

Lane Farm, Crooklands, Milnthorpe, Cumbria, LA7 7NH  
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 Registered Charity Number 289678

**Minutes of the DSWA Trustee Board meeting held  
 on Saturday 16 March 2024 at DSWA Office, Crooklands & via Teams**

**Present:** P Clayton (Chair), T Blackwell, B Hartley, J Taylor, L Noble, J Gwilliam, M Tyler, B Martindale, A Loudon & P Kirkup (T) but left the meeting early, due to DSWA technical difficulties with the meeting room.

(T= attended via Teams)

**In Attendance:** B Jones (Vice President), H Lewis (Office Administrator), L Clarkson (Treasurer), K Dymock (Training & Education Co-Ordinator)

**Apologies:** Lord Cavendish (President), C Noble & P Isherwood

TB = Trustee Board

		<b>ACTION BY</b>
<b>TB24.01</b>	<b><u>Opening Remarks</u></b> P Clayton welcomed everyone to the meeting, including the new Trustees and remarked on the mixture of both male and female, and the age ranges that were now present, which was nice to see.  After a miserable wet winter, the branches are now starting to increase their activity. How do professional Wallers cope all winter?!	
	It was noted that the technology used, was a barrier to those at home as the sound quality was poor. Research into alternative microphone systems would be done before the next meeting to try and improve the situation.	<b>P CLAYTON &amp; H LEWIS</b>
<b>TB24.02</b>	<b><u>To confirm minutes of previous Trustee Board meeting – 16 December 2023</u></b> Minutes were approved and signed as a correct record.	<b>H LEWIS</b>
<b>TB24.03</b>	<b><u>Appointments</u></b>	
TB24.03a	<ul style="list-style-type: none"> <li>Chair – Paul Clayton confirmed that he was happy to continue. He was proposed by J Taylor and seconded by A Loudon.</li> </ul>	
TB24.03b	<ul style="list-style-type: none"> <li>Deputy Chair – Tracey Blackwell confirmed that she was happy to carry on. She was proposed by B Hartley and Seconded by A Loudon.</li> </ul>	
TB24.03c	<ul style="list-style-type: none"> <li>Martin Tyler was happy to stay on for another year as our co-opted Trustee. He was proposed by L Noble and seconded by A Loudon.</li> </ul>	
TB24.03d	<ul style="list-style-type: none"> <li>It was agreed to change the term ‘Branch Buddies’ to ‘Branch Reps’ and Jamie Gwilliam would take over the responsibility for Wales.</li> </ul>	
TB24.03e	<ul style="list-style-type: none"> <li>M Tyler asked how he could get a response from the Branches he looked after and the feedback was very supportive, and all acknowledged that you can reach out to them in as many ways as you can but if they don’t want to respond, that is their choice.</li> </ul>	<b>H LEWIS</b>
TB24.03f	<ul style="list-style-type: none"> <li>All Trustees are to be given their Branch Officers details in order to aid this better.</li> </ul>	
TB24.03g	<ul style="list-style-type: none"> <li>A Loudon presented a beautiful plate, to be known as the ‘Tom Norris Plate’ in memory of Tom and presented it to L Noble of Ellwood Branch, suggesting it was to be award to someone who had done particularly well or most improved. This was funded by A Loudon and B Noble and a thank you letter is to be sent.</li> </ul>	<b>P CLAYTON</b>
<b>TB24.04</b>	<b><u>Correspondence</u></b>	
	<ul style="list-style-type: none"> <li>No correspondence of note was reported.</li> </ul>	
<b>TB24.05</b>	<b><u>Finance</u></b>	
TB24.05a	<ul style="list-style-type: none"> <li>Accounts currently look healthy. We have had a similar amount in subscriptions in, to the previous year, which at the end of August was approximately £60k. Obviously the majority come in during January so the net profit and loss figure is currently on the high</li> </ul>	

side. However, it will lower as the year goes on to somewhere similar to last year, at around £40k.

