u> TB19.23a Young Ambassadors: It was noted that nothing had progressed since the last meeting, although it may be that the Ellwood Branch would replace this role in due course. A brief discussion took place on how Young Ambassadors were defined and the role they should have. Some concerns were raised that there could be a danger of people having to spread their time too thinly if too many roles were created. It was noted that members of the Ellwood Branch had attended some branch meetings recently in order to explain a little more about the new branch, which was welcomed. It was agreed that further thought on the role and expectations of Young Ambassadors was needed and the matter would be brought back to the December meeting.</p>	<p>ALL/ L NOBLE</p>
<p>TB19.23b Registration of DSWA Logo as a Trademark: It was noted that R Stockall had started this process which would cost in the region of £250. Following a brief discussion, a vote was taken on whether to move this forward or not, which was agreed with a majority of 7 in favour (including the proxy vote) and 2 against. It was agreed to register the new logo under the same categories as the shield.</p>	<p>A SHAW</p>
<p>TB19.24 <u>Correspondence</u> TB19.24a Residential Training Courses: Correspondence had been received from the Dorset Branch regarding the residential training courses, which was in response to the Training & Education report submitted to the last Craft Skills Group meeting. It was felt that this would be better addressed by the Craft Skills Group and would be forwarded to them to respond.</p>	<p>A SHAW/ R LOVE</p>
<p>TB19.24b Letter from Northumbria Branch: Concerns had been raised by the branch about several references to the Durham Legacy made in recent reports and minutes, which referred to possible projects to utilise some of the funding, including it being used as match funding for the new PCF project. A lively discussion took place and it was acknowledged that there had perhaps been some breakdown in communication with the branch, which the Trustees were keen to remedy. B Jones agreed to liaise with the branch about the situation but would also ensure that Linda Clarkson was included in discussions in order that the new PCF-funded training project would not be compromised. He would report back to the next Trustee Board meeting.</p>	<p>B JONES/ L CLARKSON</p>
<p>Subsequently, a discussion took place on the possibility of working with Beamish Museum to rebuild some of their walls and perhaps establish a training site at the museum, which could be an asset to the museum but also help expand training opportunities in that area as well as utilise some of the legacy money and fulfil its requirements. Further thought was needed on this idea and it would be necessary to ensure the local branch and the Training Coordinator were kept fully informed.</p>	<p>ALL B JONES</p>

TB19.25	<u>Branch Updates from Trustees</u> A number of branches had reported a slight drop in numbers but in general all were continuing to offer a varied programme for its members and the demand for training courses remained positive. Lancashire Branch had secured an invitation to attend the Royal Lancashire Show, which was well received. It was hoped this would become an annual event to showcase the craft. The Ellwood Branch was organising a walling competition on 22 June. T Ellwood has kindly donated a trophy for the event. The bank account for the branch is not yet operational but the branch was grateful for donations that had been promised from other branches and individuals.	
TB19.26	<u>Governance Issues</u>	
TB19.26a	Independently Registered Branches: All but one of the Scottish branches have now deregistered from OSCR and work is ongoing to get this final branch deregistered.	A SHAW
TB19.26b	Risk Management: Some suggested amendments/updates had been put forward by K May and it was agreed that R Stockall would liaise with her and report back to the next meeting.	R STOCKALL/ K MAY
TB19.26c	Trustee Board Nominations: Nominations are now open for Trustees to be elected at the AGM in 2020. The Trustees who will have completed their three year term of office at that meeting are T Blackwell, B Jones and L Noble although they are eligible to stand again if they wish. Nomination forms should be completed and returned to the office by 31 October at the latest . New Trustees should be encouraged to submit a nomination form. R Love advised that he would also be standing down at the next AGM, although he would only have served two years. A replacement can be appointed for the remaining one year period, and thereafter is eligible for nomination in the usual way. R Love confirmed that he would try to ensure his existing responsibilities as a Trustee would be covered although it was noted that there could end up being no Scottish representative on the Trustee Board. The meeting was sorry to hear of this decision but understood the reasons behind it.	ALL R LOVE
TB19.27	<u>Financial Matters</u>	
TB19.27a	Current Financial Figures: New format reports had been previously circulated, which were generally well received. Some minor changes were suggested by B Jones, who would liaise with the office, in conjunction with the accountants, to see if these could be made. A suggestion was made that branch figures should also be included in the quarterly reports, but as had already been advised by the accountants, this would not be practical. These figures would continue to be included in the year end accounts. A short discussion took place on the need to include budget figures, which are taken from the previous year's accounts, and which would be added in future. A further discussion took place on the need to ensure that branch funds were being utilised in accordance with the Association's charitable aims and it was suggested that branches should produce an annual budget for proposed expenditure, something that is already identified within the Financial Procedures document. J Taylor advised that he had carried out this process recently and it was noted that other branches already produce annual budgets. It was agreed that J Taylor and B Jones would liaise on this subject and put a proposal together for the next meeting on how best to move things forward to ensure branch expenditure, particularly on projects, is reported to the Trustee Board without creating additional work unnecessarily. It was noted that the DSWA currently holds a figure of £70,000 as general reserves to cover up to twelve months general running costs, which is considered satisfactory for the present time.	B JONES/ A SHAW J TAYLOR/ B JONES
TB19.27b	Gift Aid: It was noted that the Gift Aid claim for year to 5 April 2019 has now been submitted and it was encouraging to see that there had been an increase in the number of members subscribing to the scheme. A figure in the region of £6,700 should be due back to the Association.	
TB19.28	<u>DSWA 5-Year Plan/Business Plan</u> R Stockall had asked that the current document be sent out to Trustees again and that ideas and updates are brought back to the next meeting.	ALL
TB19.29	<u>Membership</u>	
TB19.29a	Current Membership Figures: The current membership figures were given as follows. A total of 998 members, including 744 Open, 222 Professional, 11 Corporate and 16 Junior/student.	

