

**Minutes of the DSWA Trustee Board meeting held
on Saturday 11 June 2022 at the Westmorland County Showground & via Zoom**

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

In Attendance: Ms A Shaw

Apologies: Lord Cavendish, T Blackwell, C Noble, E Yates, L Clarkson (Treasurer)

		ACTION BY
TB22.19	<p><u>Opening Remarks</u> The Chair thanked everyone for attending the meeting, whether in person or via Zoom.</p>	
TB22.20	<p><u>To confirm minutes of previous Trustee Board meeting – 12 March 2022</u> No amendments or corrections had been received so the minutes were therefore agreed and signed as a correct record of the meeting. It was confirmed that the meeting had taken place on 12 March 2022, not 11th, as identified on the agenda. Actions were highlighted, with most being covered within the agenda.</p> <p>Clarification for the December meeting date was given as 17th December.</p>	A SHAW
TB22.21	<u>Matters Arising not otherwise on the Agenda</u>	
TB22.21a	Scout Activity Badge: Nothing to report at present.	P CLAYTON
TB22.22	<p><u>Correspondence</u> DSWA had received an invitation for a representative to attend the Buckingham Palace Platinum Party, which was offered to and taken up by C Noble.</p>	
TB22.23	<u>Financial Matters</u>	
TB22.23a	<p>Current Financial Figures: These would be circulated after the meeting. However, it was encouraging to note that there had been a small increase in subscriptions received and income from training has also increased. Thanks were recorded to Cheshire and Cumbria branches for the transfers of funds to cover respectively the reprinting of the Building and Repairing booklet, Walls in the Landscape leaflet and the spring issue of the Waller & Dyker, which were much appreciated. A suggestion was made that if branches make transfers that are not specific in nature, the funds would be ring-fenced to assist with future staffing demands.</p> <p>It was encouraging to note that the gift aid claim for the current year would be in the region of £9,000, which would be ring-fenced for staffing requirements.</p>	L CLARKSON/ B HARTLEY B HARTLEY/ L CLARKSON B HARTLEY
TB22.24	<p><u>Durham Legacy Update</u> Things were still not moving forward as hoped and it was agreed that P Clayton should address this as a matter of urgency. P Isherwood, P Kirkup, C Noble and A Loudon would be kept informed. It was noted that the local authority was hopeful of contributing funds to the project, which could be used for providing training, with the legacy funds used for building walls as specified. A brief discussion took place on the availability of members in the area to deliver the high quality training although it was noted that not all wallers subscribed as professional members so would not be on the professional register.</p>	P CLAYTON
TB22.25	<p><u>Branch Updates from Trustees</u> Brief updates were given on branch activities and included the following:</p>	

