



**Minutes of the meeting of the DSWA Trustee Board meeting held
on Saturday 4 June 2016 at the Westmorland County Showground**

Present: T Blackwell (Acting Chairman), N Coombey, P Dolphin, J Hanson, C Hardman, R Ingles, B Jones, A Loudon, and R Love.

ACTION BY

In Attendance: Miss A Shaw

Apologies: Lord Cavendish, M Booth, A Brown-Jackson, R Stockall.

TB16.18 **Opening Remarks**

The Chairman welcomed everyone to the meeting. Congratulations were extended to those members who had been involved in award-winning gardens at the various garden festivals.

The Trustees were sorry to learn the sad news that long-standing member, Margaret Ribchester, had recently passed away following a short period of illness. Condolences had been sent to the family.

TB16.19 **To confirm minutes of previous Trustee Board meeting – 13 March 2016**

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

TB16.20 **Matters Arising not Otherwise on the Agenda**

TB16.20a **Reprint of Introducing Dry Stone Walls leaflet:** A project submission form had been submitted for the costs of reprinting this popular leaflet. It was pleasing to note that full funding for the work had been received from The Barbara Whatmore Charitable Trust, which had sponsored the original leaflet. Thanks were recorded to the charitable trust for its generous support. It was unanimously agreed that there would be no charge to branches for copies of this leaflet.

TB16.20b **Durham Legacy:** N Coombey and A Shaw had recently attended a very useful meeting with the Northumbria Branch to discuss ideas for the use of the legacy. A short list of guidelines had been drawn up in advance, which the branch was happy with, and it had been agreed that the branch would submit a list of initial ideas ahead of the next Trustee Board meeting in September for further consideration.

TB16.20c **Millennium Wall Project Book:** As mentioned at the previous meeting, stocks of this book are now running low. Costs had been obtained for the reprinting and there was unanimous agreement that this should be arranged, including a revised cover and other necessary updates. A project submission form would be completed and circulated to the Trustee Board, including prices for varying quantities.

A SHAW

TB16.21 **Correspondence**

Nothing to report.

TB16.22 **Branch Updates from Trustees**

Correspondence had been received from the Cumbria Branch, which was still concerned that the present Trustee "Buddy" system was not working satisfactorily in their area. J Hanson, as the Trustee representative for Cumbria Branch, had been in contact with branch officers and the correspondence was read to the meeting. It was acknowledged that decisions taken by the Trustee Board were for the Association as a whole but one of the concerns was that branch views needed to be accurately and impartially reflected in discussions. It was noted that branch officers all receive the agenda and minutes of the Trustee Board meetings and can submit items for the agenda as well as send in queries or comments about the minutes. As such, branch views and input are welcomed and assist in the decision making process.

Trustees were reminded to make regular contact with the branches for which they have a responsibility and to ensure branches know there is an open invitation for a representative to attend Trustee Board meetings. It was suggested that if Trustees would not be attending a meeting, a brief report covering any issues raised by the relevant branches should be submitted to the office ahead of the meeting. It was agreed this should take place with immediate effect. It was further suggested that if there were no significant issues raised by branches, the minutes should reflect the fact that contact had been made and there were no issues to note, which was the case this time round.

ALL

TB16.23 **Governance Issues**

TB16.23a **Proposed amendment to DSWA Objects/Purpose:** Following recent correspondence from the Charity Commission, a suggested form of words for the updated Purpose of the charity had been received and had been agreed by nine of the Trustees. This was confirmed at the meeting and the following wording

would therefore be adopted: "To advance education in the craft and heritage of dry stone walling for the public benefit." Clause 3 of the DSWA Constitution would therefore be updated and this decision ratified at the 2017 AGM.

A SHAW

TB16.23b Updated DSWA Rules: Following the successful Open Meeting held on 21 March, the revised DSWA Rules and Branch Procedures documents had been circulated to all branches prior to the meeting. A lively discussion took place and the following points were noted and agreed in relation to the DSWA Rules.

- **Section B - Trustees, Item g.** Co-opted members to the Trustee Board should be eligible to vote. The wording was therefore amended as follows: "The Trustee Board may co-opt up to three members to the Board for the period up to the next AGM.
- **Section F - Membership, Item f.** A suggestion had been put forward at the March meeting that this category of membership should be amended to read "Full-time student/unemployed" and the age restriction removed. This was agreed at the meeting although it was noted that proof of status might be necessary.

