



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

- Present:** R Stockall (Chairman), T Blackwell, A Brown-Jackson, N Coombey, P Dolphin, J Hanson, C Hardman, B Jones, A Loudon, and R Love. **ACTION BY**
- In Attendance:** Miss A Shaw, Mrs L Clarkson (Items TB16.63, TB16.64 and TB16.65 only)
- Apologies:** Lord Cavendish, R Ingles.
- TB16.52**     **Opening Remarks**  
The Chairman welcomed everyone to the meeting. Thanks were recorded to R Ingles who was unable to attend the meeting and who would not be standing again as a Trustee for the coming year.
- TB16.53**     **To confirm minutes of previous Trustee Board meeting – 3 September 2016**  
There were no queries or amendments and the minutes were therefore signed as a correct record of the meeting.
- TB16.54**     **Matters Arising not Otherwise on the Agenda**
- TB16.54a**     **Durham Legacy:** A further suggestion had been received from the Northumbria Branch in terms of a possible project for some of the legacy money, which involved rebuilding a churchyard wall. It was agreed that N Coombey would contact the branch and see if any of the small projects could be moved forward although it was noted that the using the legacy money as match funding for a much larger project would perhaps have more impact. N COOMBEY
- TB16.54b**     **Annual Vehicle Stickers for Professional Members:** Following a lively discussion, it was agreed not to pursue this matter. However, it was further agreed that a window sticker would be sent to all new members as part of their welcome pack. A SHAW
- TB16.54c**     **Staffing Matters:** This item would be covered under Item TB16.65b.
- TB16.54d**     **Community Projects with Military Veterans:** No further action had taken place with this item although it was noted that if the Skills for the Future grant application was successful, it might be an appropriate group to work with, along with other disability groups. Members of the Otley & Yorkshire Dales Branch in the Leyburn area had contacted the Help for Heroes charity directly but had not yet had a response. L CLARKSON
- TB16.54e**     **Isle of Man Branch:** Information was still awaited from the Manx Government as to whether it would be possible to establish a branch of the Association on the island without it having to be a separately registered charity. The matter would be followed up. A SHAW
- TB16.55**     **Correspondence**  
Nothing to report.
- TB16.56**     **Branch Updates from Trustees**  
After contact with branches the following points were highlighted. Other branches had not raised any specific issues.
- Derbyshire Branch had carried out some research into its membership and the following figures were given for interest; Membership 117, of which 65% have DSWA qualifications, 30% live outside the county and 16% are women.
  - North Wales Branch had not been able to elect a committee following its recent AGM and a suggestion was put forward that the two Welsh branches should merge. This course of action was agreed by the Trustee Board as an appropriate way forward and it was further agreed that A Shaw would liaise with the branches to move things forward. A SHAW
  - Cheshire Branch had made a generous donation towards the match funding for the HLF project as well as offering to sponsor the spring issue of the Waller & Dyker. Grateful thanks were recorded to the branch for its support in this way.
  - Branches in Scotland were continuing to retain members although finding replacement committee members was posing some concern. Discussions were continuing about the independently registered state of branches north of the Border.
  - Otley & Yorkshire Dales Branch remains very active and was keen to see progress with the website.
  - South West England was considering the benefit or otherwise of attending some of the larger shows in its area, particularly those over more than one day in terms of volunteers available for the stand although it was acknowledged that it was important to have a presence at some of these events.

