



## **Community Landscape Archaeology Survey Project**

---

### **Minutes of a meeting of the Trustees of CLASP at the Baptist Church Rooms at 4.30pm on the 19<sup>th</sup> January 2015**

**Present:-**David Hayward, Tony Kesten, Stephen Young, Angela Evans, Sandra Deacon, Rob Close

**1. -Apologies-** Jim Aveling

**2.-Minutes:-** The minutes of the previous meeting were read and approved .Proposed by SY and seconded by AE

#### **3.-Matters Arising:-**

**3.1** The Whitehall leaflet is now resolved, but TK pointed out that the first page letterhead of the new Housestyle should include MKHA on the footer. GH will action this and advise Jeremy regarding the website.

**3.2** DH had approached Nether Heyford Parish Council and they have given us a donation of £250 towards the cost of printing our flyers. Another £250 is promised for next year. We have also received £40 from Macflex an Upper Heyford company, for the marketing. Joan Kirk had not been approached yet. GH reported that there was a good chance that Barby PC would give us £250/500 in the near future.

**3.4** The second Garmin has not yet been purchased

**4.6** AE and TK have written their Marketing Strategy which is attached to these minutes. GH commented that sponsorship could be written into the text of any future flyers to encourage donations. The Trustees approved the paper and AE & TK will turn it into a formal proposal for voting at the next meeting.

The money for the Whitehall flyer is now available. GH knows he can get 300 done for £150 but will check the cost of 500 before going ahead as we only have £290 available to spend

DH will find out if we can get an insert in the Prattler (the local Nether Heyford Paper).

#### **4.- Treasurers Report:-**

AE reported that we had :- £1576.17 Harpole Heritage monies

3884.94 Heritage Lottery monies

1572.72 Ordinary monies

2500.00 Roman Research Trust monies

3425.73 Magnetometer monies with more to come from Boddington

707.49 GPS monies

290.00 Marketing monies

SY commented that he was pleased to see that money was coming in to refurbish our equipment. The magnetometer has never actually been serviced, the cost of which being £1000. Fred Kay takes great care of this piece of equipment and it was not therefore felt necessary. The daily fee for hiring the equipment out with our own operators was £160.00.

**5.- Macflex donation:-**DH thanked GH for getting this money, which will be used for the purchase of a folding display screen which could be left out at a selected venue permanently. He has done some research into costs which would need to include leaflet holders, header boards and expo dots, with the actual cost likely to be in the region of £150, so as we only have £40 in the bank, the rest would have to come from “ordinary money”. The trustees agreed this and DH offered to look further into this and report back before purchasing.

**6.- Bannaventa Case Study:-** GH had taken into account all the comments received from TK except one which cannot be put in place without upsetting the placement of the illustrations. GH agreed to see if he could alter the wordspacing in some way to accommodate this. Subject to this revision, the document will be in a state to proceed as soon as funds are available for printing.

TK proposed that CLASP establish a formal process of authorisation for documents that were going to be published. He noted that his career had given him experience in ensuring that the precise meaning of the documents was clear, correct and accurate and offered to put his experience at the Trusts disposal.

GH agreed to send the Bannaventa flyer to Fred Kay for his comments.

**7.- Membership Strategy:-** See attached document.

Comments:- GH suggested a membership pack.

Suggestions from the OC meeting held before the Trustees meeting were as follows:-

A suggestion of half price membership for the unwaged- this was rejected

Alan Standish of NARC suggested we workwith/through U3A, possibly running a short course – this was thought to be a very good idea by the OC and the Trustees.

Weekend working for the employed.

Putting leaflets in the Volunteering centre in Northampton

N.R.O website.

TK will report back.

**8.- Any Other Business:-**

**1. AE** asked if we had a letter of resignation from Nick Adams but the trustees agreed that one was not needed as he was not re elected at the last AGM. She wants more people on the bank mandate however, to make things easier for herself, so trustees were asked to let her have 2 pieces of identification documentation to give to the bank.

2. TK reported on his invitation to Individual Members to ask to see the OC Agenda, and accompanying papers, in advance, so they could, if they chose, invite him to represent their views. Some of those invited hadn't the courtesy to reply, although he couldn't be certain they had all received his messages, and, especially as the papers had been circulated close to the actual meeting, he hadn't had any comments.

3. GH on artefact - storage. GH reported that a company ? had moved into the blockhouse at ? (sorry Gren didn't get that down) He will get a meeting with them to see if they have any available space.

4. GH asked if any one knew of any other projects being carried out by groups not affiliated to CLASP. DH mentioned the rescue dig at Upper Heyford. SY had nothing to report. GH has spotted a couple of places he will look into .

5. RC reported that the Terms of Reference for the OC had now been finalised

There were 3 objectives

The trustees had no observations, It was proposed they were accepted by GH and seconded by AW

6. DH asked the trustees to think of anyone else they could think of who would like to come on the committee. He has already approached someone who would like to, but will not be available until he retires in 2 years time.

The meeting closed at 5.50pm

Next meeting 20<sup>th</sup> April after the OC meeting