



**Minutes of the meeting of the DSWA Trustee Board meeting held  
on Sunday 13 March 2016 at the Celtic Royal Hotel, Caernarfon**

**Present:** R Stockall (Chairman), Mrs T Blackwell, A Brown-Jackson, N Coombey, C Hardman, R Ingles, B Jones, A Loudon & R Love.

**ACTION BY**

**In Attendance:** Miss A Shaw

**Apologies:** Lord Cavendish, M Booth, P Dolphin and J Hanson.

**TB16.01**      **Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting.

**TB16.02**      **Appointment of DSWA Chairman**

Following the election of Trustees at the AGM the previous day it was necessary to appoint a Chairman. Ray Stockall was proposed by A Loudon and seconded by N Coombey. No further nominations were put forward and there was a unanimous vote in favour of Ray Stockall, who was duly appointed as DSWA Chairman for a further three year period.

A vacancy exists on the Trustee Board and it was agreed to co-opt Richard Ingles back on to the Trustee Board for a further twelve month period. This was unanimously agreed and Mr Ingles was thanked for agreeing to take up the vacancy.

**TB16.03**      **To confirm minutes of previous Trustee Board meeting – 5 December 2015**

Under Item TB15.63, DSWA Brand, M Booth had submitted comments to the Chairman, outlining the fact that the full cost benefit analysis for this project had not yet been produced and he queried whether the amount of money sought was a one off cost or whether there were likely to be ongoing and/or running costs involved with the project.

**C HARDMAN/  
M BOOTH**

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

**TB16.04**      **Matters Arising not Otherwise on the Agenda**

**TB16.04a**      **Legacy for Durham area:** N Coombey had drawn up a list of guidance points that should be taken into account when developing a project to utilise the legacy for the Durham area. It was agreed that these would be sent to the Northumbria Branch and that a meeting with branch members should be arranged as soon as practical in order to move things forward. It was noted that there was a Heritage Lottery Funded Landscape Partnership Project covering the relevant area that might be appropriate for the Association to link into. Other organisations such as CPRE and the relevant regional office for HLF should also be contacted.

**N COOMBEY/  
L CLARKSON**

**TB16.05**      **Correspondence**

**TB16.05a**      A letter had been received from the family of Mr John Perrott advising that he had passed away in 2015. Mr Perrott had been an honorary life member for many years and lived in the Hereford area.

**TB16.05b**      Correspondence had been received from Clarence House, confirming that His Royal Highness The Prince of Wales had agreed to continue his Patronage of the Association for a further five year period, news that was warmly welcomed by the Trustee Board.

**TB16.06**      **Branch Updates from Trustees**

Brief round table updates were given and included the following points.

- Costwold Branch would be representing the Association at the second PCF Ascot Race Day in April as well as the Countryfile Live event, taking place at Blenheim Palace in August.
- A request had been received from Otley & Yorkshire Dales Branch to provide additional information about potential Trustees in order to help inform voting. Following a short discussion it was suggested that the thumbnail sketch information should be increased "up to 200 words, including optional support wording from the proposer". A vote was taken as follows: 7 in favour, 1 against, 1 abstain. This will be amended for 2017.
- Meetings of the Cheshire and Lancashire branches had been attended by the relevant Trustees with no major queries or issues to report.

**A SHAW**

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.