<b>TB16.57</b>	<b><u>Governance Issues</u></b>	
<b>TB16.57a</b>	<b>Independently Registered Branches:</b> It was noted that South West England branch had recommended to its members to deregister as a separate charity and it was envisaged that the change back to a true branch would take effect from 1 September 2017, following a vote at its spring meeting.	
	In Scotland, discussions are ongoing, with all branches recognising the benefit of being part of a larger organisation although some members had expressed concerns as to why there was the need to change and the way in which the matter had been handled initially. The Scotland Liaison Group had discussed the matter in detail at its meeting in October and progress was being made within the timescale previously identified.	R LOVE/ N COOMBEY
	A brief discussion subsequently took place in relation to attendance at the Scotland Liaison Group meeting, where it was noted that West of Scotland members were also present. The meeting was advised that they were invited to attend and did not have a vote should any decision need to be made in that way. A suggestion was made that this should be clarified on the notes from future meetings.	R LOVE
<b>TB16.58</b>	<b><u>Financial Matters</u></b>	
<b>TB26.58a</b>	<b>Year End Annual Accounts:</b> These had been previously circulated for comment ahead of the meeting, with only two minor queries being raised. In response to a further query relating to the list of Trustees reimbursed for expenses, it was agreed to see if those not claiming any remuneration could be shown on future lists. The percentage of staff time for the charitable activities needs to be reviewed annually.	A SHAW
	There were no further queries and it was unanimously agreed that the accounts should be approved and were signed accordingly. Copies would be returned to the accountant.	A SHAW
<b>TB16.58b</b>	<b>Pensions:</b> Progress had been made in setting up an auto-enrol pension scheme which was due to take effect from 1 February 2017. A Shaw was working closely with payroll staff at the accountants to ensure full compliance by the due date.	A SHAW
<b>TB16.58c</b>	<b>DSWA Honorary Treasurer:</b> A replacement for this role is needed as a matter of urgency and all options should be explored.	ALL
	Following a short discussion, it was acknowledged that the Treasurer did not necessarily have to be a Trustee and could in fact carry out the roles of internal auditor, budgeting and compliance and then report to a Finance Officer, who would be a Trustee and who could present the figures to the meetings. Further thought would be given to the division of the roles but meantime, B Jones offered to present the monthly/quarterly figures to the Trustee Board meetings, which would be produced by the office. It was also agreed that R Stockall would contact previously identified potential post holders to discuss this option.	B JONES/ A SHAW R STOCKALL
<b>TB16.59</b>	<b><u>Membership</u></b>	
<b>TB16.59a</b>	<b>Current Membership Figures:</b> The current membership figures were given as follows. A total of 1040 members, including 780 Open, 230 Professional, 17 Corporate and 7 Junior/Full-time students.	
	It was acknowledged that successful branch recruitment activity should be recognised and their approach shared with others to help promote membership. As had been mentioned in the previous minutes an Associate/Support category of membership might be appropriate although the current open category would be equally suitable for this level of member.	
<b>TB16.59b</b>	<b>Waller &amp; Dyker:</b> A report had been produced by Shirley Addy, identifying the changes she had already made as editor and outlining future amendments. A copy of the report would be circulated with the minutes for information.	A SHAW
	It was suggested that advertising rates should be sent to branches on an annual basis along with a reminder that if a branch sponsored an issue of the magazine, it was able to use to the front cover to highlight its work.	
	Thanks were recorded to S Addy for her work so far in moving the magazine forward in a positive way.	
<b>TB16.60</b>	<b><u>Craft Skills Group</u></b>	
	The minutes from the last Craft Skills Group meeting held in September had been previously circulated. The following points were noted.	
	<ul style="list-style-type: none"> <li>• The Examiner Standardisation course will take place on 21-23 April 2017. Some volunteer wallers have already been identified to build sections of wall.</li> <li>• The Instructor Training course took place in September and it was noted that R Love had contributed to the course in conjunction with Wendy Oldham and Linda Clarkson, replacing David Griffiths who was unable to take part. It was encouraging to see that there were some good quality participants on the course, who worked in a supportive way as a group.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A couple of concerns have been received in relation to Examiner attitudes on test days. These issues would be addressed as a general topic at the Standardisation course.</li> <li>• A lot of work has recently been put into tidying up the training ground and tools have been purchased for use on that site. As and when funds are available a site safe storage box will be purchased for the site (approximately £500). It is also hoped to organise some signage for the training ground. A project form would be submitted in due course, with a view to this being in place ahead of April 2017.</li> </ul>	R LOVE/ A LOUDON
		A LOUDON/ A SHAW
<b>TB16.60a</b>	<b>Understanding Dry Stone Walling:</b> This substantial piece of work was nearing completion. A Loudon agreed to draft final wording before the end of the year. One of the main issues to arise from the work was that of timescales for large projects. All too often the periphery works of large projects are crammed in at the last minute whereas in actual fact it would be possible to carry out landscaping, walling and other similar tasks after the main contract has been completed. This could help to ensure quality of the work and it was suggested that large contractors were contacted to see if changes to timescales could be made.	A LOUDON/ N COOMBEY
<b>TB16.61</b>	<b><u>Coordinator Reports</u></b>	
<b>TB16.61a</b>	<b>Grants:</b> B Jones has submitted an article to the Waller & Dyker asking for members to let him know of any groups/organisations that are likely to be key players in seeking funding from future agricultural schemes once Britain leaves the European Union. A submission has also been sent to the Environmental Audit Committee in relation to the future of the natural environment following the EU Referendum. B Jones would continue to monitor the situation.	B JONES
	In Scotland the main funding stream appears to be from Leader although the criteria for applications seem to change on a regular basis.	
<b>TB16.61b</b>	<b>International:</b> Japanese wallers had once again visited Cumbria in October and had successfully completed some of the CCS qualifications and were already looking at a return visit in 2017.	A SHAW
	A group of Korean delegates from the Department of Agriculture paid a brief visit to the office in November. B Jones kindly led a guided tour of the display panels for the group.	
	The Association had been contacted by ABPS in France about the possibility of hosting a one-day visit for French agricultural students in April 2017 as part of a two-week internship programme. Ideas for the day had been sent to ABPS along with costs.	A SHAW
	Some concerns were raised about the absence of UK delegates to the SPS International Dry Stone Walling Congress this year and it was suggested that the Association should perhaps be more proactive in encouraging members to attend and/or submit papers.	R LOVE
<b>TB16.61c</b>	<b>Pinnacle Awards:</b> The presentation of the Certificate of Merit award for the Cross Fell Shelter finally took place at the North Pennines AONB Forum in September. There are no outstanding applications.	
	The meeting was pleased to learn that the Skye Sanctuary project had been submitted for a Stone Federation Natural Stone Award and had received a Highly Commended in the Sustainability Category. Congratulations were extended to A Loudon for this achievement.	
	As reported at the last meeting, consideration is being given as to how to improve the publicity for the Pinnacle Award Scheme and the projects submitted within it. It may be that the scheme is relaunched in 2018. A Loudon had been in contact with S Adcock, Pinnacle Award Coordinator, to discuss ideas.	A LOUDON
<b>TB16.62</b>	<b><u>Working Party Reports</u></b>	
	<b>Archives:</b> A paper and guidance had been produced by B Jones for circulation to the branches in order to identify what archive material there was and in what format. Once the quantity and content has been identified it might be possible to put together a funding application for the material to be digitised and made more widely available.	B JONES
<b>TB16.63</b>	<b><u>DSWA Members' Weekend and AGM</u></b>	
<b>TB16.63a</b>	<b>Trustee Board Nominees:</b> The meeting was advised that C Hardman's term of office as a Trustee was due to expire in 2017. C Hardman was not aware of this and consequently had not submitted a nomination form. Although not possible to include C Hardman on the voting paper which had already been printed and circulated, it would be possible to co-opt him to the Trustee Board at the March meeting for a twelve month period. It was agreed that outgoing Trustees would in future be listed in the relevant minutes and a note sent to those individuals whose term of office was due to end.	R STOCKALL A SHAW
<b>TB16.63b</b>	<b>2017 Update:</b> Booking details would be included in the winter issue of the Waller & Dyker for the Members' Weekend taking place on 4-5 March 2017, based at the Derbyshire Eco Centre and hosted by the Derbyshire Branch.	

