

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

Present: P Clayton (Chairman), T Blackwell, A Loudon (Z – from item TB22.43), C Noble (Z – to item TB22.43), L Noble (Z), J Taylor (Z= attended via Zoom),

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

Apologies: Lord Cavendish, B Hartley, P Isherwood, P Kirkup

ACTION BY

TB22.37 Opening Remarks

The Chair thanked everyone for attending the meeting, whether in person or via Zoom. It was noted that the Association had sent condolences to its Patron following the death of the Queen, which had been acknowledged on the DSWA website and social media.

Following the succession, there will likely to be a review of Royal Patronages in due course although it was not appropriate for DSWA to do anything at the present time.

TB22.38 To confirm minutes of previous Trustee Board meeting – 11 June 2022

No amendments or corrections had been received so the minutes were therefore agreed and signed as a correct record of the meeting.

TB22.39 Matters Arising not otherwise on the Agenda

Nothing to report

TB22.40 Correspondence

The Chairman had received correspondence from E Yates advising that she was stepping down from her role as a Trustee, following recent health issues. Thanks were recorded to her for the work she had done.

It was agreed that the complaints item would be dealt with outwith the formal meeting.

TB22.41 Financial Matters

TB22.41a Current Financial Figures: Figures had been circulated ahead of the meeting along with a summary of events. It was noted that comparisons between the current financial year and the one for 2020/2021 was difficult given the effects of the pandemic on training, etc. The financial figures discussed at the meeting will look different to the year end charity figures which the accountants are currently working on, as items such as depreciation are also included. There has been a marked increase in the number of training courses taking place and there are also payments coming in for courses in 2023.

A brief discussion took place about the sum held as reserves for the Association and it was unanimously agreed that with immediate effect this figure should be increased from £70,000 to £80,000, proposed by J Taylor and seconded by P Clayton. This figure should be held in the Crooklands account.

L CLARKSON/
A SHAW

It was noted that there is likely to be an underspend of money for the Pendle Hill Landscape Partnership project, which would be returned to Pendle Hill. With regard to any underspend from the PCF project, it was hoped that this might be used to offer assistance/mentoring to young people unable to afford the full cost of courses/test fees. This was being followed up with PCF.

L CLARKSON

A request is being submitted for the second payment of the Rural Skills Hub funding, which would be 40% of project costs. A figure of 10% is withheld until the project has been successfully completed. A review of the finances for the project is being scheduled.

C HOUSE

L CLARKSON/
C HOUSE

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 branch transfers, training levy income and perhaps gift aid should be ring-fenced for this purpose.

Thanks were recorded to L Clarkson for all the work she has done on the financial side of things.

L Clarkson advised that this would be her last meeting as the Training & Education Coordinator. She was still considering continuing with the work as Treasurer although it did involve slightly more work than anticipated and she did not want involvement with other activities if she were to continue. Further discussions would be held about this situation.

L CLARKSON/
B HARTLEY/
P CLAYTON

TB22.41b Merchandising Update: J Taylor outlined work that had been done by the Merchandising Group in terms of costs of items DSWA sold and gave examples of different types of analysis that can be extracted from the new day book recording system in place. A number of prices changes had been identified which would take effect from 1 October. Details would be updated on the website.

It was suggested that there needs to be a consistency with regards to any discount given on items, something the marketing group would discuss. *(Subsequent to the meeting, it should be noted that most items attract a discount of 30% to external suppliers.)*

Thanks were recorded to J Taylor for all the work he has done in conjunction with L Clarkson on the financial side of things.

TB22.42 Training & Education Update

An update was given on activities and it was agreed that the report submitted to the Craft Skills Group in August would be circulated with the Trustee Board minutes.

A SHAW

The training courses at Crooklands are currently fully booked for the remainder of 2022 and bookings are now being accepted for 2023. Dates for the courses and test days would be included in future diary events on the DSWA website and in the Waller & Dyker. Feedback questionnaires are issued to participants and the information will be analysed in due course.

A SHAW

There is a steady stream of enquiries about apprenticeships/funding which the new Education Coordinator would need to follow up.

TEC

The Pendle Hill Landscape Partnership Project will finish at the end of October.

TEC

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. A suggestion was made that the Ernest Cooke Trust perhaps be approached to see if it might consider funding the continuation of the Rural Skills Hub programme, which is currently due to come to an end in March 2023. This would be followed up.

C HOUSE/TEC

An appointment has been made for the new Training & Education Coordinator and Kate Dymock joins DSWA on 26 September. A planned handover between her and L Clarkson will take place before the end of October when L Clarkson retires from that role. The responsibility of test days will also be taken on by the TEC post in future, which will free up some of A Shaw's time.

