



CLASP

Community Landscape & Archaeology Survey Project

Correspondence to Jim Aveling
(james@jamesaveling.wanadoo.co.uk) Secretary CLASP Organising Committee.

Organising Committee Meeting Minutes
Monday 8th September 2014
Baptist Rooms, The Green, Nether Heyford

1. Attendance

- 1.1 Dave Hayward (Outgoing Chairman), Roger Penny (Outgoing Secretary), Steve Young (Archaeology Director), Jim Aveling (Blisworth Heritage Society), Rob Close (Barby Hill Archaeology Project), Ian Dexter (Brington History Society), Angela Evans (Trustee and Treasurer), Julia Johns (Weedon Bec History Society), Alan Kent (Bugbrooke History Society), Jennifer Smith (Harpole Heritage Group), Bill Wiggins (NNPAST),

2. Apologies

- 2.1 Gina Boreham (TDLHS), Dave Derby (NARC), Tony Kesten (Trustee and Independent Members Representative), Norman Garnett (Whitehall Roman Villa Project),

3. Approval/Changes to Previous Minutes

- 3.1 These were approved subject to two changes. Namely 1) that Jim Aveling attended the previous meeting; 2) Jennifer Smith had mentioned that the 'Logo' on the CLASP paperwork was too small.

4. Matters arising

- 4.1 Steve Young has now received a cheque for £1000 and he will proceed with the purchase of the GPS equipment as agreed at the previous meeting.

5. Role of the Organising Committee.

- 5.1 As agreed at the previous meeting, the focus of the meeting was on the role of the Committee.

- 5.2 Section 1.4 of the rules identifies a core objective as being *to agree, plan and monitor CLASP's archaeological projects*. Following discussion, it was agreed that to fulfil this Objective:

- 5.2.1 At a meeting early in 2015 the committee would review all projects proposed for 2015.
5.2.2 It would be the responsibility of the project leader for each initiative to submit a proposal ahead of the Committee, with the opportunity to present this at the meeting.
5.2.3 All proposals would be reviewed by the Archaeological Director and he would recommend which projects should be the priority for 2015.
5.2.4 Projects could either be Approved projects, being the main projects for CLASP that year, or Other projects being run locally by groups within CLASP. (The advantage of the latter being identified is that scheduling conflicts may be reduced and opportunities may be identified for the wider CLASP membership to support the local initiatives).
5.2.5 The Committee would create and maintain a spreadsheet of the projects, with project title, timescale, resource requirements and any special needs.

5.3 It was then agreed that the Rules Committee should be more explicit with respect to:

5.3.1 Responsibility for activities and projects delegated to it by the Trustees.

5.3.2 Communication to and from the member groups within CLASP.

5.4 The next meeting will involve a walkthrough of the Strategic Plan to enable the Committee to agree project priorities for 2015.

6 Chairman and Secretary

6.1 As communicated at the previous meeting, the Chairman and Secretary reaffirmed their intentions to stand down. Following discussion, Rob Close said that he would be willing to stand as Chairman, initially for the next six months. This was agreed unanimously. Subsequent to the meeting Jim Aveling agreed to become Secretary.

6.2 It was also agreed unanimously that the outgoing Chairman, Dave Hayward, should remain on the Committee given his CLASP responsibility for research.

7 Any other business

8 Date of the next meeting.

As the new Chairman is away on the planned date of the next meeting, it was agreed that the meeting date be changed to Monday 27th October 2014 at 3pm at the Baptist rooms.

ROC

2/10/14

Trustees: Dave Hayward (Chair), Sandra Deacon (Secretary), Angela Evans (Treasurer), Stephen Young (Archaeology Director), Grenville Hatton, Tony Kesten, Alan Watson

Organising Committee: Rob Close (Chair), Jim Aveling (Secretary), Julia Johns (Membership Secretary)

CLASP is grateful for support from:

