



**Minutes of the meeting of the DSWA Trustee Board meeting held
on Saturday 5 September 2015 at Westmorland County Showground**

- Present:** R Stockall (Chairman), Mrs T Blackwell, M Booth (Hon Treasurer), A Brown-Jackson, N Coombey, P Dolphin, J Hanson, B Jones, A Loudon & R Love. ACTION BY
- In Attendance:** Miss A Shaw
- Apologies:** Lord Cavendish, C Hardman & R Ingles.
- TB15.33** **Chairman's Opening Remarks**
The Chairman welcomed everyone to the meeting.
- TB15.34** **To confirm minutes of previous Trustee Board meeting -6 June 2015**
There were no queries or amendments. The minutes were therefore signed as a correct record of the meeting.
- TB15.35** **Matters Arising not Otherwise on the Agenda**
- TB15.35a** **E-Newsletters:** Unfortunately due to a number of factors, no further progress had been made with this item. It was requested that this item be taken off the agenda until such time as the work had moved forward. A BROWN-
JACKSON
- TB15.35b** **Cumbria Branch Issues:** The ongoing concerns from Cumbria Branch do not appear to have been satisfactorily resolved although communication via email and face to face discussions have taken place and some issues have moved forward. However, the branch still seems concerned about the way in which Trustee Board decisions are made and the apparent lack of consultation with members and contact with Trustees. It was pointed out that all branch officers do receive the Trustee Board minutes and agendas with the opportunity to raise queries and indeed to attend Trustee Board meetings if desired. One of the issues that was still outstanding was a query relating to upholding walling standards in other countries. The branch had been advised this was a matter for the Craft Skills Group, but the query had not been forwarded to that group for a response to be formulated. This would be followed up and addressed. CRAFT SKILLS
GROUP
- The Chairman advised that best efforts had been put into answering the original queries raised by the branch but each time responses were submitted, further queries were subsequently raised. It was regrettable that the matter had now become somewhat protracted with no obvious conclusion able to be drawn. It was, however, acknowledged that more effort should be put into communicating with branches and trying to avoid similar situations in the future.
- TB15.35c** **DSWA Working Parties:** It was agreed that updates on the various Working Parties that exist should form a standing agenda item at each meeting and that a written report by the lead contact for the group should be submitted for circulation with the Trustee Board agenda. ALL
- TB15.35d** **Archive Project:** There had been no response to the request in the recent Waller & Dyker for help with this project. Meantime, it was agreed that B Jones and A Brown-Jackson would continue to try and move things forward. B JONES/
A BROWN-
JACKSON
- TB15.36** **Charitable Incorporated Organisation**
- TB15.36a** **Table of Potential Risks:** Thanks were recorded to N Coombey for producing the very useful list of potential risks that may affect the Association. It was noted that it was up to the Trustees to assess the risks faced by the Association and ensure appropriate procedures are in place to minimise the risk if necessary. The document was discussed in detail and the following points noted.
- The management of risk is not just to protect Trustees but also the Association and appropriate procedures must be in place to take account of this.
 - Concerns were expressed about branches entering into largescale projects and/or contracts of which the Association was not aware and which may have financial liabilities. It was agreed that this issue should be given further consideration and something included within the Rules. It was further noted that if branches do apply for external funding from organisations such as the Heritage Lottery Fund, these applications could be seen as being from the national Association and potentially affect future funding applications.
 - The Association should use low-risk investment opportunities for reserves rather than higher-risk activities. All Trustees are consulted on these decisions and the options fully researched before any action is taken. M BOOTH

- The Association needs to ensure that appropriate procedures are in place for branches in terms of health and safety matters and these are used routinely. A Brown-Jackson offered to submit examples of forms he uses for events and activities, which was gratefully accepted and would be presented to the December meeting.
- Vicarious Liability details from the Accountants would be reissued to the Trustee Board.
- The Association had a disclaimer on the general information leaflet in terms of disclosing personal information and it was noted that Miss Shaw was the nominated responsible person in relation to this matter.
- With regard to safeguarding issues, the Association has a policy in place but should also take steps to ensure Instructors and Examiners are not open to criticism. It was agreed that branches should be contacted to determine any concerns that exist about appropriate checks, etc and reported back to the next meeting.

A BROWN-
JACKSON

A SHAW

M BOOTH

TB15.36b Additional Legal Advice & Costs of Change: Further advice had been sought in relation to the Association's existing Rules and the proposed changes from the last meeting, as well as clarifying the relationship between the national organisation and its branches. The information was circulated at the meeting, which was considered very useful indeed. Clarification would be sought about the Scottish branches.

A SHAW

Following a further short discussion it was agreed that the decision as to whether to change to a CIO should not be governed by the costs involved but by whether it was right for the Association.

