



**Minutes of the meeting of the DSWA Trustee Board meeting held
on Saturday 3 September 2016 at the Westmorland County Showground**

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

ACTION BY

In Attendance: Miss A Shaw

Apologies: Lord Cavendish, M Booth, C Hardman and R Ingles.

TB16.35 **Opening Remarks**

The Chairman welcomed everyone to the meeting and was very sorry to report the sad news that M Booth would be stepping down from the role of Honorary Treasurer, henceforth due to personal family circumstances. A vote of thanks was recorded on behalf of the Trustees for all the hard work that Mr Booth has done over the years in moving the Association's financial matters forward.

It was pleasing to note that the Association had been represented at a number of high profile events recently, including the inaugural Countryfile Live event at Blenheim Palace and a return visit to Southport Flower Show. In a personal capacity, the Chairman had also attended the stone festival in Caithness, which had been a very successful weekend and well supported by DSWA members.

TB16.36 **To confirm minutes of previous Trustee Board meeting – 4 June 2016**

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

TB16.37 **Matters Arising not Otherwise on the Agenda**

TB16.37a **Durham Legacy:** As previously noted, the branch was working up ideas on using the legacy money and details of one possible project had been received ahead of the meeting. N Coombey agreed to report back to the branch and offer further advice and guidance on moving things forward.

N COOMBEY

TB16.38 **Correspondence**

An acknowledgement letter had been received in respect of the current copy of the Waller & Dyker and the 2017 calendar that had been sent to HRH The Prince of Wales.

TB16.39 **Branch Updates from Trustees**

Contact had been made with branches and in general there was nothing to report.

In response to a query by the Otley & Yorkshire Dales branch it was noted that members can join the Association at a professional level without holding any of the accredited qualifications. If this is the case their details are not included in the professional register. It was noted that care needs to be taken that misleading wording is not used when stating they are members of the Association and any queries regarding membership should be forwarded to the office in the first instance. A brief discussion took place about the possibility of producing annual vehicle stickers for professional members. Further thought would be given to this proposal and ideas brought back to the December meeting.

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It was noted that Mid-Lancs branch had experienced some difficulties following a change in office bearers but the situation now appeared to have been resolved satisfactorily.

TB16.40 **Governance Issues**

Copies of the final governance documents: DSWA Rules, Branch Procedures and Financial Procedures had been sent to all branches ahead of the upcoming branch AGMs. Hard copies of these documents were made available to the Trustees and electronic copies would also be resent.

TB16.40a **Independently Registered Branches:** A revised draft paper had been produced and circulated ahead of the meeting. Minor changes were subsequently made and it was agreed that the benefits of returning under the umbrella charity need to be highlighted to the branches in question. It was agreed that the changes would be made to the document ahead of it being sent to the relevant branches.

N COOMBEY

TB16.41 **Financial Matters**

Following the resignation of the Hon Treasurer, it was agreed that seeking a replacement should be given a high priority and details would be included in the next Waller & Dyker, on Facebook and in the covering note to branches with these minutes. It was agreed that the current signing arrangements on the bank accounts would be satisfactory until the AGM when it was hoped that a replacement officer might have been identified.

