

**Minutes of the DSWA Trustee Board meeting held
on Saturday 10 June 2023 at the Westmorland County Showground & via Zoom**

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

In Attendance: B Jones (Vice President), A Shaw

Apologies: Lord Cavendish (President), P Isherwood, C Noble, M Tyler, L Clarkson, K Dymock

	ACTION BY
TB23.19 <u>Opening Remarks</u> P Clayton welcomed everyone to the meeting. He was pleased to inform the meeting that interviews for the Office Administrator role had taken place and one of the candidates offered the job. It was looking promising that they would accept. Thanks were recorded to B Hartley & A Loudon for their help with the interview process.	
TB23.20 <u>To confirm minutes of previous Trustee Board meeting – 11 March 2023</u> In response to a query about the site visit for the Durham Legacy, it was noted that this had not yet taken place but the branch would be kept informed of any developments. With this clarification the minutes were approved and signed as a correct record.	A SHAW
TB23.21 <u>Matters Arising not otherwise on the Agenda</u> TB23.21a <u>Durham Legacy:</u> Dialogue with local landowners was ongoing with a view to moving the proposed project forward. P Clayton agreed to follow the matter up and report back.	P CLAYTON
TB23.22 <u>Correspondence</u> A letter of thanks had been received from T Wragg in respect of the honorary life membership awarded to him earlier in the year.	
TB23.23 <u>Financial Matters</u> TB23.23a <u>Current Financial Figures:</u> These had been circulated ahead of the meeting. Queries raised had been addressed. It was encouraging to note that the profit figure for the third quarter had increased slightly from the same period last year.	
TB23.23b <u>Transfers of funds from Branches:</u> Thanks were recorded to the Cumbria Branch for the generous transfer of funds towards the costs of the summer issue of the Waller & Dyker which was appreciated. Northumbria Branch was also considering a similar transfer. At the recent Branch Zoom call, a brief discussion had taken place about the future format of the Waller & Dyker, which would be looked at by the new Office Administrator.	A SHAW DSWA OFFICE
TB23.23c <u>Gift Aid:</u> It was encouraging to note that over £8,900 had been received in the gift aid claim for the year ending 5 April 2023.	
TB23.24 <u>Governance Issues</u> TB23.24a <u>Nomination of Trustees:</u> Invitations for trustee nominations are now open. The form would be added to the website, under the Key Governance documents and the news section, with a closing date for completed forms back by the end of October. It was agreed to highlight the use of Zoom for Trustee Board meetings, to encourage members not in close proximity to Crooklands to consider becoming a Trustee. Potential nominees would be contacted. In response to a suggestion, it was agreed this item would be included in the next Branch Zoom call in September. The trustees coming to the end of	A SHAW J TAYLOR

their current three year term are P Clayton, P Isherwood and A Loudon. All are eligible to stand for nomination for a further term of office.

TB23.24b	President and Vice Presidents: Letters would be sent to the current office holders inviting them to continue in the role; their current tenure comes to an end in March 2024.	A SHAW/ P CLAYTON
TB23.25	<u>Branch Updates from Trustees</u> Brief updates from branches were received and included messages of thanks to A Shaw from Cheshire, Derbyshire, Lancashire and Pennine Branches. A brief discussion took place on branch transfers for specific items and it was agreed that an updated list would be sent out, ideally with the minutes. In response to a suggestion that branches might consider setting up regular transfer payments, it was noted that this might be impractical as most branches tend to prepare a budget at the financial year end and look to transfer surplus funds at that time. It was noted that Derbyshire Branch has offered to transfer funds to assist with training and certification costs on a nationwide basis. It was agreed that B Hartley would contact the branch about this generous offer. A suggestion was made that, going forwards, consideration might be given to making better use of Teams/Sharepoint in terms of branch information being stored in this way which is readily accessible. Training/guidance would be needed but if set up correctly at the start it is an efficient system. To be followed up. Lancashire Branch had been approached by the Woodland Trust for a project opposite Rivington Pike. This was potentially larger than the branch could manage so details would be shared with other branches.	J TAYLOR/ A SHAW B HARTLEY DSWA OFFICE P CLAYTON
TB23.25a	Zoom Meeting of Branches: Draft notes from the recent meeting had been circulated ahead of the Trustee Board meeting. There was a general feeling that the meetings are useful as a means of sharing ideas and procedures. The final version of the notes would be sent out shortly.	J TAYLOR
TB23.25b	Grand Prix Walling Competition Update: C Noble and S Morphet were coordinating this event which was likely to include the walling competition at Penrith Show in July. It was agreed to chase this up in order for publicity, etc to be generated.	A SHAW
TB23.26	<u>Membership</u> Current membership figures were as follows: a total of 1003 members, including 753 open, 209 professional, 12 corporate and 25 junior/student/unemployed.	
TB23.27 TB23.27a	<u>Staffing</u> Recruitment of Office Administrator: As already mentioned, a second round of interviews had taken place and the post offered to one of the candidates. A start date is pending and discussions have taken place about flexible working, with some home working to be factored in. A Shaw is producing detailed guidance on key elements of the job as well as a list of contacts needing to be advised of the change in personnel/signatory. A copy would be forwarded to P Clayton. A Shaw will finish on 29 th June. All staff contracts were being aligned with regards holiday entitlement. Going forwards this would be 28 days plus the bank holidays. The office will, however, be closed between Christmas and New Year and staff would need to deduct these days from holiday entitlement. This amendment was proposed by P Clayton and seconded by J Taylor, with unanimous agreement.	A SHAW STAFFING GROUP

D Bullock continues to provide HR advice and guidance as required. A meeting is to be scheduled with H Robinson to discuss the previously drafted contract and job description that have been produced.

