



**CLASP Trustees Meeting
7:00pm, 28 August 2014, Nether Heyford
Baptist Church Rooms**

- 1) Present:
AW (chair), SY, DH, GH, NA, SD, AE
- 2) Apologies:
TK
- 3) Minutes of last meeting
Adoption of the previous minutes proposed by GH, seconded by DH, approved accordingly.
- 4) Matters Arising
Reported below under item 5, since the chief comments arising relate to long-term storage.
- 5) Update on matters relating to long-term storage requirement
 - a) SY briefly summarised developments since the last meeting, regarding the plan for developing the Weedon site, viz:
 - The new owners are still unable to comment on any realistic plans for the site.
 - It is increasingly apparent that this site has missed its opportunity – with the development of nearby logistics sites at DIRFT and Bicester and elsewhere, this site can no longer be viewed as a prime site for logistics development; likewise, the destruction of the main water approach via the canal (irreversibly overbuilt by modern housing about 15-20 years ago), has deprived the site of much of its appeal as a leisure facility.
 - In view of this, it seems unprofitable for CLASP to pursue this option for the present.
 - b) SY summarised the situation re the temporary storage site at Whitehall House Farm, viz:
 - After detailed consideration, it is pretty clear that the cost of specially adapting the buildings would be very high.
 - A significant obstacle to any modifications would be the requirement to be able to convert them back to farm buildings in the future.
 - The greatest obstacles to actually using the location as a future base for storage, research work, public exhibitions etc is its inaccessibility (involving driving a considerable distance across other farmland) and the lack of any proper or permanent access.
 - CLASP should consider possible expense relating to this site as being limited to continuing to monitor and protect the present storage areas against the weather.
 - c) GH then summarised a recent discussion between CLASP/BHAP/Crick History Assn and the archaeological representative of the owners of the DIRFT3 and SUE (Sustained Urban Environment) sites adjacent to the A5. A copy of the minutes of this meeting is attached to these minutes – the key points to note in relation to artefact storage are as follows:
 - The DIRFT site owners have stated a desire to see all archaeological material relating to the DIRFT sites to be brought together in one place.
 - Cotswold Archaeology has been commissioned by the owners to collect all



documentation relating to the whole DIRFT complex, to be published by Dec 2014.

- CLASP/BHAP/CHA have stated that they feel this requirement from the DIRFT owners should be extended to cover material from such nearby sites as Tripontium, Bannaventa etc., which all directly impact interpretation of the DIRFT site archaeology.
- The most likely “home” for such a heritage centre is the “C Station” blockhouse on the former Radio Station site, a listed building that is being retained and will be developed as a community social facility.
- GH will approach Rugby Archaeological Soc, to assess whether they might have a common view with CLASP about campaigning to use part of this facility as an archaeological store and research centre.

7) New marketing and promotional materials

GH summarised the developments since last year:

- a) CLASP now has a uniform House Style for all documentation.

All existing standard reference documents (procedural notices, rules and regulations, training instructions, etc) have been converted to the approved House Style format, and are now available as download from the CLASP website.

- b) A 4-page “case study” colour leaflet has been produced for the Whitehall Farm Villa, with content agreed with and approved by SY. It is intended that this first case study will be followed by further similar case studies describing CLASP’s work at Bannaventa, Barby Hill and the LP-LP project. Powerpoint slide-sets will also be produced based on the material in the case studies, to form a basis for lectures and presentations, displays on exhibition stands and other forms of promotional/recruitment work.

- c) The printing cost for 300 copies of this leaflet will be £154 (plus VAT – the VAT can be recovered by GH so that CLASP do not have to pay it).

In a discussion following this summary, in which SY and DH voiced their support for the work that is being done, the following main points were debated and agreed:

- i) The Trustees agree that production and printing of the case studies is a worthwhile and necessary task, to support CLASP in promoting its activities, recruiting new members, and generally reaching a wider audience.
- ii) A budget will be set for Marketing and Promotion, to act as the motivation for approaching likely funding agencies to sponsor this work (eg local parish councils, district council, prominent contractors, etc).
- iii) A list of organisations who might fund this work was discussed in the meeting. DH agreed to oversee the fund-raising, but the actual approaches to individual potential funding agencies will be made by specific Trustees who already have a good contact with them.

7) The general need to set forward budgets

DH proposed that CLASP should adopt a more practical approach to assessing its future cash requirements, by setting specific Forward Budgets for such main activities as “marketing and promotion”, “recruitment”, “equipment procurement”, etc (these suggested headings are merely given as possible examples). Unless we first assess and quantify our cash requirements, we have nothing to guide us in acquiring new funding – and therefore no new funding will be acquired!

It was agreed in discussion that this policy should be tried out, with a few provisos:

- No spend will be sanctioned for a budgeted item until funding has been acquired to



cover it.

- The Treasurer will monitor and keep track of the Forward Budgets as part of the Treasurer's overall function
- The first objective will be to seek funding for the case studies (see 6 above), as part of the proposed Marketing Budget. Regarding this budget, GH stated that a figure of £500/ann will be adequate to print 300 copies of 2 different case studies per annum, with sufficient funds to spare to cover the printing of some professional display panels for use in exhibitions etc.

8) Review of the function and role of the Organising Committee

1) DH drew the attention of the trustees to the situation with the officers of the organising committee. Both the chair and the secretary had given their intention to stand down from office at the February meeting. To date no replacements can be identified. Currently the committee was only functioning with the good faith of the incumbents. If the situation reached a point where the committee could not function, then as chair of that committee he would formally appraise the trustees accordingly.

2) DH also informed the trustees of the intention of the OC to devote its next meeting to a "brainstorming" session to identify an appropriate way forward for the future. The results of this session will be brought to the trustees in due course.

The OC will therefore devote its next meeting to discussing what they are, where they are going and how to move forward.

GH commented that at the OC is possibly not fulfilling its role as per the constitution.

9) Review of recent activities on various CLASP-related sites, for Trustees benefit

- a) GH briefly summarised recent work at the Barby Hill IA site.
- b) DH drew attention to the work being done at Barby Hill to collect and analyse soil samples, and commended it to the Trustees (NB: an account of this work is included in the report from BHAP in the latest issue of the CLASP Newsletter)
- c) SY reported on the ongoing work at Bannaventa, and at the new Roman complex site. Unfortunately it appeared that the Bannaventa site had been stripped after all and in the 4 test pits that were dug the survival was not as good as had been expected.
- d)

10) Treasurers report:-

AE reported that cash in the bank was as follows:-

- | | |
|-----------------------|---------|
| a) Harpole | 2784.15 |
| b) HLF | 3884.94 |
| c) RRT | 2500.00 |
| d) Magnetometer | 2475.73 |
| e) unrestricted funds | 880.39 |

11) AOB:

Progress with purchase of GPS equipment

A sum of fractionally below £1000 has been allocated for the purchase of a set of GPS



equipment, which has all been specified in detail. It is believed that the purchase is proceeding (NB: to be checked with the Org Com).

AGM. AW announced his intention of standing down as chair, but would continue as a trustee. NA announced his intention of standing down from the trustees. Ballot papers would therefore be required for the AGM. SY proposed a vote of thanks to AW for his work, seconded by the whole committee.

9) Date of next meeting – at 7:00pm (immediately prior to the AGM at 7:30pm), on Sep 22, at Harpole Bowls Club.