	<ul style="list-style-type: none"> Northumbria Branch has been very busy with taster days and has also been involved with further experience days through the Rural Skills Hub programme and has training events arranged with external organisations and will be attending a number of local shows in the coming weeks. Cumbria Branch had been contacted by P Clayton. The branch was keen for there to be a greater level of transparency within Trustee Board discussions although some of the issues had been addressed during the Zoom meeting with branches held recently. Pennine & Lancashire branches were both busy and the latter was involved with training for volunteers on Crompton Moor, as part of the City of Trees project. In response to a query from Dorset Branch, it was noted that a review of instructors was currently underway and information would be shared with branches once complete. It was noted that if branches struggle for instructors, then contact with other branches and/or professional members who hold the instructor qualification is always an option to seek help running beginner courses. A further query from Dorset Branch relating to health and safety would be forwarded to the Craft Skills Group to action. An email from T Blackwell had been received immediately after the meeting, reporting that it was very encouraging to see that the Cotswold Branch is making a comeback with a new committee being established and events/training being developed. 	<p>B HARTLEY/ A SHAW</p> <p>B HARTLEY</p>
TB22.25a	Zoom Meeting of Branches: A meeting had taken place on 26 May, which had been attended by representatives from most branches and considered to be a useful meeting. Notes from the meeting have been circulated to attendees, branch officers and Trustees for information. The next meeting has been scheduled for Thursday 15 September at 7.30pm. P Isherwood offered to attend.	J TAYLOR/ P ISHERWOOD
TB22.26	<p><u>Governance Issues</u></p> <p>The Trustees coming to the end of their three-year tenure in March next year are: T Blackwell, B Hartley, L Noble and E Yates. C Noble will also come to the end of the one-year co-option to the Trustee Board. All current post holders are eligible to submit nomination forms for re-election at the AGM.</p> <p>A short discussion took place about the need to identify key skills for the Trustee Board going forward and it was agreed to include something in the next Waller & Dyker as well as raising it at the next Zoom meeting of Branches in September.</p> <p>A brief discussion took place about whether a members' weekend was necessary. This would be considered at the Zoom meeting for Branches. A suggestion was put forward as to the possibility of a walling festival type event, which P Isherwood was willing to help co-ordinate. Again, this would be discussed with branches in September.</p> <p>Meantime it was noted that the AGM in 2023 would take place on Saturday 11 March and would be available to members via Zoom as well as an in person meeting.</p>	<p>E YATES/ B HARTLEY/ A SHAW</p> <p>J TAYLOR/ P ISHERWOOD</p> <p>A SHAW</p>
TB22.27	<p><u>Staffing</u></p> <p>It was noted that L Clarkson had confirmed she would be retiring from the role of Training & Education Coordinator at the end of September. B Hartley outlined the need to replace this role on a full-time basis, which would also take on the responsibilities of managing the Craftsman Certification Scheme including test days, etc. He had identified funds for the role, some of which were outlined earlier in the meeting, and there was unanimous agreement to move this forward as a matter of urgency, proposed by B Hartley and seconded by J Taylor.</p> <p>Updated contracts for other staff are underway.</p>	<p>B HARTLEY/ A SHAW</p> <p>P CLAYTON/ A SHAW</p>
TB22.28	<p><u>DSWA Working Groups</u></p> <p>Merchandising: Work has been done on reviewing the prices of items sold by DSWA. Draft changes have been made to the daybook recording system currently in place and</p>	FINANCE GROUP/ TREASURER

further changes would be necessary before it could be rolled out to replace the current version.

Ahead of reprinting the Building & Repairing booklet and the Walls in the Landscape leaflet, a review will be done to ensure DSWA brand guidelines are followed.

L NOBLE/
J TAYLOR/ A SHAW

Policies: Details will be checked to ensure current versions of policies are on SharePoint and the DSWA website.

B HARTLEY/
A SHAW

Staffing: It was noted that it was very useful having D Bullock on board to advise on current employment/staffing legislation to ensure that DSWA meets current criteria.

TB22.29
TB22.29a

Membership

Current Membership Figures: Current membership figures were as follows: a total of 1035 current members, including 791 open, 211 professional, 13 corporate and 16 junior/student/unemployed. It was encouraging to note an increase from the same time last year.

TB22.30

Craft Skills Group

Minutes from the recent meeting had been previously circulated. It was encouraging to note that there continues to be a high level of interest for the four-day training courses and all dates for the remainder of this year are currently fully booked.

The Standardisation event had been successful and there was now a core of Assessors who will be carrying out test days this year. The Internal Quality Assurance (IQA) programme is being rolled out and all current Assessors will have had an IQA assessment by the end of the year. N Cooke, an External Assessor, had attended the event and was pleased with the processes DSWA has in place for the assessment process. It was noted that, going forward, new Assessors would be required to undertake or hold an assessor qualification, which is something DSWA will need to consider part-funding.

A LOUDON

CRAFT SKILLS
GROUP

There have been recent enquiries from people keen to achieve qualifications in dry stone walling but who are not in a position to meet the course and/or test fees. This will be discussed by the Craft Skills Group to see what help might be available. It may be that branches could contribute to costs incurred by branch members.

