



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

16th April 2006

1. **Attendance** Angela Evans (Treasurer - Trustee), Georgina Boreham (Towcester District Local History Society), Brian Ives (Norton Northampton Portable Antiquities Search Team), Julia Johns (Weedon Bec History Society), Alan Kent (Bugbrooke History Society), Alan Priestly (Flore Heritage Society - Trustee), Jennifer Smith (Harpole Heritage Group), Stephen Young (Archaeological Director - Trustee)
2. **Apologies** Gillian Biddle, Brian Culling, Jeremy Cooper, David Hayward, Andrew Shaw
3. **Minutes of Last Meeting - 12th February 2007**
These were accepted as a true record of the meeting with the exception that at Paragraph 11 the Harpole Event in the diary would take place in August, not July.
4. **Matters Arising**
 - 4.1 **CBA Regional Membership (4.3)**
This was still ongoing. **Secretary**
(Secretary's Note: I have in fact contacted both national and Regional Level CBA and am assured that the omission has been caused by a breakdown of communication between individuals at a regional level, I am assured all will be well for the next issue of the regional newsletter. It would probably be appropriate to submit a briefing sheet on CLASP activities for that edition.)
 - 4.2 **Newsletter (4.4)**
Tony Johns attended the meeting for this item on the Agenda to clarify a number of points prior to him taking over production of future editions. The following points were **agreed** by the meeting: -

- Deadline for next edition copy to be amended to Saturday 7th July 2007.
- Could Formal Notice of AGM be incorporated into the Newsletter to save expense? The Treasurer undertook to explore this.
- Copies of newsletter to be sent to those on present circulation list and also placed on website. As cost of printing is 5p per A5 side costs could be significantly cut if as much distribution as possible could be by electronic means, Mr Johns undertook to send email to establish those members who will be happy to receive electronic copy.

Treasurer
Mr. Johns

4.3 Flyer (13)

The Committee noted that the Trustees had agreed to production of 1000 copies.

(Secretary's Note: I have now received these from Mr. Cooper and will bring supplies for Committee members to the next meeting of the Committee.)

5. Chair

The Committee noted that no names had as yet been suggested. This was still being actively pursued.

All Committee Members

6. Intellectual Rights and Management of Artefacts

The Archaeological Director is still progressing these issues.

Archaeological Director

7. AGM

The Venue, Towcester Riverside Centre was **agreed**. There are however a number of peripheral of arrangements that need resolving. Ms. G Boreham needs to be informed of catering arrangements, the Secretary to enquire agree arrangements for layout of the room. Arrangements regarding speakers still require to resolving by the Secretary and the Archaeological Director.

Secretary
Archaeological Director
Ms. G. Boreham

8. Annual Report

Secretary to receive reports from officers and member organisations by 18th July. Please bring copy to next meeting.

All officers
All organisation reps

9. Display Cabinets and Boards

It was noted that there were insufficient available funds to progress these at this stage.

(Secretary's Note: - Further discussion will be needed on this at the next meeting to resolve the issue with Daventry Town Museum)

10. Metal Detecting Standards

On going

11. Repository

The Archaeological Director stated that the Secretary has written to Mr. Mrs Powell and received a positive response to the effect that they are happy to continue to provide storage for CLASP. No further progress had been made in seeking permanent storage. No response had still been received to the letter sent previously to English Partnerships regarding the Norwood Farm buildings. Noted from Trustees meeting that other possibilities are being explored.

12. Technical Work Update and Events

12.1 Towcester

It was reported that initial field walking had produced positive indication and further field walking would be taking place on 20 - 23rd September, to be confirmed in the Newsletter. Expertise and experience of other CLASP members would be helpful.

12.2 Bannaventa

The Archaeological Director reported that further field walking and metal detecting is to be undertaken at Manshead, Bannaventa. The present coin list stands at about 1200 coins. Consideration is currently being given to request for more funding from the Roman Research Trust.

12.3 Gayton

Work with Blisworth Local History Society is being planned for walking three fields and excavating some test pits in the Tiffield/Gayton area in the autumn.

12.4 Whitehall

No full-scale excavations planned for this year. Test pits to investigate potential Iron Age and cemetery areas for one week from 23rd July. The Archaeological Director will speak in June about other Villa Sites in the area at the annual Whitehall public meeting **to be held at Nether Heyford Village Hall on the 18th June 2007**

12.5 Harpole

A field walking exercise with metal detecting is being planned at the end of August after crop clearance. A visit has been made to

Harpole Primary School to discuss provision of a display. The Archaeological Director and Mrs Smith are liaising with the Head Teacher re final details. The Methodist Chapel is holding a special event on July 14th and has requested a display. Mrs Smith has passed a report to the Parish Council regarding expenditure of funds they have donated to CLASP.

Archaeological Director

Secretary

Mrs Smith

13. Treasurers Matters

13.1 Expenses - R. Whyte

The Treasurer reported that the Trustees had agreed to pay Mr Whyte 50%, of his course costs as recommended by this Committee. This was in fact £30, the amount reflected on the invoice received but did not include travelling expenses. The Committee **agreed** with this.

13.2 Petty Cash

The Treasurer reported that there would in future be no separate holding of petty cash.

13.3 Purchase Orders

The Treasurer again reminded the Committee of the need for Purchase Order numbers to be obtained from her prior to any orders being placed. All requests for payment must be itemised with receipts where possible together with the address to where payments should be sent.

13.4 Accounts

The Treasurer reported that fund status was currently: -

Sub Holdings: -

Harpole £804.25

Countryside Agency £2374.44

Roman Research £2500.00

CLASP Ord. £846.28

Bal /End 05/06 £2853.34

Revised 06/07 £12531.22

Total £15384.56

Expenditure £8859.59

Balance £6524.97

Currently there were outstanding bills of £2530.00 that leaves a balance of £3974.97

14. Trustees Minutes

These were noted and included in discussion throughout the Meeting.

15. Any Other Business

15.1 CLASP Projector and Sound System

The Treasurer stated that she currently retained these at her house. Policies need to be agreed by the Trustees regarding long-term storage arrangements and insurance. Also should it be made available to CLASP member organisations for use? Consideration also needs to be made as to longer-term maintenance costs - a projector bulb costs £300.

Trustees

15.2 Towcester Moat Lane Planning Brief

It appears that this Planning brief is now available. It was **agreed** that the Secretary, in conjunction with Archaeological Director should write to SNC making them aware of CLASP's existence and the possibility of making a contribution to/ participating with any subsequent archaeological work.

Secretary

Archaeological Director

16 Date & Place of Next Meeting

14.30hrs 4th June 2007, Methodist Church Rooms, Nether Heyford

The date and venue of the July meeting to be arranged then.