- Overheads need to be watched, to keep them to approximately £8k to stay on track.
- Direct expenses we can't do much about.
- Accounts for general and training are both looking healthy. Training looks very good at the moment but that is because we have already taken payment for all the course places for the year. It is approximately £5k more, due to the cost of the courses increasing.
- The whole training situation may change as the year goes on, due to assessment fees and expenses.
- Sales account can't be considered as profit as we have to take into account stock holding, which is not something we currently do. So it just shows incoming and expenditure.
- L Clarkson said thank you to J Taylor for all his help with modifying the daybook.
- Restricted funds: Earnest Cook Fund has had no expenditure since October.
- Restricted funds: National Grid – very little has been spent to date and a nudge will be given to SWE Branch to spend it, suggesting SW Craftsman Certification as an option.
- Restricted funds: Durham Legacy has not had any outgoings either. Stockton and Darlington Railway is still being explored but progress is slow.
- General account balance includes £9k of 'client funds' which have come from Australia for the overseas examiners fees. Therefore, it has been taken out of the balances to give a clearer picture. £31k is classified as reserves which leaves us with £253k which is the money left available to run the Association. This is similar to last year.
- What was called the Crooklands Account, is now called the Training Account as when the accounts were done, surplus funding from existing but now completed projects was moved into there to assist with funding training courses, certification for those needing financial help or for things like stone for the training site.
- Remainder of the Crooklands Account, i.e. those monies that are not ours specifically, should be moved to a high interest earning account.
- Branch funds need to be looked at and budgets requested. Surplus funds need moving back into DSWA-GB accounts, so they can earn interest. A Loudon was particularly concerned about the amount of funds some branches are currently holding.
- B Jones suggested we had more national projects to they can see what branch funds get spent on. L Clarkson suggested doing a bursary again.
- J Taylor proposed that a quarterly sales analysis is done.
- A discussion was had about moving the excess funds to an interest earning account. Two are required and it was agreed that accounts with Natwest and the Skipton Building Society are to be opened. This was proposed by B Hartley and Seconded by J Taylor with unanimous agreement.
- Linda is to do a summary of the process involved.

TB24.05b

**B HARTLEY &  
H LEWIS**

TB24.05c

**P CLAYTON &  
K DYMCK  
J TAYLOR**

TB24.05d

TB24.05e

**B HARTLEY**

**L CLARKSON**

## **TB24.06**

### **Craft Skills Group & Training & Education**

Minutes from the last meeting were issued with agenda.

TB24.06a

TB24.06b

- K Dymock read out her Training and Education report.
- She acknowledged that we might need to put on more courses in the future as they are already all full, with a waiting list.

TB24.06c

TB24.06d

TB24.06e

- CSG and in particular, K Dymock, have been working hard with Lantra to make sure DSWA qualifications fit the current Lantra requirements.
- B Hartley says at the upcoming standardisation weekend, the new assessor descriptors will be used and tried. Thanks was given to A Loudon and C Noble for their help on this. The TB will see them when they are happy with them.
- B Post now joins all CSG meetings at 4am USA time and the relationship is going well.

## **TB24.07**

### **Governance Issues**

TB24.07a

TB24.07b

TB24.07c

- Rules and constitution were issued to everyone, so that knowledge could be refreshed.
- Secretaries and Chairs packs needs developing to help them with their roles.
- Safeguarding – junior members are classified as under 16 and yet safeguarding is up to 18. It was suggested the the age of junior memberships be raised to under 18 so that branches were more aware of those they should be safeguarding, and they would have to have a responsible parent/guardian with them at all times. Proposed by J Taylor and Seconded by B Hartley.

**B HARTLEY &  
H LEWIS**

TB24.07d

TB24.07e

- Policy reviews to be moved forward and reviewed every three years. Updates to be checked for yearly.
- New Trustees to be added to Teams.

