

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 13 December 2025 at Drill Hall, Settle**

Present: P Clayton (Chair), B Hartley, J Taylor, M Cullen, P Isherwood, T Povall, L Noble (online), P Kirkup (online)

In Attendance: H Lewis (Office Administrator), L Clarkson (Treasurer, online)

Apologies: Lord Cavendish (President), B Jones (Vice-President), J Broadhead, S Denham

	ACTION BY	
TB25.38		
<u>Opening Remarks</u>		
	P Clayton warmly welcomed everyone to the meeting, including newly co-opted Trustee M Cullen and thanked them for their attendance.	
TB25.39		
<u>To confirm minutes of previous Trustee Board meeting – 13 September 2025</u>		
	Minutes were approved and signed as a correct record.	
TB25.40		
<u>Finance</u>		
TB25.40a	Annual Accounts: L Clarkson presented the 2024–2025 Annual Accounts, explaining the factors influencing them. The accounts were signed as a true record.	
TB25.40b	Treasurer’s Report: The Treasurer explained the differences between this year’s quarterly figures and those of the previous year, outlining the factors that should be taken into consideration.	
TB25.40c	Reserve Funds: At a recent meeting, the Finance Group agreed to increase the reserve funds held in the Skipton Account to £120,000 and this was further agreed by the Trustee Board.	H LEWIS
TB25.40d	Projects: It was agreed that, going forward, larger projects must include an administration fee to cover work carried out by the DSWA Office.	
TB25.40e	Acknowledgements: P Clayton and T Povall thanked L Clarkson for the clearer financial figures now being produced. They noted that the quality of the auditors’ meeting was a direct result of L Clarkson’s hard work.	
TB25.40f	Branch Funds: Thanks were extended to the branches that have transferred funds to central funds since September. A communication to branches regarding current funds and how they are used was proposed; however, it was agreed that further work is required before this is published.	TRUSTEE BOARD
TB25.41		
<u>Correspondence</u>		
	Complaint: Investigation and remediation are ongoing. Trustee Board to be updated at next meeting.	
TB25.42		
<u>Craft Skills Group & Training & Education</u>		
TB25.42a	Training & Education: K Holgate continues to work for the organisation while studying at university. K Dymock is expected to return to full-time duties in February.	
TB25.40b	Heritage Alliance: The organisation’s relationship with the Heritage Alliance continues to strengthen. An article in the latest <i>Waller & Dyker</i> explains to members the importance of the DSWA joining the Heritage Alliance and the support it can offer. It was suggested that broader engagement with the Heritage Alliance is needed across the organisation. Work has begun exploring finance and heritage infrastructure opportunities, with initial contacts made and engagement underway, including biodiversity. A meeting of the Skills, Training and Engagement Advocacy Group will take place shortly and will be attended. The Craft Certification Scheme was highlighted by the Heritage Alliance, who will be publishing an article in their international newsletter outlining the heritage, development, and reach of the scheme.	TRUSTEE BOARD & WORKING PARTIES
TB25.40c	Strategic Engagement: M Cullen proposed developing a strategy to clearly demonstrate to branches the benefits of engagement with the Heritage Alliance and other relevant organisations. The value and standing of the Heritage Alliance and UNESCO branding were highlighted, and it was agreed that the organisation should be an active participant in this work.	TRUSTEE BOARD
TB25.40d	English Heritage: A Loudon and B Hartley are meeting with Historic England to explore opportunities for mutual support, particularly in relation to skills development and apprenticeships.	CRAFT SKILLS GROUP
TB25.40e	Showcase Apprenticeships: B Hartley will explore the opportunity to record and document apprenticeships in order to tell their stories. This content could be used for marketing, exploring funding opportunities, and inspiring younger generations to take up the craft.	CRAFT SKILLS GROUP

TB25.42b	Derbyshire Fete: The Derbyshire Fete is scheduled for 13th & 14th June 2026, and all members are invited to attend.	
TB25.42c	Northumbria: P Kirkup reported that bookings for taster days in Northumbria are going exceptionally well. All Level 1 participants passed, and Jak Jones has become the youngest DSWA-qualified member.	
TB25.42d	Otley & Yorkshire Dales: The branch is currently struggling to secure bookings for 2026 courses. It was suggested that the main DSWA website should highlight branch courses more prominently to increase visibility and drive bookings.	H LEWIS
TB25.42e	Cheshire & Derbyshire: Cheshire held a well-attended social meeting recently and has a healthy level of course bookings for 2026. Despite agreeing on the budget at the AGM, the new committee has adjusted its priorities, which may impact the courses and activities planned for the year ahead.	
TB25.43	Staffing	
TB25.43a	Work on contracts and health & safety matters is ongoing.	P CLAYTON
TB25.43b	Staff Wages: H Lewis left the meeting room, and the Trustees held a separate discussion regarding staff wages. H Lewis then returned to the room.	
TB25.44	Working Groups	
	UNESCO: Intangible Cultural Heritage – P Clayton to gain an understanding of the current position from working group members to ensure there is clarity and focus, as well ensuring appropriate support is provided to enable the project to progress accordingly.	P CLAYTON
TB25.45	Hundred Club Winners were as follows:	
	<ul style="list-style-type: none"> • December: 2% Jon Fredriksen, 1% Andrew Gardner, 1% Margaret Grey • January: 2% John McLeod, 1% John Hudon, 1% John Broadhead • February: 2% Mike Evans, 1% Alan Hill, 1% Richard Taylor 	
	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.	
TB25.46	Any Other Business	
TB25.46a	HARP: P Isherwood to contact United Utilities to see how we can assist, with the view to making sure that DSWA standards are adhered to.	P ISHERWOOD
TB25.46b	Branch area of the website: These are largely empty. There is a need to change the format and structure to advertise branches, showcasing what they do and the benefit for members.	H LEWIS
TB25.46c	Website review: a review will be undertaken with the view to planning for a future website.	
TB25.46d	Bank Signatories: It was agreed that A Loudon and B Jones should be thanked for their service as signatories. However, they will be replaced by P Clayton and T Povall as part of the transition to becoming a Charitable Incorporated Organisation (CIO). Proposed by H Lewis and seconded by T Povall and all Trustees agreed.	H LEWIS & T POVALL
	Subscriptions and Gift Aid: T Povall reported that there are some new regulations coming in about subscriptions and gift aid and will update the Trustee Board in due course.	P CLAYTON & B HARTLEY
TB25.46f	Future Trustee Board Meeting Dates:	
	<ul style="list-style-type: none"> • 14th March 2026 • 13th June 2026 • 12th September 2026 • 12th December 2026 • 13th March 2027 • 12th June 2027 • 11th September 2027 • 11th September 2027 	
	However, please note that they are still subject to change. Venues are to be sought.	
TB25.47	Date of Next Meeting The DSWA AGM will take place on Saturday 14th March 2026 - 10.30am at Crooklands, followed by the Trustee Board Meeting afterwards. Agenda items and papers (excluding financials) should be sent to the office by 28 th February 2026.	

Signed

Date

H LEWIS\13 Dec 2025
Meetings\2025\13 Dec 2025

ref: DSWA\Trustee Board