

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 September 2025 at Dobcross Band & Social Club & via Teams**

**Present:** P Clayton (Chair), A Loudon, J Taylor, J Broadhead, L Noble (online), P Isherwood (online), S Denham (online), P Kirkup (online), P Jolley (online), B Jones (Vice-President) (online)

**In Attendance:** H Lewis (Office Administrator)

**Apologies:** Lord Cavendish (President), B Hartley, T Povall

TB = Trustee Board

		ACTION BY
<b>TB25.27</b>	<b><u>Opening Remarks</u></b>	
	P Clayton warmly welcomed everyone to the meeting and thanked them for their attendance.	
<b>TB25.28</b>	<b><u>To confirm minutes of previous Trustee Board meeting – 14 June 2025</u></b>	
	Minutes were approved and signed as a correct record.	
<b>TB25.29</b>	<b><u>Governance Issues</u></b>	
TB25.29a	<ul style="list-style-type: none"> <li>B Hartley was recognised for his excellent work, and as a result, P Clayton welcomed two new Co-opted Trustees, J Broadhead and P Jolley, to the meeting, thanking them for stepping forward.</li> </ul>	
TB25.29b	<ul style="list-style-type: none"> <li>T Povall was also warmly welcomed, with the Trustees looking forward to his attendance at the December meeting.</li> </ul>	
TB25.29c	<ul style="list-style-type: none"> <li><b>AGM:</b> It was agreed that the AGM will be held on 14 March 2026.</li> <li><b>CIO Update:</b> it was noted that advice had been sought from a consultant. A further operations Team meeting will be held to discuss the planned way forward, which would include organising an Extraordinary General Meeting. Paper will be prepared for the next TB meeting.</li> </ul>	<b>OPERATIONS GROUP</b>
TB25.29d	<ul style="list-style-type: none"> <li><b>Policies:</b> Thank you to H Lewis for working on the GDPR and the Conflict of Interest Policy update. They will be released shortly, along with guidance notes on GDPR for branches.</li> </ul>	<b>POLICIES GROUP</b>
TB25.29e	<ul style="list-style-type: none"> <li><b>Central Scotland:</b> S Denham gave us an update to say that discussions had moved forward, and they were meeting to finalise plans to take it forward. Further discussions with the branch are to be held.</li> </ul>	
<b>TB25.30</b>	<b><u>Finance</u></b>	
TB25.30a	<ul style="list-style-type: none"> <li>Treasurers report was presented.</li> </ul>	
TB25.30b	<ul style="list-style-type: none"> <li><b>Reserves:</b> J Taylor proposed that we increased the reserve to cover the increasing overheads. It was suggested that the Finance Group should consider raising the reserves to £120k.</li> </ul>	<b>FINANCE GROUP</b>
TB25.30c	<ul style="list-style-type: none"> <li><b>Donations:</b> The Trustee Board thanked those who had given us donations.</li> </ul>	<b>DCW GROUP</b>
TB25.30d	<ul style="list-style-type: none"> <li><b>Digital Communications:</b> Several ideas were discussed, including moving the Waller &amp; Dyker to an online format, creating a new website with features like a members-only area, and ensuring high quality and alignment with branding guidelines. The need for funding was also emphasized. To tackle these initiatives, a new working group was established: the Digital Communications Working (DCW) Group, consisting of J. Broadhead, P. Isherwood, P. Jolley, P. Clayton, H. Lewis, and A. Loudon.</li> </ul>	
TB25.30e	<ul style="list-style-type: none"> <li><b>Email:</b> Following the removal of free premium Office 365 accounts for non-profits, it was agreed that mail accounts would need to be paid for to ensure staff and key personnel can continue to work efficiently and effectively.</li> </ul>	
TB25.30f	<ul style="list-style-type: none"> <li><b>Sales:</b> Branches are to be reminded that they can purchase books, tools, and other items from the DSWA, which can generate income at events and training courses. All instructors should continue to promote these sales too. The Marketing Group should maintain momentum and consider developing promotional materials, including the use of QR codes, to support these efforts.</li> </ul>	<b>MARKETING GROUP</b>
<b>TB25.31</b>	<b><u>Craft Skills Group &amp; Training &amp; Education</u></b>	
TB25.31a	<ul style="list-style-type: none"> <li>K Holgate has now gone back to university but continues to work for us, when her timetable allows.</li> </ul>	
TB25.31b		

- TB25.31c

  - **Durham legacy:** PCC are satisfied with the wall but have requested that the site be tidied. A Loudon has inspected the site, but the cleanup has not yet been completed, which must be done before the final payment is released.

There will be a small amount of funds left over, which could be used for signage or a similar addition. Any signage or plaque should be arranged in consultation with the church.
- TB25.31d

  - **Crooklands:** The courses for the remainder of the year are now fully booked. While additional sessions have been scheduled to accommodate more participants, demand remains high, with over 70 people currently on the waiting list. P. Clayton noted that there are still available spaces for beginners' courses at the branch level, which may be of interest to those on the waiting list.
- TB25.31e

  - **Approved training sites:** CSG are looking at making courses more accessible to people by offering them in different locations. They are currently drawing up guidelines that they would have to be adhered to and will share when ready.
  - **Instructors course:** These courses are currently very resource and labour intensive. The CSG is exploring a revised format, which would split the course into two parts: an online theory component to be completed and passed in advance, followed by a one-day practical session held at Crooklands. Further details will be shared in due course. In the meantime, branches are encouraged to continue putting candidates forward.
- TB25.31f  
TB25.31g