In response to a concern that the list, and documents, detailed as Appendices in the original Rules document had been removed, it was noted that these documents were still referenced within the updated Rules and would be made available with the Rules via the website and any hard copies that were issued. All the documents would be included within the Branch Reference File, once it was updated. It was important to recognise that the documents in question, DSWA Branch Procedures, DSWA Financial Procedures and DSWA Code of Practice form an integral part of the DSWA Rules but did not necessarily have to be physically attached as appendices to the Rules document and could be amended as separate documents in their own right. A sentence would be added to the DSWA Rules clarifying the necessary link to the above mentioned documents.

A SHAW

A SHAW

In conclusion, there was unanimous agreement to accept the revised DSWA Rules with the above amendments being made.

A SHAW

TB16.23c Branch Procedures: The revised document had been circulated to all branches prior to the meeting. A further amendment had been suggested in relation to difficulties that some branches may have in terms of appointing a vice-chairman. The following changes were therefore agreed to take account of the above situation.

- **Section 5 - Officers & Branch Meetings, Item c.** Wording was amended as follows: "The chairman, secretary and treasurer shall be elected by the Branch from among their members at the Branch Annual General Meeting. The Branch may also elect other officers, eg vice-chairman, as agreed. Any restriction....."
- **Section 6 - Annual General Meeting, Item biii.** Wording amended as follows: "Elect a chairman, secretary, treasurer and any additional officers and committee members (as agreed by the Branch) for the forthcoming year."

In conclusion, there was unanimous agreement to accept the revised DSWA Branch Procedures with the above amendments being made.

A SHAW

The new DSWA Branch Procedures document would be sent to all branches to adopt at their Annual General Meeting in 2016.

A SHAW

The full suite of updated documents would be ratified at the DSWA AGM in 2017.

Thanks were recorded to Messrs Coombe and Jones for their hard work in moving this important matter forward and to branches for their input to the process.

TB16.23d Branches with separately registered charitable status: A draft paper was tabled at the meeting, identifying the current situation with regard to the five independently registered branches and putting forward a draft proposal to address the situation. Minor amendments were suggested to the paper, which would be updated accordingly, ahead of being circulated to the relevant branches.

N COOMBEY

It was acknowledged that the branches in question should be encouraged to relinquish their separate charitable status and the matter would be discussed further by the Scotland Liaison Group at its next meeting in October. The same process also needs to be discussed with South West England.

R LOVE/
N COOMBEY

TB16.24 Financial Matters

It was disappointing to note that the Hon Treasurer had been unable to attend the meeting due to family circumstances.

TB16.24a Current Financial Figures: The current financial figures had been previously circulated. It was encouraging to note that the Gift Aid claim up to 5 April 2016 had been processed and a sum of £5,773.18 received.