**ALL**

|          |   |                                    |
|----------|---|------------------------------------|
| TB16.07  | <b><u>Governance Issues</u></b>   |                                    |
| TB16.07a | <b>Update to Charitable Purpose:</b> A request had been submitted to the Charity Commission in order to update the Association's charitable purpose as previously discussed. Before this could be approved, further information was required by the Charity Commission which had not been possible to include in the on-line request. Draft wording would be circulated to the Trustees before being submitted.   | A SHAW                             |
| TN16.07b | <b>Branches with separately registered charitable status:</b> Further information had been received from the charity law solicitors in relation to the branches that are currently separately registered charities; four in Scotland and one in England. A brief update on the historical decisions that had brought about this situation was given but it was noted that the branches in Scotland do consider themselves as branches of the national Association. Following a lively discussion, it was agreed that the relevant Trustees would approach the branches in question and report back to the next meeting. Thereafter, a timetable should be drawn up for the separately registered branches to make necessary changes to de-register with the appropriate regulator, ideally within a two to three year timescale. Meantime, enquiries would be made with OSCR to see what the de-registering process would entail. | N COOMBAY/<br>R LOVE<br><br>R LOVE |
| TB16.07c | <b>Updated DSWA Rules and Branch Constitutions:</b> The documents previously circulated and amended by the Trustee Board had been sent to branches for their comments. A meeting had been arranged for 21 March, which N Coombey had agreed to chair, to allow members to discuss the documents and proposed changes. Thereafter the documents would be returned to the next Trustee Board meeting for approval. It was hoped that branches would adopt the new Branch Procedures document at their AGMs in 2016 and the suite of documents ratified at the DSWA AGM in 2017.   | N COOMBAY/<br>A SHAW               |
|          | It appeared that not all Trustees were aware of the meeting. Care must be taken to ensure they are kept fully informed of events.   | A SHAW                             |
| TB16.08  | <b><u>Financial Matters</u></b>   |                                    |
| TB16.08a | <b>Current Financial Figures:</b> Unfortunately these were not available for the meeting but would be produced and sent out with the minutes. A brief discussion identified the benefit of being able to discuss financial matters in person with the Hon Treasurer at meetings although it was acknowledged that family circumstances had recently precluded attendance at meetings.   | M BOOTH/<br>A SHAW                 |
|          | A request was made to ensure the separately registered branches do send in their annual return to the appropriate charity regulator.  | M BOOTH                            |
|          | In response to a query, it was noted that the new Financial Procedures came into effect from 1 September 2015 and do make provision for branches to submit details of projects they might have either in progress or in the pipeline.   |                                    |
| TB16.08b | <b>Pensions:</b> 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.   | M BOOTH                            |
| TB16.08c | <b>Branch Liabilities:</b> As mentioned above, this information was now included in the Financial Procedures and would be followed up.  | M BOOTH                            |
| TB16.09  | <b><u>Membership</u></b>  |                                    |
| TB16.09a | <b>Current Membership Figures:</b> The current membership figures were given as follows. A total of 848 members, including 608 Open, 216 Professional, 12 Corporate and 6 Junior/Full-time students. It was disappointing to note that membership figures were down from last time and it was agreed that branches should be contacted to follow up those members who had not renewed their subscription.   | A SHAW                             |
|          | A brief discussion took place on the need to engage with younger people and to encourage them to join the Association although it was acknowledged that work needs to be done to develop projects and activities that will appeal to younger people. Social media also needs to be used to better advantage.  |                                    |
| TB16.10  | <b><u>Craft Skills Group</u></b>  |                                    |
| TB16.10a | <b>Report from Meeting:</b> The latest meeting of the Craft Skills Group took place on 16 February. The minutes would be circulated with the Trustee Board minutes although a request was made for these to be sent out with the Trustee Board meeting agenda in future if possible. A brief summary of the meeting was given and the following points noted.   | A SHAW                             |
|          | <ul style="list-style-type: none"> <li>• The Instructor Training Course would be going ahead in April although there was still space for one or two more to attend. Most of the attendees had been nominated by branches but some members had submitted a request to the Craft Skills Group in order to be considered for the course. It was noted that care does need to be taken in terms of members gaining the Level 2/Intermediate qualification and thereafter quickly hoping to become an Instructor.</li> <li>• The need for additional stone on the training site was no longer such an urgent matter as a lot of work had recently been done to sort existing stone. The funds approved for this purpose would be held in reserve for the time being.</li> </ul>  |                                    |

|                 |   |  |
|-----------------|---|--|
|                 | <ul style="list-style-type: none"> <li>• Changes were being made to the apprenticeship framework, which would become more employer led, making it difficult for organisations such as DSWA to input in an active way to the structure of the apprenticeship although it should be possible to contribute in an advisory capacity.</li> <li>• Concerns had been raised about the lack of experienced/qualified professional wallers particularly in the central belt area of Scotland. There appeared to be plenty of work but the mechanism for vocational training was not in place to address the shortages.</li> </ul>   |  |
| <b>TB16.10b</b> | <p><b>Understanding Dry Stone Walling:</b> Work was continuing on finalising this guidance document, which would hopefully include case studies of good quality dry stone walling projects. On this point, it was noted that A Loudon had been approached to provide a specification for a high dry stone retaining wall as the engineering specification for the work had been rejected.</p> <p>Work on the list of quarries that could potentially supply dry stone walling stone was ongoing.</p>  | <p>A LOUDON/<br/>N COOMBEY</p> <p>A LOUDON</p>   |
| <b>TB16.10c</b> | <p><b>Aberdeen Western Peripheral Bypass:</b> 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. It was suggested that a letter/article should be sent to the Press &amp; Journal, the main newspaper covering that area, highlighting the poor use of public money. It was further suggested that social media should also be used to raise awareness of the poor quality dry stone walling work being done.</p>  | <p>R LOVE/<br/>A SHAW</p>                        |
| <b>TB16.11</b>  | <p><b><u>Training &amp; Education Update</u></b></p> <p>A detailed report had been produced and circulated prior to the meeting. The mentoring programme had now been arranged for five existing members and it was encouraging to note that the bursary trainees would be entering for the Level 2/Intermediate certificate in April. An HLF monitoring visit was scheduled for early April. The Craft Skills Group is kept fully apprised of any potential difficulties within the project which, given the size and diverse nature of the different components, may be expected but will not detract from the delivery of a successful project. Thanks were recorded to Mrs Clarkson for all her hard work, which was much appreciated.</p>  |  |
| <b>TB16.12</b>  | <p><b><u>Coordinator Reports</u></b></p>  |  |
| <b>TB16.12a</b> | <p><b>Grants:</b> There seems to be a lack of knowledge and understanding of what grants are available in England, most of which come under Stewardship Scheme funding. The first phase of the Landscape Partnership programme in South West Scotland is due to be launched within the next year or so.</p>   |  |
| <b>TB16.12b</b> | <p><b>International:</b> 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 &amp; Dyker.</p> <p>The annual dry stone walling festival will again be held in Canada in mid September; a number of DSWA professional members would be attending to offer training opportunities during the festival. A suggestion was made by A Loudon that the UK should organise a similar, largescale event and invite overseas wallers to attend. Further thought would be given to this idea, perhaps to tie into the 50<sup>th</sup> anniversary of the Association in 2018.</p>   | <p>A LOUDON/<br/>A SHAW</p>                      |
| <b>TB16.12c</b> | <p><b>Pinnacle Awards:</b> It was pleasing to note that a presentation of a Pinnacle Award had been made at the AGM to Lydia Noble and Adam Clarke for their design and construction of the dry stone structure, The Hive. A small point was made that the recipients would have liked the opportunity to acknowledge the award.</p> <p>It was noted that the Trustee Board should accept the recommendations made by the Examiners sent to inspect such projects and ratify the decision that has been reached. It was also noted that there needs to be a quicker turn around for the inspection of projects from when they are submitted.</p> <p>A brief discussion took place about the cost of the Pinnacle Award Scheme although it was acknowledged that sponsorship can be difficult as projects do not necessarily come up on a regular basis and costs vary for each award. Further thought would be given to possible sponsorship and reported back in due course.</p> | <p>C HARDMAN/<br/>A LOUDON/<br/>B JONES</p>      |
| <b>TB16.13</b>  | <p><b><u>Working Party Reports</u></b></p> <p>No reports available.</p>   |  |
| <b>TB16.14</b>  | <p><b><u>DSWA Brand</u></b></p> <p>Correspondence had been sent to branches seeking local input to help with the proposed website project including members who had IT skills. As mentioned earlier in the meeting (Item TB16.03) the Hon Treasurer had asked for a full cost benefit analysis of the project, which had not been apparent in the original project submission form. Information had been sent to the Treasurer although to date no reply had been received. The project, including funding from DSWA, had been agreed in principle at the December Trustee Board meeting, subject to further information in relation to costs, etc being made available.</p>  | <p>C HARDMAN</p> <p>M BOOTH</p> <p>C HARDMAN</p> |