**TB16.64** **DSWA Brand**

An update on progress with regards the website, promotional film and logo was given by C Hardman. Contact had been made with design colleges in order to move things forward re the logo. Some early ideas would be made available to view at the end of the meeting together with a story board for the film, which would have three different versions; one lasting 2-3 minutes, another running for 4-5 minutes and one with subtitles. During the discussions, it was stressed that whilst it is very difficult to “design by committee”, the Trustee Board must be kept informed of developments and have the opportunity to input to the work. A clear process for approval of the work needs to be established. It was agreed that all current information would be forwarded to the office for reference.

C HARDMAN

In response to a query from L Clarkson it was unlikely that work of the HLF Bursary Trainees could be included in the film. However, it was agreed that C Hardman and L Clarkson would liaise, as within the HLF project there is a requirement to produce a photographic exhibition and establish an on-line resource for dry stone walling both of which could link in to the work he was currently pursuing.

C HARDMAN/  
L CLARKSON

**TB16.64a** **Existing Website:** Ahead of any changes to the website, it was noted that the current site is not as responsive as it could be for visitors accessing the site via tablets, mobile phones or other devices. An enquiry made to the current site designers had identified that an upgrade to the technology could be carried out for around £500 plus VAT, depending on length of time required to undertake the work. Following a short discussion, a vote was taken on this subject and agreement given for upgrade to be carried out.

A SHAW

Eligible To vote	For	Against	Abstain	Not Voting
10	6	2	1	1
<b>Proposer</b>	J Hanson		<b>Seconder</b>	N Coombey

**TB16.65** **Training & Education Update**

A detailed report had been produced and circulated prior to the meeting, including costs for the PCF and HLF projects. In response to a query about the new format for apprenticeships, it was noted that the DSWA would not be able to input directly as it was not an employer but would have to act in an advisory capacity for organisations such as the National Trust, Forestry Commission and so on.