**P CLAYTON,  
P KIRKUP &  
H LEWIS**

TB24.07f	<ul style="list-style-type: none"> <li>L Noble explained that they wanted to do a Social Media Branch Pack/Guide so that branches can use social media confidently to show off what they are doing. The formation of the Social Media Policy, which is still in progress, has highlighted the inconsistencies of branding and content, some of which is not appropriate. Therefore, the policy and Social Media Pack will enforce the requirements for following the rules.</li> </ul>	<b>K DYMOCK, L NOBLE &amp; P CLAYTON</b>
TB24.07g	<ul style="list-style-type: none"> <li>It was agreed that we need to convey that we are a national organisation with branches.</li> </ul>	
TB24.07h	<ul style="list-style-type: none"> <li>It was suggested that each Branch should nominate a social media lead.</li> </ul>	
TB24.07i	<ul style="list-style-type: none"> <li>J Gwilliam asked that the Wales Branch be able to use a Welsh version of the logo, featuring the Welsh language, as well as other key documents. This was agreed.</li> </ul>	
TB24.07j	<ul style="list-style-type: none"> <li>Thanks was given to K Dymock and L Noble for starting this change and opening the TB's eyes to the issues.</li> </ul>	
TB24.07k	<ul style="list-style-type: none"> <li>Trustees expenses were discussed after several emails were circulated. It was agreed that a Trustee could claim up to a total of £100 for accommodation and subsistence to be able to go to one TB meeting a year in person. This is in addition to mileage which can be claimed for all TB meetings. A new expenses form will be circulated.</li> </ul>	<b>H LEWIS</b>
TB24.07k	<ul style="list-style-type: none"> <li>A Loudon suggested that we build a core team, consisting of a Chair and two Deputies, who would work with Officers, to speed up decision making and move projects along. It was suggested that a formal proposal should be submitted to the Trustee Board for consideration.</li> </ul>	<b>A LOUDON &amp; B HARTLEY</b>
TB24.07l	<ul style="list-style-type: none"> <li>It was also noted that the 5 year plan needs updating. Attainable short, medium and long term goals need to be determined, with task needing to be given to a person so there is accountability.</li> </ul>	
TB24.07m	<ul style="list-style-type: none"> <li>P Clayton has been in touch with Mid-Lancs branch and a team will be attending the next branch meeting to encourage participation and explore options. The Branch Trustees have agreed to stay on for another six months.</li> </ul>	<b>P CLAYTON, P ISHERWOOD &amp; H LEWIS</b>
TB24.07n	<ul style="list-style-type: none"> <li>No progress has been made with West Yorkshire.</li> </ul>	
TB24.07o	<ul style="list-style-type: none"> <li>L Noble is in communication with South Yorkshire and will update us in due course.</li> </ul>	
TB24.07p	<ul style="list-style-type: none"> <li>B Jones suggested that the TB looks again at being incorporated, so that we reduce the liability on Trustees and Branches are more unified under DSWA-GB.</li> </ul>	
<b>TB24.08</b>	<b><u>Membership</u></b>	
TB24.08a	<ul style="list-style-type: none"> <li>Honorary Memberships were discussed and the results of which will be communicated by the Chair.</li> </ul>	<b>P CLAYTON</b>
TB24.08b	<ul style="list-style-type: none"> <li>Corporate Members advertising in the Waller &amp; Dyker and on the website was discussed. A set of guidelines is to be drawn up, so that corporate members do not affect the income of our Branches or our reputation.</li> </ul>	<b>P CLAYTON &amp; H LEWIS</b>
<b>TB24.09</b>	<b><u>Correspondence</u></b>	
TB24.09a	<ul style="list-style-type: none"> <li>We have received a £500 legacy from Jane Scargill on behalf of her husband, to be spent in the Eden Valley or very close by. It was suggested that a Trophy in his name could be award in a local walling competition such as Fells of the Lake District, or for prizes. A letter of thanks has been sent.</li> </ul>	<b>P CLAYTON &amp; H LEWIS</b>
TB24.09b	<ul style="list-style-type: none"> <li>Complaints – anonymous one, dealt with at Branch level with those concerned reminded of the importance of their conduct, highlighted the need to review our policies.</li> </ul>	<b>H LEWIS</b>
TB24.09c	<ul style="list-style-type: none"> <li>Nick Barron has written to ask for an audience with the Trustee Board to show his new equipment ideas. The Trustees asked if he could write a brief article for Waller &amp; Dyker.</li> </ul>	
<b>TB24.10</b>	<b><u>Branch updates</u></b>	
TB24.10a	The most recent zoom meeting of Branches was to discuss the new national feedback form, which will be adopted by and there was a unanimous decision for all DSWA Branches to trial a single, one page questionnaire that had been designed by C Waite of SWE Branch. Thank you to J Taylor and C Waite for their hard work on this project.	
TB24.10b	<b>Branch Updates from Trustees:</b> It was noted that Branches had been quiet this winter, perhaps down to all the wet weather. The recent zoom meeting notes have been circulated. There was a really good turnout of 21 members, with 15 branches represented.	
TB24.10c	<ul style="list-style-type: none"> <li>Wales – J Gwilliam reported that there was some interest from North Wales members to find a new chair, if one was found then potentially the branch could be reinstated. Jamie to send dates for the meeting with Barney Murray's first instructors to the DSWA Chairman.</li> </ul>	<b>J GWILLIAM</b>

