

**Minutes of the DSWA Trustee Board meeting held
on Saturday 11 March 2023 at the Westmorland County Showground & via Zoom**

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

In Attendance: Lord Cavendish (President), L Clarkson (Treasurer) – up to Item TB23.06 inc,
Kate Dymock (Training & Education Coordinator) - up to Item TB23.08 inc, B Jones (Vice President), A Shaw

Apologies: None

ACTION BY

TB23.01 **Opening Remarks**
P Clayton welcomed everyone to the meeting and extended a warm welcome to Lord Cavendish.

TB23.02 **Appointments**

TB23.02a **Appointment of Chairman and Deputy Chairman:**

The current post holders were willing to stand again and there was unanimous agreement for the following appointments:

Paul Clayton, Chairman - proposed by J Taylor, seconded by P Isherwood
Tracey Blackwell, Deputy Chair - proposed by P Clayton, seconded by A Loudon.

TB23.02b **Co-option of members to the Trustee Board for one year:**

The following members were willing to be co-opted to the Trustee Board:

Martin Tyler - proposed by B Hartley, seconded by P Clayton
Cuthbert Noble - proposed by A Loudon, seconded by P Clayton

Subsequent to the meeting Lydia Noble expressed willingness to be co-opted which was agreed by the Trustee Board via email.

TB23.02c **Update of Trustee Contacts for Branches:**

Following changes to the Trustee Board, minor amendments were suggested for the contacts for branches, which were agreed and would be circulated with the minutes and included in the Waller & Dyker.

A SHAW

TB23.03 **To confirm minutes of previous Trustee Board meeting – 17 December 2022**

Within the Finance section of the last meeting, a suggestion had been made that paid members of staff receive full membership of DSWA. This had been omitted from the minutes. The following proposal was therefore put forward “Members of staff receive full membership of the Association for the duration of their employment”. This was proposed by A Loudon and seconded by B Hartley with unanimous agreement.

A SHAW

With this amendment the minutes were signed as a correct record.

TB23.04 **Matters Arising not otherwise on the Agenda**

TB23.04a **Durham Legacy:** A meeting had taken place with representatives from the Stockton & Darlington Railway. Land ownership issues had caused some of the delays but it was hoped that a site visit would be possible in the not too distant future which P Clayton would arrange, along with P Foster and P Kirkup from Northumbria Branch, with A Shaw also present if possible. A suggestion was made that options should be kept open for other potential projects that would satisfy the legacy criteria.

