

**Minutes of the DSWA Trustee Board meeting held
 on Saturday 14 June 2025 at The Nightingale Centre & via Teams**

Present: P Clayton (Chair), B Hartley, A Loudon, J Taylor, L Noble (online), P Isherwood (online), S Denham (online)

In Attendance: H Lewis (Office Administrator)

Apologies: Lord Cavendish (President), B Jones (Vice-President), P Kirkup

TB = Trustee Board

		ACTION BY
TB25.16	<u>Opening Remarks</u> P Clayton warmly welcomed everyone to the Nightingale Centre and expressed appreciation for their attendance.	
TB25.17	<u>To confirm minutes of previous Trustee Board meeting – 15 March 2025</u> Minutes were approved and signed as a correct record.	
TB25.18	<u>Finance</u>	
TB25.18a	<ul style="list-style-type: none"> Figures were circulated ahead of the meeting. A few anomalies were noted. Notably, two instalments of Gift Aid were received this year due to delays in processing last year's claim, which has resulted in an apparent but temporary increase in income. Printing costs appear high due to expenses related to the recent ballot. The <i>Waller & Dyker</i> figure also seems elevated, as it includes an invoice carried over from the previous financial year. 	
TB25.18b	<ul style="list-style-type: none"> H Lewis is to investigate options to decrease the W&D costs, including making it available online, rather than in print. 	H LEWIS
TB25.18c	<ul style="list-style-type: none"> A Loudon to look into costs to produce a yearbook. 	
TB25.18d	<ul style="list-style-type: none"> It should be noted that although the DSWA is a not-for-profit organisation, we are heading for less profit than last year. 	A LOUDON
TB25.18e	<ul style="list-style-type: none"> Maternity cover for the Training & Education role will finish at the end of September. 	
Tb25.18f	<ul style="list-style-type: none"> Due to the increase in costs from Lantra, Craft Skills Group are considering increasing test fees to candidates. 	CRAFT SKILLS GROUP
TB25.19	<u>Craft Skills Group & Training & Education</u>	
TB25.19a	<ul style="list-style-type: none"> Although work on the training site is not yet fully complete, the W&F Council are happy with the project. P. Isherwood noted that the improvements are significant and should be seen as an encouraging step forward. 	
TB25.19b	<ul style="list-style-type: none"> The South Wales Branch have accessed another substantial grant to further develop their training site. This expansion will support the inclusion of Level 3 features and enable delivery of 4-day qualification courses. Professional members interested in bidding for the project are encouraged to contact the South Wales Branch to register their interest. 	
TB25.19c	<ul style="list-style-type: none"> Craft Skills have explored the possibility of incorporating local walling styles into the certification scheme. However, due to the current lack of qualified assessors for these styles, it has been decided to continue focusing on traditional walling for certification purposes at this time. 	
TB25.19d	<ul style="list-style-type: none"> A detailed specification guide for training sites has been prepared and shared with interested branches, outlining the key requirements for setting up or upgrading a site. 	
TB25.19e	<ul style="list-style-type: none"> Durham Legacy project is three quarters done and we are waiting for completion before the final payment is made. 	
TB25.20	<u>Governance Issues</u>	
TB25.20a	<ul style="list-style-type: none"> Trustee Term - B Hartley's term as Trustee will conclude in April 2026. 	
TB25.20b	<ul style="list-style-type: none"> B Hartley & H Lewis have made a communication to go to branches with the aim of encouraging more people to support central operations. It was also mentioned at the zoom meeting. Collaborate with S Denham for his input before releasing. 	B HARTLEY, S DENHAM & H LEWIS
TB25.20c	<ul style="list-style-type: none"> Progress on the CIO has slowed as discussions continue with Lancaster CVS to ensure legal compliance before further action. 	

