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Registered Charity Number 289678

**Minutes of the DSWA Trustee Board meeting held
on Saturday 16 December 2023 at DSWA Office, Crooklands & via Teams**

Present: P Clayton (Chair), T Blackwell, B Hartley, J Taylor, L Noble , P Isherwood, P Kirkup (T), M Tyler (T) & C Noble (T)
(T= attended via Teams)

In Attendance: B Jones (Vice President), H Lewis (Office Administrator), L Clarkson (Treasurer) arrived for 2nd half of the meeting.

Apologies: Lord Cavendish (President), C Stephens, A Loudon, & K Dymock

TB = Trustee Board

| | ACTION BY |
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| TB23.54 <u>Opening Remarks</u> P Clayton welcomed everyone to the meeting. It was sad to hear that Tom Norris passed away recently. He was a brilliant mentor, former Vice President of DSWA and Chair of the Mid-Lancashire Branch as well as a long standing member. | |
| TB23.55 <u>To confirm minutes of previous Trustee Board meeting – 16 September 2023</u> Minutes were approved and signed as a correct record. | H LEWIS |
| TB23.56 <u>Matters Arising not otherwise on the Agenda</u> TB23.56a <u>Durham Legacy:</u> Paul Clayton said this was no further forward and would update us at a later date. The intension is to spend the Durham legacy as part-funding to repair and rebuild the walls along the line, where necessary. Pamela Kirkup reminded us that the Stockton & Darlington Railway 200 th anniversary is in 2025. At the moment the Flying Scotsman is at the Shildon Railway Museum and proceeding with the work should be a matter of priority. The work may not be completed by 2025, however it could be considered a ‘work in progress’, like some of the projects undertaken for the Queen’s Jubilee. | P CLAYTON |
| TB23.57 <u>Correspondence</u> | |
| <ul style="list-style-type: none"> • Tom Norris • The board sends their best wishes to Jack Ellerby of Cumbria Branch following his recent operation. • Mid Lancs Branch, are having difficulty in get members to step forward, as official branch members, Neil K, has volunteered to act as interim Chair / Secretary till mid May Paul Clayton to make contact to see if it would help if Trustees came to their next Branch meeting, to encourage nominations, and see if Head office could help. • West Yorkshire Branch, are struggling with activities in the branch, and the viability of the Branch going forward. Paul Clayton to make contact to see if it would help if Trustees came to their next Branch meeting, to encourage nominations, and see if Head office could help. | P CLAYTON P CLAYTON |
| TB23.58 <u>Craft Skills Group & Training & Education</u> Minutes from the last meeting were issued with agenda. | |
| <ul style="list-style-type: none"> • Currently rewriting the description of courses for Lantra • Pages of the website will be refreshed • Number of qualifications has increased over 2023 (see separate document TB23.58) • It has been noted that there is a lack of females coming through • Standard Setting is in April • There is a yearly round up on Facebook • Kate did a presentation to GardenConservation.eu went down really well and has been far reaching • Kate and Brian went to Broughton Hall, to meet with the Royal Countryside Fund who support rural communities. The gathering of organisations such as ours, helped their 4 year strategic plan. There was group breakouts and the opportunity to have some input, as well as some great networking opportunities. We will continue to encourage the | |

relationships formed and hope that we can raise awareness of our work through them and their partners as well as lobby on our behalf.

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| TB23.59 | <u>Governance Issues</u> | |
| TB23.59a | Nomination of Trustees: Seven nominations received and it was noted that Martin Tylers was not included due to a misunderstanding. The TB agreed he would be co-opted for a 2 nd . | H LEWIS |
| TB23.59b | Diary date to be obtained for January to meet with Lord Cavendish. It was felt that an informal discussion was required, sometime in January. Paul, Brian and Andy to be in attendance. | H LEWIS |
| TB23.59c | Paul Clayton wrote to Bill Noble to ask if he would stand again as a Vice President. Brian Jones said he would serve a further term as a Vice President. | |
| TB23.59d | H Lewis has spoken to the Charity Commission and they have advised us that Australia needs to be set up as a separate entity due to the laws and regulations that would be different. It was agreed to give Australia support to do this. | CSG |
| TB23.59e | Policy updates need to be actioned and Paul will lead on this. Safeguarding and Social Media are to be the first to be done. Lydia, Kate, Martin are to write the social media one before sending to Paul. | P CLAYTON & L NOBLE |
| TB23.60 | <u>Branch updates</u> | |
| TB23.60a | The Zoom Meetings of branches are definitely seen by the Branches, as helping to weld us into a national organisation. Summary from recent Zoom Meeting: <ul style="list-style-type: none">• Branch training course feedback forms are to be collated to make one universal one for all branches to use. A draft version is to be circulated.• DSWA GB AGM should be separate to the members weekend• SW Scotland Branch have a community event this year and all DSWA members would be welcome to join.• Derbyshire Branch will host one for 2025.• Branch of the Year Award is to be scrapped. Trophies are to be recovered.• Recognition – lifetime membership award was considered satisfactory and they don't need anything else. Branch member of the Year award to continue at Branch level. All agreed that Jack was doing a brilliant job, rallying the Branches to attend. | L NOBLE |
| TN23.60b | Branch Updates from Trustees <ul style="list-style-type: none">• Martin T – it was noted that Central Scotland are trying their best to fill the void left behind following the death of Bob Pawson and resignation of Kate Armstrong.• Brian H – Welsh certification site is brilliant. They would like recognition for it.• Brain H & Tracey B – Otley & Yorkshire Dales are a great model when it comes to making money and passing it back to DSWA-GB. Training courses are booked up and they are doing more demonstrations at shows. (see Tracey's notes)• Tracey B – Carole reeves of Dorset Branch loves the zoom meetings and finds them really useful.• Paul C – Cumbria: Use of training site is being sorted with CSG. Lancashire are ok but bookings are down slightly at the moment and being addressed. Recent transfer of funds to contribute towards IT equipment. Mid-Lancs – see correspondence above.• Lydia N - Ellwood are busy getting plans in motion for next year.• Jack T – Derbyshire and Cheshire are happy!• Pamela K – Northumbria bookings are good. The Treasurer is improving since suffering a stroke in the summer. The Team are bridging the gap and all the Trustees send their best wishes.• Peter I – it was highlighted that Peter did not know who the non-branch members were. List to be sent. <p>It was suggested that to ensure Branch Official's posts are retained locally, Branches nominate a potential new branch officer every 2 years, to shadow the current one, and then the outgoing Officer could move to a support role?</p> | H LEWIS & H ROBINSON J TAYLOR |

