



CLASP

Community Landscape & Archaeology Survey Project

Please reply to D.F. Hayward MBE, The Secretary, Organising Committee, CLASP.
29, Winston Close, Nether Heyford, Northampton NN7 3JX

Organising Committee

Minutes of Meeting

9th May 2005

1. **Attendance:** Gillian Biddle (Independent Members Representative), Jeremy Cooper (Co-opted - IT & Media), Angela Evans (Treasurer - Trustee), David Hayward (Independent Members Representative - Secretary Organising Committee), Brian Ives (Norton Northampton Portable Antiquities Search Team), Alan Kent (Bugbrooke History Society), Alan Priestly (Flore Heritage Society - Trustee), Jennifer Smith (Harpole Heritage Group), Kate Weaver (Whitehall Roman Villa and Landscape Project - Chair Organising Committee), Martin Winterton (Towcester and District Local History Society), Stephen Young (Archaeological Director - Trustee)
2. **Apologies** Julia Johns (Weedon Bec History Society - Membership Secretary), Andrew Shaw (Brington History Society).
3. **Resignation**
The Secretary stated that he had received a letter of resignation from Mr. J. Curtis. He undertook to write a letter of thanks to him.

Secretary
4. **Welcome to New Members**
The Chair welcomed Ms. G. Biddle, Mr. A. Kent and Mr. M. Winterton to the Committee.

5. Minutes of Last Meeting -

These were accepted as a true record.

6. Matters Arising

6.1 Bugbrooke Finds. (4.2)

The Archaeological Director stated that this was still ongoing.

Archaeological Director

6.2 Harpole Donation

The Treasurer and Mrs Smith both stated that this had now been received. The Treasurer undertook to write the appropriate letter of thanks.

Treasurer

6.3 Bannaventa Coins - CD

This has been done.

7. Trustees

7.1 Meeting 14/03/05

The Committee noted receipt of the Minutes of the Executive Committee meeting held on 14th March 2005.

7.2 Circulation of Executive Committee Minutes

The Committee considered it beneficial for the Minutes of the Executive Committee to be placed on the CLASP web site, allowing for confidentiality where required. The Secretary undertook to write to the Secretary of the Executive Committee asking them to consider this at their next meeting.

Secretary

7.3 Application for Charitable Status

Mr Cooper updated the meeting on progress with the application for Charitable Status. He stated that there had been a delay as the Charity Commission had amended their application documentation template. This had necessitated amendments to our application that he had now agreed with the Chair of the Executive Committee. He, Mr. Cooper, hoped to make the application by the beginning of June.

Mr. Cooper

8. Technical Work in Progress - Updates

8.1 Whitehall Repository

Mrs. Smith reported that work had recommenced at Whitehall Repository with the material emanating from Harpole, she required the Archaeological Director to visit to examine some items; there were also some logistical requirements that the Chair undertook to resolve. Also stored at this location is material from other locations that may require further work in due course. The new door has now been fitted to the second room.

Archaeological Director
Chair

8.2 Volunteer Assistance

Representatives from participating organisations are invited to provide details of any volunteers for this work, probably on a Wednesday afternoon, to the Chair. The Chair stated that volunteers are always sought to assist with the Whitehall project during the main annual excavation at the site, commencing 27th June until the 22nd July 2005. Thereafter volunteers are required most Tuesday afternoons throughout the year at Whitehall Farm to help process and archive finds, again she requested that details be provided to her personally as soon as possible.

All Representatives of Participating Organisations
Chair

8.3 Calendar of Work

The Secretary enquired whether there were any dates yet available for any of the proposed archaeological activities later in the year. It would be ideal if a calendar could be published as soon as possible for the assistance of participating volunteers. The Archaeological Director stated that he was still identifying sites and dates and undertook to bring some details to the next meeting.

Archaeological Director

9. Treasurers Report

9.1 Account Balance

The Treasurer stated that including the Harpole donation there was £1550 currently in the account.

9.2 Authorisations for Expenditure

9.2.1 Order No: CLASP0001 Pottery Reconstruction

It was agreed to amend the amount authorised under paragraph 9.6 of the minutes of the meeting for 14th March 205 to £75.00. Mrs Smith enquired as to whom reconstructed pots would belong. It was agreed that in the first instance they remained the property of the landowner but hopefully they would be retained by CLASP in the long term.

9.2.2 CLASP Order CLASP0002 Repairs to Whitehall Repository.

Noted, that this Purchase Order related to the previously authorised sum of £200 to cover the cost of repairs to the door etc in the second room.

9.2.3 CLASP Order CLASP0003 Materials for Whitehall Repository

The Committee agreed to £25 being expended on a second-hand table, paints and other miscellaneous materials for the Whitehall Repository, the Chair to arrange.

Chair

9.2.4 CLASP Order CLASP0004 Rat Poison

The Committee agreed that the Chair should purchase rat poison to the upper value of £10 for rodent control.

