

Minutes of the DSWA Trustee Board meeting held
on Saturday 5 December 2020 via Teams due to Covid-19 restrictions

Present: P Clayton(Chairman), T Blackwell, B Hartley, G Hicks, P Isherwood, C Noble, L Noble, R Stockall, J Taylor, T Wragg and E Yates,

In Attendance: Mrs L Clarkson (Treasurer), Miss A Shaw

Apologies: Lord Cavendish, A Loudon

ACTION BY

TB20.57 Opening Remarks
The Chairman thanked everyone for joining the meeting and for persevering during these strange times. It was with regret that, since the last meeting, three long-standing members had passed away; Andrew Brown-Jackson from Derbyshire, John Stoddart, Cumbria and Irwin Campbell, West/Central Scotland. Condolence cards had been sent to their families and branch officers notified.

TB20.58 To confirm minutes of previous Trustee Board meeting – 5 September 2020
There were no amendments or corrections to the minutes which were agreed and signed as a correct record of the meeting.

TB20.59 Matters Arising not otherwise on the Agenda
TB20.59a Upgrade of Office Computers: Work was ongoing to move this forward as a matter of urgency as some funding had been made available via the NLHF Emergency Fund, which has to be spent imminently.

A SHAW/
P CLAYTON

T20.59b Credit Card Machine: The new credit card machine has now been installed in the office and should demonstrate savings in the coming months.

TB20.60 Correspondence
A request had been received from the Dorset Branch in relation to whether walling activities could be allowed to recommence under the **Governments' latest Covid-19** guidelines, as it had started a **project providing walling opportunities to help with people's mental health**.

Derbyshire Eco Centre was also keen to find out if it would be able to continue with a training course and test day before the end of December. A lively discussion took place which included the following points.

- The current guidance clearly states that education as part of the formal curriculum can continue, which dry stone walling training courses are not part of, even though candidates are working towards an accredited qualification.
- As a national organisation, DSWA should be issuing national guidelines which are then followed. However, with the tier system now in place, branches/training providers should also take account of local restrictions and seek further clarification and guidance at a local level if necessary.
- There is added responsibility on event organisers to ensure that things are Covid-19 secure.

In conclusion, it was felt that training courses should be suspended until further notice. The Craft Skills Group would look at the situation at its next meeting in January and make recommendations to the Trustee Board meeting in March, possibly with a view to activities commencing before the end of March. Dorset Branch and the Derbyshire Eco Centre would be advised of this decision.

CRAFT SKILLS
GROUP

R STOCKALL/
A SHAW

Post Meeting Note: Covid-19 restrictions have become so fluid across the UK that the Trustee Board no longer feels able to offer blanket advice. However, whatever tier or other provincial rules apply to your branch geography, and it could more than one, we recommend that you follow Government rules and not find ways to circumvent them. Please read them carefully. Training has been raised as an anomaly. We need to make it clear that none of our training is part of a national curriculum. If you are allowed to meet within the rules in your area, please follow the guidelines that we have issued earlier to keep yourselves and others safe. This is the overriding criteria.

