



**Minutes of the DSWA Trustee Board meeting held  
on Saturday 2 September 2017 at the Westmorland County Showground**

**Present:** R Stockall (Chairman), T Blackwell A Brown-Jackson, N Coombey, P Dolphin, B Jones, A Loudon, R Love and L Noble.

**In Attendance:** Miss A Shaw, Mrs L Clarkson for Items 39-42 inclusive.

**Apologies:** Lord Cavendish and J Hanson.

ACTION BY

**TB17.39 Opening Remarks**

The Chairman welcomed everyone to the meeting.

**TB17.40 To confirm minutes of previous Trustee Board meeting – 3 June 2017**

There were no corrections or amendments and the minutes were therefore signed as a correct record of the meeting.

**TB17.41 Matters Arising not Otherwise on the Agenda**

**TB17.41a Durham Legacy:** Three projects had been formally submitted by the branch for further consideration and approval by the Trustee Board. Although the projects were all quite small in size, detailed information had been prepared by the branch and all projects met the criteria identified for the legacy money. A lively discussion took place and the following points were noted:

- Each of the projects should incorporate a plaque acknowledging the legacy, with wording approved by the DSWA. These costs would have to be added to the costs submitted for the projects.
- Further information was required about the seat in project 1, which N Coombey agreed to follow up.
- If necessary it should be possible to release up to 50% of the project costs in advance of work being undertaken, with the balance being paid once the work had been completed to a satisfactory level. There needs to be some quality control measures included within the projects.
- Such a large amount of money would be an excellent sum with which to develop some form of partnership project in the longer term, possibly in the form of training grants or bursaries which would benefit the Durham area and offer opportunities to younger people in the area seeking to make a career from dry stone walling. It should be possible to submit an application to HLF for a similar project to the one carried out in the north west, with the administration being undertaken by the DSWA Office. Further liaison with the branch would take place in order to identify and discuss opportunities for more substantial projects.

N COOMBEY

N COOMBEY/  
L CLARKSON

In conclusion, there was a recommendation that all three of the projects submitted should be accepted, taking into account the above-mentioned points. A vote was taken as follows and the branch would be advised accordingly.

N COOMBEY

Eligible To vote	For	Against	Abstain	Not Voting
9	4	3	2	0
<b>Proposer</b>	N Coombey		<b>Seconder</b>	R Stockall

**TB17.41b Social Media:** (Item TB17.22b refers). More regular updates to the Facebook page had been made and it was encouraging to note that, subsequently, there had been an increase of followers on the site. A request would be sent to branches asking for information that could be included or shared on the national site, and not just within the local branch sites. Consideration would be given to developing a communal diary system if possible.

L NOBLE

A SHAW

It was noted that R Love had given an interview to the Farming Today programme on Radio 4 and it was suggested that the iPlayer link could be added to the Facebook page, which L Noble agreed to follow up.

L NOBLE

**TB17.42 Training & Education Update**

A report had been previously circulated and the following points noted.

- An extension has been sought for the current HLF project until the end of January 2018. This is primarily to allow time to carry out the detailed evaluation of the project, which is a necessary part of the funding process. This would also mean that the Project Officer could potentially then commence work on the Skills for the Future project, which now has a start date of February 2018, without necessarily having to advertise the role although this would be clarified.
- There are a number of elements of the HLF Project still to be completed including the educational programme and a training seminar for grant giving organisations, which are in hand.
- Some work has been done on looking at potential funding for the Development Officer and the HLF Resilient Heritage grant has been identified as something to be pursued. This item is discussed in more detail under a later agenda item.
- Changes have been made to the Construction Skills Certification Scheme (CSCS) cards, which affect

A SHAW/  
L CLARKSON

the issuing of Skilled Worker cards unless applicants hold an NVQ Level 3 in Heritage Crafts. This change would affect a large number of dry stone wallers, many of whom need to renew cards in September. The concerns were raised with Lantra which has in turn raised these with CSCS and CITB and it now appears that CSCS is willing to accept the DSWA Craftsman Certification Scheme qualifications for future CSCS cards. The timescale for this is still to be confirmed but once finalised the information will be circulated to current professional wallers.

L CLARKSON

The Trustee Board was very grateful to Mrs Clarkson for pursuing this matter on behalf of the professional members of the Association.

**TB17.42a Skills for the Future:** An update was given on the second round grant application to the HLF Skills for the Future programme that had now been submitted. The full grant application had not been circulated to everyone although a copy of the summary timeline for the project was tabled. A very positive meeting with the Grants Officer had taken place recently and it was anticipated that the outcome of the application would be known before the end of the year.