P CLAYTON/
A SHAW

TB23.05	<p><u>Correspondence</u> The Association had been fortunate to receive an invitation to send two representatives to a Royal Garden Party celebrating the Coronation. The invite had been issued to organisations that had The King, in his former role as The Prince of Wales, as its Patron. Nominations had been submitted for the event in May.</p> <p>A summary of key issues would be prepared for the participants and it was suggested that a short report be included in the summer issue of the Waller & Dyker.</p>	A SHAW
TB23.06 TB23.06a	<p><u>Financial Matters</u> Current Financial Figures: These had been circulated ahead of the meeting. It was noted that subscriptions were currently down a bit on last year. This is due in part to members who continue to pay the wrong amount by Standing Order, which had been previously agreed to be treated as a donation. Contact will be made with these individuals to encourage full payment.</p> <p>In response to a query as to the location of subscriptions in the full, year-end accounts, it was noted that this is shown under the "Income from donations and legacies".</p> <p>As had been previously agreed, consideration should be given to finding an interest bearing account for the Association's reserve funds. There was unanimous agreement to moving this forward although caution was urged if considering investment accounts.</p>	A SHAW B HARTLEY/ A SHAW
TB23.06b	<p>Transfers of funds from Branches: Generous transfers of funds from Dorset and Otley & Yorkshire Dales branches had been received recently, which were much appreciated and would be highlighted in the Waller & Dyker.</p> <p>A request was made for a document to be included in the Teams folder to keep abreast of such transfers.</p>	A SHAW A SHAW
TB23.06c	<p>National Living Wage: This rate will increase from 1 April and it was unanimously agreed that the wage rate for H Robinson would rise accordingly from that date, proposed by B Hartley, seconded by A Loudon.</p>	A SHAW
TB23.07	<p><u>Training & Education Update</u> A report had been circulated prior to the meeting. It was encouraging to note that the four day training courses at Crooklands are fully booked until October and there is a waiting list. Test days are scheduled in other areas of the country and to date there are sixteen in total, over a number of different locations. There are also test days planned with the Stone Trust in America.</p> <p>There are some training courses being lined up for external organisations, including the Woodland Trust and Groundwork East Midlands.</p> <p>The Ernest Cook Trust apprenticeship is progressing well and the trainee is hoping to take the Level 1 test at the end of March. A press release issued by the Ernest Cook Trust provided useful publicity as it was picked up by other organisations.</p> <p>Regular updates on Facebook are proving popular, including a post about International Women's Day, which generated numerous enquiries.</p> <p>Some concerns had been raised about the quality of images used on social media and in general publicity. It was noted that permission to use photos should also be obtained. It was agreed that a policy would be produced to ensure correct permission has been granted and the use falls within privacy guidelines. This would be shared with DSWA Branches to ensure consistency across the Association.</p> <p>It was noted that funding for centres such as the Derbyshire Eco Centre had been reduced following a consultation by Defra/Department of Education identifying courses that did</p>	K DYMOCK

	not meet the minimum threshold number of participants, which was disappointing. A suggestion was made that this might change when the new grants for farming are introduced in 2024.	B HARTLEY
TB23.08	<p><u>Rural Skills Hub Update</u></p> <p>It was noted that K Dymock has taken on the Project Manager role for this work, which has an extension to the end of June 2023. A number of additional experience days for community groups are being planned and placements for trainees in hedgelaying are underway. Funding is available for an end of project event, which will celebrate the achievements of the Rural Skills Hub and be open to all those who have been involved.</p> <p>A new round of funding from The Prince's Countryside Fund (PCF) has been announced although this may not be appropriate for DSWA to apply for as it focusses on assisting rural communities but further enquiries would be made.</p> <p>A generous offer of assistance was made by Lord Cavendish with any measurement of carbon footprint of DSWA activities the organisation might decide to undertake; this is something the Holker Estate currently has underway. This was much appreciated by the meeting.</p>	K DYMOCK
TB23.09	<p><u>Governance Issues</u></p> <p>Nothing specific to report.</p>	B HARTLEY/ K DYMOCK
TB23.10	<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"> • Branch beginner training courses and taster days appear to be filling up well. • Attendance at shows will include Blanchland, Royal Lancashire, Cotswold Show. • Northumbria Branch celebrates its 30th anniversary this year with plans for a celebratory event as part of Blanchland Show. • It was encouraging to report that Cotswold Branch is starting to arrange events and activities once again. 	K DYMOCK
TB23.10a	<p>Zoom Meeting of Branches: The recent branch Zoom meeting had looked at how branches support members wishing to gain qualifications. Thirteen branches had attended the meeting. One of the suggestions was that it would be useful to have training sites at locations around the country so that participants did not all have to travel to Crooklands. It was encouraging to note that a number of sites are being developed. Branches were encouraged to make contact with K Dymock to help promote test days that are being planned. A suggestion was made that the guidance for test centres/sites should be updated and sent to branches if sites are being developed.</p>	B HARTLEY/ K DYMOCK/ A SHAW
TB23.10b	<p>Grand Prix Walling Competition Update: It was noted that the Ellwood Branch is planning on re-establishing a Grand Prix Walling Competition this year. Further details will be included in the spring Waller & Dyker.</p>	A SHAW
TB23.11	<p><u>Membership</u></p> <p>Current membership figures were as follows: a total of 893 members, including 661 open, 194 professional, 11 corporate and 23 junior/student/unemployed. The drop in numbers since December is due in part to people forgetting to make payment, which is being followed up by branches but also takes into account those paying the wrong amount, as outlined earlier.</p> <p>A suggestion was made for contact to be made with groups such as Young Farmers to encourage new, younger members, which would be followed up.</p>	K DYMOCK
TB23.12	<p><u>Staffing</u></p> <p>Job descriptions and contracts were ongoing.</p>	P CLAYTON/ B HARTLEY