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| TB16.41a | <p>Current Financial Figures: The current financial figures had been previously circulated. It was noted that the heading should have read "As July 2016" not "As March 2016".</p> <p>In response to a query about project spend, it was agreed that figures to the end of August for the HLF and PCF projects would be sent out with the Trustee Board minutes.</p> | A SHAW |
| TB16.41b | <p>Pensions: As has been previously noted the staging date by which time the Association must provide an auto-enrol workplace pension scheme is February 2017. Details of a government provided scheme, NEST, is available through the existing Sage payroll package used by the DSWA's accountants. Following a short discussion there was a unanimous agreement to proceed with this scheme, which at present does not levy a charge for non-active members although there would be a cost involved in initially setting up the scheme.</p> <p style="text-align: center;"><i>At this point Miss Shaw left the meeting</i></p> | A SHAW |
| TB16.41c | <p>Salaries: After much discussion, it was unanimously decided to increase the salary of Miss Shaw, Office Administrator, by 1.0%. It was also unanimously agreed to bring Mrs Robinson's wage up to the Living Wage Foundation recommended rate, not to be confused with the Government-set National Living Wage. These figures would become effective from 1 October 2016.</p> <p>Some concern was expressed about the current roles of the three members of staff, the interface between them and where matters should be referred to the Trustee Board. It was agreed that a small working group, consisting of Messrs Love, Loudon, Jones and Stockall, would review these in the near future. It was also felt, in the light of PCF funding coming to an end for the Training and Education Coordinator, that the Association should prepare for this by meeting with Mrs Clarkson to discuss possible options. A meeting would therefore be arranged for after the Craft Skills Group meeting on 13 September at Crooklands with Mrs Clarkson and B Jones to include discussion about <i>inter alia</i> development funding. R Love would inform Mrs Clarkson about this.</p> <p style="text-align: center;"><i>Miss Shaw then returned to the meeting</i></p> | R LOVE/ B JONES |
| TB16.42 | <u>Membership</u> | |
| TB16.42a | <p>Current Membership Figures: The current membership figures were given as follows. A total of 979 members, including 725 Open, 225 Professional, 16 Corporate and 7 Junior/Full-time students.</p> <p>Following the article in the recent issue of the Waller & Dyker putting forward an idea of encouraging membership from people who would not necessarily be active wallers, it was noted that the Open category of membership could include such individuals. It was suggested that a greater emphasis should be placed on promoting membership to visitors at demonstrations and displays. This should be fed back to the branches. The current membership leaflet could easily be completed on the day and forwarded to the DSWA office for processing thereafter. As part of the earlier salary/staffing discussions it was suggested that consideration should perhaps be given to the possibility of establishing a Development Officer role with responsibility for recruitment, etc. A small working group was identified to look into the matter further and report back to the next meeting. It was also suggested that the Five-Year plan should be revisited as part of moving the Association forward in a cohesive way.</p> | ALL R LOVE |
| TB16.43 | <p><u>Craft Skills Group</u></p> <p>The next Craft Skills Group meeting was scheduled for 13 September and a copy of the minutes would be circulated to the Trustee Board in due course.</p> | A SHAW |
| TB16.43a | <p>Understanding Dry Stone Walling: This substantial piece of work was nearing completion and it was hoped that it would be readily available by the end of September.</p> | A LOUDON/ N COOMBEY |
| TB16.43b | <p>Aberdeen Western Peripheral Bypass: It was very disappointing to note that despite further correspondence, including additional photos, being sent to a wide range of contacts and the local press there had been limited response to the poor quality walling work that was being carried out as part of this project. It was agreed to consider whether the matter should be raised with the DSWA Patron but meantime, it was acknowledged there was little else that could be done at the present time. Sadly, the quality of work on other largescale public works in different areas was also questionable.</p> | A SHAW |
| TB16.43c | <p>Instructor Training Course: This course has now been rescheduled for 23-25 September and it was noted that R Love would be involved in helping deliver the course alongside Wendy Oldham, in place of David Griffiths, who was not able to take part due to health reasons. Mrs Clarkson would also be on the delivery team as in previous years.</p> | |
| TB16.44 | <p><u>Training & Education Update</u></p> <p>A detailed report had been produced and circulated prior to the meeting. The Trustees were pleased to learn that a replacement bursary trainee had been identified, following the decision by one of the original candidates to resign from the programme. Although it was unlikely that this trainee would reach the Advanced qualification in the time remaining, he should achieve the Intermediate certificate.</p> | |

Meantime, the other trainees were progressing well in working towards the next level of certification.

The Trustee Board recorded its thanks to Mrs Clarkson for her continued hard work.

