

**Minutes of a Meeting of the Trustees of CLASP on 14 July
2010 7.30 pm at The Sun, Nether Heyford**



1. **Present** - Alan Watson (Chair), Nick Adams, Jeremy Calderwood, Sandra Deacon, Ruth Downie (Secretary), Angela Evans (Treasurer), Dave Hayward (Secretary of Organising Committee), Tony Kesten, Stephen Young (Archaeological Director).
2. **Minutes** of last meetings - 24/2/10 and 12/4/10 – agreed and signed.
3. Any **matters arising** not listed below
 - a. Alan will chase up possible application to the CBA for funds to reprint the Training Manual. **AW**
 - b. Insurance item 6e from 24/2 - £50 was to insure laptop, so not paid. Laptop now housed by Dave. Battery defunct - he will get a quote for a new one. **DH**
4. **Strategic Planning document**
 - a. **AGREED** that the Trustees appoint a small sub-committee to revise the wording of this document in the light of feedback from the Members – Alan, Angela, Ruth. Steve will also have input when initial work is done. **AW, AE, RD, SY**
 - b. Gina Boreham to be updated on what's happening and invited to join the group. **RD**
 - c. Noted that timescale for work on Strategic Document has already slipped!
5. **Chairman's Report** – no report. Chair gave apologies in advance for AGM, which will be chaired by Nick Adams.
6. **Treasurer's Report**
 Last year's accounts are with the Auditor. Provisional figures passed to Secretary for Annual Report.
 Recently spent, £12.71, received £62.03.
 Currently in funds:

Harpole	791.81 (final instalment should arrive soon)
Countryside Agency	2014.44
Roman Research Trust	2500.00
Unallocated funds	930.53
Total	6236.78

 - a. **AGREED** that Harpole Group can take £4.94 from their ring-fenced monies to cover materials for finds processing. **AE**
 - b. In order that people should not face long delays for repayments of small sums: **AGREED** that Treasurer may pay items up to £20 at her discretion, and up to £50 with reference to the Chairman. (Proposed – Nick, seconded Sandra) **AE, AW**
7. **Archaeological Director's Report**
 - a. The Whitehall dig had been an outstanding success, with the discovery of a further 3 rooms to the second bath house, including a tessellated pavement, and some wooden beams that had been roof-trusses.
 - b. Steve is now working on completing Stage Two of the Local People Local Past project, including CD Rom, report and website.
 - c. A question was asked about a Chronicle and Echo article naming various sites possibly under threat from development, including Barn Close – Steve will investigate. **SY**

8. Archive and other Funding Applications

a. Archive

- i. Discussion of issues raised in document circulated by Tony Kesten about grant applications for funding an Archive. Question of how to balance the need with the resources (financial and human) realistically available. Nick offered to help with emergency short-term storage but no long-term solution in sight. Idea of small showcases and lockups for temporary mobile displays.
- ii. Noted: useful papers on Archaeological Resource Centres forwarded by Barbara Evans Rees.
- iii. Noted: the Organising Committee have agreed not to support Secondary School involvement at this stage.

b. Magnetometer

Noted that bid for £8000 to Northamptonshire Community Fund to cover the cost of purchase has been partially successful. They have awarded £5000: balance of £3000 needed by December.

AGREED:

- i. To apply for a Capital Grant from South Northants Council (proposed Tony, seconded Jeremy, *nem con*) **DH**
- ii. Tony to look into Milton Keynes Heritage Association grants (up to £1000) and Gatsby Trust. **TK**
- iii. Dave to contact Organising Committee members and put article in the Newsletter explaining the advantages of owning the equipment and seeking volunteers to train to use it and take responsibility for it **DH**

9. AGM matters

- a. Annual Report – deadline for material to Ruth is 6 August. **AW, DH, SY**
- b. Formal notice draft agreed – Ruth to forward to Tony Johns for newsletter **RD**
- c. Other arrangements – Nick to Chair. Speaker not confirmed yet. Ruth to resign as Secretary and Trustee at AGM (leaving the area). Alan to put appeal for Trustees in Newsletter. **AW**

10. Diary Dates.

- a. Weds 8 September 7.30 pm at the Sun – short meeting of Trustees to approve Annual Report - **ALL**
- b. AGM - 15 September 2010 at Paulerspury Village Hall. - **ALL**

11. Other Items from Organising Committee

- a. Noted two new society members of CLASP, bringing total to 13:
 - i. Northamptonshire Artefact Recovery Club (NARC)
 - ii. History of Tiffield Society
- b. Request from NARC to use CLASP logo on membership cards –**AGREED** if the group subscribes to national standards, since CLASP protocols not drafted yet (will ask them to contribute to drafting when it happens). Dave to check. **DH**

12. Correspondence

- a. Letters of condolence to be sent to Mrs Margaret and Mrs Catherine Briscoe, on whose land CLASP has been allowed to work. **RD**
- b. Noted - email from Northants Community Foundation re. acknowledgement of their grant and use of their logo, etc. in publicity.

13. Any other business

- a. Tony to ask for CLASP to be put on MKHA website and map. **TK**
- b. Newsletter deadline – items to Tony Johns by 14 August. **ALL** to note