The proposal submitted in June by R Stockall and seconded by M Booth, detailed below was then voted on, by way of voting slips: "The Dry Stone Walling Association should retain its status as a registered charity and not change to become a Charitable Incorporated Organisation".

Eligible To vote	For	Against	Abstain
10	6	4	
Proposer	R Stockall		Seconded M Booth

The two proxy votes that had been received were not included in the result. The Dry Stone Walling Association will not therefore be altering its charitable status.

In light of the above information, it was agreed that the Rules and Branch Constitutions should be updated. N Coombey, M Booth and B Jones were asked to progress this work.

N COOMBHEY/
M BOOTH/
B JONES

The decision will need to be conveyed to the membership and a clear explanation given. Details would be included in the winter Waller & Dyker and would be on the AGM agenda for March.

R STOCKALL/
A SHAW

Grateful thanks were recorded to B Jones for all the work that he had put into the proposed CIO change, as well as to others who had been involved in the process over the years.

TB15.36c Directors' Liability Insurance: Details of potential cover had been previously circulated. During the discussion that took place the following points were noted.

- The Association has funds to cover any mismanagement issues that might arise, although these are highly unlikely.
- The Association needs to work with the branches to reduce risks that might be applicable.
- A list of branch liabilities would be drawn up ahead of the next meeting in December.
- Some of the areas of potential risk would not be covered by this type of insurance. It was agreed that the insurers would be asked about these areas of concern at the annual insurance review meeting.

M BOOTH

A SHAW

In conclusion there was a unanimous decision by the Trustees not to pursue the Directors' Liability Insurance matter.

A SHAW

TB15.37 Governance Issues

Some useful information had been received from regular Charity Commission updates relating to trustees and decision making, which had been circulated to all Trustees. It was acknowledged that governance decisions should be presented to the AGM, where practical, in order that members are kept informed as much as possible.

TB15.38 Correspondence

A reply had been sent to the Farmers Weekly publication in response to an article about the lack of skilled wallers and the need for dry stone walling qualifications. It was acknowledged that the Association does sometimes struggle to get publicity about its activities although this was sometimes due to items not being published despite being submitted.

A letter had been sent to Clarence House in relation to the term of office for His Royal Highness The Prince of Wales as Patron of the Association, which was due to for review in 2016. It was hoped that a further five year period may be approved.

TB15.39 Financial Matters

TB15.39a **Current Financial Situation:** The figures to the end of July had been previously circulated and it was pleasing to note that potentially the Association might break even by the end of the financial year. The projected deficit announced a couple of years ago, was taking the worst case scenarios, which had thankfully not come to pass and expenditure had been carefully managed in the time since.

M BOOTH

In response to a query from the Cumbria branch, it was noted that branches chose to sponsor the Waller & Dyker by way of publicity/promotion of the particular branch. On the back of this, it was agreed that it would be useful to have direct costs of servicing members, which would be presented at the next meeting.

A SHAW

It was noted that a 5-year rolling budget had been produced for the HLF application and details would be incorporated into the regular figures circulated to Trustees.

M BOOTH

Thanks were recorded to M Booth for the hard work he has put in to making the accounts much easier to understand.

At this point Miss Shaw left the meeting

TB15.39b **Salaries:** A proposal of a 1.5% increase in salaries for Miss Shaw and Mrs Robinson was put forward by the Hon Treasurer and seconded by A Loudon. There was a unanimous agreement to this increase which would take effect from 1 October 2015. A suggestion was made that any future awards should be assessed using the Consumer Price Index rather than the Retail Price Index, as is currently the case.

M BOOTH

M BOOTH

It was further noted that the wage rate paid to Mrs Robinson must comply with the new National Living Wage rate that would be introduced in April 2016.

M BOOTH

Miss Shaw returned to the meeting

TB15.39c **Pensions:** The Association is now registered with the Pension Regulator to receive regular updates in relation to pension requirements that are being rolled out. NFU Mutual has a scheme that the Association could adopt if necessary. An action plan would be presented at the next meeting.

M BOOTH

TB15.40 Membership

TB15.40a **Current Membership Figures:** The current membership figures were given as follows. A total of 1033 members, including 763 Open, 237 Professional, 18 Corporate and 9 Junior/Full-time students.

TB15.40b **Future Subscription Increases:** Subscription changes have already been agreed for 2016 and a brief discussion took place as to how frequent future changes should be. It was unanimously agreed that there should be no further change for 2017 but new rates for 2018 would be implemented as follows:

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

This information would be shared at the AGM in March.

M BOOTH/
A SHAW

TB15.41 Craft Skills Group

TB15.41a **Report from Meeting:** The last meeting of the Craft Skills Group took place on 1 September and minutes would be circulated with the Trustee Board minutes. A brief summary of the meeting was given and the following points noted.