L CLARKSON/
A SHAW

TB22.43	<p><u>Durham Legacy Update</u></p> <p>Things were still not moving forward as hoped and it was agreed that P Clayton should address this as a matter of urgency.</p>	P CLAYTON
TB22.44	<p><u>Branch Updates from Trustees</u></p> <p>Brief updates were given on branch activities and included the following:</p> <ul style="list-style-type: none"> • 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 and has attended a number of local shows recently. • The Cotswold Branch is now back up and running, which was encouraging and it was hoping to offer training events in the near future. • A query had been raised by South West England Branch about the possible training sponsorship from the National Grid, which would be followed up with B Hartley. • Lancashire Branches was involved with training for volunteers on Crompton Moor, as part of the City of Trees project, which is proving successful. • Ellwood Branch was organising its annual competition in Perthshire at the end of the month and a healthy number of participants had already registered for the event. • There would be a change of offices within the Cheshire Branch and some of the secretarial duties would be divided between committee members. • In response to a query from Cumbria Branch, it was noted that there is a small charge for the use of the training site at Crooklands to avoid any unfair advantage to the branch having Head Office within its area. Other branches are required to pay for stone and/or use of sites. It was, however, agreed that the Craft Skills Group would revisit the situation. • Some suggestions had been submitted by Cumbria Branch on how to encourage professional members to join, including member benefits with other organisations, which further thought needs to be given to. 	<p>B HARTLEY</p> <p>CRAFT SKILLS GROUP</p>
TB22.44a	<p>Zoom Meeting of Branches: It was disappointing to note that the meeting scheduled for 15 September had been cancelled due to lack of support. A letter has drafted to send to all current members with email contact, to ensure the information about these meetings is reaching branch members. Representation is available from any branch member and is not restricted to just branch officers.</p>	J TAYLOR/ A SHAW
TB22.45	<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>Nomination forms for all potential trustees must be returned to the office by the end of October. Branches are to encourage members to consider becoming a trustee.</p> <p>B Jones comes to the end of his three-year tenure as a Vice President and will be invited to continue.</p> <p>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>ALL</p> <p>P CLAYTON/ A SHAW</p> <p>A SHAW</p>
TB22.46	<p><u>Staffing</u></p> <p>The replacement for the Training & Education Coordinator was covered earlier in the meeting.</p> <p>Updated staff contracts are being prepared.</p>	<p>P CLAYTON/ A SHAW</p>
TB22.47	<p><u>DSWA Working Groups</u></p> <p>Marketing, Finance, Policies, Staffing:</p> <p>Updates where applicable have been covered under earlier items of the meeting.</p>	

TB22.48	<u>Membership</u>													
TB22.48a	Current Membership Figures: Current membership figures were as follows: a total of 1095 current members, including 832 open, 221 professional, 13 corporate and 25 junior/student/unemployed. It was encouraging to note an increase from the same time last year.													
TB22.49	<u>Craft Skills Group</u> Minutes from the recent meeting had been previously circulated.													
	An Instructor Course is being planned for February 2023 and the content updated where necessary.	L CLARKSON												
	Examiner costs for tests in remote areas will be discussed by the Craft Skills Group and recommendations reported to the next Trustee Board meeting.	B HARTLEY												
TB22.50	<u>Rural Skills Hub</u> An update had been circulated ahead of the meeting. It was encouraging to note that the training grants have all now been issued and most of the training placements allocated. Educational videos are being produced as part of the project and will be suitable for a wide range of audiences. The Rural Skills Hub website has further details, www.ruralskillshub.org.uk . Further information is available from Carrie House on info@ruralskillshub.org.uk													
TB22.51	<u>Coordinator Reports</u>													
TB22.51a	International: Details of requirements for the international congress had already been sent out with the previous minutes. It was agreed that a decision needs to be taken by the end of October.	P CLAYTON/ A SHAW												
TB22.51b	Pinnacle Awards: A project near Troutbeck had been submitted for a Pinnacle Award, which following inspection was not recommended – a decision accepted by the Trustee Board. Applicants would be advised.	S ADCOCK/ A SHAW												
	Proposed revisions to the Pinnacle Award Scheme have been raised with the Craft Skills Group which was in agreement with proposals. The updated scheme would come into effect in January and an update would be submitted to the Craft Skills Group meeting.	S ADCOCK/ A SHAW												
TB22.52	<u>Hundred Club</u> Draws for the Hundred Club were made as follows:													
	<table> <tr> <td>July 2022</td><td>2% D Haddrell (94)</td><td>1% K Armstrong (63) and R Tushingham (26)</td></tr> <tr> <td>August 2022</td><td>2% A-M Willmott (35)</td><td>1% P Waite (153) and B Noble (117)</td></tr> <tr> <td>September 2022</td><td>2% J Phipps (112)</td><td>1% P Stevenson (4) and K Sturdy (15)</td></tr> <tr> <td>Half year</td><td>4% A Gardner (37)</td><td></td></tr> </table>	July 2022	2% D Haddrell (94)	1% K Armstrong (63) and R Tushingham (26)	August 2022	2% A-M Willmott (35)	1% P Waite (153) and B Noble (117)	September 2022	2% J Phipps (112)	1% P Stevenson (4) and K Sturdy (15)	Half year	4% A Gardner (37)		A SHAW
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	There was unanimous agreement for the Hundred Club to be continued next year, proposed by J Taylor and seconded by A Loudon.													
TB22.53	<u>Any Other Business</u>													
TB22.53a	Highways England: Highways England has funding opportunities that might be beneficial to dry stone walling projects, https://nationalhighways.co.uk/designated-funds/													
TB22.53b	Channel 4 filming enquiry: An enquiry had been received about a possible filming project near Windermere in early October, which would be forwarded to local wallers.	A SHAW												
Tb22.53c	DSWA Calendar 2023: The new calendar is now available and branches would be encouraged to sell copies, which would be available at a small discounted price to branches.	ALL												

TB22.54

Date of Next Meeting

The next meeting will take place on Saturday 17 December 2022 at 10am at the Westmorland County Showground or by Zoom.

ALL

Agenda items and papers (excluding financials) should be sent to the office by **Friday 18 November at the latest.**

Subsequent to the meeting a brief discussion took place about complaints that DSWA is currently dealing with, which T Blackwell and A Shaw would move forward as a matter of urgency.

SignedP Clayton.....

Date17 December 2022.....

A Shaw/12October 2022

ref: dswa/tbmtg/sept22mins