TB24.10d	<ul style="list-style-type: none"> <li>Otley &amp; YD – Bought up the use of a Stihl saw. In principal Trustee Board have approved its use, providing all H&amp;S is covered.</li> </ul>	
TB24.10e	<ul style="list-style-type: none"> <li>Cotswold asked if the Waller &amp; Dyker spring date could be moved, which it was agreed that it would not be. Branch reports for the Waller &amp; Dyker are not necessary and eventually it will be replaced.</li> </ul>	
TB24.10f	<ul style="list-style-type: none"> <li>L Noble highlighted the Trad Festival on 30<sup>th</sup> August until 1<sup>st</sup> September, which promises to be even bigger and better, with Cornish Hedging making its debut. The Ellwood Classic is going to Northumberland this year on 22<sup>nd</sup> June. It suggested that more DSWA branding is required on the advertising and at the show. DSWA-GB is happy to help run a stall at the Trad Festival. L Noble to ask for financial help and equipment as plans progress and if needed.</li> </ul>	
TB24.10g	<ul style="list-style-type: none"> <li>At the recent Cheshire Branch meeting, it was agreed that they would transfer £4k to DSWA-GB. £2k for refreshing leaflets and £2k for training.</li> </ul>	
TB24.10h	<ul style="list-style-type: none"> <li>P Kirkup reports that Northumbria’s Taster Day season had started and so far they have 45 trainees on the beginners’ training sessions.</li> </ul>	
<b>TB24.11</b>	<b><u>Staffing</u></b>	
TB24.11a	<ul style="list-style-type: none"> <li>Updated contracts to be brought in as per previous agreement.</li> </ul>	<b>P CLAYTON &amp; T BLACKWELL</b>
TB24.11b	<ul style="list-style-type: none"> <li>First Aid training for all staff requiring it, is to be completed in April.</li> </ul>	
<b>TB24.12</b>	<b><u>Other DSWA Group</u></b>	
TB24.12a	<b><u>Sales &amp; Marketing Group:</u></b> <ul style="list-style-type: none"> <li>Clothing is the next area to be tackled. A meeting will be set up shortly to discuss what we would like to stock and pricing, so that the daybook and website can be improved.</li> </ul>	<b>SALES &amp; MARKETING TEAM</b>
<b>TB24.13</b>	<b><u>Intangible Cultural Heritage Consultation</u></b>	
	As per the meeting notes beforehand, we are now waiting for the outcome of the analysis, following the consultation process.	
<b>TB24.14</b>	<b><u>Hundred Club</u></b>	
	The draw was made, and the following were winners:	
	<ul style="list-style-type: none"> <li>James Grant</li> <li>William McClymont</li> </ul>	<b>H LEWIS</b>
<b>TB24.15</b>	<b><u>Any Other Business</u></b>	
	H Lewis highlighted that the National Living Wage rates from April 1st 2024 have increased. It was agreed unanimously to increase H Robinson’s wages in line with the increase.	<b>H LEWIS</b>
<b>TB24.16</b>	<b><u>Date of Next Meeting</u></b>	
<b>TB24.16a</b>	The next meeting will take place on Saturday 15 <sup>th</sup> June 2024 at 10.00am at <b>Old Meadow, Hocker Lane, Over Alderley, SK10 4SB.</b>	
<b>TB24.16b</b>	<b>Agenda items and papers</b> (excluding financials) should be sent to the office by <b>31<sup>st</sup> May 2024.</b>	<b>ALL</b>
<b>TB24.16c</b>	Future meeting dates for 2024 are as follows:	
	<ul style="list-style-type: none"> <li>Saturday 14<sup>th</sup> September</li> <li>Saturday 14<sup>th</sup> December</li> </ul>	

Signed .....

Date .....