CRAFT SKILLS
GROUP

A secure tool box has been purchased for the training site at Crooklands. (*Subsequent to the meeting, Lancashire Branch has generously agreed to fund this item, which was much appreciated.*)

A SHAW

TB22.31

Training & Education Update

A brief report was made available at the meeting. As mentioned, all courses at Crooklands are currently fully booked for the remainder of this year and there is now a waiting list for places.

The Pendle Hill Landscape Partnership project comes to an end in October and plans are underway for an end of project event, which DSWA would be involved with. Training courses and a test day are planned before the end of the project.

L CLARKSON

A training course and test day have been arranged for volunteers at the North Yorkshire Moors National Park. The course is part funded with money carried over from the Prince's Countryside Fund project, which has been completed, and funds from the National Park.

TB22.32

Rural Skills Hub

All training grants have now been issued and applications have been received for the work placements, which are currently being allocated. A number of school visits to Crooklands have taken place and some of the experience days completed, as mentioned earlier in the meeting. The Rural Skills Hub website has further details, www.ruralskillshub.org.uk

TB22.33	<u>Coordinator Reports</u>										
TB22.33a	International: Details had been received from SPS on the criteria for hosting the International Congress, which would be sent out with the minutes for further consideration.	A SHAW									
TB22.33b	Pinnacle Awards: Plans were underway for the presentation of the Certificate of Merit for the Friendship Bridge at the RHS Garden Harlow Carr, which would be taking place as part of the Flower Show in June. A new application for a Pinnacle Award had been received.	A SHAW									
TB22.34	<u>Hundred Club</u> Draws for the Hundred Club were made as follows: <table> <tr> <td>April 2022</td><td>2% S Charles (12)</td><td>1% W McClymont (149) and D Haddrell (99)</td></tr> <tr> <td>May 2022</td><td>2% I Mitchell (77)</td><td>1% B Noble (117) and D Cope (55)</td></tr> <tr> <td>June 2022</td><td>2% P Lowther (49)</td><td>1% P Stevenson (4) and D Davies (146)</td></tr> </table>	April 2022	2% S Charles (12)	1% W McClymont (149) and D Haddrell (99)	May 2022	2% I Mitchell (77)	1% B Noble (117) and D Cope (55)	June 2022	2% P Lowther (49)	1% P Stevenson (4) and D Davies (146)	A SHAW
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TB22.35	<u>Any Other Business</u>										
TB22.35a	Prince's Trust: Following the recent television programme following crafts people demonstrating traditional crafts a suggestion was made that DSWA should try and contact the Prince's Trust to offer events and/or training to some of its bursary students to promote dry stone walling. This would be followed up. A further suggestion was made that if the Association is fortunate enough to receive invitations to events linked to its Patron, consideration is given to ensuring appropriate representation is made.	P ISHERWOOD/ A SHAW									
TB22.35b	Sponsorship by Branches: A suggestion was made for a list of possible sponsorship items to be drawn up and included in the summer Waller & Dyker. A list of past sponsored items would also be included, which would hopefully encourage branches to consider the list favourably. Donations are acknowledged and would be copied to the Trustee Board for information.	A SHAW									
TB22.36	<u>Date of Next Meeting</u> The next meeting will take place on Saturday 17 September 2022 at 10am at the Westmorland County Showground or by Zoom. Agenda items and papers (excluding financials) should be sent to the office by Friday 19 August at the latest. Remaining meeting dates for 2022: Saturday 17 September, 10am Saturday 17 December, 10am	ALL									

Subsequent to the meeting a brief discussion took place about complaints that DSWA is currently dealing with and there was unanimous agreement to approve A Shaw as the point of contact for the legal advice, proposed by B Hartley and seconded by P Clayton.

SignedP Clayton.....

Date17 Sept 2022.....