- A request was submitted to the Trustee Board for the purchase of additional stone for the training site. Alston Natural Stone had offered suitable stone at a cost of £65 per tonne, plus VAT, delivered to site, which was a very reasonable price. No further information had come back from Burlington Stone. There was also the possibility of stone available on the Wirral, free of charge, although transport would need to be arranged. A Loudon offered to explore this latter option but in the meantime there was unanimous agreement to proceed with stone from the Alston quarry.
- Two new members had been welcomed on to the Craft Skills Group; Mike Smith from Lantra and Steven Boyes, representing Craven College.
- Changes were being implemented to the existing Qualifications and Credit Framework for England and Wales. This would provide an opportunity for the Association to look at its qualifications and put forward any changes that might be necessary.
- Work was continuing with Lantra colleagues in Scotland to get the dry stone walling qualifications listed on the Scottish Credit and Qualifications Framework. A step forward had been the news that low volume qualifications could now be considered although a credit rating has to be applied to such courses, which is different to the rating currently used in England and Wales.

A LOUDON

A LOUDON/
A SHAW

- A request had been made by colleagues in Derbyshire to see if a reduction in the fees levied for the Level 3/Advanced Part A test might be possible. There was a situation where four people would be building features within close proximity of each other so potentially the cost of marking these could perhaps be reduced. Following a short discussion, a vote was taken in relation to this matter, which had a majority of votes against any reduction in the cost of the test per candidate.

R LOVE/
A LOUDON

Eligible To vote	For	Against	Abstain
10	9		1
Proposer	R Love		Seconder M Booth

TB15.41b **Understanding Dry Stone Walling:** A revised document had been discussed by the Craft Skills Group. It was acknowledged that a standard specification for dry stone walls was almost impossible to draw up given all the different factors that have to be taken into account. However, it was noted that the revised draft produced by N Coombey was useful and could perhaps be used as a generic guidance document, raising awareness of the potential uses of dry stone walling rather than a document containing specific technical details, which should be discussed with the waller. It was noted that within the HLF project, funds had been earmarked for a technical conference for architects and planners, which should also help promote the use of dry stone walling within construction projects. Further comments by A Loudon would be sent back to N Coombey in order to move forward the work done to date. Thanks were recorded to N Coombey for his efforts so far.

A LOUDON/
N COOMBHEY

TB15.41c **Publicity Articles:** An article in a recent issue of the Homebuilding & Renovating magazine was highlighting the use of stone work in modern architecture and although the work appeared to be dry it was actually only stone faced. A suggestion was made that an article should be submitted to the magazine promoting the qualities of dry stone walling, which A Loudon agreed to do.

A LOUDON

Discussion then took place about the article in the summer Waller & Dyker from Chris Stephens, suggesting that an additional level of qualifications should be made available to those who were not able to complete the required amount of walling in the time presently allowed. Following a lively debate, a suggestion was made that this might be to try and overcome a lack of instructors within branches. It was agreed that branches should be contacted to see if this was actually an issue, which would be addressed separately if necessary. The Craft Skills Group was not keen to develop what could be seen as a "watered down" qualification system; a sentiment echoed by the Trustee Board.

A SHAW

TB15.42 **Training & Education Update**

It was noted that there had not been the high level of uptake for the training vouchers available via The Prince's Countryside Fund project and therefore an extension to the project had been granted to the end of July 2016, which the existing funding would cover. Branches should be encouraged to continue to promote the scheme where possible.

ALL

Progress with the HLF project was on track and five trainees had now been appointed and were working with placement providers. An induction week had taken place in June and there was a further training week scheduled in September ahead of them taking the Level 1 test at the beginning of October.

Work was now needed on the Built Landscape Heritage side of the project, which would involve branches, local community groups and so on.

Thanks were recorded to Mrs Clarkson for her hard work to date. Further updates would be given in the next Waller & Dyker.

R LOVE/
L CLARKSON

TB15.43 **Coordinator Reports**

TB15.43a **Grants:** ERDP funding in England was ongoing with a new priorities coming on stream in 2016. The Leader programme in Scotland would be starting shortly.

TB15.43b **International:** A successful training and test session had once again taken place for some of the Saugeen First Nation in Canada, although extremely hot weather had caused some challenges.

A further visit by Japanese wallers was scheduled for October with candidates for Levels 1 and 2 being submitted.

A SHAW

TB15.43c **Pinnacle Awards:** The previously circulated paper from Sean Adcock referred. Following a brief discussion, it was acknowledged that the running of the award scheme was being done in as cost effective a way as possible and there was no need for changes to be made. The Trustee Board recorded its gratitude to Mr Adcock for the work he has done in developing the assessment of potential projects. It was noted that a potential sponsor for the award scheme might have been found and it was agreed that A Brown-Jackson should liaise with Messrs Adcock and Loudon about how to move forward.