TB20.61	<u>Branch Updates from Trustees</u> The Isle of Skye Branch has been successfully deregistered from the Office of the Scottish Charity Regulator (OSCR) and is now a true branch of the national organisation.	
TB20.62 TB20.62a	<u>Covid-19</u> National Lottery Heritage Fund (NLHF) Emergency Fund: Most branches had ordered PPE supplies as part of this grant, with a small increase provided on the original budgets allocated. There is a need to have all expenditure allocated in the coming week in order for the claim to be submitted. There may be an underspend and it was agreed that L Clarkson would contact the Grants Officer to see if it might be possible to extend the timescale for a further month, given the fact that a second full lockdown had been imposed during the grant period.	L CLARKSON
TB20.62b	Training Courses and Test Days: Item already covered above in correspondence (TB20.60)	
TB20.62c	Furloughed Staff: It was agreed that if it is safe to do so and Government guidance allows for staff to return to the office, this could take effect from January 2021. A brief discussion took place on additional actions that could be implemented to make the office situation as safe as possible, one of which was a replacement phone system to enable calls to be transferred within the office. Options for this would be followed up as soon as possible. It was suggested that a communications company might be more appropriate than BT and if the options were within a £300/£500 budget it was agreed the changes should be implemented without further need to refer back to the Trustee Board.	A SHAW A SHAW
TB20.63	<u>Governance Issues</u> A brief discussion took place about the "visioning" training offered as part of the NLHF Emergency Grant , consultancy funding, which was considered to be beneficial. It was agreed that this would be followed up. It was suggested that the process could be done on line and therefore if a date could be identified, those wanting to take part could do so and a report produced thereafter for full circulation. The skills audit for trustees was also needed and E Yates agreed to follow both of these items up and report back.	E YATES
TB20.64	<u>DSWA 5-Year Plan/Business Plan</u> It was agreed that the document would be updated ahead of the next Trustee Board meeting.	P CLAYTON/ R STOCKALL
TB20.65 TB20.65a	<u>DSWA Policies</u> Safeguarding Policy: The final document had been circulated ahead of the meeting and thanks were recorded to E Yates and J Taylor for the huge amount of work that had been done. It was noted that some branches had expressed concerns about the amount of detail within the document and what appeared to be a large burden on branch members. It was agreed that a short explanatory sheet should be produced to allay these concerns. It was further agreed that an amendment table should be added to the policy to keep track of any changes and the date. With these additions, there was unanimous agreement to adopt the policy, proposed by P Clayton and seconded by R Stockall. The document would be put on the DSWA website in due course. It was noted that safeguarding would also be covered for Examiners and Instructors as part of the ongoing IQA developments and it was agreed that it would be useful for L Clarkson and E Yates to liaise on this matter.	E YATES B HARTLEY A SHAW L CLARKSON/ E YATES
TB20.65b	DSWA Policies: A draft list of policies had been circulated prior to the meeting. Due to time constraints it was agreed that B Hartley would follow this up outside the meeting and report back.	B HARTLEY
TB20.66 TB20.66a	<u>Financial Matters</u> Charity Commission full year end accounts: Copies of the accounts had been circulated beforehand. Queries that had been raised by the Trustee Board had been addressed. A report by the Treasurer accompanied the final accounts. Grateful thanks were recorded to L Clarkson for the large amount of work that had been carried out in order to make the accounts easier to understand. It was noted that the format is issued by the Charity Commission under the Financial Reporting Standards and, as such, is not open to change. However, work had been done in conjunction with the accountants to clarify the way in which figures were amalgamated as well as making changes to the way items were recorded on the Sage financial system, which should make things easier in the future. It was noted that the full accounts also include assets and a depreciation figure which cannot be added to the Sage accounts. There were no further queries about the accounts, which were unanimously agreed and approved, proposed by P Clayton and seconded by B Hartley. These would be signed and returned to the accountants for signature ahead of being presented at the AGM in March.	A SHAW

TB20.66b	<p>Current Financial Figures: It was agreed that quarterly management accounts would continue to be produced for the Trustee Board meetings, which show a clear breakdown of income and expenditure for the charity. The most recent report would be circulated with the minutes.</p> <p>A request was made that the financial item should be placed higher up the agenda and sufficient time allowed to discuss issues in more details, which would be addressed for the next meeting.</p>	<p>L CLARKSON/ A SHAW</p> <p>A SHAW</p>
TB20.66c	<p>NLHF Green Recovery Grant: It was disappointing to note that the Association had not been successful with its application for this grant although had made it through the first round of criteria. The work done in preparing this application should stand DSWA in good stead for future funding opportunities which would likely open in the spring.</p>	<p>A SHAW</p>
TB20.66d	<p>Resilience Funding for Scottish Charities: Details had been received of potential funding opportunities within Scotland which would be followed up.</p>	<p>L CLARKSON</p>
TB20.67 TB20.67a	<p><u>Membership</u></p> <p>Current Membership Figures: The current membership figures are as follows: a total of 1047 members, including 774 Open, 233 Professional, 14 Corporate and 22 Junior/student.</p> <p>A suggestion was made that the idea of gift memberships and merchandise was put on Facebook, which would be followed up.</p>	<p>L NOBLE</p>
TB20.68	<p><u>Craft Skills Group</u></p> <p>The minutes from the meeting held on 13 October had been circulated prior to the meeting. There were no specific queries raised.</p> <p>It was noted that improvements to the training site were being developed so as to include all features within the certification scheme. Offers of help were gratefully accepted.</p> <p>T Wragg advised that he had been in contact with members in the Derbyshire area to find out why people were not moving forward to the Master qualification if they already held the Advanced certificate. He will collate the findings and report to the Craft Skills Group in due course. The meeting was pleased to learn that Simon Morphet from North Yorkshire had achieved the Master Craftsman certificate at the end of October and congratulations were extended to him on this success.</p> <p>A provisional date had been put forward for the Examiner Standardisation course in April 2021 but some concerns had been raised that the event should be later in the year. A revised option would be discussed by the Craft Skills Group at its next meeting.</p>	<p>T WRAGG</p> <p>CRAFT SKILLS GROUP</p>
TB20.69	<p><u>Training & Education Update</u></p> <p>A report had been circulated prior to the meeting. There continues to be lots of enquiries for training opportunities and it was hoped that the programme of dates for 2021 would be issued shortly. It was noted that a course had been planned for March although this may have to be changed, given earlier discussions. However, it was not scheduled until the end of that month so may in fact be able to run, depending on Government advice at that time.</p>	<p>L CLARKSON</p>
TB20.70	<p><u>Development Update</u></p> <p>It was noted that, following discussions at a previous meeting, the Walling Experience Days with Cumbria Tourism would not be going ahead for the time being and indeed membership with Cumbria Tourism had not been renewed. The matter would be removed from the agenda.</p>	
TB20.71	<p><u>Annual General Meeting</u></p> <p>As already agreed, there would not be a Members' Weekend in 2021 and the AGM would be held on Saturday 6 March at 10.30am prior to the Trustee Board meeting. The agenda had been included in the upcoming issue of the Waller & Dyker. It was noted that there were no votes required for the election of Trustees and it would be in order to co-opt an additional member to the Trustee Board at the first meeting following the AGM.</p>	
TB20.72	<p><u>Coordinator Reports</u></p> <p>A response to the Environmental Land Management Scheme policy discussion document had been submitted by DSWA and its receipt acknowledged. Further work was needed to ensure DSWA has input to the next stages of development, which B Hartley was working on.</p> <p>The International Dry Stone Walling Congress hosted at Konavle, Croatia has been rescheduled for the beginning of October 2021.</p>	<p>B HARTLEY</p>

