

Lane Farm, Crooklands, Milnthorpe, Cumbria, LA7 7NH

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Registered Charity Number 289678

Minutes of the DSWA Trustee Board meeting held on Saturday 2 October 2021 at the Westmorland County Showground & via Zoom

<u>Present:</u> P Clayton (Chairman), B Hartley, G Hicks, A Loudon, C Noble, L Noble (Z), R Stockall (Z), J Taylor (Z) and E Yates (Z= attended via Zoom)
<u>In Attendance:</u> Mrs L Clarkson (Treasurer)
Apologies: Lord Cavendish, T Blackwell, P Isherwood, T Wragg and Miss A Shaw

TB21.36 Opening Remarks

The Chair thanked everyone for attending the meeting, whether in person or via Zoom.

TB21.37 To confirm minutes of previous Trustee Board meeting – 26 June 2021

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

PCLAYTON

TB21.38 Matters Arising not otherwise on the Agenda

TB21.38a Local Housebuilding Projects: Article written, approved by Marketing (J Taylor.) Has been sent to Planning Officers Society. Copy to be shared with Chair

TB21.39 Correspondence

Correspondence has been received, confirming that HRH The Prince of Wales will continue as Patron for a further 5 year period.

Email enquiring about project on Dartmoor. To be followed up by circulating to B Hartley and P Clayton.

TB21.40 <u>Financial Matters</u>

TB21.40a Current Financial Figures: Current figures were tabled at the meeting. It was noted that despite a challenging year DSWA has covered expenses.

PCF Stepping Stones project has agreed that the unspent money may be retained for training. Proposal for £10,000 moved from General Account to Crooklands Account to ensure we have sufficient reserves. B Hartley proposer, seconded R Stockall - unanimous, vote for – carried. B Hartley proposed a vote of thanks to L Clarkson seconded by A Loudon for the work undertaken to clarify the accounts.

TB21.40b Merchandise: DSWA is holding over £18K of stock, with over £14k in five items J Taylor produced

spreadsheet for use by the Marketing group to inform and analyse sales information and stock movements thereby giving guidance and information to track sales and to formulate plans to liquidate slow moving stock. It was noted that the 'Day Book' is critical to this process, and it is essential that it is accurately kept up to date.

TB21.40c Accounting Processes: A lively discussion ensued as to how to produce timely and accurate information for the accounts to be produced in time for the Trustee Board meetings. It was acknowledged that clear dates are needed for the office to produce figures and statements for treasurer. The day book is a key part of this, and it is essential that this is kept accurate and up to date.

B Hartley proposed that we review the governance calendar, Trustee Board meetings and AGM to facilitate end of month accounts from the treasurer. This will include full disclosure of all other functional dates.

TB21.40d Costing exercise – Proposal: A Loudon requested a costing exercise on establishing a DSWA training arm - VAT registered. Will also break down income from professional vs others ACTION - request to accountant reasons why it may not be viable to set this up.

Proposal B Hartley, seconded A Loudon - carried

FINANCE GROUP

ACTION BY

L CLARKSON/

A SHAW

I CLARKSON/

A SHAW

ITAYLOR/

L CLARKSON/

A SHAW

I CLARKSON/

A SHAW/

G HICKS/ B HARTLEY/ P CLAYTON

L CLARKSON/ B HARTI FY

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TB21.41	Durham Legacy Update	
	Nothing to report. L Clarkson due to meet with Chief Exec of Friends of Stockton and Darlington Railway to discuss how this may move forwards. A Loudon to accompany L Clarkson	L CLARKSON/ A LOUDON
TB21.42	Branch Updates from Trustees W Yorks - Running courses. S Yorks less active B Hartley/P Clayton offered a visit Ellwood - recent walling competition, a great success. Recognised that time for organisation is at a premium due to work pressures. Cotswold - no response to enquiries Central Scotland - Back running courses/training and events. Started using training centre in Fife Derbyshire- Running courses, practice weekends and have a couple of members who have volunteered to support Trustees with specific work projects Cumbria - Run a couple of courses Northumbria - ongoing Otley - Left money by local farmer so have built a 50m training wall. Have had 70 trainees Lancashire running courses and attending shows Mid-Lancs some trainees have joined Lancs Branch. P Clayton to get in touch with Mid-Lancs	P CLAYTON/ B HARTLEY
	Pennine - ongoing	I CLATION
TB21.42a	Improved Communication between Trustee Board and Branches: 9 Branches attended the Recent Zoom meeting. Notes will be produced by J Taylor and circulated to DSWA Trustees & Branch officials. The main theme of discussion was around training courses run by Branches. It was noted that there are a number of differences across the country. (cost/numbers/expenses). It was unanimously agreed by those participating in the Zoom meeting, that it was worthwhile and should be repeated. Suggestion to meet quarterly with an agenda/topic. Dates to be arranged.	J TAYLOR/ A SHAW
TB21.43	Governance Issues	
TB21.43a	Trustee Liability: Request for Risk Assessment for trustee liability to be circulated to Trustees ASAP and brought to next meeting with comments.	A SHAW
TB21.43b	Nomination of Trustees: Advert sent. Four trustees stepping down. A number of potential people with relevant skills were identified.	ALL
TB21.43c	AGM: 12th March 2022, with Trustee Board meeting afterwards.	
TB21.43d	Members Weekend: Suggested date 20-21 May 2022 * to be confirmed. Based at Crooklands on training field. Attendees to organise their own accommodation, possible camping, food laid on, bar, music, walling. Involved rural hub. Invite public in. DO NOT PUBLICISE YET.	A LOUDON
TB21.43e	Dates for TB Meetings: 11 Dec 2021 12 March 2022 11 June 2022 11th September 2022 * (Finance Group to clarify if this needs to be put back one week)	FINANCE GROUP
TB21.44	<u>DSWA 5-Year Plan/Business Plan</u> P Clayton has started with the updates, and to share with R Stockall.	P CLAYTON/ R STOCKALL
TB21.45 TB21.45a	<u>DSWA Working Groups</u> Policies: Terms of Reference – Agreed	
TB21.45b	Marketing: Terms of Reference and membership amended - agreed	
TB21.46 TB21.46a	Membership Current Membership Figures: These were not available at the meeting but subsequent to the meeting, the following membership figures were issued as at the end of September. A total of 1060 current members, including 792 open, 225 professional, 17 corporate and 22 junior/student/unemployed.	A SHAW
TB21.47 TB21.47a	<u>Craft Skills Group</u> Craft Skills Group Minutes: Attached to agenda for information. E Yates - Taken over as manager of CCS.	