Chair

9.3 Fund Raising

The Chair stated that she had had a conversation with representatives from SNDC regarding possible current expenditure funding from that body. The Secretary agreed with this as he had recently attended a Seminar there that dealt with Lottery Heritage Funding but touched on availability of funds from SNDC. This funding could also fund Capital Expenditure for which he had an application form and notes of guidance for both types of funding. The Committee agreed that this should be actively borne in mind. It was hoped an application for funding for a feasibility study for the

new repository could be made from this source in due course. The Secretary stated the he felt we probably had a reasonable chance of seeking funding from the Lottery Heritage Funding system called 'Your Heritage' to part fund the new repository in due course. We would however need to demonstrate that we were holding an existing museum collection as opposed to solely developing a new one. The Secretary also mentioned that there was a source of LHF Funding for Youth Projects that could be relevant jointly with local youth organisations in due course. Mr Winterton reminded the Committee of the relevance of the Duke of Edinburgh scheme that could also perhaps be relevant in the future. The Archaeological Director made mention of the Nene Valley Project (*Secretary's Note: This is run by the Environment Agency, initial enquiries are currently being made as to relevance*). The Committee also considered that it would be worthwhile to approach Northampton ACRE at East Hunsbury to establish whether they could help us with suggestions as to possible sources of funding. The Chair and Treasurer undertook to research this contact. The Archaeological Director and Secretary are still progressing the Mark Fitch Institute application for research funding for the Whitehall Project report. Mention was also made of the Biffa Scheme (Aggregate Levy). (*Secretary's note: I have full details of this scheme.*)

Chair

Treasurer

Secretary

Archaeological Director

9.4 Geophysical Equipment

Mr Winterton enquired whether we should purchase our own geophysical equipment. Following a lengthy discussion the Archaeological Director pointed out the pitfalls of following doing this as it was not simply a question of purchasing the equipment but also having expertise within the organisation both to operate the equipment efficiently and to interpret the results. He

considered it would be good if we could do this in the future and that we should keep our options open. Dr. Martin Weaver has access to some equipment of this type and this could possibly be pursued in the future.

10. AGM and Open Meeting

The Secretary reminded the Committee that it had been previously agreed that we would hold our AGM and Public Open Meeting in Bugbrooke Community Centre on 21st September 2005. It was agreed that the AGM, which was scheduled to start at 19.00hrs, was the responsibility of the Executive Committee. The Public Open Meeting commencing at 19.30hrs was however the responsibility of the Organising Committee. It was agreed that the format would hopefully be a panel of three speakers to include Roy Friendship-Taylor from the Upper Nene Archaeological Society, Dr Richard Jones from the Whittlewood Project and our own Archaeological Director, the panel to be moderated by Myk Flitcroft, the County Council Heritage Officer. They would be invited to speak for about fifteen minutes each on how their individual projects revealed Romano-British activity in West Northamptonshire. This series of talks would be followed, after a short refreshment break, by a 'Brains Trust' to the panel. It was agreed that admission would be free but donations would be invited for refreshments. Mr. J. Cooper undertook to produce the publicity poster for the meeting.

11. Annual Report

The Secretary reminded the Committee that they had previously agreed to produce an Annual Report in time for the AGM in September. It was acknowledged that with the new structure of the organisation this Report was now strictly the property of the Executive Committee. The Secretary stated however that he was still prepared to produce the Report. It was agreed that the Report should consist of a series of short relevant submissions from each participating organisation and officers of CLASP. The introductory and leading article would be a submission from the Chair of the Executive Committee. The previously agreed timetable for this report is as follows: -

Final date for submissions to Secretary - 27th June
Draft to Organising Committee and on to Executive
Committee - 11th July.

Circulation - first week in September

The Secretary preferred submissions to be made by email or on 'floppy' disc. He undertook to write formally to the Secretary of the Executive Committee to express the views of this Committee regarding the Annual Report and AGM.

12. Newsletter

The Chair reminded the Committee that the closing date for submissions for the next edition was the 27th May, these can be submitted to her directly by way of email or 'hard copy' Those persons prepared to accept copies by email are requested to specifically inform her.

13. 'Local People-Local Past' Project

The Archaeological Director reported that the first part of the report was now on the website, members of the Committee remarked on the high quality of the work and gave their appreciation for the work completed to date. He stated that work on the remainder was progressing slowly.

Archaeological Director

14. Any Other Business

Mr Priestley enquired as to the arrangements for CLASP members to visit the Whitehall excavation during the annual 'dig'. It was **agreed** this was a good idea and that it would take place on Monday 25th July at 19.00hrs. Representatives are requested to let the Chair now how many people will be attending from their organisation.

All Organisation Representatives

15. Date and Place of Next Meeting

17.00hrs Monday 11th July 2005 @ Whitehall Villa
Excavation site.

K. Weaver - Chair
16th May 2005

D. Hayward - Secretary