The Certificate of Merit award for the garden at Baildon has been notified to the owner and wallers although the presentation of certificates has yet to be arranged, due to current circumstances.

A SHAW

TB20.73 Hundred Club

Draws were made as follows:

October 2020	2% K Shaw (126)	1% Derbyshire Branch (180) and R Tushingham (2)
November 2020	2% A Campbell (86)	1% D Cope (33) and A Gillingham (74)
December 2020	2% J Beard (111)	1% N Worrall (88) and P Waite (42)
January 2021	2% D Findlay (153)	1% D Birley (45) and R Love (100)
February 2021	2% G Hunter (11)	1% J Grayson (170) and N Worrall (87)

TB20.74 Any Other Business

TB20.74a National Grid Grants: It was noted that the Dorset Branch has recently been successful with a grant application to the National Grid. Details of these grants have been included in the winter issue of the Waller & Dyker, which may be of benefit to other branches.

TB20.74b Game Fair 2021: DSWA has been invited to attend this event, scheduled to take place at Ragley Hall, Warwickshire on 23-25 July 2021. Following a short discussion it was acknowledged that attending these events can be useful and DSWA should perhaps consider a joint stand with the National Hedge Laying Society, which has been done in the past. It was agreed that A Shaw would follow this up and report back.

A SHAW

TB20.74c NFU Landscapes & Access Report: This report was commissioned by NFU to develop its **understanding of farming's role in maintaining the landscape and providing access to the countryside** in England and Wales. Whilst there was not specific reference to dry stone walls, it was suggested that it might be appropriate to contact NFU to see if there was any scope for DSWA to be a partner in any projects involving the repair or restoration of walls. This would be followed up with the local contact initially.

A SHAW

TB20.74d Scotland Liaison Group: Minutes from the annual meeting held in October had been previously circulated for information. There were no queries.

TB20.74e Corporate Members: In response to a query it was noted that Corporate Members are sent a complimentary calendar each year.

TB20.74f Trustee Liability: A query was raised by E Yates in relation to enquiries she had been making into trustee liability. It was agreed to move this forward outside the meeting and report back.

E YATES/
J TAYLOR/
A SHAW

Tb20.74g Christmas Cards and Year Planners: A request was made for new photographs that could be used for DSWA Christmas cards, which was welcomed and people were encouraged to send in possible images.

ALL

A suggestion was made for DSWA to consider producing a wall planner to be sent to Professional members, which could perhaps attract sponsorship from Corporate Members. The idea would be followed up.

L NOBLE/
A SHAW

TB20.75 Date of Next Meeting

The next meeting will take place on Saturday 6 March 2021 at the Westmorland County Showground at 11.30am. Agenda items and papers should be sent to the office by Friday 5 February at the latest.

ALL

Meeting dates for 2021

All meetings will take place at the Westmorland County Showground, Cumbria, commencing at 10am unless otherwise stated:

Saturday 6 March 11.30am. AGM to be held beforehand at 10.30am

Saturday 5 June

Saturday 4 September

Saturday 4 December

Please note the office will be closed from 5pm on Tuesday 22 December until 9am on Monday 4 January.

There will be no access to emails or phone messages during this time.

SignedP Clayton.....

Date6 March 2021.....

A Shaw/12 December 2020

ref: dswa/tbmtg/dec20mins