

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 14 Sept 2024 at Dobcross Band and Social Club, Platt Lane, Dobcross, Saddleworth, OL3 5AD & via Teams**

Present: P Clayton (Chair), T Blackwell, A Loudon, J Taylor, P Kirkup (online), J Gwilliam, L Noble, C Noble, P Isherwood

In Attendance: H Lewis (Office Administrator)

Apologies: Lord Cavendish (President), B Hartley, M Tyler, B Martindale

TB = Trustee Board

		ACTION BY
TB24.32	<u>Opening Remarks</u> P Clayton welcomed everyone to the meeting and thanked them for coming. He gave a little history of the location and the area.	
TB24.33	<u>To confirm minutes of previous Trustee Board meeting – 15 June 2024</u> Minutes were approved and signed as a correct record.	P CLAYTON
TB24.34	<u>Correspondence</u>	
TB24.34a	<ul style="list-style-type: none"> • Complaint – Paul explained about the situation which has been responded to. We have had no further contact at the moment. Paul Clayton to do a follow up. 	P CLAYTON
TB24.34b	<ul style="list-style-type: none"> • Lydia Noble has suggested a long term project of writing a technical information guide to be given to Wallers having taken DSWA Qualifications. 	L NOBLE
TB24.34c	<ul style="list-style-type: none"> • An honorary membership was considered but does not fit the criteria. Paul Clayton to send a response. 	P CLAYTON
TB24.35	<u>Matters Arising not on the agenda:</u>	
TB24.35a	<ul style="list-style-type: none"> • Hacking incident – praise was given to Kate and Helen for sorting it out. Steps have been taken to prevent this happening again. 	H LEWIS
TB24.35b	<ul style="list-style-type: none"> • Incorporation – Andrew Loudon, Brian Jones and Jamie Gwilliam presented the history and options available. It had been previously agreed by the Trustees and Members to go ahead with Incorporation. Therefore the Trustee Board proposed that we go forward and change our charity into a Charitable Incorporated Organisation. Proposer: Jack Taylor Seconder: Andrew Loudon. All Trustees agreed. 	OPERATIONS GROUP
TB24.35c	<ul style="list-style-type: none"> • Thanks was given to Brian Jones for continually working on this over the years. 	
TB24.35d	<ul style="list-style-type: none"> • Brian Jones holds many items in his archive on behalf of the DSWA. It was agreed to look at moving it, and digitally storing it and other items in the DSWA Office. 	B JONES
TB24.35e	<ul style="list-style-type: none"> • UNESCO - still no news that we are aware of. Change in government has caused a pause. We need to know the result of the consultation conducted earlier this year. 	T BLACKWELL
TB24.36	<u>Finance</u>	
TB24.36a	<ul style="list-style-type: none"> • A review of the financial matters was given by the Chair which was viewed to be healthy and good news. Thanks was given to those involved in training for their efforts in particular. 	
TB24.36b	<ul style="list-style-type: none"> • PayPal was highlighted and other options will be explored as part of the systems review 	FINANCE GROUP
TB24.36c	<ul style="list-style-type: none"> • Finance Group will meet soon to discuss the accounts in further detail before they are presented to the Accountants. 	
TB24.37	<u>Craft Skills Group & Training & Education</u>	
TB24.37a	<ul style="list-style-type: none"> • Paul Clayton presented the reports. All read and no questions. 	
TB24.37b	<ul style="list-style-type: none"> • Andrew Loudon reported that we have had three new Master Craftsman qualify this year, including Sean Donnelly in Canada. 	
TB24.37c	<ul style="list-style-type: none"> • Ernest Cook Trust apprenticeships are ongoing with two new apprentices this year. 	
TB24.37d	<ul style="list-style-type: none"> • It was highlighted that due to Lantra changes, from 2025 test candidates would be asked technical questions as part of their assessment. This would be done in a relaxed manner. 	
TB24.37e	<ul style="list-style-type: none"> • USA testing – Level 3 and over must go to Craft Skills Group for review. 	
TB24.37f	<ul style="list-style-type: none"> • Kate Dymock to present Craft Skills Group with a proposal to help a strong apprentice candidate who didn't get a place for the ECT funding. 	K DYMOCK
TB24.37g		