It was noted that the Bursary element of the HLF grant was on target and approval had been received from HLF to cover a new trainee for the period to end of June 2017. The mentoring programme is now moving forward albeit rather slower than expected but there is a lot of work still to do for the educational programme and community projects. It was hoped that the relevant branches in the north west would be able to assist and it was agreed that L Clarkson should contact individuals to ask for help with specific tasks and projects. The suggestion of contacting appropriate college departments in terms of the photographic archive and exhibition work would be followed up.

L CLARKSON

L CLARKSON

Congratulations were extended to the bursary trainees on the completion of their training programme which finished at the end of November. They would continue to have access to further mentoring and guidance over the next six months although would no longer be in receipt of the bursary payments. Thanks were recorded to L Clarkson and A Loudon for all the hard work they had put in to making the programme a success and to the placement providers and trainers without whom the project could not have run.

**TB16.65a** **Future Funding of the Training & Education Coordinator Post:** A project proposal form had been submitted in relation to funds being made available to fund the above post for one day per week for a twelve month period in order to cover more general training and education activities not currently funded by the HLF grant. Some concerns had been raised by one of the branches in terms of purpose and proposed targets for the post but following further discussion, the sum of £5,000 was identified for this work and there was unanimous agreement for this proposal to be put in place.

L CLARKSON

**TB16.65b** **Development Officer:** An action point from the last Trustee Board meeting had been to look at staffing requirements within the Association. The role of a Development Officer had been identified as a possibility in order to help promote the work of the DSWA but also to research future funding opportunities. B Jones advised that funding might be available for such a post although accessing potential grant providers was proving something of a challenge. Contact had been made with the Council for Voluntary Services (CVS) in Lancashire and Cumbria seeking further advice.

B JONES

An application for funding from the Prince’s Countryside Fund might be appropriate, depending on its funding criteria for the next round of grants available in April 2017. A suggestion was also made that HLF Transition Funding might be a source of income for the above. *NB - This funding programme has now closed and been replaced by the HLF Resilient Heritage Programme.*

L CLARKSON

<b>TB16.65c</b>	<b>Skills for the Future Grant Submission:</b>	An application has been submitted to the HLF Skills for the Future grant programme outlining a possible project to deliver training bursaries throughout the UK. The outcome of the submission would not be known until February 2017. If successful there would be a twelve month Development period to work up the full details of the proposed project and if this was successful the work would commence in April 2018 for two years. A Project Manager post would be included, which could perhaps be combined with some of the other opportunities mentioned above to create a full-time post.	
<b>TB16.65d</b>	<b>Forest of Bowland AONB Project:</b>	The Association had been approached about the possibility of being a delivery partner for an HLF Landscape Project for Pendle Hill currently being put together by the Forest of Bowland AONB. Within the project there would be a programme of wall and hedgerow restoration to include grants for farmers and the delivery of training. DSWA has been asked if it would take responsibility for the delivery of the grant and training programme for dry stone walling and liaison with the Lancashire and Westmorland Hedgelaying Association regarding hedgelaying grants and training. The AONB is keen to use the professional expertise from within the DSWA and funds would be available to administer the project via a Project Manager, commencing in 2019 if the bid is successful. Meantime, the AONB needs to have an agreement in principle from potential delivery partners in order to progress the Development Period of its HLF application. During the lively discussion that subsequently took place the following points were noted. <ul style="list-style-type: none"> <li>• There was potential merit in the project but care must be taken to ensure the contractual issues are clearly identified.</li> <li>• Administering grants is an entirely new activity for the Association and consideration must be given to any liability issues.</li> <li>• The project should include the heritage of walls, of which some work has already been done in the area covered by the grant application.</li> <li>• If the Project Manager post is combined with other part-time roles currently being explored care needs to be taken to ensure the incumbent has skills that are transferrable between roles.</li> <li>• The project could be of wider benefit to the DSWA in terms of demonstrating its ability to deliver funded projects as well as working with other partner organisations.</li> <li>• B Jones advised that he is an alternate member of the Forest of Bowland Executive Committee.</li> </ul> <p>In conclusion, there was unanimous agreement in principle for the DSWA to partner Forest of Bowland AONB in its Landscape Heritage Project application to HLF.</p>	I CLARKSON
<b>TB16.66</b>	<b><u>Any Other Business</u></b>		
<b>TB16.66a</b>	<b>50th Anniversary in 2018:</b>	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
		A proposal had been submitted by A Loudon looking at the possibility of running a large walling event over a weekend to celebrate the 50 <sup>th</sup> anniversary. The suggestion would be to hold it at the county showground and to feature a range of activities such as walling courses, master classes, talks and demonstrations as well as space for displays. There was also the suggestion of a walling competition which could feature inter-branch classes including pairs as well as individual entries. P Dolphin was currently exploring possible venues in close proximity to the showground.	P DOLPHIN
		N Coombe advised that South West Scotland Branch was also hoping to arrange a walling competition for September 2018 to coincide with the anniversary celebrations.	N COOMBEY
		There was general support for the above project which A Loudon was willing to continue moving forward although additional help and input would be required in due course.	A LOUDON
		The suggestion of producing a high quality book to celebrate the 50 <sup>th</sup> anniversary was considered to be a good idea. However, it was agreed that examples of possible sizes and costs should be made available. High quality images would also be required and it might be possible to use some images from the new promotional film being worked on.	A SHAW
<b>TB16.66b</b>	<b>Millennium Wall Book Reprint:</b>	It was agreed that a reprint of this book would not take place at the present time but consideration would be given to the matter at a future date when remaining stock is much lower.	A SHAW/ B JONES
<b>TB16.66c</b>	<b>DSWA and the Protection of Dry Stone Walls:</b>	A proposal had been received by the Chairman from Shirley Addy suggesting that the Association looks at including the protection and preservation of dry stone walls within its remit, which in turn might widen membership appeal to those not wishing to be actively involved in walling. As the document had not been fully circulated to the Trustee Board and was too big and important a topic to cover under "Any Other Business", it was agreed that it would be included as a full agenda item for the next meeting and the information circulated to all Trustees with the minutes of the meeting. S Addy would be advised accordingly.	A SHAW R STOCKALL

