

**Minutes of the DSWA Trustee Board meeting held  
on Saturday 17 December 2022 at the Westmorland County Showground & via Zoom**

**Present:** P Clayton (Chairman), T Blackwell (Z), B Hartley, P Isherwood, (Z), P Kirkup (Z), A Loudon, C Noble, L Noble, J Taylor (Z= attended via Zoom)

**In Attendance:** L Clarkson (Treasurer – Item TB22.64 only), Kate Dymock (Training & Education Coordinator), B Jones (Vice President), A Shaw

**Apologies:** Lord Cavendish

		ACTION BY
TB22.55	<p><b><u>Opening Remarks</u></b></p> <p>The Chair thanked everyone for attending the meeting, whether in person or via Zoom. A warm welcome was extended to Kate Dymock, the Training &amp; Education Coordinator, who took over from L Clarkson in September.</p>	
TB22.56	<p><b><u>To confirm minutes of previous Trustee Board meeting – 17 September 2022</u></b></p> <p>No amendments or corrections had been received so the minutes were therefore agreed and signed as a correct record of the meeting.</p>	
TB22.57	<p><b><u>Matters Arising not otherwise on the Agenda</u></b></p>	
TB22.57a	<p><b><u>Durham Legacy:</u></b> It was noted that no further correspondence had been received to date. It was agreed that P Clayton would make contact with the Friends of Stockton &amp; Darlington Railway with a list of questions and a deadline for response, otherwise DSWA may withdraw from the project.</p>	P CLAYTON/ A SHAW
TB22.58	<p><b><u>Correspondence</u></b></p> <p>Correspondence had been received from Buckingham Palace advising that a review of senior royal patrons was underway and organisations would be contacted in due course.</p>	
TB22.59	<p><b><u>Governance Issues</u></b></p>	
TB22.59a	<p><b><u>Trustees:</u></b> It was noted that at the AGM in March, there will only be seven trustees. It is possible to co-opt up to three additional people for a period of one year, which will be considered.</p> <p>A brief discussion took place about the length of lead-in time for nomination forms to be returned ahead of the AGM and it was agreed to look into this for future options, including the possibility of electronic voting options.</p>	B HARTLEY/ A SHAW
TB22.59b	<p><b><u>AGM:</u></b> This will take place on Saturday 11 March 2023, at 10.30am and will be followed by the regular Trustee Board meeting. Details are included in the winter issue of the Waller &amp; Dyker. Members will be able to take part via Zoom.</p>	A SHAW
TB22.59c	<p><b><u>Vice Presidents:</u></b> B Jones will come to the end of his three-year tenure in March 2023. He was invited to continue in the role of Vice President, which he has accepted. Confirmation would be issued.</p>	P CLAYTON/ A SHAW
TB22.60	<p><b><u>Branch Updates from Trustees</u></b></p> <p>Brief updates were given on branch activities and included the following:</p> <ul style="list-style-type: none"> <li>Northumbria Branch has again been very busy with taster days and has also been involved with further experience days through the Rural Skills Hub programme.</li> </ul>	

- Cheshire Branch now has a revised committee and has shared out some of the secretarial duties. J Taylor has taken on the role of branch treasurer but continues as general secretary.
- West Yorkshire will be relocating its training facility in the coming year and Cotswold and branches in Scotland are looking at setting up training sites in their respective areas.
- Ellwood Branch held a very successful walling competition in Perthshire and is hoping to organise a Grand Prix next year. Further details will be available in due course.
- Pennine & Mid-Lancs branches appear to be ticking along although it was noted that Mid-Lancs did not seem to be carrying out much training even though there is interest for that area – with people travelling to the Lancashire Branch. P Isherwood and P Clayton offered to contact the branch to offer assistance if required.
- Lancashire Branch has successfully completed all of its walling activities for the year.
- Thanks were recorded to the Wales Branch for its generous support towards the cost of the winter issue of the Waller & Dyker which was appreciated.
- The annual Scotland Liaison Group meeting had taken place and minutes would be sent out for information.

P ISHERWOOD/  
P CLAYTON

**TB22.60a**     **Zoom Meeting of Branches:** A draft note from the meeting held on 15 December had been circulated ahead of the meeting. The discussion had focussed around how DSWA Members' Weekends might be structured and included suggestions for some element of practical walling and a more informal social style of dinner. It had also been suggested that the AGM should be kept separate from the Members' weekend, which would be looked into. Constitutionally, the AGM has to be held within 15 months of the last meeting, but it would be possible to hold the AGM and have a separate Member's weekend at a later date.

**TB22.61**     **Membership**

**TB22.61a**     **Current Membership Figures:** Current membership figures were as follows: a total of 1158 current members, including 889 open, 226 professional, 13 corporate and 26 junior/student/unemployed. It was encouraging to note an increase from the same time last year.

