

CLASP EXECUTIVE COMMITTEE
Inaugural Meeting
14th March 2005
The Committee Room, Nether Heyford Village Hall
At 6 o'clock pm

(CLASP Executive Committee Meeting 1)

- 1.1 Trustees present Alan Standish
Angela Evans
Alan Priestley
Jeremy Calderwood
Steve Young
- 1.2 In attendance Kate Weaver
Dave Hayward
Jeremy Cooper
- 1.3 Apologies none received
- 1.4 It was noted that the Special General Meeting of CLASP earlier that afternoon had adopted the new CLASP Constitution (the Charity Commission model constitution for an unincorporated association).
- 1.5 It was noted that at the Special General Meeting of CLASP earlier that afternoon the following Trustee Officers had been elected:
- Alan Standish, Chair
Angela Evans, Treasurer
Jeremy Calderwood, Secretary
- and that the following had been elected as Trustees:
- Steve Young
Alan Watson
David Banner
- 1.6 The Trustees present signed the Constitution.
- 1.7 The Trustees present signed the Declaration required of all Trustees of a registered charity (*needed for the application for registered charity status*)
- 1.8 Dave Hayward agreed to secure the signatures of the absent Trustees on the Constitution and Declaration. **(ACTION: Dave Hayward)**
- 1.9 The Trustees approved and adopted the Rules for the Organising Committee (attached).

1.10 Procedures for authorising expenditures:

It was agreed that all expenditures would be authorised by the Treasurer, with reference to the other trustees at the Treasurer's discretion.

The Treasurer outlined, and the Trustees approved, the procedures agreed with the Organising Committee:

i) a purchase order system will be set up whereby an order number issued by the Treasurer must be quoted on each invoice. Failure to comply could delay payment.

ii) Organising Committee approval of expenditures would remain valid for 18 months only. If not actioned, approval will automatically be cancelled, necessitating reapplication.

iii) An overspend limit of 2% on any approved expenditure will be allowed, to a maximum of £20.

iv) A petty cash system provision was approved.

- 1.11 It was noted that under the new constitution, all cheques would have to be signed by two Trustees. It was agreed that all Trustees will be designated signatories **(ACTION: Treasurer)** and that the signature of one Trustee Officer would be required on every cheque.

(Note: the Treasurer and two Trustees will continue to attend Organising Committee meetings, facilitating budgeting, expenditure approval and cheque signature)

- 1.12 It was agreed to delegate to the Organising Committee the procedure for approving the participation of other organisations in the activities of CLASP.

- 1.13 The Trustees formally appointed the Organising Committee, its membership being a continuation of the previous CLASP Management Committee.

- 1.14 The Trustees formally appointed Steve Young as CLASP Archaeological Director.

- 1.15 It was agreed that the formal address of CLASP should be that of the Secretary: 39 Upper High Street, Harpole, Northampton, NN7 4DJ and that the CLASP official notepaper would be amended to show this, together with the names of the trustees. **(ACTION: Jeremy Cooper)**

- 1.16 It was agreed to institute a category of CLASP Youth Membership for under 18s. Youth Members would enjoy all of the benefits of CLASP membership, but would not be entitled to vote at general meetings.

- 1.17 It was agreed to approach Nick Adams to see if he would be willing to be co-opted as a Trustee.
(ACTION: Steve Young ?)
- 1.18 The Trustees authorised Jeremy Cooper to amend (as adopted) the Charities Commission model constitution and to proceed with the application for registered charity status.
- 1.19 It was unanimously agreed that the formal thanks of the committee should be recorded in the minutes for all the work that Jeremy Cooper has contributed to establishing the Constitution and making the application for registered charity status.
- 1.20 The Trustees received and approved the recommendation of the Organising Committee that a feasibility study be undertaken concerning the use of Flore Mill Grain Dryers for CLASP activities. Dave Hayward and Steve Young were delegated to organise a working party.
(ACTION: Steve Young, Dave Hayward)

NEXT MEETING: July 11th 2005, 6.30pm at Whitehall Farm