TB16.24b	Pensions: As reported at previous meetings, work is ongoing in order to establish a Workplace Pension Scheme which the Association is required to provide. It was envisaged that procedures would be in place by the end of December 2016, ahead of the staging date for DSWA of February 2017.	M BOOTH
TB16.24c	Expenses: In response to an item on the Financial Figures commentary relating to expenses, it was noted that the budget figure has already been exceeded and that this should be revised. A brief discussion took place in relation to travel expenses incurred by Trustees and whether branches should be expected to contribute to these costs. It was agreed that if a branch specifically requested that a Trustee attends a branch meeting, then perhaps some remuneration should be offered but otherwise, the Trustee should claim travel expenses in the usual way.	M BOOTH
TB16.25	<u>Membership</u>	
TB16.25a	Current Membership Figures: The current membership figures were given as follows. A total of 939 members, including 688 Open, 225 Professional, 13 Corporate and 7 Junior/Full-time students. Members had been contacted about outstanding subscriptions, some of which had now been received and balancing payments for those paying the old amounts had also been received.	
TB16.26	<u>Craft Skills Group</u>	
TB16.26a	Report from Meeting: The latest meeting of the Craft Skills Group took place on 24 May. The minutes would be circulated with the Trustee Board minutes. A request was made for these to be sent out with the Trustee Board meeting agenda in future if possible, although this would depend on the timing of the meetings. A summary of the meeting was given and the following points noted. <ul style="list-style-type: none"> • An update on changes to the qualifications framework had been provided by the new Lantra representative to the group. All qualifications would be transferred to the new framework in due course and the DSWA would be kept informed of the timetable for this process. • The new Modern Apprenticeship in Rural Skills for Scotland, which contains a dry stone walling element, was due to be launched by Lantra at the Royal Highland Show, which R Love would be attending. • As previously noted, the next Examiner Standardisation course would take place in 2017 and had been booked for 21-23 April. • It was disappointing to note that the Instructor Training Course had been cancelled due to lack of numbers. A rescheduled date would be arranged as soon as practical. • A DSWA Discussion Forum post, raising the issue of good wallers who were not certificated had been brought to the attention of the Craft Skills Group. A follow-up conversation had taken place with the author of the post, which whilst expressing a personal view could have been seen to be denouncing the HLF Bursary Trainee programme, which was not appropriate. 	A SHAW R LOVE A SHAW
TB16.26b	Understanding Dry Stone Walling: This work was moving forward and it was hoped that in due course a website page would be available, highlighting case studies of a range of large dry stone walling projects, demonstrating good practice and including site drawings, specifications and photos but, most importantly, identifying the information required by engineers/architects looking to use dry stone walling as a construction method. It was acknowledged that most of the difficulties that arise with largescale dry stone walling projects are down to the skill of the craftsmen employed and the on-site monitoring and quality control of the work. A suggestion was made that specifications for historical walls, such as the enclosure walls, might also be useful as quite detailed information was available.	A LOUDON/ N COOMBEY
TB16.26c	Aberdeen Western Peripheral Bypass: Following the letter that was sent to numerous organisations, it was disappointing to note that only one, rather poor, reply had been received from Transport Scotland. Additional photographic evidence of the continued poor quality of work had been received and it was agreed that a further letter should be sent to Transport Scotland, copied as per the original letter and also sent to relevant MSPs/MPs. A letter had been drafted to the Press & Journal newspaper, which would be sent out shortly.	A LOUDON/ A SHAW R LOVE
TB16.27	<u>Training & Education Update</u> A detailed report had been produced and circulated prior to the meeting. The Trustees were delighted to learn that all five of the Bursary trainees had successfully gained the Intermediate/Level 2 certificate and they were now working towards the next stage of qualification. It was encouraging to note that a successful progress meeting had taken place with HLF, which was pleased with the work to date and the fact that all trainees were still in post; experience has shown that retention for such placements can be low. The issues surrounding the conduct of one of the trainees had now been satisfactorily resolved. The mentoring scheme is now up and running and contact has been made between mentees and mentors with objectives and goals being identified for each of the participants. The Built Landscape Heritage Awareness Campaign is now moving forward and a variety of events and activities have been lined up in conjunction with the relevant local DSWA branches.	

The Training Voucher Scheme, funded through The Prince's Countryside Fund, will finish at the end of July. There are still some outstanding vouchers to be redeemed although some of these were from early on in the scheme and unlikely to be submitted. Feedback forms received from some of those attending beginner training courses has been very positive.

The Trustee Board recorded its thanks to Mrs Clarkson for the continued hard work she has put into these projects to date.

TB16.28 Coordinator Reports

TB16.28a **Grants:** In Scotland there is funding for dry stone walling within the agri-environment climate scheme fund, currently paying £33 per sq metre.

TB16.28b **International:** The next International Dry Stone Walling Congress would be taking place in Greece in September details of which had been included in the winter issue of the Waller & Dyker.

It was disappointing to learn that the walling festival in Canada, planned for September and coordinated by D McLellan had been cancelled.

Details of a stone festival in Ireland from 17-19 June had been received and had been posted on the DSWA Facebook page.

The third Terraced Landscapes conference will be held in Italy from 6-15 October, details of which were included in the spring issue of the Waller & Dyker.

TB16.28c **Pinnacle Awards:** An application had been submitted for a memorial at the National Arboretum, commemorating the Rhodesian African Rifles. The project had been inspected and although it had been entered for both a full Pinnacle Award and a Certificate of Merit, the recommendation was for a Certificate of Merit. The Trustee Board was happy to accept the recommendation and it was agreed that a Certificate of Merit would be granted to the project, which had been built by Chris Ingles. Arrangements will be made for a suitable presentation.

A SHAW

The meeting was reminded that the Derbyshire Branch had kindly offered to support the Pinnacle Award Scheme prior to any long term sponsorship being identified, a gesture which was warmly welcomed by the Trustee Board.

