



**Community  
Landscape  
Archaeology  
Survey  
Project**

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**Minutes of a meeting of CLASP Trustees held on 14<sup>th</sup> March 2016 at Nether Heyford Village Hall Committee Room**

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

Before the meeting proper GH made a presentation on the use of Global Mapper 3D mapping software which he feels we should be using. The basic is free but if we wanted to use the higher functionality we would have to buy a license, which would be in the region of £1000.

DH put forward the Archeo Landscape Slovenian programme which MOLA use, and which would therefore be preferable if we are to be working with them in the future. He had not had the opportunity to look into it closely and would progress this for future meetings.

We could apply to the Mark Fitch Institute for funding if required.

GH also advised that there were stocks of our three existing case studies available for the Archeology Day and by then the Barby Hill one should be ready.

GH proposed that we buy 2 roll up banners for use on the day at a cost of approx £75 each. AE advised that there was £799.18 available in "ordinary monies" which we could use to buy these, and the cost would hopefully be recovered by donations on the day. DH proposed the authorised expenditure 2<sup>nd</sup> by SY – all in favour. GH will therefore go ahead and get them printed.

GH will be writing 650 words about the day which will appear in the Crick Newsletter and the Kilsby Chronicle, and he will send these over to DH for distribution to the other local publications.

GH then left the meeting

**1. Apologies:-** There were no apologies

**2. Minutes:-** The minutes of the last meeting were read. TK wanted an amendment to section 8, and this was proposed by SY 2<sup>nd</sup> by AE and carried out. The minutes were then Proposed SY 2<sup>nd</sup> AE and accepted.

**3. Matters Arising:-** There were no matters arising that are not already covered in the agenda.

**4. Treasurers Report:-** AE Asked the trustees to make sure that any expenditure went through the committee so that she had the appropriate authorisation and/ or a receipt. DH Concurred with this.

Tk Had agreed to donate £90 for the cost of printing our recruiting leaflets. SD proposed vote of thanks seconded SY

AE reported that there was £12,835.88 in the bank, and that we have overspent by almost £200 already this year on regular expenditure.

£800 "ordinary" money

£90 left in Marketing

Magnetometer £3985.73

GPS £710.49 This was to buy another unit, but the one we have is hardly used because it does not have the accuracy we require, and she suggested that we might possibly use this money towards a licence for LIDAR. SD Pointed out that if the money was given by FODM, for the purpose of buying a GPS unit, then they would have to be consulted if we wanted to use it for something else.

Harpole £2100.00

Heritage Lottery £2653.48 (The container was bought from these monies)

Roman Research Trust £2500

AE has amended the way the accounts are shown to show a profit and loss for the year, and made a couple of other amendments, as requested at the AGM. To date no one has asked to see these, however they will be there for anyone who wishes to do so at the next AGM.

AE brought up the subject of capital value items ie the computer, the magnetometer, the resistivity meter, the screen, the projector, and the GPS. Should these items be valued each year. A discussion followed and it was agreed that it was more important to know what we would need to replace them and work towards that. AE agreed to write a short paper for the next meeting.

#### **5. CLASP website:-** Contact address and accessibility of CLASP reports.

The secretary SD is the contact address.

The accessibility of reports had already been discussed at the OC meeting when the chair made strong comment that all reports must be placed on the CLASP website, preferably for both our members and researchers outside the organisation to view, where appropriate.

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

##### **1. Medium Term Objective – 10 year review of the Constitution:-**

**Para 17.3** As a result of Triennial Elections being voted in at the last AGM this paragraph must be changed to read “each Trustee shall retire with effect from the conclusion of the third annual general meeting after his/her appointment but shall be eligible for re-election at that meeting”

**Para 18.h:-** Do we have a written policy regarding reserves? – no

AE has all the funds “ring Fenced” where required, and will write a short policy note regarding reserves for the next meeting.

**Para 20.13:-** The trustees discussed this and decided that this could be done via e-mail if necessary, rather than a signed letter. This may need reflecting as an amendment to the constitution.

**Para 21 – a new sub para:-** 5. The Trustees may delegate responsibility for the day to day running, and organising the activities and events of the Charity to an Organising Committee. The committee shall have its own rules. These must be lodged with the Trustees, and after noting by the Trustees, published on the CLASP website.

At least two members of this committee shall be Trustees. If not Trustees themselves, the Chair and Secretary of this committee may attend meetings of the Trustees in a speaking but non voting role.

All minutes of this committee shall be reported to the Trustees in accordance with sub-para 4 above.

**Para 29.4 :-** Add a new sentence at the end of the sub-paragraph as follows:- For the purposes of promulgation, display in the Members Section of the CLASP website will be deemed to satisfy the requirements of this sub-paragraph.

Finally the names at the end of the document require updating. The amended copy of the Constitution will be submitted to the AGM for adoption in October.

**2. Human Resources:-** The flyers that Gren has done have a weblink to the membership secretary which has produced results already.

**3. Permanent Base and Archive:-** SY reported that we had been asked to become part of a consortium and place our archive in Norton church. He wanted to arrange a meeting to take the Trustees to have a look at the church itself, and to outline the possibilities there. It is a Grade 1 listed building

The church would remain a church, and we would be secure tenants within it. The aspiration would be that we would have a place for our material archive, a place for our digital archive, and a share in other facilities. Part of the church would remain as a sacred area, although there is no congregation at the moment. There is a PCC meeting on the 18<sup>th</sup> March to forward the development of a plan for the church and use it for a dual purpose. There will be shared areas, and we are looking at having one or two aisles and the vestry. The Chancel will remain the sacred area, and the pews will be taken out of the main nave which will be a shared area. We could actually meet there on a weekly basis if we wanted to. SY has had talks with the vicar, and a local Community group, who have put together a little three fold flyer which he passed round. Once the PCC has met and authorised it, there will be a group going to put a plan together of which we will be part. He feels that this is the best opportunity we have ever had for a permanent base and archive. There is an event on at the church on the 28<sup>th</sup> which SY will be attending and wants to take some of our promotional material.

The Trustees agreed to meet at the church at 4pm on the 22<sup>nd</sup> March. SY reported that a sum of potentially £1million will be required to get the building back into useful condition.

**4. Research Proposals:-** Going Ahead

**5. Corporate Communications:-** Nothing new at the moment.

**6. Technical Procedures:-** These are well under way now.

**7. Archaeology Day 23<sup>rd</sup> July :-**

DH raised the question of the admission fee. The trustees decided that the day would be free, as we had funding, but visitors would be pressed for a donation. DH will continue to look for more funding.

The title of the day will be **Archaeology and Your Community** .

TK left the meeting

There will be 4 case studies available SY thought we needed some more printing as the day would probably use most of them up. This needs to be considered regarding cost.

AE commented that schedule (attached) looked a bit tight especially for lunch, which has been extended to an hour. After a lengthy discussion the schedule was amended slightly re the length of the talks.

GH suggested that we need 2 banners at a cost of £75 each. These would be a one off expense as they could then be used any number of times. DH proposed we should buy them 2<sup>nd</sup> SY

**8. Towcester Funding Fayre:- 10<sup>th</sup> May** DH felt that it was vitally important for us to attend. JA agreed to contact them and see if we were able to put up our display boards. SY and DH would attend.

**9. Any Other Business:-** AE had received an invitation to a day with Northampton Family History Society at £32.50 for the day, including lunch.  
The meeting closed at 16.45