A BROWN-
JACKSON/
S ADCOCK/
A LOUDON

TB15.43d	Ronnie Ball Awards: A Brown-Jackson offered to put some ideas together for discussion at the next meeting.	A BROWN- JACKSON
TB15.44	<u>AGM 2016</u> It was noted that there had been a change of date from previously advertised due to accommodation issues. The new date had now been fixed for 12-13 March 2016 and would be based at the Celtic Royal Hotel in Caernarfon, North Wales. Booking details would be included in the winter Waller & Dyker. The draft agenda was discussed and agreed and would also be included in the next Waller & Dyker. Nomination forms for Trustee were made available and were accessible on the DSWA website, under the Governance section. Completed forms should be returned to the office by 25 October at the latest.	A SHAW A SHAW ALL
TB15.45	<u>DSWA Five-Year Plan</u> An updated document would be produced if possible by the end of September for comment.	M BOOTH/ R STOCKALL
TB15.46	<u>Branch Reference File</u> Work was ongoing with updates which would include health and safety safeguarding issues.	R STOCKALL/ A SHAW
TB15.47	<u>Branch Updates</u> Central Scotland: Currently facing a bit of a challenge finding replacement committee members. A successful "Women's Week" walling project had taken place. Otley & Yorkshire Dales: A request had been made that the issue of membership being included within a beginner training course fee (TB15.10 refers) was given further thought. <i>This matter was discussed at the Finance meeting in May 2015 with limited support for reintroducing this procedure, which was discouraged a number of years ago.</i> South East Scotland: There had been some concerns about the low numbers on training courses but this situation had recently changed round, which was heartening. Encouraging new members to get involved in events was an ongoing issue. Trustees were reminded to make regular contact with the branches for which they have a responsibility.	 ALL
TB15.48	<u>DSWA Brand</u> Due to the absence of C Hardman, who was leading on this subject, it was agreed that the item should be deferred to the next meeting. Reference was made to recent Charity Commission guidance on agenda items that were rolled over without any action. The recommendation was that this should be occur no more than twice before the item is removed then resubmitted as a new item as and when some progress has been made.	 C HARDMAN
TB15.49	<u>Any Other Business</u>	
TB15.49a	DSWA Calendar: Copies of the 2016 were available at a cost of £5 per copy. A reduced rate of £3.50 per copy was available to branches.	
TB15.49b	Legacy for the Durham Area: Consideration needs to be given on how to make best use of these funds. It was agreed that Mrs Blackwell and J Hanson would contact the relevant branches to see if there were active members in that area. Liaison should take place with Mrs Clarkson on possible projects and it was also suggested that contact should be made with Kevin Malone, who was in charge of the very successful project run by the Northumberland National Park Authority a few years ago. <i>Subsequent to the meeting a search on the membership database reveals approximately 30 current members living within the County Durham area.</i>	T BLACKWELL/ J HANSON/ L CLARKSON A SHAW
TB15.49c	Replacement Photocopier: The existing office photocopier is no longer covered under warranty for repairs, etc. It was agreed that costs for a replacement machine, including leasing options should be obtained ahead of the next meeting.	A SHAW
TB15.49d	Rainsford-Hannay Dry Stone Walling Books: South West Scotland was keen to transfer ownership of the book, "Dry Stone Walling by F Rainsford-Hannay", to the national Association. This in effect means the stock of books held at the office. A request was made that the branch should receive a discounted price of 35% off the advertised sale price for copies it might purchase in the future. This action was agreed and thanks were recorded to the branch for the generous donation.	A SHAW

TB15.49e **Waller & Dyker Editor:** Following the request in the Waller & Dyker, Shirley Addy had expressed an interest in taking on this honorary role. The Trustee Board welcomed her application and agreed unanimously to this appointment. J Hanson expressed an interest in getting involved with the editorial team, which was also welcomed. A SHAW

TB15.50 **Hundred Club**
Draws were made as follows:

July	2% J Grant (32)	1% R Bond (5) and J Turner (112)	A SHAW
August	2% J Grant (26)	1% B Sutherland (39) and N Weddell (49)	
September	2% K Rauvala (41)	1% M Bourne (64) and N Worrall (115)	

TB15.51 **Date of Next Meeting**
The next meeting will take place on **Saturday 5 December at 10am** at the Westmorland County Showground.

Agenda items and papers should be sent to the office by Friday 6 November 2015 at the latest for full circulation.

SignedR Stockall..... Date5 December 2015.....

A Shaw/21 Sept 2015

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