TB23.27b	Training & Education Coordinator Salary: Following updates to job descriptions/ roles and responsibilities for all staff it was noted that there was an imbalance in remuneration of salaries which would be addressed from 1 July, proposed by P Clayton, seconded by T Blackwell with unanimous agreement.	A SHAW
TB23.28 Tb23.28a	DSWA Working Groups Finance Group: Discussions had taken place about the remuneration for the Treasurer and it was recommended that a slight increase in the flat rate be applied in future. There was unanimous agreement for this, proposed by A Loudon and seconded by P Clayton.	B HARTLEY/ A SHAW
TB23.28b	Marketing Group: Members are J Taylor, P Clayton, C Noble. It was noted that the information on the daybook, used to record sales and income, proves very useful in analysing figures to show what profit and loss is being made on specific items. A suggestion was made that a new daybook should be started for each new financial year due to the size of the file. A suggestion was made to include M Tyler on this group if additional input was required.	L CLARKSON/ J TAYLOR J TAYLOR
	It was agreed that DSWA would continue to produce a calendar and that 300 copies be printed for 2024.	A SHAW
TB23.28c	Policies: It was agreed that this area of work needs to be moved forward and updated. It was suggested that a list be sent to trustees to identify any specific areas of interest they have and what they would be willing to lead on. This would be followed up. P Clayton agreed to review the current policies held on file and on the website.	A LOUDON/ A SHAW P CLAYTON
TB23.29	Craft Skills Group Minutes from the meeting in May had been previously circulated. Discussion had taken place at the meeting about the updated format for the Instructor Training Course. The process of selection and post course follow up had been overhauled. Progress is being made with this matter and an update would be issued to branches in due course about the way members are selected for the course.	B HARTLEY
TB23.29a	Safeguarding Policy: This needs to be updated. P Clayton would liaise with C Noble about this, following suggestions that had been sent out in April. A suggestion was made that it might be useful to run any updates by the External Quality Assessor, as they are most likely to require sight of the policy.	P CLAYTON/ C NOBLE
TB23.30	Training & Education Update The report had been circulated prior to the meeting. The following points were noted. <ul style="list-style-type: none">• Two additional courses have been arranged in order to accommodate the demand.• A review by the Government and Lantra is currently being undertaken of the volume of participants on accredited courses, which has been done in the past. DSWA is keen to ensure the qualifications are retained.• The search is on to find a new apprentice within the Ernest Cook Trust project, who will commence in October.• New funding is available from QEST (Queen Elizabeth Scholarship Trust) via its Emerging Makers Grant, offering up to £10,000 to early-career craftspeople looking to further their professional development.	
TB23.31	Rural Skills Hub The project comes to a close at the end of June and plans are in place for the evaluation work to be carried out. There is a small underspend. It has been agreed that the Rural Skills Hub website will be retained for a further year as a useful link for courses and training opportunities.	K DYMOCK

- TB23.32** **UNESCO**
 An update on proposals to try and get the UK Government to sign up to the Intangible Cultural Heritage convention had been circulated previous to the meeting. A short discussion took place and it was agreed that T McCormick should be invited to continue with this work, something T Blackwell was happy to be involved with. P Clayton would follow this up. A suggestion was made to set up a Zoom call to discuss the matter further. The Trustee Board would be kept informed of progress. P CLAYTON/
T BLACKWELL/
T M^CCORMICK/
- TB23.33** **Coordinator Reports**
TB23.33a **International:** It was agreed that DSWA would not pursue hosting the 2025 International Dry Stone Walling Congress but would put forward an offer for the 2027 event, which could tie in with the 60th anniversary of the DSWA in 2028. B Jones was willing to assist with this future project. SPS would be advised of the decision. A SHAW
- TB23.33b** **Pinnacle Awards:** The Certificate of Merit presentation for the doocot in Fife would be taking place on 14th June. A press release has been prepared and the owners of the estate have arranged the event, including light refreshments. A SHAW
- The Pinnacle Award leaflet was currently being updated. A LOUDON
- TB23.33c** **Agricultural Grants:** There had been no further correspondence from Defra about the change to grants but it was noted that the rate for restoring dry stone walls has been increased. Further details are included in the link below:
<https://www.gov.uk/countryside-stewardship-grants/stone-wall-restoration-bn12>
 Information relating to maintaining dry stone walls also appears to be included.
- TB23.34** **Hundred Club**
 The following draws were made:
 April 2% D Thomson 1% E Maule and D Cope
 May 2% C Stephens 1% Derbyshire Branch and R Love
 June 2% V Lee 1% Lancashire Branch and A Gardner
- TB23.35** **Any Other Business**
TB23.35a **BSR Energy, Stoke on Trent:** J Taylor advised that he had received an email about potential dry stone wall repairs as part of a solar farm being considered. Plans would include interpretation which could help promote dry stone walls. A copy of the email had also been received at Head Office and was being followed up. J TAYLOR/
A SHAW
- TB23.35b** **DSWA Social Media:** Thanks were recorded to K Dymock for the work she has put in increasing the DSWA's presence on social media, which was much appreciated.
- TB23.35c** **Trustee Board Zoom Meetings:** A plea was made for technology to be improved for these meetings as the sound quality was variable, making it difficult for those on Zoom to hear properly. This would be addressed ahead of the next meeting. P CLAYTON/
DSWA OFFICE
- TB23.35d** **Last Meeting:** A Shaw advised that this would be her last Trustee Board meeting and she expressed her thanks to everyone, some of whom she might not see before leaving.
- TB23.36** **Date of Next Meeting**
 The next meeting will take place on Saturday 16 September 2023 at 9am **by Zoom only**. Please note change of start time. ALL
- Agenda items and papers (excluding financials) should be sent to the office by **Friday 25 August at the latest**.

Signed

Date