

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

Present: 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)

In Attendance: Mrs L Clarkson (Treasurer)

Apologies: Lord Cavendish, T Blackwell, P Isherwood, T Wragg and Miss A Shaw

		ACTION BY
TB21.36	<u>Opening Remarks</u> The Chair thanked everyone for attending the meeting, whether in person or via Zoom.	
TB21.37	<u>To confirm minutes of previous Trustee Board meeting – 26 June 2021</u> There were no amendments or corrections to the minutes which were agreed and signed as a correct record of the meeting.	P CLAYTON
TB21.38 TB21.38a	<u>Matters Arising not otherwise on the Agenda</u> Local Housebuilding Projects: Article written, approved by Marketing (J Taylor.) Has been sent to Planning Officers Society. Copy to be shared with Chair	B HARTLEY
TB21.39	<u>Correspondence</u> 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.	L CLARKSON/ A SHAW
TB21.40 TB21.40a	<u>Financial Matters</u> 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.	L CLARKSON/ A SHAW
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. <b>It was noted that the 'Day Book' is critical to this process, and it is essential</b> that it is accurately kept up to date.	J TAYLOR/ L CLARKSON/ A SHAW
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.	L CLARKSON/ A SHAW/ G HICKS/ B HARTLEY/ P CLAYTON
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  L CLARKSON/ B HARTLEY



TB21.47b	IOA 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.	B HARTLEY/ E YATES/ A LOUDON/ A SHAW
TB21.48	<u>Training &amp; 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	B HARTLEY/ L CLARKSON
TB21.49	<u>Coordinator Reports</u>	
TB21.49a	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.  Letter to be drafted to S Adcock, thanking him for his support over the years. Proposal B Hartley, second A Loudon - carried	A SHAW  P CLAYTON/ A SHAW
TB21.50	<u>Any Other Business</u>	
TB21.50a	DSWA Calendar: Now available	NOTED
TB21.50b	Wallathon 2022: Discussion postponed to a later date B Hartley to have conversation with P Dolphin.	B HARTLEY
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 Secunder - 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	ALL
TB21.50e	Waller and Dyker: Feedback from the recent electronic Newsletter was very positive, with the <b>quality of images and the inclusion of the Branch 'Round-ups' being mentioned a number of times.</b> 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 Secunder A Loudon - carried It was also noted and agreed that from next year, the annual printed version will be of a high quality.	A SHAW
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.	P CLAYTON
TB21.51a	<u>Hundred Club</u> Draws for the Hundred Club were made as follows:	A SHAW
	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

Date of Next Meeting

The next meeting will take place on Saturday 11 December at 10am at the Westmorland County Showground or by Zoom.

ALL

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

**Signed** .....Paul Clayton.....

**Date** .....11 December 2021.....

E Yates/October 2021

ref: dswa/tbmtg/oct21mins