The project would follow a similar structure to the current Training Bursary programme, but with the appointment of eight trainees UK-wide who would follow a bespoke training programme up to and including the Intermediate/Level 2 qualification. Target areas for recruitment include Wales, Scotland, the North-East and South-West of England although the availability of placement providers will ultimately determine the geographic spread of trainees. Although not exclusively, minority groups including ex-offenders, ex-military personnel and disadvantaged groups will be approached for potential trainees. However, final applicants will be selected on their merits for the programme. The project will be two years in total with a six-month lead in, commencing in February, placements starting in June or July for twelve months and a further six month period of mentoring, etc thereafter. The overall budget for the programme is less than £200,000 and there are much more rigid budgetary limits in place than with the current HLF programme.

Thanks were recorded to L Clarkson for her continued hard work and commitment to progressing all of the work currently in hand.

**TB17.43 Correspondence**  
Items received are covered under specific agenda items.

**TB17.44 Branch Updates from Trustees**  
The Chairman was pleased to advise that as of 1 September, South West England was officially a true branch of the Association, having relinquished its separate charity status. The change was welcomed by the Trustees.

In response to a query raised by the Otley & Yorkshire Dales Branch, it was noted that the Association should be able to claim gift aid on donations received by the branch although full details would need to be submitted to the DSWA Office and the donor has to pay income tax at least equal to the amount the charity can reclaim. Appropriate gift aid forms would be sent to the branch.

A SHAW

It was noted that some branches, particularly the smaller ones, were struggling a little with numbers, although were still offering a programme of events and training opportunities.

**TB17.45 Governance Issues**  
**TB17.45a Independently Registered Branches:** Work was ongoing in Scotland with regard to the separately registered branches and it was noted that the matter would be included on the branch AGM agendas for 2017.

R LOVE/  
N COOMBEY

**TB17.45b DSWA 5-Year Plan:** It was noted that a business plan had been required for the Skills for the Future grant application. A document had been submitted with this application although it was pointed out that it would need to be amended for more general use within the Association. It was agreed that this matter should be placed on the next agenda as a full item for discussion.

R STOCKALL/  
A SHAW

**TB17.46 Financial Matters**  
**TB17.46a Current Financial Figures:** A finance report had been circulated ahead of the meeting. There were some concerns expressed that the Trustees do not have regular financial updates and that the report could be further amended for ease of clarity and understanding.

A number of anomalies were identified within the Annual Budget Figure and the actual figures, which in turn affected the 5-year budgetary figures, for example the branch training course subsidy. This would be addressed with M Booth.

R STOCKALL

Based on current figures, a recommendation to increase the reserve figure to £70,000 (currently £60,000) had been made by M Booth. A vote was taken and agreed as follows:

M BOOTH/  
A SHAW

Eligible To vote	For	Against	Abstain	Not Voting
9	8	0	1	0
<b>Proposer</b>	R Stockall		<b>Seconder</b>	A Brown-Jackson

A request was made for a separate set of accounts to be prepared for the Craftsman Certification Scheme and it was agreed that figures would be produced for the next meeting.

A SHAW

Thanks were recorded to M Booth for providing the report.

*At this point Miss Shaw left the meeting*

**TB17.46b Salaries**

Salary increases for charities this year have ranged from 0 – 6%. Mrs Robinson’s hourly rate is currently considerably higher than the current National Living Wage of £7.50. After some discussion it was agreed unanimously that her rate will remain unchanged from 1 October. It was also unanimously agreed that Miss Shaw’s salary should be raised by 1% from 1 October. Following a proposal by the Chairman that Mrs Clarkson should be awarded an ex-gratia payment for the extra effort and hours she had been putting in, which she did not always claim for, it was unanimously agreed to make sure that she recorded and claimed for all the hours she did work, so that she could be paid for them.

R STOCKALL

Following further discussion about the difficulties the Association had experienced over many years in providing strong policy direction and input into budgeting and business planning, it was agreed to hold a workshop/away day, for Trustees only, sometime during the next few months, largely as a means of providing clearer direction to the paid staff of the Association. The Chairman would ask the Trustees for ideas to be discussed at this meeting and B Jones would check for availability and cost of a suitable local venue.

R STOCKALL/  
B JONES

*Miss Shaw re-joined the meeting*

**TB17.46c DSWA Mileage Rate:** It was noted that the DSWA mileage rate of 40p per mile had been in place for some considerable time. The current HMRC mileage rate is 45p per mile and it was unanimously agreed to increase the rate paid by the Association to 45p per mile with effect from 1 January 2018.

