

Minutes of the Meeting of the Trustees of CLASP
Wednesday 18 July 2007
7.30 pm at The Sun, Nether Heyford

1. **Present:** Alan Watson (Chair), Nick Adams, David Banner, Ruth Downie, Angela Evans, Alan Priestley, Stephen Young. Dave Hayward (secretary of Organising Committee)
2. **Apologies** received from Jeremy Calderwood
3. **Minutes** of last meeting – approved, no matters arising.

4. Archaeological Director's Report

- a. Repository – No developments on new repository but existing CLASP repository now refurbished by Gillian Biddle, Brian Culling and Fred Kay.
- b. Papers on procedures to be drawn up in the autumn.
SY
- c. Positive meeting with Paul Quinn (regeneration manager) over local expansion of housing – meeting with planners to be scheduled.

DH, SY

5. Treasurer's Report

Money spent since the last meeting - £2739, includes:

- £138 to Jeremy Cooper for leaflet production
- £21 to Jane McCarthy for Newsletter no. 5
- £33 to Council for British Archaeology affiliation
- £2500 for Geophysics

Receipts of £3677.63 include:

- £3000 from Roman Research Trust
- £500 from Harpole Heritage

Balance: £7463.60, mostly earmarked for projects.

Agreed to pay:

- £5 per occasional meeting to Baptist chapel for room hire
- £63.11 to Brian Culling for materials for repository refurbishment (50% from Harpole money, 50% from general fund).
- £56.35 to Tony Johns for newsletter production
- £35.26 to Jeremy Cooper for domain name.

AE

6. Secretary's report

Printed copy of Charities Act 2006 advice for Trustees now available for loan. Logos of SNDC and Roman Research Trust need to go on headed paper – in hand.

7. Funding Applications

- a. Application for second grant of £3000 from Roman Research Trust successful - can apply up to 3 more times for Bannaventa geophysics. Grants are administered twice a year and theoretically another project could attract another series of grants.
- b. CBA Challenge Funding – no suitable project for an application at the moment. Organising Committee asked to seek suitable project and update Trustees. **Org. Comm.**

- c. Parish Councils to be contacted, updated on local work and offered a speaker. **DH**

8. Items from Organising Committee

- a. Audio-visual equipment arrangements - Insuring it will cost a further £50 p.a.
Agreed: equipment to be stored at Angela's house. **AE**
Member groups to be offered its use but by one nominated and trained person only.
Needs to be checked on return.
Small charge to be made to cover costs. **Org. Comm.**
Alan W. to check costs of replacement bulb. **AW**
- b. Chair of organising committee – Noted that Jeremy Cooper has helpfully stepped in as temporary measure. Potential candidate to be invited to Autumn meeting.
- c. Newsletter costs – have risen: more paper needed for latest edition. In future as many as possible will be distributed by email.
- d. Other expenditure – any urgent and unauthorised expenditure to be referred to Alan Watson. **All**
- e. CLASP to fund the annual report being put together by Dave Hayward. **DH, AE**
- f. Display cases – IKEA seems the most reasonable option at present. Cases may be available for CLASP material in Daventry museum.

9. AGM arrangements – 18th September,

- Ruth will send out proforma nomination slips for Trustees. **RD**
Dave H will send out the Annual Report by email for Trustees' approval. **DH**
Need to agree jobs beforehand – Sarah to be asked to do raffle, prizes needed.
Angela authorised to pay for refreshments from funds. **AE**
Speakers – Iain Soden, Northants Archaeology to talk about Bury Mount dig at Towcester
Stephen Young to talk about Bannaventa. **SY**

10. Training Strategy – information in Newsletter

11. Aims and Objectives

- Draft statement circulated by Alan W. - any comments to be sent to him. **All**

- 12. Date of next meeting** – preliminary meeting the week before the AGM – 12 Sept., 7.30 pm at the Sun, Nether Heyford. Apologies received from Ruth.

13. Any other business

- Agreed** to propose a limit on number of Trustees at 2008 AGM.