

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

Present: P Clayton (Chairman), B Hartley, A Loudon, T Blackwell (T), M Tyler (T) & L Noble (T)

(T= attended via Teams)

In Attendance: B Jones (Vice President), H Lewis (Office Administrator)

Apologies: Lord Cavendish (President), P Isherwood, J Taylor, P Kirkup, C Noble, L Clarkson & K Dymock

TB = Trustee Board

		ACTION BY
TB23.37	<u>Opening Remarks</u> P Clayton welcomed everyone to the meeting. At the last meeting it was discussed and recorded that the meeting time was to be brought forward, so that everyone was not hanging around online. However, there were more attending in person than expected. So going forward, TB meetings will always start at 10am. Helen Lewis was welcomed and formally introduced. Please ask Helen questions and if she doesn't know the answer, she will find out the answer.	
TB23.38	<u>To confirm minutes of previous Trustee Board meeting – 11 March 2023</u> Minutes were approved and signed as a correct record.	H LEWIS
TB23.39	<u>Matters Arising not otherwise on the Agenda</u>	
TB23.39a	<u>Durham Legacy:</u> Paul Clayton was going to update us regarding a meeting with the Stockton to Darlington Railway group and various other interested parties. Paul Foster (Northumbria's chair) and Paul Layton are still waiting for a date when we they can meet at the proposed site. They will report back their findings and land deals have been sorted. Paul Clayton to chase as it was noted that there are some good sites and Paul is hopeful this is a good project. Will update within the month.	P CLAYTON
TB23.40	<u>Correspondence</u>	
TB23.40a	A letter of resignation has been received from Chris Stephens. Paul Clayton to send a letter to Chris to thank him for all his hard work.	P CLAYTON
TB23.41	<u>DSWA Working Groups</u>	
TB23.41a	<u>Craft Skills Group</u> Minutes from the meeting in August issued with agenda.	
	Key points:	
	<ul style="list-style-type: none"> • From 2024 four-day qualification courses is going up to £350 from £290, after some market analysis. New prices are on the website. March is already fully booked. • Raise instructor fee to £250 per day. • After concerns raised at a recent test day, all communication/information with the candidates now must be with the assessor and not the instructor. • Lantra meeting coming up which is expected to go smoothly. • Standardisation has been set for 8-14th April 2024. • From 2024, L1 & L2 assessments to be extended by 30mins after L2's were judged to be rushing at the end. • Pinnacle Awards to be biannual. Andy Loudon to revise the booklet and present to the TB at a later date. • Process for overseas testing and process/payment for overseas testing was discussed. New system was agreed in principal whereby Kate Dymock will book all flights and accommodation so that no-one is out of pocket, which will be claimed back from the overseas organisation. The overseas organisation e.g. The Stone Trust is to arrange the appropriate visas for our assessors. The UK Assessor should invoice DSWA and then DSWA would invoice the overseas organisation. Paul Clayton suggested a two-stage invoicing system so that commitment was shown on both sides and DSWA are not left out of pocket. (All were in agreement) Andy Loudon to have a discussion with the USA in particular and put the proposal drafted and put to them. It should be noted that a 'what if' brainstorm did happen but it was deemed that it was worth pursuing this initial route. • Andy Loudon to be reimbursed immediately for the costs he has already incurred for the latest trip. This was unanimously agreed. 	A LOUDON

H LEWIS

TB23.41b Training & Education Update

The report had been circulated prior to the meeting. The following points were noted:

- So far this year, 115 x L1 at a 100% pass rate and 34 x L2 at a 85% pass rate.
- 21 test days completed with 14 left to run this year, including overseas.
- There are some ongoing L3's here at DSWA.
- The new stone has been delivered.
- Japanese are proving to be a good source of income with 2 courses done and another in October.
- October EQA assessment day in Otley where Cuthbert Noble will be the assessor. Branch members to be told to stay away.
- Beginner courses with National Trust and Woodland Trust are now set up.

K DYMOCK

TB23.42 Financial Matters

TB23.42a Current Financial Figures:

Management accounts for Crooklands show an overall profit of £51k, however there maybe some late invoices for August which may affect this figure.

- Branch transfers have almost doubled – huge thank you was given to all branches.
- Training course subsidy has more than doubled.
- Certification is also up.
- Training income was down but it was because of the advance booking system, which was part allocated to the previous year. The Westminster Estate and the North York Moors projects boosted the previous year.

Going forward, we have got to bear in mind the anomaly with late invoices, which may affect the figure but in a nutshell we are in a good place.

Point to note: W&D costs went up £3k – so we need to look at moving the W&D online. This could be part of the ones on the contributions list for the coming year from the Branches.

TB23.42b

- **Transfers of funds from Branches:**
- Dorset branch have offered to fund the reprinting of the Introduction to Dry Stone Walling leaflet. Helen Lewis is currently investigating with Andy Loudon.
- Derbyshire branch has sent £2000 to DSWA GB to assist with training and certification costs on a nationwide basis. A letter of thanks is to be sent.
- Lots more branch meetings coming in the next months, and the TB is looking forward to hearing from them.
- Helen Lewis and Linda Clarkson to form list of branch transfers and purposes to share with the TB (refer to previous list created by J Taylor), so a follow up and further thank you can be sent.
- There is some PCF money left over and applications for training and certification assistance are welcome. Kate Dymock has the forms.