A SHAW

Eligible To vote	For	Against	Abstain	Not Voting
9	9	0	0	0
<b>Proposer</b>	A Brown-Jackson		<b>Seconder</b>	L Noble

**TB17.46d DSWA Examiner Day Rate:** The current day rate for DSWA Examiners is £200 plus travel and subsistence, which has been in place for a number of years. A lively discussion took place on the possibility of increasing this rate but also trying to address the occasions when Examiners have long distances to travel and, in effect, their time equates to two, or even three, days. Several suggestions were put forward but it was agreed that in order to move this forward, it was necessary to look at costs of test days. It was agreed that this would be put on the agenda for the next meeting and costs produced for the test days in 2017. The costs of the Examiner Standardisation course also need to be taken into account, as Examiners do contribute towards the costs of the weekend.

A SHAW

**TB17.47 Membership**

**TB17.47a Current Membership Figures:** The current membership figures were given as follows. A total of 971 members, including 723 Open, 223 Professional, 14 Corporate and 5 Junior.

It was rather disappointing to note that membership remains below 1,000 and everyone was reminded of the need to encourage people to join the Association.

ALL

The meeting was reminded that there will be a small increase in subscription rates with effect from January 2018 as follows:

Open £35	Overseas Open £40	Professional £112	Corporate £170
Joint Open £55		Full-time student/unwaged £20	Junior £5

**TB17.47b Full DSWA Membership Email Group:** In response to a query submitted by C Hardman, it was noted that the Association does not have a full membership email group but operates a successful cascade system in order to keep in touch with members. It would be very difficult to maintain an accurate group list for all members and the current system appeared to be satisfactory. No further action would be taken at the present time.

**TB17.48 Craft Skills Group**

The minutes from the Craft Skills Group meeting held in July had been previously circulated. The following points were noted.

- Two Instructor Training Courses had been held and it was encouraging to see that participants from

- the Training Bursary and Mentoring programmes were among those taking part.
- The “Understanding Dry Stone Walling” project was still ongoing and would be primarily a web-based resource. An offer of help had been received from one of the participants on the Instructor Training Course, who had experience of civil engineering matters. This offer would be followed up and was gratefully received.
  - An update was given on the Test day held in Vermont in May. There had been sufficient concern raised about the marks awarded that the Trustee Board had authorised two Examiners from the UK to revisit the site. Although it was primarily the Master craftsman pieces that were of concern, all levels of work were reassessed. Unfortunately the decision was reached that the work for the Master craftsman test should not in fact have been passed. Letters advising of this decision have been sent to all relevant parties and recommendations made to the Stone Trust about future tests. The Examiners in question have been advised that they will not be allowed to test beyond Intermediate level until they have attended the Examiner Standardisation course again.

N COOMBEY

Thanks were recorded to the Examiners undertaking this difficult, but necessary, task.

A discussion subsequently took place regarding the additional costs incurred by the Examiners. At the previous Trustee Board meeting, a figure had been agreed to cover the expenses for the above visit. However, this did not take into account the Examiners’ time, which amounted to five days in total, although two of these were over a weekend. It was noted that the Examiners should be paid for the work they had done and there was a unanimous agreement from the Trustees eligible to vote on this matter, that the sum of £200 per day (plus VAT if applicable) would be paid for three days to each of the Examiners.

Eligible To vote	For	Against	Abstain	Not Voting
8	8	0	0	0
Proposer	R Love		Seconder	R Stockall

It was suggested that perhaps the Stone Trust should be contacted to see if it would be agreeable to contributing towards this cost.

A SHAW

**TB17.49** Staffing Requirements

An update was given from the Staffing meeting held in July. As mentioned earlier in the meeting, the need to cover a gap in funding between the end of the current HLF project and the start of the Skills for the Future programme now appeared to have been resolved due to changes in timescale for both projects. However, the appointment of a Development Officer was considered to be an important one that the Association must move forward as a matter of urgency. A paper was tabled by B Jones identifying the HLF Resilient Heritage grant as a suitable source of potential funding and listing an outline of the above mentioned role. Further work was needed on this paper and N Coombey offered some assistance, based on similar projects he had been involved with. It was noted that the post would be for a two year period initially, with a view that during this time it would become self-financing and could continue thereafter. The importance of the current grant applications was highlighted and it was agreed that the matter should be placed on the agenda for the next meeting in order to discuss the content fully. There is a flexible programme for submission to the HLF Resilient Heritage grant although a start date of February 2018 for the post would be desirable.

N COOMBEY

A SHAW

**TB17.50** DSWA Logo/Brand Update

It was frustrating to note that there had not been as much progress with this item as had been anticipated. Some ideas had been provided by the design company although none of them were considered suitable. A Loudon would get back in touch with the company in order to try and expedite the matter, ahead of the next meeting.

