



Minutes of a meeting of the Trustees of CLASP held at the Baptist Church Rooms Nether Heyford at 7.30pm on 11th November 2013

Present:- Alan Watson (chair) Stephen Young, - Angela Evans, Sandra Deacon, Tony Kesten, Dave Hayward, Gren Hatton, and Roger Penny Sec of the Organising Committee.

Apologies:- Nick Adams

1. Minutes:- The minutes of the last meeting were read and approved, with the correction of the spelling of Gren.

2. Matters Arising:-

TK Queried the likely cost of restoring the Whitehall buildings - see item 4 on the agenda for response.

Steve was asked what had happened to the proposed Whitehall talk which should have taken place in October. SY replied that it would be likely to happen in January 2014. DH advised that the One Stop shop in the village would sponsor refreshments for the Whitehall meeting.

AW distributed the latest update of the Strategic Document. GH suggested that the Executive Summary and the introduction could be one and the same. Following a query from DH, AE & SY mentioned that the transfer of funds from the Bannaventa section to the magnetometer section of the banking had not yet been done. DH said that he thought that this needed to be done asap, at least before the end of the Financial Year.

3. MK Archaeology Day:- TK reported on the success of the day and formally thanked Alan Standish for properly structuring the display, which was on the landing. Ground floor space has been agreed for next year.

TK Also approached Paul Blinkhorn who does a talk entitled Archaeology in the Media (and probably others). Asked him his fee (£50 plus travel) with regard to him being a speaker for us at a future AGM. This led on to a discussion about talks in general and the possibility of scheduling a few sessions during the year aimed at member groups both to tell them what CLASP has been doing , and invite talks from them on their own activities. It was also suggested that the AGM be made into a much broader day, and possibly seminars to be held. These suggestions are to be put on the agenda for the Organising committee to discuss at their meeting to be held shortly.

4 Storage of Artefacts:- Weedon is progressing slowly SY is having talks with, and building relationships with the people involved, but will not commit the organisation to anything financial without reference to the trustees. Our current facilities are secure for the present, but will require possibly £250k to update fully if the Weedon project does not go ahead. GH and RP were keen to assist if possible. It is recognised that this would be a large commitment, and before considering what fundraising might be needed, a clear view of the likely costs is required. GH offered assistance in assessing on site costs in the first instance and SY will call on this when the time is right. Two options should be considered: the cost involved in using the facility in the short term, and the cost involved in turning this into a permanent storage archive in case our other options (Weedon and DIRFT) prove unattainable.

GH updated us on the happenings at DIRFT at this point as he felt there was some relevance to the above. On DIRFT 1 and 2 there is Bronze Age, Iron Age and Romano British archaeology. The proposed DIRFT 3 will be as big again as both of them put together. He feels there is a potential here for a heritage centre as part of the development, and is lobbying them for this.

5 & 6 Road Map and Fiscal Summary:- GH had previously circulated his Proposed Strategies document which is to be called a Road Map to the trustees. He introduced it and explained the thinking behind it fully. The trustees decided that they needed time to fully absorb this. DH proposed that it be put before the member organisations at the next Organising Committee meeting and the trustees agreed.

GH agreed to number the pages and re-circulate with his explanation attached.

The Fiscal Summary and Forward Budget led on to a lengthy discussion regarding fund raising with GH and RP offering their services for the future. The point was made that forward budgeting is a necessary part of determining what funding will need to be raised - and it is also a basic requirement imposed by the Charity Commissioners.

7. Meetings:- DH asked:-

1) That the trustees formulate a policy for the frequency of trustees meetings and their dates for the next year. He suggested Late Feb, Late Apr, Early Jul, Early Sept (before the AGM) and late November. Preferably about 2. weeks after the Organising committee meetings. The trustees agreed. Once the Org Comm have their dates SD will find suitable Wednesdays and circulate dates for the meeting for approval. Provisional dates of 19th or 26th Feb were pencilled in for the next meeting. SY to confirm which date when his own commitments are known.

2) That we identified the recurring duties of the trustees both legal and otherwise and ensure they are structured into the agendas for action at the appropriate meetings. AW, SD and AE to look into this.

A.O.B.:- GH volunteered his experience in writing documents to the trustees. He offered to work from SY's academic reports to create marketing materials (such as case studies and handouts) which could be circulated to potential members or organisations, and used generally to demonstrate CLASP's skills and achievements.

AE asked if TK and SD would agree to be on the bank mandate as this would make getting cheques signed a great deal easier for her. AE will advise them by letter exactly what is required by way of documents for identification purposes at the bank.

The meeting closed at 9.25pm.