- TB16.44a** **Future funding for the Training and Education Coordinator:** A submission of interest had been submitted to the Skills for the Future grant programme in order to try and identify possible funding opportunities that would enable the post of Training & Education Coordinator to continue once the PCF and HLF projects currently underway come to an end. It would be a great shame if the momentum that has been built up over the last couple of years was lost. A suggestion was made that grant funding from other sources might also be available for Development Officers. B Jones was asked to submit possible ideas of grant giving organisations to contact. The subject of future funding, etc for the post would be discussed at the upcoming Craft Skills Group meeting and it was agreed that a project proposal form would be circulated thereafter for further discussion at the next Trustee Board meeting.
- B JONES
R LOVE
- TB16.45** **Coordinator Reports**
- TB16.45a** **Grants:** A brief report on the implications of the Brexit decision was circulated ahead of the meeting. There is likely to be changes in the levels of future grant funding and it was suggested that for the time being it would be sensible to monitor the situation and, if possible, make links to key players such as Government departments and large conservation organisations in order to try and ensure input to discussions at a preliminary stage. B Jones was willing to coordinate any information that was available and it was agreed that the request for information would be put in the Waller & Dyker and on Facebook to encourage members and indeed non-members to help with the process.
- B JONES
A SHAW
- In response to a query about whether new stewardship schemes had come on stream as there had been a number of enquiries recently from land agents or similar about dry stone walling, it was noted that some Higher Tier schemes had recently started, which included funding for walls.
- TB16.45b** **International:** It was noted that a small group of Japanese wallers was again planning on visiting Cumbria in October in order to take part in the Craftsman Certification Scheme.
- A SHAW
- TB16.45c** **Pinnacle Awards:** A presentation for the Certificate of Merit for the Rhodesian African Rifles memorial at the National Memorial Arboretum was made at the Countryfile Live event by the Chairman. Representatives from the regiment and the designer were present along with the three wallers involved in the work.
- Plans are progressing for the presentation of the Cross Fell Shelter Certificate of Merit to be made at the North Pennines AONB Annual Forum, now scheduled for 20 September, following a number of setbacks and delays in finding a suitable event.
- A SHAW
- A suggestion on how to try and improve the publicity generated by the Pinnacle Award Scheme was put forward as to whether the Association should have one large event once a year to which all award recipients are invited, which may generate more publicity than the small, ad hoc presentations currently being made. A further idea was whether a fee should be submitted with application entries. Additional thought would be given to these ideas.
- A LOUDON/
S ADCOCK
- TB16.46** **Working Party Reports**
- Limited progress has been made with the Archive project 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
- With regard to the Ronnie Ball Award, it was noted that some ideas had been forwarded to Mrs Clarkson by A Brown-Jackson but no further action had yet been taken.
- L CLARKSON/
A BROWN-
JACKSON
- TB16.47** **DSWA Brand**
- Unfortunately C Hardman was unable to attend the meeting due to commitments at Chatsworth Country Fair and no report on progress had been provided. It was agreed that the Chairman would contact him for an update on the project.
- R STOCKALL
- TB16.48** **DSWA Members' Weekend and AGM**
- TB16.48a** **2017 Update:** Derbyshire Branch had agreed to host the event in 2017, over the weekend of 4-5 March but to date no further details had been received, which was of some concern particularly in respect of accommodation needing to be reserved. Full booking details would be required ahead of the winter issue of the Waller & Dyker.
- C HARDMAN
- TB16.48b** **2017 AGM Agenda:** The previously circulated draft agenda was agreed. Following a brief discussion it was agreed that seconds for specific items would not be included on the agenda but invited from those present at the meeting. A discussion took place about the need to try and ensure the Annual Report was available, at least in draft form, ahead of the agenda being printed so that anyone proposing the report has had the opportunity to read it beforehand. This would be followed up.
- A SHAW/
R STOCKALL
- TB16.48b** **Nominations for the Election of Trustees:** Completed nomination forms should be returned to the

office by 31 October at the latest, accompanied by the thumbnail information about the nominee.