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| TB23.61 | <u>Membership</u> | | |
| | <ul style="list-style-type: none"> Honorary Memberships were discussed. Letters to be sent. | | P CLAYTON |
| TB23.62 | <u>Staffing</u> | | |
| | Updated contracts to be brought in as per previous agreement. | | P CLAYTON & T BLACKWELL |
| TB23.63 | <u>Other DSWA TEAMS</u> | | |
| TB23.63a | Sales & Marketing Team: It has been highlighted that we make little or no money on some items and therefore the products offered and pricing is to be reviewed at a Sales & Marketing meeting on January 11 th 2024. | | SALES & MARKETING TEAM |
| TB23.63b | DSWA-GB missed out to Cyprus on our bid to host the SPS Congress in 2027. At the Congress to be held in Austria 2025, we will confirm a bid to host in 2029 instead. | | |
| TB23.64c | Idea – to move the Crooklands wall to the training ground to make it more accessible. It is only currently viewed when there are events on the WCAS Showground. Wallathon? | | |
| TB23.65d | The Millenium Wall at the Stone Centre Derbyshire – Paul to find out what condition it is in | | P CLAYTON |
| TB23.66 | <u>Hundred Club</u> | | |
| | The draw was made and the following were winners: | | |
| | <ul style="list-style-type: none"> Oct: 2% James Grant, 1% Derbyshire Branch, 1% Paul Stevenson Nov: 2% Paul Sutton, 1% Helen Robinson, 1% Joanne Phipps Dec: 2% Joanne Phipps, 1% Sir David Thompson, 1% John Hudson | | |
| TB23.67 | <u>Finance – Annual Accounts 2022-2023</u> | | |
| | Thanks was expressed to Linda for coming to the meeting and for all her hard work this year. | | |
| TB23.67a | Income: | | |
| | <ul style="list-style-type: none"> Subscriptions fell slightly by £1719 resulting in a small reduction in gift aid. Income from charitable activities continues to increase due to the demand for training course and certification. Training income has grown at both national and branch level. Trading income from sales has grown by £4255 but income from lotteries fell by £497 to £491. | | |
| TB23.67b | Expenditure: | | |
| | <ul style="list-style-type: none"> Direct expenditure remained steady with some increases seen at branch level. Overheads have remained relatively static. Salary costs (excluding projects) have increased by £13, 842, mainly due to securing a full time Training & Education Co-Ordinator. Governance costs have increased by £1,891 – travel expenditure for interviews. | | |
| TB23.68c | Funds: | | |
| | <ul style="list-style-type: none"> General unrestricted funds have increased by £31,693 during the financial year. Reserves remain at £80,000 but it is proposed to increase it to £100,000. Proposed by B Hartley, Seconded by J Taylor. All agreed. It is important to explore transferring reserves to spread the risk and benefit from interest rates – Natwest and Nationwide are the preferred options. Proposed by J Taylor and Seconded by T Blackwell. All agreed. Restricted funds have fluctuated during the year as grant funding has been received and expended, A number of projects have ended and any surplus funds transferred to a Training Account. The remaining balance of £64,834 consists of the Durham Legacy, Training Account, National Grid and Earnest Cook Projects. A further #5000 is held in the Awards Fund. Branch funds have increased from £174,518 to £179,812. Total funds have increased from £512,590 to £561,211. Branches should have a budget. Helen Lewis to chase and Brian Hartley to do some analysis and reissue financial guidance document. | | H LEWIS & B HARTLEY |
| | Annual accounts were approved and signed. | | |
| | Overall it was agreed that the DSWA is in a good position going forward. | | |
| TB23.69 | <u>Any Other Business</u> | | |
| TB23.69a | Brian Jones brought it to the TB attention that DEFRA is reviewing its agricultural scheme but it does not include cultural heritage. | | |
| TB23.69b | Brian Hartley contacted Baroness Black, one of the Royal Countryside Funds Trustees and asked her to mention it. It was noted that Robbie Moore MP is now on the DEFRA team and Brian will make contact. | | B HARTLEY |
| TB23.69c | | | |

There is a change in the financing of the national parks and national landscapes (AONB as it was) and the changes are happening now. DEFRA is being given more money for projects. We need to explore this option.

**P CLAYTON & B
HARTLEY**

TB23.69d

Trustee emails to be cc'ed and not bcc'ed anymore. All agreed. Teams training to be given.

H LEWIS

TB23.53

Date of Next Meeting

The next meeting will take place on Saturday 16th March 2024 for the AGM at 10am followed by the Trustee Board Meeting at 10.30 am **at Westmorland County Show Ground.**

ALL

Agenda items and papers (excluding financials) should be sent to the office by **1st March 2024.**

Future meeting dates for 2024 are as follows:

- Saturday 15th June
- Saturday 14th September
- Saturday 14th December

Signed

Date

H LEWIS/16 Dec 2023

ref: DSWA\Trustee Board Meetings\2023\16 Dec 2023