	<ul style="list-style-type: none"> Durham legacy update –Andrew Loudon circulated the tender and draft contract and gave thanks to those who contributed. It will be sent out to interested parties with the correct qualifications and/or experience and Andrew Loudon is happy to help anyone with the forms. It will be advertised via the website and social media platforms. It was suggested that we go ahead with the documents and push ahead with the project. This was proposed Jamie Gwilliam and seconded Peter Isherwood. 2 abstained – Lydia Noble and Cuthbert Noble, with the rest agreeing. 	A LOUDON
TB24.38	<u>Governance Issues</u>	
TB24.38a	<ul style="list-style-type: none"> Policies – All policies relevant to Lantra have been updated. The rest are still being worked upon with the aim of getting them done before the end of the year. AS they have been updated, they will be published on the website. Branch Officers to be updated as they are updated. 	P CLAYTON, P KIRKUP, H LEWIS
TB24.38b	<ul style="list-style-type: none"> Guidance documents for Branch Officials have been put together by Brian Hartley & Helen Lewis. They are a fluid document and all ideas are welcomed. 	
TB24.38c	<ul style="list-style-type: none"> Mid Lancs – Still not got a treasurer but they are going really well. Now at the supporting stage. Peter Isherwood to take up the branch rep. 	P ISHERWOOD
TB24.38d	<ul style="list-style-type: none"> West Yorkshire still needs to be helped but diary’s have not yet aligned. A concerted effort to get a date together will be made. 	P CLAYTON, C NOBLE & H LEWIS
TB24.38e	<ul style="list-style-type: none"> Nomination of Trustees: Invitations for trustee nominations are currently open, with the form located on the ‘about us’ page of the website: Nomination of Trustees . The closing date for nominations is 31st October 2024. The trustees coming to the end of their current three year term are Jack Taylor and Pamela Kirkup, along with Martin Tyler who was co-opted for one year. All are eligible to stand for nomination for a further term of office. 	
TB24.39	<u>Membership</u>	
TB24.39a	<ul style="list-style-type: none"> Membership figures were reviewed with a good discussion. Ideas are to be send to the Operations Group for them to formulate and present a strategy to increase membership, across all categories. 	OPERATIONS GROUP
TB24.39b	<ul style="list-style-type: none"> It was suggested that the Branches section should be improved on the website. Jack Taylor and Helen Lewis to look at this. 	J TAYLOR & H LEWIS
TB24.39c	<ul style="list-style-type: none"> A template is to be rolled out to branches for them to complete their calendar. This will then feed into the national website and standardise the terminology used. 	
TB24.39d	<ul style="list-style-type: none"> Cheshire Branch want to do more joint branch meets to encourage participation and are now exploring the possibility of becoming a local partner of the National Trust at Lyme Park. J Taylor to report back when there is news. 	J TAYLOR
TB24.40	<u>Branch updates</u>	
TB24.40a	Zoom meeting of Branches was very well attended, with the Branch resources fund and gift certificates being two of the discussions. It was an enjoyable meeting, and the format of exchanging views and ideas makes for a productive discussion.	
	Other points:	
TB24.40b	<ul style="list-style-type: none"> It was asked if a date for the next instructors training course could be agreed early in the new year. 	CRAFT SKILLS GROUP
TB24.40c	<ul style="list-style-type: none"> Dorset Branch was highlighted by Tracey Blackwell for winning an award for their stand at the Melplash Show. Click here for the report. Congratulations Dorset Branch! 	
TB24.40d	<ul style="list-style-type: none"> Branch newsletters are to be encouraged to be sent to their Branch Reps and to the DSWA Office. Branches are very welcome to send in their show reports and photo’s to be put onto the news section of the website. 	ALL
TB24.41	<u>Staffing</u>	
TB24.41a	<ul style="list-style-type: none"> Contracts – Paul Clayton to complete before end November. 	P CLAYTON
TB24.41b	<ul style="list-style-type: none"> Heath & Safety file to be updated 	P CLAYTON
TB24.42	<u>Other DSWA Group</u>	
	Sales & Marketing Group:	
TB24.42a	<ul style="list-style-type: none"> DSWA Calendar for 2025 is being compiled. If anyone has any photos that could be used, please send them It will be a limited run this year, so pre-orders will be encouraged. 	ALL MEMBERS
TB24.42b	<ul style="list-style-type: none"> Ideas from all members about what we could sell, going forward are welcomed for the Sales & Marketing Team to explore. 	
	Operations Group	
TB24.42c	<ul style="list-style-type: none"> Systems audit still being done. Biggest risks have been identified as two factor-authentication and the database. Operations Group will present on this at a later date. 	OPERATIONS GROUP
TB24.43	<u>Hundred Club</u>	
	The draw was made, and the following were winners:	

July 2% Chris Hanwell 1% Derbyshire & David Cope
Aug 2% John Hudson 1% Derbyshire & John Hudson
Sept 4% John McLeod 2% David Thomson 1% Alan Hill & David Cope

TB24.44 Any Other Business

- TB24.44a
- It was confirmed that the AGM will be held both in person and via Zoom again for 2025. A national members gathering was discussed and it was agreed that DSWA would not run a formal annual members weekend for the foreseeable future.
- TB24.44b
- The Derbyshire Branch offered to host a national Members weekend, consisting of walling, talks and socials. The Chair is to write to the Branch to thank them for their offer. However, since a national Members Weekend is no longer envisaged for the foreseeable future, the Derbyshire Branch proposal for a members gathering was warmly welcomed as a Branch event, and Derbyshire Branch are encouraged to ask for support and help. DSWA Members around the country are reminded that they can participate in any Branch event should they choose to, notifying the appropriate Branch Secretary of their intention.
- TB24.44c
- Waller & Dyker was discussed along with the previous decision to produce a yearbook. In line with new IT systems, DSWA will transition towards electronic newsletters and a yearbook in the coming year.
- TB24.44d
- A massive thank you was given by all to Ellwood Branch for again hosting Trad Crafts which was fabulous. Well done to all involved.
- TB24.44e
- Jamie Gwilliam on behalf of Wales Branch also thanked Ellwood Branch for their help making the Gwrhyd Walling competition a success.

P CLAYTON

TB24.45 Date of Next Meeting

TB24.45a The next meeting will take place on Saturday 14th December at...Dobcross Band and Social Club, Platt Lane, Dobcross, Saddleworth, OL3 5AD

TB24.45b **Agenda items and papers** (excluding financials) should be sent to the office by **29th November 2024**.

ALL

- TB24.45c** Future dates for 2025 are:
- 15 March 2025 at Crooklands tbc
 - 14 June 2025
 - 13 September 2025 – Otley area tbc
 - 13 December 2025

Signed

Date

H LEWIS/14 Sept 2024
Meetings\2024\14 Sept 2024

ref: DSWA\Trustee Board