- TB16.66d** **Yorkshire Tea Bar Codes:** It was suggested that members should be reminded that the DSWA benefits from the bar codes off Yorkshire Tea boxes and packaging. A note would be included on an annual basis in the Waller & Dyker. A SHAW/  
S ADDY
- TB16.66e** **CPRE Hedgerow Campaign:** It was noted that CPRE was about to relaunch its “protecting hedgerows” campaign and it was agreed that B Jones should contact them about the possibility of doing a similar campaign for dry stone walls. B JONES
- TB16.66f** **Building Conservation Directory:** The Association had been approached earlier in the year to submit an article about dry stone walling in the above publication. The directory is produced each year and contains a wealth of information about all aspects of conservation, primarily focussing on the built heritage. There is also a list of useful organisations and courses, which the DSWA has been included in previously. The directory is used by a wide range of professionals so should help promote the Association and the importance of using quality wallers for projects.
- TB16.66g** **DSWA Professional Register:** A suggestion was put forward to see whether it would be appropriate to produce the register in an A5 format rather than the current A4 size. It was pointed out that there would be no cost saving benefit in terms of any being posted out and that the majority of registers were handed out at shows and events. The suggestion would, however, be followed up. A SHAW
- TB16.67** **Hundred Club**  
The following draws were made:
- |          |                    |  |
|----------|--------------------|--|
| October  | 2% G Hunter (111)  | 1% D Birley (43) and P Waite (133)         |
| November | 2% K Holroyd (17)  | 1% I Dalzel Job (36) and A-M Willmott (22) |
| December | 2% G Edington (71) | 1% D Hay (7) and L Noble (84)              |
| January  | 2% J Gaskell (102) | 1% J Broadhead (106) and R Love (93)       |
| February | 2% M Forrest (80)  | 1% J Muffitt (2) and J Blackburn (87)      |
- There was a unanimous agreement to continue to run the Hundred Club for another year.
- TB16.68** **Date of Next Meeting**  
The next meeting will take place on **Sunday 5 March 2017** at the Mount Cook Centre, Derbyshire. Agenda items and papers should be sent to the office by Friday 3 February 2017 at the latest for full circulation.

Following lunch (after item TB16.62) a presentation was given by David Wilson, highlighting some of his stone work projects over the years. Mr Wilson has been awarded a Winston Churchill Travel Fellowship and would be visiting America and Mallorca next year and would be grateful for any contacts or information that may assist his research. He would be happy to share his experiences with members at some future date.

### **Meeting Postscript**

N Coombey advised the Trustee Board that the South West Scotland Branch had made an expression of interest for a modest Landscape Partnership Project in south west Scotland called Galloway Glens. The branch had requested £1,000 towards a demonstration dyke showing different styles of dyke in the area plus interpretation. The dyke would be built on National Trust for Scotland land and be match-funded with in-kind contributions valued at £1,500 for materials and volunteer labour. The Trustee Board would be kept informed of progress.

Signed .....R Stockall.....

Date .....5 March 2017.....

A Shaw/14 Dec 2016

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