TB16.49 Any Other Business

TB16.49a **50th Anniversary in 2018:** Liaison with Cally Palace was ongoing in terms of using the hotel as the venue for the Members' Weekend in 2018.

N COOMBEY/
A SHAW

The suggestion of producing a high quality book to celebrate the 50th anniversary was, in general, considered to be a good idea. However, it was agreed that examples of possible sizes and costs should be brought back to the next meeting. High quality images would also be required.

A SHAW

During his visit to the Northstone walling festival, the Chairman had met with David Wilson from the Dundee area, who was one of the speakers at the festival. Mr Wilson had recently been successful applying for a Winston Churchill Travel Fellowship and as part of this he was keen to link with different organisations, including the DSWA. A suggestion was made by the Chairman that Mr Wilson be invited to attend the December Trustee Board meeting in order to share his ideas on how a collaborating between him and DSWA might work. He would be invited to attend for lunch and give a short presentation immediately thereafter. A further suggestion was that he might be a suitable person to invite as a speaker to the Members' Weekend in 2018.

R STOCKALL

TB16.49b **Community Projects with Military Veterans:** Some information had been obtained relating to the charity primarily concerned with military veterans suffering from PTSD. Following a lively discussion, it was suggested that opportunities for other vulnerable groups of people might also be beneficial and that this was something branches could look at in their local areas. Consideration has to be given to the additional specialist training that might be required when working with people suffering from PTSD and other mental illnesses. It was noted that some work is already being done by the Otley & Yorkshire Dales branch in the Leyburn area and this would be followed up as would an offer of help from Billy McCallum, a trained Trauma Risk Management practitioner.

A SHAW/
T BLACKWELL

TB16.49c **Isle of Man Branch:** Constitutional details had been forwarded to the General Registry on the island in order to identify whether it would be possible to set up a DSWA Branch on the Isle of Man. A response had not yet been received but would be followed up.

A SHAW

TB16.49d **Waller & Dyker:** There was general approval for the changes made to the Waller & Dyker although it was noted that having an article on the outer back cover did seem rather strange and could possibly be overlooked by readers.

A suggestion had been made by the new Editor about investigating the possibilities of sending the magazine as a print ready document to the printers rather than them having to typeset the copy as is currently the case. The summer issue was typeset by the Editor then sent to the printers who then formatted the print ready copy. The Trustee Board was happy for new ideas to be tried.

It was noted that the Editor had been invited to submit a report to the next Trustee Board meeting.

S ADDY

TB16.49e **Millennium Wall Project Book:** A project submission form was available at the meeting identifying a print cost of £2,500 for a reprint of 2000 copies. As had been previously suggested a new cover should be produced for the book and it was further suggested that revised images could be used. An updated mock-up of the book should be produced for the next meeting ahead of a reprint being approved.

A SHAW/
B JONES

TB16.49f **Calendars & Posters:** It was noted that the 2017 calendar was now available at a cost of £5 per copy. The calendar was celebrating the built landscape heritage of dry stone structures and an A3 poster had also been produced, available at a cost of £1.50.

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TB16.50 Hundred Club

The following draws were made:

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| July | 2% D Birley (41) | 1% R Stockall (76) and C Hodges (27) |
| August | 2% R Moakes (68) | 1% M Forrest (80) and C Stephens (31) |
| September | 2% P Caton (110) | 1% C Hanwell (66) and J Stoddart (40) |
| Half Yearly | 4% J Broadhead (105) | |

TB16.51 Date of Next Meeting

The next meeting will take place on **Saturday 3 December 2016 at 10am** at the Westmorland County Showground. Agenda items and papers should be sent to the office by Friday 4 November 2016 at the latest for full circulation.

SignedR Stockall.....

Date3 December 2016.....