



Community Landscape Archaeology Survey Project

Minutes of a meeting of the Trustees of CLASP on the 20th July 2015 at the Baptist Church Rooms Nether Heyford

Present : - Dave Hayward, Sandra Deacon, Stephen Young, Tony Kesten, Angela Evans, Rob Close, Gren Hatton

1. Apologies:- Alan Watson Jim Aveling

2. Minutes :- The minutes of the previous meeting were read and the following observations were made:-

TK pointed out that his proposal (section 6 Minutes 19th Jan 2015) was that this committee needs a formal process for preparing publications, such as Local People, Local Past, not a presumption that this meant that he wanted to personally edit everything, and an agreement that he was allowed to do so, whereas actually he thinks we need a process that as a minimum would involve SY, GH and the person who had been involved with the work. GH suggested that TK continued to do a continuity check and TK agreed to proceed with that. The trustees agreed the amendment to the minutes.

The minutes were then accepted as a true record of the meeting with TKs amendment.

Proposed AE seconded TK

3. Matters Arising:- None

4. Treasurers Report:- AE reported that we had received £500 from Harpole for the use of the projector and £250 from Heyford Parish Council for printing leaflets, the cost of which was actually £230 .

Funds in the bank were as follows:-

Harpole Heritage monies	£1406.17
Lottery Heritage Fund.	£4241.48
Roman Research Trust.	£2500.00
Ordinary Money.	£1032.90
Magnetometer.	£3425.73
GPS.	£707.49
Marketing.	£90.00

DH commented that the accounts look a bit healthier than they normally do at this time of the year, in particular that we are building up a balance in the magnetometer fund.

In order to change the signatories for the Bank we have to declare to them that we have made formal motions agreeing to this.

Motion 1:- That the Trustees agree to continue utilising the services of the Cooperative Bank as CLASPs sole bankers

Proposed DH seconded TK all agreed

TK advised that he had agreed to get together with AE to organise CLASP getting registered for Gift Aid which would bring in extra cash. Ideally this would be in place by the AGM.

Motion 2 :- That the following trustees now be the official signatories for CLASP cheques and any other financial documents - David Hayward, Tony Kesten, Stephen Young, Angela Evans, Alan Watson, Gren Hatton Sandra Deacon. The policy for signatures will be will be a minimum of three for any one financial document.
Proposed DH seconded GH all agreed

AE pointed out that we must agree to remove Jeremy Calderwood, Ruth Downie, and Nick Adams from the existing mandate.
Proposed GH Seconded TK All agreed.

5. Strategy Document Progress Review :-

1. Membership Strategy :- TK referred to his previous document where it was suggested that various posts were created, but the trustees decided to focus on the promotion of "events" RC suggested that TK reported to the next organising committee that he agreed that events was the right way forward and should be the focus of the organising committee as a source of fundraising and membership.

SY reminded the committee that previously suggested events were putting on geofizz training , looking at pottery, and also doing work in the field. SD pointed out that fieldwork/ actual digs was what in her experience attracted people to join in, but this of course required planning and publicity in advance. GH pointed out that once his display boards were up and running they could contain information re forthcoming activities, and who to contact.

GH advised that he would buy the boards himself and donate them to CLASP, these would be an addition to the boards we have at Whitehall. He has been working on what would go on the boards based on the recent case studies.

SY pointed out that as a result of his meetings with Sarah Bridges she would be happy to have these boards up in the Records Office. There might also be a possibility of running an event such as a talk there.

DH is worried about the venue i.e. the records office he thought it would be better to do it in Daventry library after some good publicity in the local press. GH didn't think this needed to be either or, but could be both.

Several suggestions were put forward for venues and types of event, but nothing was so far decided.

GH is working on the display with a view to having it ready for Oct Nov.

A very by lengthy discussion followed on what we could do and where we could do it. Nothing was firmly decided upon.

RC suggested that TK should report back to the OC to advise them what he is going to do with his recommendations .

The trustees felt that the position of Events Officer should be different for each event, which then if successful could be built on.

SD said she thought that what was happening at present with individual societies organising events, with her as the liaison officers, sending out the information on to members was working and was all we could do at present, as we were not ready to take this any further forward.