  - **Lantra:** the new theory questions for candidates are working well.
  - **Overseas testing:** We are trying to set a memorandum of understanding with The Stone Trust.
- TB25.32

**Membership**

  - Exit poll has given some insight into why people leave us. A greater understanding will be gained this next year for the Operations Group to consider further.
- TB25.33

**Branch updates**

Branch Updates (with current reps)
- TB25.33a

Update from Zoom meeting with branches – Jack Taylor provided a summary of the recent zoom meeting with branches, highlighting several key discussion points:

**GDPR:** The updated GDPR policy and guidance is nearing completion and will be soon rolled out to the all branches.

**Defibrillators:** It was agreed that a formal policy regarding the use and provision of them should be developed.

**Branch Official Website Area:** The idea of a dedicated area on the website for Branch Officials was well received. Whilst the current platform does not support this functionality, it will be included in the specifications for a proposed new website.

**Bulk buying of equipment and marketing tools:** there was support for developing a centralised list of equipment and marketing tools for bulk purchasing. Input and suggestions from branches will be gathered to help inform this initiative.

**Derbyshire Fete:** The Trustee Board extends its thanks to the Derbyshire branch for their kind offer and intends to take them up on it.
- TB25.33b

**Dorset:** P Isherwood Peter complimented their test site and thanked them for their hospitality.
- TB25.33c

**Lancashire:** Have not done any shows this year but are looking into the possibility of doing some new one's next year.
- TB25.33d

**South Yorkshire:** are out and about doing more shows this year.
- TB25.33e

**Ellwood:** Had their annual social walling day recently which was well attended.
- TB25.33f

**West Yorkshire:** the branch is actively trying to get going again and have another event this month.
- TB25.33g

**Derbyshire:** Want to remind everyone of their summer fete next June!
- TB25.33h

**Cheshire:** have been exploring some new sites for next year and beyond.
- TB25.33i

**Northumbria:** P Kirkup reported that all their taster days are full, and an extra date has been scheduled for October. They also have a waiting list for next year. She reported that they are recruiting new members from the taster days, and they had 7 entrants to their walling competition, from as far away as Cumbria. Northumbria are also holding a Lantra Test Day next week for their members.
- TB25.33j

**Mid-Lancs:** had a successful competition as part of the DSWA Grand Prix at the Trawden Show and several branch members entered. Their new branch shirts look wonderful with the branch name across their backs!
- TB25.33k

**Non-branch members & overseas:** A Loudon reported that we are building a stronger relationship with The Stone Trust and Stone of Arc.
- TB25.34

**Staffing**

  - Contracts and Health & Safety is ongoing.
- TB25.35

**Hundred Club**

Winners were as follows:

  - **September**  
4% Hubert Nazareth

- 2% David Cope
- 1% Richard Taylor
- 1% Michael Corless

- **October**
  - 2% Mike Thomas
  - 1% Stephen Murphy
  - 1% Alan Malia
- **November**
  - 2% Andrew Gardner
  - 1% Valerie Lee
  - 1% John Hudson

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.

**TB25.36**

**Any Other Business**

TB25.36a

**Congress:** It was agreed that B Jones would be our representative for this year’s congress and H Lewis is to confirm this with the organisers. A discussion about placing a preliminary bid for hosting in 2029 and it was unanimously agreed that we should do this. An initial team of P Clayton, P Isherwood and B Jones would be set up to prepare this bid within the next two weeks.

**P CLAYTON,  
P ISHERWOOD,  
H LEWIS &  
B JONES**

TB25.36b

**UNESCO:** Correspondence has been received, and P Clayton will update the Trustee Board in due course.

**P CLAYTON**

TB25.36c

**Heritage Alliance:** The Office to send on the Heritage Alliance emails to Trustees.

TB25.36d

**Letter to the Waller & Dyker:** Thanks was given to the member who kindly wrote in. His comments have been taken onboard. P Clayton is write a reply directly.

**OFFICE TEAM  
P CLAYTON**

TB25.36e

**The Stone Festival:** P Clayton is to talk to them further and express our interest.

TB25.36f

**Zoom account:** It was agreed that with the increase in use of Teams, the DSWA would not renew the Zoom subscription next year.

**P CLAYTON**

TB25.36g

**Signage:** Northumbria National Park have agreed for us to put signage up at suitable locations. L Noble & B Hartley will continue with this project.

**H LEWIS**

TB25.36h

**Social media:** Test candidates should be reminded that posting photographs of unmarked walls and features open themselves up to criticism and opinion that may not be correct. CSG will amend paperwork to reflect this message.

TB25.36i

**Trustee update:** After 28 years on the Trustee Board & Management Committee, A Loudon stepped down saying he has enjoyed it and is glad to have given something back. He will continue to serve as DSWA Chief Examiner and as part of the Craft Skills Group.

TB25.36j

The **Trustee Board** wishes to formally record its sincere appreciation for the outstanding commitment and service A Loudon has given over the years. His contribution has been significant and deeply valued, and the Trustee Board extends its heartfelt thanks for everything he has done.

**TB25.37**

**Date of Next Meeting**

The next meeting will take place on Saturday 13<sup>th</sup> December 10am at Crooklands – TBC.

**Agenda items and papers** (excluding financials) should be sent to the office by 5<sup>th</sup> December 2025.

Signed .....

Date .....

H LEWIS\13 Sept 2025  
Meetings\2025\13 Sept 2025

ref: DSWA\Trustee Board