	Correspondence had been received from the Dorset Branch asking if membership lists could be sent out to branches, perhaps at the end of February/early March, in order that renewals can be chased up at the local level. This was agreed and will be implemented from the office. A further suggestion had been made to advise branches if members do renew later in the year so lists can be kept up to date, which would be actioned with immediate effect.	A SHAW A SHAW
TB19.29b	Corporate Membership: It was noted that A Loudon has compiled a list of quarries that supply walling stone, which is broken down into different stone types and counties. Letters had yet to be sent out as previously agreed and it was agreed that the details would be sent to the office to move things forward.	A LOUDON/ A SHAW
TB19.30	<u>Craft Skills Group</u> There were no queries from the minutes of the meeting held in April, which had been previously circulated. It was disappointing to note that, following a recent overseas test at an advanced level, concerns have again been raised about the piece of work that has been marked and the amount of preparation put in beforehand. A letter would be sent to the candidate advising that there would be a delay processing the mark sheets and the Examiners would be contacted with a request for further information to be sent to the office. The matter was being followed up by the Craft Skills Group. The Examiner Standardisation course had taken place in April and had again been considered a very successful event and it was pleasing to welcome three new Examiners on board. An Instructor Training Course had taken place recently and, due to demand, a second course has been scheduled for early August. There was nothing further to report on the National Rural Learning Centre for Scotland although R Love advised that a pilot project, which was being privately funded, is to be undertaken between November 2019 and July 2020 to see if there was indeed a demand for the centre. R Love would keep the Trustee Board informed of developments. It is unclear if there is an equivalent organisation to Countryside Learning Scotland in England, which is spearheading the centre.	A LOUDON/ A SHAW R LOVE
TB19.31	<u>Training & Education Update</u> A report had been previously circulated and thanks were recorded to L Clarkson for the huge amount of time and effort that she continues to put in to training matters. It was pleasing to note that the grant application to The Prince's Countryside Fund had been successful although a reduced figure had been awarded, which means that there will have to be amendments to how the project is delivered.	
TB19.32	<u>Staffing Group</u> The notes from the Staffing Group meeting held on 12 April 2019 had been circulated to the Trustee Board. It was noted that apologies had been sent by B Jones but had not been recorded. Following the departure of T Cumberbatch, interviews were being arranged for two of the previous candidates for the job share Development Officer post and it was hoped that someone would be in place shortly.	R STOCKALL/ R LOVE
TB19.33	<u>Development Update</u> A report had been circulated ahead of the meeting outlining work/planning carried out to date and the priorities being identified by the Development Team. It was noted that the delivery of branch workshops had not taken place but instead K May was planning on visiting some of the branches in the coming months to explain a little more about her role as Development Officer. One of the areas of work identified was the continued development of the training site at Crooklands, including the provision of a welfare cabin if possible, which would enhance facilities available and which, in turn, could lead to an increase in the use of the site for training and/or corporate events. A project submission form had been circulated ahead of the meeting identifying the project and costs involved. Discussions were also being held with the Westmorland County Showground about the proposal. Following a short discussion a vote was taken <i>to agree in principle to pursue the raising of funds for a welfare cabin for the training site.</i> The vote was unanimous in agreeing this course of action. Queries were raised in relation to the possibility of hiring a unit as and when needed and also the maintenance of the unit, which would be forwarded to K May. Any further queries should also be directed to K May.	K MAY K MAY

