



Community Landscape Archaeology Survey Project

Minutes of a meeting of the Trustees of CLASP held on 23rd October 2014 at the Baptist Church Rooms Nether Heyford

Present:- Dave Hayward, Stephen Young Angela Evans, Rob Close, Sandra Deacon

1. Apologies:- Alan Watson, Tony Kesten, Gren Hatton

2. Minutes:- The Minutes of the last meeting were read and approved Proposed AE Seconded SY *TK had emailed an addition to section 7 of the previous minutes, dealing with the Whitehall pamphlet, which was not dealt with at the meeting and is laid out below:-*
When he saw the text TK identified some significant errors, specifically the omission of the existence of a third Roman Site with wolf bone remnants from Britain – that third being the Fishbourne Roman Palace – and the absence of any reference to the large volume of hare bones on site.

3. Matters Arising:-

1. The content of the Whitehall Farm pamphlet has now been finalised and agreed, many thanks the Gren for all his hard work, but AE and SD thought that the CLASP logo should be larger and at the top. DH will speak to GH to see if this is possible.
2. Funding of Marketing – RC suggested that perhaps someone from the OC would care to take this on, but in the meantime DH agreed to approach the Parish Council and Joan Kirkbridge from NCC.
3. Re item 8 on last agenda – RC had out together a document which he will take to the OC on Monday to review the rules of the OC.
4. Item 11 on last agenda – A Garmin 64S has been purchased and is currently being trialled, if it is suitable for purpose them we will buy more.

4. Strategy Document:- Section 6 on the Strategy document was discussed at length.

6.1 The trustees agreed that someone was required to lead and co-ordinate the Financial Management a task previously fallen to SY. As treasurer AE has agreed in principal to do this and she will write a document laying out what needs to be done.

6.2 The Project Management document is already in place. DH under his Research and Planning role undertook to act as Key Person for this sub strategy.

6.3 The trustees agreed that we need someone to look into all the possibilities regarding the archive ie:- Do we keep? What do we keep? Where do we keep? And any other possibilities. It was felt to be more work than one person could take on and RC agreed to take it to the OC to see if they could put together a small team to do this.

6.4 The trustees agreed that the Marketing Sub strategy written by GH should be put into this category. DH is to talk to him about it.

6.5 RC felt we needed more co-opted and younger members on the OC to have the manpower to move forward and recruit more members. It was felt that as membership secretary perhaps Julia Johns would be interested in taking this on with some help from an assistant perhaps TK. DH to action.

6.6 SY in charge of this section as before.

SY and DH are to do a presentation to the OC at their meeting on Monday 27th October which will put forward a three model approach to the above, as in most cases documents need to be written by whoever takes on these roles, they will be :-

1. Write the entire document
2. Set the priorities within that document
3. A mix of both

5. Marketing Sub Strategy:- The content of the document was agreed in principle. The document was seen as part of the Corporate Communication Sub Strategy. This document will be further dealt with as part of Sub 6.4 above.

6. The Roles of the Trustees:- previously circulated for consideration are :-

Chair of Trustees
Responsibilities

To Chair meetings of the Trustees

Delegated Responsibilities:

- To ensure the effective running of the Charity, including maintenance of the Strategy Document.
- To project the work of the Charity both internally and externally.
- In conjunction with the Secretary ensure all legal duties of the Charity are satisfied'

• Secretary

- To call all General Meetings, including preparation of the Agenda.
- To receive any request from the membership for a Special General Meeting and act on it accordingly.
- Take, prepare and circulate the minutes of General Meetings.
- To ensure any actions arising from a General Meeting that are delegated to the Secretary are executed.
- To prepare the agenda for pre-arranged meetings of the Trustees.
- If a request is received from any Trustee for an additional meeting of the Trustees, to act on that request and expeditiously arrange a meeting and prepare an agenda.
- Take, prepare and circulate the minutes of meetings of the Trustees.
- To action any decisions of the Trustees that are delegated to the Secretary.
- In conjunction with the Chair ensure all legal duties of the Charity are satisfied.
- To allocate, or where appropriate deal, with any received correspondence.
- To oversee the production of the Annual Report in time for the pre AGM meeting. Once agreed at the AGM the report will be circulated to the Charity Commission and other defined recipients. The Annual Report shall include the Treasurers and Auditors Reports.

• Treasurer

- To receive all monies paid to the Charity and ensure prompt payment into the appropriate bank account.
- To make all properly authorised payments.
- To maintain accounts throughout the financial year, making periodic reports to the Trustees and Organising Committee as required.
- To prepare properly audited annual accounts to be submitted to the AGM.
- In conjunction with the requirements of the Strategy Document oversee the preparation of Budgets in conjunction with the person responsible for each budget head.
- Oversee any financial matters on behalf of the Charity.
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The trustees agreed these role descriptions, including the delegation of duties to the Chair, and they were adopted by the committee.

7. Triennial Elections of Trustees:- Our constitution states that we have elections annually, but the Trustees felt that triennially would be more appropriate. SD will look into how we can change this.

8. Annual Report Format:- This was left in abeyance for future consideration as SY could not see how it would work, from the point of view of his reports.

9. Budgeting Progress:- There was no progress to report at present.

10 A.O.B. :-

1.AE suggested that the date for the AGM should be agreed as soon as possible so that all the trustees could make sure they were available for the meeting. RC agreed to bring it to the OC and get a date booked for October. A meeting of the trustees shortly before the AGM was also agreed,.

2. SY felt that a trustees meeting with the OC would be helpful so the next trustees meeting will be after the OC meeting in Feb – date and time to be advised. It was further agreed that this format would be a feature of all future meetings of the Trustees. It was noted that strict discipline would be needed to ensure that the meetings were contained to about 90 minutes.

3. AE felt that the Treasurers report should appear on every agenda – agreed . See attached for current balances.

The meeting closed at 9.50pm