



**Community  
Landscape  
Archaeology  
Survey  
Project**

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**Minutes of a meeting of the Trustees of CLASP at the Baptist Church Rooms Nether Heyford 18th January 2016**

**Present:-** David Hayward, Gren Hatton, Tony Kesten, Sandra Deacon, Stephen Young

**1. Apologies:-** Angela Evans

**2. Minutes:-** The minutes of the previous meeting were read and approved. Proposed - SY seconded – TK - all in favour

**3. Matters Arising:-** There were no matters arising that were not on today's agenda, but SY and GH reported back on talks they had given at Northampton and Rugby Archaeological Societies, which were very well received.

**4. Treasurers Report:-** There was no report as AE was not present. SD reported that she had completed the Charity Commission Return as required by law.

**5. Clasp Website:-** It was agreed that the official correspondence address for CLASP should be that of the secretary. Concern was expressed as to the progress with the handover of control of the CLASP website. It was agreed that DH should write to Messrs Cooper and Whyte to establish the current situation.

**6. Strategy Document Progress Review :-**

1:- Objectives - **Short Term** – DH expressed concern that since the strategy document was written we had moved through the period of our initial Short Term Strategy and into the Medium Term, and they had not been reviewed. Whilst in the short term we had not achieved as well as hoped in the area of new member training, other aspects of training had been more successful. There is however a need to focus on training in the downloading and interpreting of geophysical data to ensure the future resilience of our geophysics.

We have maintained our financial strength as seen in the accounts for the last financial year. RC pointed out that the way our accounts are presented doesn't make for easy reading. AE was asked at the AGM if they could be presented in a different format. SY agreed to speak to her regarding this and RC offered to work with her if she wanted help.

Artifact, documentary, and digital archives. Documentary and digital are moving forward.

Regarding growing the membership GH felt we needed a takeaway leaflet which would include an application form for membership. He would like to get it approved and printed in the next couple of months.

**Medium Term Strategy** - Some of this has already been achieved, but although this constitution has been in place for ten years we are not in a position now, or likely to be in the near future to remunerate any key persons. DH would like the 10 year review of the CLASP constitution on the agenda for our next trustees meeting, so he asked that all trustees looked through it, so that we could have a debate at the next meeting, although it was not generally felt that any change was required

**Long Term Strategy** - We have not got into this yet, although progress has been made in some areas already.

It was agreed that we would look at these strategies at our meetings every so often, although it was agreed that there was no need to change the existing strategies at this stage.

**2:- Human Resources** - Where are we? - Involvement with young people. DH feels we need a policy on this for the OC. Our constitution states that members must be 18 or over. GH suggested that we should only work with schools, but it was decided that if anyone under 18 should wish to come on site and work with us they should be supervised by a parent or guardian at all times. Preferable the parent should be a CLASP member.

5pm TK left the meeting.

GH and SD both felt that our most likely source of new members would be people approaching or reaching retirement. Another suggestion was to approach the U3A. RC reminded the trustees that we had suggested weekend working in the past and the OC committee should bear this in mind when planning activities.

**3:- Permanent Base and Archive** - update re container storage and wider storage situation. The new container is installed at Whitehall Farm and the artifacts have been removed from the Whitehall House buildings and put in it. Regarding working with NCC, DH has contacted Sarah Bridges the county archivist to arrange a further meeting.

**4:- Financial Management** - Budget for 2016 – GH stated that he would be preparing publicity leaflets for Barby Hill and Hillforts projects. He has funding from Barby Parish Council to fund the Barby Hill leaflet but suggested including £500 in the budget for the other one. He also suggested funding would be needed for the “recruiting” leaflet. DH Proposed that £60 from the Macflex donation be allocated for this - agreed unanimously. It was noted that owing to the urgency of the action, formal approval for the purchase of the new container was required. SY informed the Trustees that an anonymous donation of £1000 had been received towards the cost, and the balance of £1388 would be funded from the HLF allocation – agreed unanimously. SY agreed to supply SD with the names of the owners of Whitehall House so that she can write and thank them.

**5:- Research** - Review of research, both planned and existing to identify the need for research proposals - SY and DH will get together to discuss the possibility of a new site at Towcester. GH thinks there is an undiscovered hill fort in Gretton so this is another possibility. DH felt that we must discipline ourselves to ensure that all research proposals are done for all new sites under the Local People Local Past project and any other research projects which we undertake.

**6:- Corporate Communication** - Proposed Seminar on Commercial Archaeology within the CLASP area - D H proposed that sometime in the early summer we have a day seminar on a Saturday and one location he has been looking at is the ICON centre in Daventry, speakers would be invited from significant commercial projects throughout the area. The cost of the ICON centre for a Saturday is likely to be in the region of £7/800. DH has approached on or two people for funding, and they have agreed, however, he is not sure they realize the full cost of the day, which could be in the region of £2000. The Trustees

formally agreed to hold a seminar on a date to be agreed in the early summer at Daventry where commercial archaeologists who have been involved in work in this area will be invited to speak. The event must be self funding. DH agreed to proceed with searching for funding and speakers with assistance and suggestions from GH and SY. The general idea is to show what commercial archaeologists are doing and how we can be involved. GH agreed to draw up a map of the area we might cover with the names of the developers/commercial archaeologists involved.

**7:- Technical Procedures - Where are we? - Artifact Storage** – The trustees agreed that we need a properly documented procedure. The document prepared by RC requires further development SY and RC will meet to take this forward. Before any decision can be made as to which, if any, artifacts are to be disposed of, what we have, must be properly sorted and catalogued.

**7. Review of the AGM** - AE wished it to be recorded that she was most upset with the confusion over the room on the day, and the extra expense incurred. DH felt that it was not our fault, there was no caretaker present, and we were not allowed to have the room we had been allocated. The evening overran because we had three speakers instead of the usual two which meant we incurred the additional cost. However, as the evening was well attended, and judged to be a great success DH felt that the extra expense was justified. The raffle went on far too long and must not be allowed to happen in future.

**8. Meeting dates for 2016** - After some discussion it was discovered that there is no day of the week apart from Monday, when we are all free or when the room is available. The Trustees continued to prefer that their meetings should continue to follow the OC meetings, but they have decided to change their time to 9.30 am on Mondays, still in the usual room. This would mean that we could not follow them there because the room is already booked by other users at 12noon. SY has agreed to look into our using the committee room at the Village Hall from 11am onwards, this would give us time to have a break and some refreshment. The 2016 meetings will be held on March 14th, June 6th, Sept 19th, and Nov 21st. TK wished it to be noted that Monday was a difficult day for him to make meetings and he did not agree with the Trustees meeting following on after the OC meeting.

**9. Any Other Business:-** An email had been received from Hilary Calow regarding a visit to Must Farm Bronze Age site being organized by Sandra – SD stated she had no knowledge of this

The meeting closed at 5.45pm Next meeting March 14th at venue to be arranged.