	<p>A suggestion had been put forward by the Development Officer that DSWA should become a member of Cumbria Council for Voluntary Services (CVS). A proposer and seconder had been identified and there was unanimous agreement for this to be actioned, which would cost in the region of £120 per annum.</p>	K MAY
	<p>In response to a query about why branches were not asked how they raised funds successfully and sharing the ideas and knowledge, it was noted that this was under consideration by the Development Team and it was hoped that the new person, once appointed, would be focussing on this aspect of the work.</p>	K MAY
TB19.34	<p><u>Pendle Hill Traditional Boundaries Project Update</u> A report on this work had been previously circulated. A call for interest for tenders for work in the Pendle Hill area as part of the project had been sent out and it was encouraging to note that some entries had already been received.</p>	
TB19.35	<p><u>DSWA Logo & Brand</u> It was noted that there had been some problems with the existing server for the new website which, after much background work by the designers, had been moved to a more secure server which should be capable of dealing with the regular updates required to the professional register.</p> <p>A request was made by L Noble to encourage people to submit photos, etc for the Facebook page in order that information is regularly updated. A further suggestion was made for the Association to consider establishing an honorary website manager role in order to help keep the site up to date. Further thought would be given to this for discussion at the September meeting. Meantime, it was agreed that a piece would be included in the next Waller & Dyker asking for content for the website and Facebook and suggesting a website manager role.</p>	ALL A SHAW
TB19.36	<p><u>Coordinator Reports</u></p>	
TB19.36a	<p>Grants: Nothing to report at present although it was noted that the new Draft Agricultural Bill had been taken to the next stage and that there was some reference to walling within it.</p> <p>There had been an increase recently in the number of enquiries to the office regarding the removal of dry stone walls. There are guidelines from Defra relating to this in England although primarily for walls on agricultural holdings. In Scotland, ministerial approval is required to remove a wall and it was noted that a recent case had come to light where a landowner had received a large fine for removing miles of wall. The article would be sent to Trustees for information.</p>	A SHAW
TB19.36b	<p>International: SPS had been advised that DSWA would not be pursuing the hosting of the International Congress, which had been accepted.</p>	
TB19.36c	<p>Pinnacle Awards: An inspection of the Certificate of Merit application that was long overdue had now taken place although a report had not yet been submitted. The matter would be followed up.</p>	A SHAW
TB19.37	<p><u>Working Party Reports</u></p>	
TB19.37a	<p>Archives: It was agreed that this item would be removed from the agenda for the time being, pending further work being carried out.</p>	B JONES
TB19.38	<p><u>Members' Weekend Update</u> A tentative suggestion has been received for a venue for 2020 which will be followed up.</p> <p><i>Subsequent to the meeting colleagues in Wales have agreed they would be happy to host the Members' Weekend in 2020.</i></p>	A SHAW
TB19.39	<p><u>Any Other Business</u></p>	
TB19.39a	<p>Branch of the Year: A request was made for the competition to be reviewed as it appeared to be having less interest to branches. It was agreed that the current criteria would be sent out with the minutes, feedback sought from branches and the matter discussed at the September meeting.</p>	A SHAW ALL
TB19.39b	<p>New Trustee Feedback: In response to a request for feedback from new Trustees it was noted that it can be quite difficult to pick up on new subjects, given the breadth of items that are covered. A suggestion was made that if members are considering becoming a Trustee, they could attend a meeting beforehand to get a flavour of what the role entailed, which was warmly welcomed and would be followed up.</p>	A SHAW

TB19.40

Date of Next Meeting

The next meeting will take place on **Saturday 7 September at the Westmorland County Showground commencing at 10am**. Agenda items and papers should be sent to the office by **Friday 9 August** at the latest. T Wragg extended his apologies for the September meeting.

ALL

Remaining date for Trustee Board meetings in 2019 will be as follows:
Saturday 7 December, Westmorland County Showground

Meeting dates for 2020:

Sunday 8 March, venue tbc, depending on Members' Weekend
Saturday 6 June, Westmorland County Showground
Saturday 5 September, Westmorland County Showground
Saturday 5 December, Westmorland County Showground

Hundred Club

Draws were made as follows:

April 2019	2% P Stevenson (1)	1% H Robinson (99) and K Brown (50)
May 2019	2% L Noble (91)	1% F Fischer (72) and R Kitchen (84)
June 2019	2% D Birley (60)	1% J Fenwick (23) and D Cope (7)

SignedRay Stockall.....

Date7 September 2019.....

A Shaw/18 June 2019

ref: dswa/tbmtg/june19mins