P Clayton had received a suggestion from R Stockall about the possibility of payments by direct debit being cheaper than other options, something some organisations already offer, which would be given further consideration.

P CLAYTON/  
A SHAW

**TB22.62**     **Staffing**

The updated contract for A Shaw had now been finalised and signed. It was agreed that a meeting would be arranged for mid-January in order to discuss the job descriptions for all members of staff, who would attend the meeting.

P CLAYTON/  
B HARTLEY

**TB22.63**     **DSWA Working Groups**

**TB22.63a**     **Marketing Group:** The group had met recently and a summary of discussions had been circulated prior to the meeting. One of the key items for consideration had been the discount offered to branches and external organisations and the need to achieve a consistent approach. A 25% discount for merchandise had been suggested, although a check on the costs held in Sage had raised further issues that need to be resolved before a proposal for a discount rate can be made.

MARKETING  
GROUP/  
TREASURER

The group had also touched on the reprint of leaflets. A process for the review of the design of future reprints will be proposed, following brand guidelines.

MARKETING  
GROUP/  
L NOBLE

**TB22.64**     **Financial Matters**

**TB22.64a**     **Annual Report & Financial Statements for Year-end:** The draft figures had been circulated prior to the meeting and any queries addressed with the accountants. A summary of the year end accounts was provided at the meeting by L Clarkson. The accounts were unanimously agreed and signed accordingly, proposed by P Clayton,

seconded by A Loudon. Thanks were recorded to L Clarkson for all the hard work she had done over the year.

There appeared to be some anomalies with figures recorded by branches which would be followed up.

B HARTLEY/  
L CLARKSON

**TB22.64b** **Current Financial Figures:** Figures had been circulated ahead of the meeting. A suggestion was made to include a "year to date" column on the quarterly accounts, which would be followed up.

L CLARKSON

It was noted that some funds within the "training account" are for courses in 2023.

The meeting was reminded that funds received from branches are known as "transfers". Donations are monies received from external sources and/or individuals.

As previously agreed, the sum held as reserves for the Association would be increased to £80,000 and consideration should be given to finding an interest-bearing account for these funds. CAF was suggested as a possibility which would be followed up.

B HARTLEY

Progress is finally being made for debit cards on the general account. These are possible under the current mandate as it is not classed as a form of borrowing, unlike credit cards.

A SHAW

The meeting was reminded that the Association needs to ensure funds are available to meet the costs of the full-time Training & Education Coordinator role. Suggestions were made that unrestricted branch transfers, training levy income and perhaps gift aid should be ring-fenced for this purpose. This was unanimously agreed, proposed by B Hartley, seconded by A Loudon.

It was also agreed to re-align the branch training course subsidy to the financial year end.

B HARTLEY/  
A SHAW

A presentation was made to L Clarkson on her retirement from the role of Training & Education Coordinator and grateful thanks were recorded to her for all the work that she has done in this role over the years and the legacy that will continue. L Clarkson expressed her satisfaction in seeing the hard work pay off with new wallers taking up the craft as a career. She then left the meeting.

**TB22.65** **Craft Skills Group**

Minutes from the recent meeting had been previously circulated.

A request was made to the Trustee Board for additional stone for the training site, approximately 20 tonnes costing in the region of £2,000. This was agreed. It was further agreed that the Craft Skills Group could have a degree of autonomy in terms of expenditure on the training site, providing project proposal forms were completed for larger items of expenditure, which would be forwarded to the Trustee Board for ratification.

B HARTLEY

P Isherwood, reiterated his offer of use of machinery in terms of groundworks required on the training site, including drainage issues.

P ISHERWOOD

The Association had undergone its annual external assessment by Lantra Awards, and a copy of the report had been circulated to all Trustees. The Chairman expressed his appreciation for all the work that had been done ahead of the inspection which had returned a very positive report and thanks were recorded to everyone involved in the process. It was noted that currently DSWA only has one Internal Quality Assessor and it was agreed that K Dymock should be put through appropriate training to assist in this role, which was welcomed.

B HARTLEY/  
K DYMOCK

A brief discussion took place on the possible cost benefits to DSWA of external organisations using the DSWA brand and certification scheme. Enquiries were being