TB21.47b	IQA Update: Very successful audit by Lantra. Action points received and are in a process New guidance issued to test centres to reinforce Health and Safety. Some changes have been made to examiner/candidate ratio so that it will be managed more effectively.		
TB21.48	<u>Training & Education Update</u> Report attached to agenda. TEC highlighted the benefit to revenue of running bespoke courses		
TB21.48a	Rural Skills Hub: Carrie House appointed to post. Detail to be finalised and start date 1 Nov 2021 Carrie will not be office based It is anticipated that calls can be diverted directly to Carrie - B Hartley to look at this. Carrie will need IT equipment. Line management will be by B Hartley. Looking at an online booking system to capture all info needed and enable immediate payment		
TB21.49 TB21.49a	Coordinator Reports International: USA tests have finally happened		
TB21.49b	Pinnacle Awards: In future this needs to be acted on in a speedier manner. Trustees have requested that the applications are sent to CSG directly. Therefore, in future these are to be forwarded immediately on receipt by office.	A SHAW	
	Letter to be drafted to S Adcock, thanking him for his support over the years. Proposal B Hartley, second A Loudon - carried	P CLAYTON/ A SHAW	
TB21.50 TB21.50a	21.50a DSWA Calendar: Now available		
TB21.50b			
TB21.50c	Training Levy increase: This was initiated as a fundraiser for the Association. A discussion was had about the fairest way to do this given the difference in course fees and differences in discounts etc offered across the country. It was proposed therefore, that a 10% levy will be applied to future branch training courses Proposer - E Yates Seconder - P Clayton		
	In addition, Branches will be informed that this additional increase will be going directly to help fund a part time Training and Education Co-ordinator and that this will come into effect from April 2022 but will not be collected until November 2022.	p clayton/ A Shaw	
TB21.50d	List of Items Needing Funding: To create a list of Items/projects needing funding so that branches who wish to make a transfer of any excess funds could identify an item/project against which their transfer could be allocated. Ideas to be brought to next meeting		
TB21.50e	Waller and Dyker: Feedback from the recent electronic Newsletter was very positive, with the quality of images and the inclusion of the Branch 'Round-ups' being mentioned a number of times. It is proposed that three electronic communications are produced a year with one annual hard copy per year. Suggested that we have one printed version before Christmas and from 2022 move to the new proposal. Proposer B Hartley Seconder A Loudon - carried	A SHAW	
	It was also noted and agreed that from next year, the annual printed version will be of a high quality.		
TB21.50f	Administration Hours: Following a discussion, the Chair is to arrange a meeting to discuss further and report back to TB. The appraisal/supervision paperwork will be reviewed and revisited.		
TB21.51a	1a <u>Hundred Club</u> Draws for the Hundred Club were made as follows:		
	July 2021 2% Derbyshire Branch (15) 1% G Edington (26) and D Findlay (47) August 2021 2% J Grant (54) 1% D Mitchell (162) and M Swift (29) September 2021 2% D Birley (143) 1% R Stockall (111) and D Haddrell (133) October 2021 2% J Anderson (3) 1% J Grant (164) and Derbyshire Branch (11) Half yearly 4% C Stephens (62)		
TB21.51a	Continuation of 100 club for 2022: All agreed for this to continue		

TB21.52	<u>Date of Next Meeting</u> The next meeting will take place on Saturday 11 December at 10am at the Westmorland County
	Showground or by Zoom.

Agenda items and papers should be sent to the office by the previous Friday at the latest.

ALL

SignedPaul Clayton	Date 11 December 2021
E Yates/October 2021	ref: dswa/tbmtg/oct21mins