

# MINUTES of a joint meeting of the Trustees and the Organising Committee of CLASP

12 April 2010

3.30 pm at the Baptist Church Rooms, Nether Heyford



*Note: The business of the Organising Committee was conducted before the items below and is recorded separately in their Minutes. There was no Trustees Agenda for this meeting.*

1. **Present:** Stephen Young (Acting Chair, Archaeological Director and Trustee), Trustees: Sandra Deacon, Ruth Downie, Angela Evans. Organising Committee: Jim **Avening**, (?) Derek Batten, Sue Brown, Georgina Boreham, Alan Clark, Brian Culling, Dave Hayward, Julia Johns, Alan Kent, Francis Rodriguez, and Jennifer Smith.
2. **Apologies** received from Nick Adams, Jeremy Calderwood, Tony Kesten and Alan Watson.
3. **Item referred by Organising Committee**  
**Agreed** to raise payment to Tony Johns for newsletter printing from 5p to 8p per sheet. The Acting Chair asked that a message of thanks be passed to him for a very good newsletter.
4. **Rearrangement of Joint Meeting.**  
**Agreed** that as several Trustees were unable to attend this meeting, another date would be set in the future.
5. **Strategy Document**  
The Acting Chair thanked Gina Boreham for the work she had done on shaping the latest draft, copies of which had already been circulated.

Gina explained that it was a template for a working strategy document that should be subject to revision and updating year on year, and could also be used to support grant applications. The items under the numbered headings in the main document are 'policy' and the details of 'how' this is to be achieved are enclosed in an appendix at the end, where each project should be listed on a separate page.

Gina made several recommendations, including:

- a. that the Trustees appoint a small sub-committee to revise the wording of this document in the light of feedback from the Members.
- b. that a template be agreed for drawing up procedures so that the people with on-the-ground knowledge can easily draft procedures covering their own area of expertise which will be to a standard layout.

- c. that projects be broken down into relatively small tasks with agreed timescales and details of external contacts so that
  - i. People know who is responsible for what, and
  - ii. no-one is over-burdened

Several amendments were suggested, including:

- a. that 'Board' should read 'Board of Trustees' throughout
- b. that in item 3 'members of CLASP' should read, 'individual members' representative' and
- c. that the sentence beginning 'The purpose of the organisation...' should be amended to tally with the Objects of CLASP in its Constitution (*'The Charity's objects are to advance the education of the public in the subject of archaeology, in particular, but not exclusively, in West Northamptonshire.'*)

**Agreed:**

- a. That members would take the document away to read and send any feedback to Gina Boreham or Ruth Downie.
- b. That the Trustees work on any revisions necessary based on the existing layout.

**6. Introductions**

The members of the Organising Committee introduced themselves and the work of their groups to the Trustees, and the meeting closed with time for informal conversation.