A number of potential film makers had been contacted in order to obtain prices, etc and some well-known personalities had also been approached to be involved. It was noted that the Trustee Board must be kept informed of developments and have sight of any draft material that is produced.

C HARDMAN

**TB16.15** DSWA Members' Weekend and AGM

**TB16.15a** The venue had been an appropriate choice and the event seemed to be enjoyed by those attending. Thanks were recorded to Sean Adcock for the work he had put into organising the weekend. A request for possible venues for 2017 had been included in the forthcoming issue of the Waller & Dyker.

A SHAW

**TB16.15b** **50th Anniversary in 2018:** It was hoped that the Members' Weekend and AGM would take place in the Stewartry area of Dumfries and Galloway. Gatehouse of Fleet had been suggested but the local branch felt that Castle Douglas might be a more suitable location, with further thought given to possible venues. Ideas on how to mark the 50<sup>th</sup> anniversary of the Association should be submitted to the office.

N COOMBEY/  
A SHAW

ALL

**TB16.16** Any Other Business

**TB16.16a** **Publication Reprints:** Two of the Association's publications, Introducing Dry Stone Walls and the Millennium Wall Project book, were running low on stock and would need to be reprinted. It was agreed that costs should be obtained for these and project submission forms completed as necessary.

A SHAW

**TB16.16b** **Eco-build 2017:** The Association had been approached about possibly attending this event, as part of an umbrella group for small, specialist organisations, potentially at little or no cost to the DSWA. It was agreed that the Association would keep in touch with the event coordinator.

A SHAW

**TB16.16c** **Fuelcard Services:** Details had been received about possible fuelcards for DSWA members. Following a brief discussion it was agreed this was not something the Association would be pursuing.

A SHAW

**TB16.16d** **Annual Report:** A query was raised as to how beneficial the inclusion of attendance figures at Trustee Board meetings was within the Annual Report. A proposal was put forward to remove this item from future Annual Reports and voted on as follows:

A SHAW

| Eligible To vote | For       | Against         | Abstain         |
|------------------|-----------|-----------------|-----------------|
| 9                | 7         | 1               | 1               |
| <b>Proposer</b>  | C Hardman | <b>Seconder</b> | A Brown-Jackson |

**TB16.16e** **Waller & Dyker Articles:** A suggestion had been received from Mrs Addy, the new editor for the Waller & Dyker, about commissioning articles for the magazine from external organisations and to offer reciprocal articles about the Association. This was approved, providing the articles were relevant to dry stone walling.

A SHAW/  
S ADDY

**TB16.17** Date of Next Meeting

The next meeting will take place on **Saturday 4 June 2016** at 10am at the Westmorland County Showground.

Agenda items and papers should be sent to the office by Friday 6 May 2016 at the latest for full circulation.

Signed .....T Blackwell.....

Date .....4 June 2016.....

A Shaw/4 April 2016

ref: dswa/tbmtg/mar16mins