TK suggested we would review these events once they have been run to see if they are successful or otherwise, and what this would mean for the structure of the organising committee.

The trustees took note of the recommendations offered by the OC and are in the course of planning and are hoping to arrange a pilot event by discussion with HER which will meet the recommendations made.

6:- Liaison with Northants HER - paper from GH :- The idea of the meeting was to see if Sarah Bridges would back or oppose a proposal for CLASP to apply for funding for development of the C Station at the DIRFT SUE site. But she provided so much information about the availability of the Chester Farm site, which will be available by April 2018, that SY and GH both felt that that it represented our best option, because everything else looked at so far in terms of artefact storage would have involved us as individuals raising huge amounts of money and doing a great deal of work in largely semi derelict buildings, and Chester Farm offers a clean secure environment for storage, with continuity of ownership by NCC a public body, so in every way it is our best option forward, despite the fact that it is on the other side of the county. The potential cost to us of a nominal £50 per box for a lifetime of storage sounds a lot when you think of the hundreds of boxes we have, but we are looking at slimming down the numbers of these that we intend to have as our core archive, but there is also a possibility that by working together with HER on cataloguing their collection of Daventry material, we might be able to include some of our own material at a minimal storage cost.

DH and SY had had a subsequent meeting which bears out what GH had just said But SY introduced the question of Mapinfo, because she intimated that they possibly had money available for Laptops. However, SY pointed out that it was not the Laptops we needed but the software especially Mapinfo and what we were asking was, could they find a way to extend their licenses for it for us to use, this would then give us a common database with The Chester Farm excavations, but apparently they have not so far decided how they are going to record the work. Apparently they are looking to have two new posts in place by the new year, one of which is a Heritage Advisor and the other a Curator. It is hoped a further meeting will take place over at the archive some time in the near future.

7. Discussions with Rugby Archaeology Society :- GH had talks with Rugby Archaeology Society (RAS) who along with other societies had been monitoring the DIRFT development looking for opportunities to get work for themselves, and to make sure that the work is done professionally and not skimmed. RAS are keen to have more contact with us both to find out what we are doing and to tell us a bit about what they are doing. Not much at the moment because of the death of their last leader. They are interested in working with us by sending volunteers to work on our sites. GH promised to give SD contact details of their secretary in case any of their members wanted to join us in this years fieldwork.

8:- Local People-Local Past :- The LP. LP. leaflet is now available, and DH wished to minute a formal vote of thanks to GH for all his work on this.

DH had thought of putting the Whitehall leaflet in with the Prattlers next distribution, but had no idea how many copies would be needed, or if they would do it for free. The trustees felt that it would probably use up all our leaflets, and GH felt that it would be wasteful. It was eventually decided that leaflets would be available at outlets in the village and the Prattler would print information, in an article that DH would write, regarding where they could be found, that way we had fulfilled our financial liability to the Parish Council, who put up the money for the printing. GH reported that the Bannaventa leaflet was ready for printing. After some discussion it was decided that we would NOT raid the money in our account to pay for the printing because it had previously been agreed that these leaflets were to be done on the premise that funds would be raised each time before printing. GH wanted it done before the AGM.

DH particularly wanted the Daventry paper to print articles based on the leaflets and without Bannaventa he would not want to approach them as this one is the most relevant to Daventry. GH pointed out that they would most likely want the info in PDF form which was already available. This could also be put on the web site.

9. Any Other Business:-

1.GH informed the trustees that the work on the Iron Age Hill Forts is substantially complete now with a survey of all but one of the forts in Northamptonshire done , and as a result he has started to write a paper outlining some of their observations and findings. He will email this to the trustees and welcome their comments.

2.Meeting Format :- TK does not think the meeting following the OC meeting works .The OC meeting has to be kept to one and a half hours which can sometimes be a problem. RC felt that sometimes people don't get the time to make points how they wish to make them if the meeting has to be so truncated.

DH propose that we have four trustees meetings a year dates to be strategic, One before the AGM to approve the Annual Report one round about Nov/Dec, then Mar/Apr, and another later in the year. Nothing could be decided today, and the next meeting will have to follow the same format because we must have one before the AGM.

The meeting closed at 6pm

Next meeting to be after the OC meeting on 21st September