TB23.13	<u>DSWA Working Groups</u>	
TB23.13a	Marketing Group: Figures relating to costs of calendars were tabled and would be considered by the group to ensure optimum quantities were being produced. A document was being drafted to ensure leaflets, etc are consistent in their format and align to the DSWA brand guidelines. Discussions are on-going with regard to developing a standard discount for items available to branches.	J TAYLOR/ P CLAYTON
	A suggestion was made that the Craft Skills Group could take responsibility for the update of future leaflets. The Marketing Group would continue with this area of work for the time being although further thought could be given to the idea.	P CLAYTON/ J TAYLOR
	A query had been raised by one of the branches in relation to the price increase for the TCV Practical Guide to Dry Stone Walling, which would be revisited by the Marketing Group.	J TAYLOR
TB23.14	<u>Craft Skills Group</u> Minutes from the recent meeting had been previously circulated.	
TB23.14a	Support costs for Assessor Qualifications: It was noted that new Assessors will have to undertake Lantra accredited Assessor qualifications and it was unanimously agreed that DSWA would support 50% of these costs per person, proposed by B Hartley, seconded by A Loudon.	
TB23.14b	Instructor Training Course: It was noted that a course had been held recently, run as a pilot scheme which will include some form of assessment for participants. A meeting has been scheduled to review the event and also to see if it would be possible to hold future courses in other locations besides Cumbria.	B HARTLEY
TB23.15	<u>UNESCO</u> Work was ongoing with regards getting the UK as a signatory for the Intangible Cultural Heritage designation. As previously agreed, T McCormick is leading on this on behalf of DSWA. It would be useful to have an update for the Trustee Board. B Jones suggested that English Heritage should be included in discussions.	T M ^C CORMICK/ A SHAW
TB23.16	<u>Coordinator Reports</u>	
TB23.16a	International: A decision on whether DSWA would host the 2025 International Congress would need to be submitted to the event this year. It was agreed that it would be useful to invite T McCormick to the next Trustee Board meeting to discuss the matter. It was further agreed that A Shaw would contact T McCormick and S Adcock about the possibility of the congress being held in North Wales, linking in with the recent World Heritage Status designation for the slate quarrying landscapes.	A SHAW
TB23.16b	Pinnacle Awards: Discussions are ongoing for the presentation of the Certificate of Merit award for the Doocot in Fife. The Trustee Board would be kept informed of progress.	A SHAW
	The Pinnacle Award leaflet was currently being updated.	B HARTLEY/ A SHAW
TB23.16c	Agricultural Grants: Updated details for the Environmental Land Management schemes have been released which include changes to the rates for dry stone walling.	
	Information on the Sustainable Farming Incentive due to be rolled out in 2024 has also been received from Defra, inviting DSWA to be involved with discussions, which was welcomed.	B HARTLEY
TB23.17	<u>Any Other Business</u>	
TB23.17a	Professional Register: A query had been raised about how the list of contractors on the website might be made more use friendly. This would be followed up.	A SHAW

TB23.17b **NCVO Membership:** Renewal details had been received for this and following a brief discussion, it was agreed not to renew membership at this time. A SHAW

TB23.18 **Date of Next Meeting**
The next meeting will take place on Saturday 10 June 2023 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 19 May at the latest.**

Thanks were recorded to Lord Cavendish for his attendance at the meeting, which was appreciated.

Signed

Date

A Shaw/22March 2023

ref: dswa/tbmtg/march 23mins