TB16.29 Working Party Reports

Some progress with the Archive project is being made although it was noted that at present it is very much a fact finding exercise to identify what exists and in what format.

B JONES

TB16.30 DSWA Brand

A lively discussion took place on the website updates being planned. It was noted that it was very difficult to identify a full cost benefit analysis of such a project until work had commenced. The initial costs for the work had been submitted on a project summary form originally discussed in 2015: a total of £13,000 - £5,000 for website updates to bring the branch home pages into a standard format, compatible with the national site, and £6-£8,000 for a short promotional film. Derbyshire Branch had already allocated £10,000 towards the project and the remaining £3,000 was required from national funds. It was noted that a film-maker had been identified for the project and had provided a fixed price of £8,000 for the work. Discussions were underway with potential website designers and a request was made for the information to be sent to the existing designers of the DSWA website. It was agreed that any costs should be competitively tendered for and approved by the Trustee Board. It was further agreed that any potential contenders for the work should submit proposals on how the funds would be spent so that the Trustees could see the process involved and be able to follow progress. It was agreed that the project should go ahead as outlined, with the budget of £13,000 identified above. Any additional funding that was required would need to be submitted on a new project summary form.

C HARDMAN

C HARDMAN

Following the request in the recent Waller & Dyker, a contact for most branches had been received and it was envisaged that a small group would be established to manage and move the project forward. An update report would be provided for the next meeting.

C HARDMAN

TB16.31 DSWA Members' Weekend and AGM

TB16.31a **Suggestions for venues in 2017:** A possible venue in the Cotswolds had been received and it was noted at the meeting that Derbyshire Branch had expressed an interest in hosting the event. A request was made for details of any potential venue to be submitted to the office as a matter of urgency as it is helpful to mention this in the summer Waller & Dyker, with full booking details being included in the winter issue.

C HARDMAN

TB16.31b **Nominations for the Election of Trustees:** Nominations were now invited for Trustees and details would be available on the website. Completed nomination forms should be returned to the office by 31 October at the latest.

TB16.32 Any Other Business

TB16.32a **50th Anniversary in 2018:** A useful visit by N Coombey and A Shaw had taken place in the Castle Douglas/Kirkcudbright area to investigate possible venues for the Members Weekend in 2018 and the Trustee Board would be kept informed of responses received back.

N COOMBHEY/
A SHAW

Other suggestions to celebrate the 50th anniversary that had been received included an international dry stone walling festival, publicity articles to like-minded organisations, walling competitions and a high-quality book.

TB16.32b **Community Projects with Military Veterans:** A suggestion had been received from John Pasztor in South Wales putting forward the idea of the Association developing links and projects with military veterans suffering from PTSD. It was agreed this idea should be followed up and an update given to the next meeting. It was noted that this could perhaps be tied into the 50th anniversary of the Association and that 2018 would be the centenary of the end of WWI.

A SHAW

TB16.32c **Isle of Man Branch:** A query had been received from the Isle of Man about establishing a DSWA Branch on the island. Whilst the idea was favourably received, it was noted that this might not be possible due to the fact that the Isle of Man is a self-governing Crown Dependency. However, it was suggested that a "Members Group" or "Friends of" type of arrangement might be possible. A Shaw was asked to follow this up and report back.

A SHAW

TB16.32d **Waller & Dyker:** Thanks were recorded to Shirley Addy in her new role as Editor for the Waller & Dyker.

TB16.32e **Royal Garden Party:** The Association had received an invitation to one of the Royal Garden Parties and R Ingles expressed his thanks for being nominated to represent the DSWA at the event in May, which he and his wife had enjoyed despite rather wet weather on the day.

TB16.33 Hundred Club

The following draws were made:

April	2% A Shaw (99)	1% J Stoddart (40) and D Hay (8)
May	2% V Lee (74)	1% P Davies (20) and C Stephens (32)
June	2% S Robson (95)	1% R Moakes (68) and J Broadhead (106)

TB16.34 Date of Next Meeting

The next meeting will take place on **Saturday 3 September 2016 at 10am** at the Westmorland County Showground.

Agenda items and papers should be sent to the office by Friday 5 August 2016 at the latest for full circulation.

SignedT Blackwell.....

Date3 September 2016.....

A Shaw/6 June 2016

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