	made with DSWA's solicitor to see what options there might be and would be followed up by the Craft Skills Group.	B HARTLEY/ A SHAW
	A further suggestion was made that DSWA might try to standardise its beginner training courses and perhaps offer a tiered rate of course fees, depending on branch areas, etc. This topic could form the basis of a future Branch Zoom call and would be followed up. Meantime, any ideas on this matter should be forwarded to the Craft Skills Group for consideration in the future.	ALL/CRAFT SKILLS GROUP
	It was noted that government subsidies for training courses/test days in England has been unexpectedly withdrawn, which will impact on courses run by organisations such as the Derbyshire Eco Centre. Contact has been made with Defra to discuss the situation. West Highland College will not be running courses in 2023.	B HARTLEY
TB22.66	<b><u>Training &amp; Education Update</u></b> A report had been circulated prior to the meeting. Figures tabled at the meeting highlighted a number of interesting facts relating to the Craftsman Certification Scheme over the years. These would be circulated with the minutes for information.	A SHAW/ K DYMOCK
	Courses at Crooklands are currently booked up until June. Dates have been included in the current issue of the Waller & Dyker and publicity will be generated to encourage further bookings for later in the year.	K DYMOCK
	The Association has been successful in securing funding from the Ernest Cook Trust for offering an apprenticeship type of year-long placement to one young person for the next three years. A candidate has already been identified for this year and plans need to be developed for seeking future recipients, commencing in April 2023.	K DYMOCK
	It was noted that DSWA may be able to utilise the small underspends from the PCF project and the Pendle Hill project to assist with further training opportunities, possibly linked to the Rural Skills Hub.	K DYMOCK
TB22.67	<b><u>Rural Skills Hub</u></b> The meeting was sorry to learn that the Rural Skills Hub Coordinator had handed in her notice for the end of January, which is two months before the end of the project. However, it was noted that K Dymock would take on the coordinator role for the remainder of the project, which was welcomed. It was hoped that the Rural Skills Hub website would be continued going forwards and might have the opportunity for other organisations to contribute, both in terms of information and financially. Some of the underspend money could be used for this work.	B HARTLEY/ K DYMOCK
TB22.68	<b><u>UNESCO &amp; Intangible Cultural Heritage</u></b> Papers had been previously circulated regarding the possibility of getting the UK Government to sign up to this important convention. Following a brief discussion, it was unanimously agreed that Terry McCormick be given approval to move things forward with a small working group consisting of Chris Stephens and Richard Tufnell, with Brian Jones also included. P Clayton and A Shaw would be copied in on correspondence and regular updates given to the Trustee Board.	P CLAYTON/ A SHAW
TB22.69 TB22.69a	<b><u>Coordinator Reports</u></b> <b>International:</b> In light of the above item, a suggestion had been put forward by T McCormick that if DSWA was to host the international congress in 2025, North Wales would be a good venue, given the recent UNESCO designation for that area. It was agreed that A Shaw would contact T McCormick. P Clayton agreed to summarise the requirements and the matter would be discussed at the next meeting in March.	P CLAYTON/ A SHAW
TB22.69b	<b>Pinnacle Awards:</b> A project in Fife had been submitted and inspected. The work involved the construction of a new dovecot on a large estate and was recommended for a Certificate of Merit. The decision was acknowledged and approved by the Trustees.	S ADCOCK/ A SHAW

As previously discussed, revisions were being made to the Pinnacle Award Scheme and draft details would be forwarded to B Hartley & A Loudon for discussion by the Craft Skills Group.

A SHAW

TB22.70

**Hundred Club**

Draws for the Hundred Club were made as follows:

October 2022	2% S Charles (8)	1% D Mitchell (31) and S Charles (12)
November 2022	2% P Stevenson (3)	1% I Mitchell (77) and T Brophy (166)
December 2022	2% R Stockall (123)	1% Lancs Branch (172) and A-M Willmott (35)
January 2023	2% D Haddrell (98)	1% V Lee (72) and J Gaskell (65)
February 2023	2% C Hanwell (43)	1% B Bond (2) and J McLeod (119)

A SHAW

TB22.71

**Any Other Business**

TB22.71a

**Office Closure:** The DSWA office will be closed from 5pm on Thursday 22 December and will re-open at 9am on Tuesday 3 January 2023.

TB22.71b

**Meeting Dates for 2023:** The following dates were agreed for the Trustee Board meetings in 2023, all of which are Saturdays. Venue to be Westmorland Country Showground unless otherwise specified and subject to dates being available.

A SHAW

11 March, 10 June, 16 September (not WCAS), 16 December.

TB22.71c

**Landscape Show:** An invitation had been received for DSWA to attend this event in Birmingham on 27-28 September 2023. It was unclear what was expected of DSWA so further details would be requested.

A SHAW

TB22.71d

**Liability Insurance:** Details of Directors and Officers Liability insurance had been received from, NFU Mutual and would be circulated with the minutes for consideration.

A SHAW

TB22.72

**Date of Next Meeting**

The next meeting will take place on Saturday 11 March 2023 at 11.30am at the Westmorland County Showground or by Zoom. This follows the DSWA AGM, taking place at 10.30am the same day.

ALL

Agenda items and papers (excluding financials) should be sent to the office by **Friday 17 February at the latest.**

Signed .....P Clayton.....

Date .....11 March 2023.....

A Shaw/10January2023

ref: dswa/tbmtg/dec22mins