TB25.20d	<ul style="list-style-type: none"> • Policies – updates are still ongoing. The need for an updated GDPR policy was highlighted in the meeting, including clear guidelines for branches on maintaining email systems and electronic archives. 	P CLAYTON, P KIRKUP & H LEWIS
TB25.20e	<ul style="list-style-type: none"> • Central Scotland has proposed a way forward and support is therefore to be offered. H Lewis to set up a meeting. 	
TB25.20f	<ul style="list-style-type: none"> • Isle of Skye – need to explore possibilities with the members. 	
TB25.21	<p><u>Membership</u></p> <ul style="list-style-type: none"> • An engaging and productive conversation took place regarding membership strategies to maintain and expand membership. Several ideas were proposed, and the Trustee Board will continue exploring these options to identify effective approaches moving forward. 	TRUSTEE BOARD
TB25.22	<p><u>Branch updates</u></p>	
TB25.22a	<ul style="list-style-type: none"> • Zoom meeting of branches: Notes were circulated following the session. The main topic discussed was whether branches use an automated booking system for courses and how GDPR is managed within those systems. It was noted that branches use a mix of automated and manual systems, with even the automated systems still requiring some manual input. The discussion highlighted a general lack of understanding around GDPR at branch level, indicating a need to review current practices and remind branches of their responsibilities regarding data protection. 	P CLAYTON, P KIRKUP & H LEWIS
TB25.22b	<ul style="list-style-type: none"> • Scotland – Steve Denham agreed to represent the Scottish Branches on the Trustee Board. 	
TB25.22c	<ul style="list-style-type: none"> • Wales – J Gwilliam was congratulated on the branch success. They do have a joint North and south Wales branch event next weekend. A grant application has been submitted to improve their training site even more and they 15 entrants to their competition on July 12th. 	
TB25.22d	<ul style="list-style-type: none"> • Otley – There are still a few vacancies on upcoming training courses starting from September. While this is slightly concerning at this stage, it also presents an opportunity to promote the courses further. It was agreed that the remaining places will be highlighted via national social media channels to boost visibility and encourage sign-ups. 	
TB25.22e	<ul style="list-style-type: none"> • Mid-Lancs – Ongoing discussions are taking place with the Trawden Show and the current organiser of the walling competition to explore how the Branch can provide support. The position of treasurer remains unfilled, and it was agreed that J Taylor’s previous offer should be re-extended. Use of local Facebook pages could be used to assist with promotion. 	
TB25.22f	<ul style="list-style-type: none"> • Lancashire – Courses are going well, though not yet fully booked. Yorkshire Water Authority has approached the Branch with a request to train nine of their wardens. In addition, local wardens from Rochdale have also expressed interest in receiving training. 	
TB25.22g	<ul style="list-style-type: none"> • Ellwood – The Ellwood Classic Competition had an excellent turnout last weekend and was a great success. Several new members were also recruited as a result of the event. 	
TB25.22h	<ul style="list-style-type: none"> • West Yorkshire - Things are progressing positively. Two training courses have been successfully organised, and the transfer of the bank account to the current Officers has now been completed. 	
TB25.22i	<ul style="list-style-type: none"> • Cheshire – A joint project with the Wales Branch is scheduled to begin shortly in Wales. J Taylor will be stepping down from his roles at branch level later this year. The new Assistant Treasurer is performing well in their role, and there is also now an Assistant Secretary in place, both of which are currently being supported by J Taylor. 	
TB25.23	<p><u>Staffing</u></p> <ul style="list-style-type: none"> • Contracts and Health & Safety is ongoing. 	P CLAYTON
TB25.24	<p><u>Hundred Club</u></p> <p>Winners were as follows:</p> <ul style="list-style-type: none"> • June 2% Robert Tushingham (6) 1% Derbyshire Branch (73) & Richard Taylor (100) • July 2% Keith Sturdy (11) 1% Lydia Noble (104) & Iain Dalzel Job (53) • August 2% Chris Hanwell (84) 1% John Hudson (26) & Margaret Grey (38) <p>As per the previous two years, to keep bank charges and admin costs down, all winnings will be paid out after the final draw in December.</p>	

TB25.25 **Any Other Business**

- TB25.25a • The Office Team has commenced a review and update of the current data records. Special thanks were extended to S. Horne for assisting H. Lewis with database-related matters.
- TB25.25b • Office refurbishment is in progress, with the lighting, kitchen, and bathroom areas completed as the initial phase.
- TB25.25c • International Stone Festival – we will express our interest and explore the opportunity to participate.
- TB25.25d • Holker – our thanks go to Lord Cavendish for the invitation to attend, and to Burlington Stone for providing the stone.
- TB25.25e • Junior Membership – the joining form will be updated to clearly state that a parent or guardian must accompany junior members to events.

P CLAYTON

H LEWIS

TB25.26 **Date of Next Meeting**

The next meeting will take place on Saturday 13th Sept 10am Dobcross Band Club – TBC.

P CLAYTON

Agenda items and papers (excluding financials) should be sent to the office by 29th August 2025.

Future dates for 2025 are:

- 13 September 2025 (location TBC)
- 13 December 2025 (location TBC)

Signed

Date

H LEWIS\14 June 2025
Meetings\2025\14 June 2025

ref: DSWA\Trustee Board