P CLAYTON

L CLARKSON &
H LEWIS

TB23.42c Reserves Account:

- Skipton account will be set up when the set up for the main bank accounts is completed, following Helen Lewis' appointment.

TB23.43 Governance Issues

TB23.43a Nomination of Trustees: Invitations for trustee nominations are still open. The form is on the website, under the Key Governance documents and the news section, with a closing date for completed forms back by the end of October.

The trustees coming to the end of 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.

We have a nomination – Jamie Gwilliam from Wales branch.

Cuthbert Noble has indicated he will be standing down as co-opted. Andy Loudon to have a chat with him to explore options.

A LOUDON

We need to lobby and cast around for more trustees. All trustees to encourage others.

Martin Tyler and Lydia Noble both said they were happy to stay on pending nomination. Nominations to be submitted.

ALL

	Branches to be consulted for ideas of suppliers and quality and experience for other items too, such as event and marketing items. Helen Lewis to collate.	H LEWIS
TB23.47b	Policies: Ongoing and will be reviewed in due course.	P KIRKUP & P CLAYTON
TB23.47c	Publications Team: Andy Loudon proposed that the Craft Skills Group forms a sub-team with a graphic designer and takes on the review and redesign of the DSWA leaflets, bring them on brand and to a professional standard. Template to presented to the TB to be signed off. Leaflets to be uploaded to the website. All agreed. Costings for adapting the DSWA photocopier/printer to be sourced, with the view to printing significantly less externally and a low number of leaflets in-house.	CSG H LEWIS
TB23.48	UNESCO As per paper sent out. We need to approach from a different angle. Tracey Blackwell to send through the proposal for circulation. 'Learning from the world inspiring change'. It was agreed to support Terry McCormick and ask him to give us regular updates and success rates. TB would like to see any written endorsements to be signed off before publication.	T BLACKWELL
TB23.49	Coordinator Reports International: Brian Jones goes to each congress. In principal, DSWA are hosting one in 2027 to coincide with our 60 th anniversary 2027 and their 40 th . There is a bidding process and a bid needs to be formed. A brief brainstorm took place to start the ideas ball rolling.	P CLAYTON
TB23.50	Hundred Club The following draws were made: July 2% Irena Mitchell 1% Chris Stephens & William McClymont Aug 2% John Anderson 1% David Cope & Karen Brown Sept 4% Andrew Gardener 2% Ray Stockall 1% Chris Stephens & Levi Beddis	
TB23.51	Any Other Business	
TB23.51a	2024 Trustee Board Meeting Dates agreed, (which take place on the 1 st Saturday after the 10 th day of the month), subject to confirmation by the Treasurer, Linda Clarkson: <ul style="list-style-type: none"> • March 16th • June 16th June • Sept 14th • Dec 14th Location may vary next year. If anyone has a suggestion, please send it to Helen Lewis.	L CLARKSON
TB23.51b	Backup for the DSWA Systems – 9 users cloud based back up for a monthly subscription for approx. £15.75 month, plus £66 set up fee. Proposed and all agreed.	H LEWIS H LEWIS
TB23.51c		
TB23.51d	The Ellwood Branch were complimented on their fabulous festival, held in September.	
TB23.51e	AGM location – it was suggested that the AGM could be held online for 2024.	
TB23.51f	Members weekend 2024 – a relaxed weekend of walling and socialising was suggested and proposals from branches to host it are welcome, (possible topic in next Zoom Meeting) Members Weekend 2025 – Derbyshire branch have suggested they might like to host this to celebrate the 25 th anniversary of the Millennium Wall at The Stone Centre, Wirksworth. Reply to be sent to thank them for the offer and to ask them to submit a firm proposal of what they are proposing.	J TAYLOR H LEWIS
TB23.51g	Sedgwick Parish Council have identified a 150m stretch of wall to be repaired. Helen Lewis to reply and ask them to approach the Canal and River Trust and Lancaster Canal Trust in the first instance, as they have trained people. If still no joy, then come back to us.	H LEWIS
TB23.51h	Branch Activity Returns to be analysed further as data is used on the annual report. Branches to be asked if they would like the Branch of the Year Award to be reinstated as it has not been awarded for a few years. (possible topic in next Zoom Meeting)	J TAYLOR
	Branch Accounts – 'do they need to be reviewed by a qualified accountant?' The answer is no if the branch income is under £25,000 but they do need to be reviewed by a competent person. If	

anyone needs a current copy of the financial procedures, ask Helen Lewis. (This document needs to be updated)

TB23.51i

TB23.52 **Trustee Board Online Meetings:** We will continue to try using Teams. If anyone needs some help getting set up, please ask Helen Lewis.

TB23.53

Date of Next Meeting

The next meeting will take place on Saturday 16th December 2023 at 10am **at Westmorland County Show Ground TBC.**

ALL

Agenda items and papers (excluding financials) should be sent to the office by **24th November.**

Signed

Date

H LEWIS/20 Sept 2023

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