A LOUDON

**TB17.51** Coordinator Reports

**TB17.51a** **Grants:** Letters had been sent to Natural England and Defra in relation to the Countryside Stewardship grants which should, ideally be based on a metre squared rate rather than linear rates.

The agricultural grant lobbying post Brexit has been largely on wildlife issues rather than heritage and cross-compliance which affect dry stone walls. B Jones has made contact with English Heritage after a letter in the Times, which would be forwarded to the office for information.

B JONES

**TB17.51b** **International:** A group from South Korea had visited the UK recently and had taken part in a training course, coordinated by the Pennine Branch, as well as visiting the office with a view to learning more about the Association and how they might try and establish an organisation in South Korea.

The Japanese wallers are due to make a return visit in October and there have been visits by Bulgarian and Australian wallers, working on advanced features on the training site.

A suggestion made at the previous meeting about promoting the Training Bursary programme at the

- International Congress in 2018 would be followed up. R LOVE
- TB17.51c Pinnacle Awards:** A Certificate of Merit application was due to be inspected shortly. S ADCOCK
- TB17.52 Working Party Reports**
- TB17.52a Archives:** This work was ongoing. There may be scope to involve the person who carried out the Photographic Archive project. B Jones would keep the Trustee Board informed. B JONES
- TB17.53 DSWA Members' Weekend and AGM 2018**
- TB17.53a 2018 Update:** An update was given on possible events and activities being arranged for the Members' Weekend, designed to encourage members to extend their visit. Details and a booking form would be included in the winter issue of the Waller & Dyker. N COOMBEY/  
A SHAW
- The draft agenda for the AGM was tabled and agreed and proposers identified where applicable. A SHAW
- TB17.53b Nomination for the Election of Trustees:** Nominations for Trustees are now open and should be returned by 31 October at the latest and accompanied with a thumbnail sketch of up to 200 words. The current Trustees coming to the end of their three year term of office are Messrs Dolphin, Hanson, Loudon and Love who would be eligible to seek re-election.
- TB17.53c Presidents and Vice Presidents:** A letter had been received from Lord Cavendish advising that he would be delighted to continue in the role of President for the Association which was warmly received.
- Three Vice Presidents had also been identified.
- TB17.54 DSWA 50<sup>th</sup> Anniversary Updates**
- Work on the anniversary walling competition to be held on Sunday 20 May near Kirkby Lonsdale was progressing well and letters had been drafted in terms of seeking sponsorship for the event, which would also include a BBQ and other social events. Camping facilities will be available on site. It was noted that the walling competition replaces the event originally put forward to take place on the DSWA Training Site. Thanks were recorded to P Dolphin and A Mason for their work to date in arranging things. P DOLPHIN
- Printouts of the photographs received for consideration in the anniversary book were available to view at the meeting. Further images would also be forwarded for information. It was agreed that L Noble and P Dolphin would make an initial recommendation of the images to use and would send these to the office by the end of September. It was anticipated that a draft copy would be available for the next meeting. L NOBLE/  
P DOLPHIN  
A SHAW
- TB17.55 Any Other Business**
- TB17.55a New Data Protection Legislation 2018:** New data protection laws are due in May 2018. Members and branches will be kept informed. A SHAW
- TB17.55b Lake District World Heritage Site:** It was noted that the DSWA Office does not fall within the newly designated area although some of the activities undertaken by the Cumbria Branch may well do.
- TB17.55c Countryfile Live 2017:** The Association had attended this event for the second time. There had been a lot of interest in the display provided although it was rather disappointing to note that there had been no mention of the DSWA in the show catalogue or map. This was also the case for the National Hedgelaying Society and the Coppice Association. Feedback agreed by all three organisations had been submitted to the organisers as a number of visitors had commented on the location of the stands, adjacent to each other, but somewhat detached from most of the show, and the lack of publicity for these traditional crafts. A review meeting was scheduled for September. A Shaw would report back in due course. A SHAW
- TB17.56 Hundred Club**
- The following draws were made:
- |                |                    |  |
|----------------|--------------------|--|
| July 2017      | 2% M Johnson (133) | 1% C Bolshaw (25) and S Allen (99)             |
| August 2017    | 2% S Mitchell (78) | 1% C Bolshaw (26) and N Worrall (93)           |
| September 2017 | 2% R Moakes (23)   | 1% Derbyshire Branch (59) and A-M Willmott (8) |
- TB17.57 Date of Next Meeting**
- The next meeting will take place on **Saturday 2 December at the Westmorland County Showground.** Agenda items and papers should be sent to the office by Friday 3 November 2017 at the latest for full circulation.

Signed .....R S'ockall.....

Date .....2 December 2017.....