



Minutes of a meeting of the CLASP Trustees at Nether Heyford Village Hall on the 6th June 2016

Present:- Dave Hayward, Angela Evans, Sandra Deacon, Steve Young, Tony Kesten, Rob Close, Jim Aveling,

1. Apologies:- Gren Hatton

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

3. Matters Arising:- TK asked for the amended minutes of the previous meeting which had been amended to be re-circulated SD agreed to do this.
SD referred 6.1. amendments to the constitution. She advised that so far she had been unable to make any amendments as her copy of the document seemed to be read only. She will have a meeting with SY tomorrow to get this sorted out.
Para 20.13 will have the words “ e-mail notification is acceptable”.
These amendments will then have to be put to the AGM for acceptance.

AE produced the paper that she had written regarding restricted/ringfenced funds which was discussed and amended to read as follows:- Re: Donations to CLASP It is considered fair and prudent that if we are given donations of money for specific projects, and we change our mind or the project doesn't cost the full monies given, as these funds are considered “ringfenced” we should contact the donor, where possible, before we use the money on another project to confirm that he is agreeable. When the donor is contacted we should have full details of what we need to spend the remainder on, or they might request that we return the balance.
CLASP does not charge for any of it's services but invites donations. Monies that have been “donated” to us for magnetometer services need not be ringfenced, at present they are being put into a Magnetometer Fund, but may be used for other purposes at the Trustees discretion

Proposed SY

Seconded SD

All in favour

SY pointed out that the Resistivity Meter probably needed servicing and we could perhaps use some of the Magnetometer money for that.

4. Treasurers Report:- At present our funds stand at £12965.36

Harpole - £2100.00

Heritage Lottery - £2653.48

Roman Research Trust- £2500

Magnetometer - £3985.73

GPS - 707.49

Marketing - £199.00
Ordinary monies - £819.66

£25 had come in from Bugbrooke History Group
£250.00 from Nether Heyford Parish Council

Alan Standish had waived his fee for a talk to a Scandinavian group and they had given us £45.00 in lieu. AE had already thanked Alan for this.

DH said that he would like it if the funds from the Nether Heyford PC could be used for something connected to the village. He suggested Water Isotope testing for one of the skeletons excavated last year. AE reported that it had nearly all already been spent, mainly on the banners and leaflets for the Archaeological Day. However, the previous minutes recorded that these would be bought from funds hopefully donated at the day, so AE was asked to remove this money from the Marketing budget. This £250 will now be “ringfenced” for something specific to the parish. It looks likely that we will be getting this donation annually.

5. Norton Project :- SY reported that this was moving forward slowly. He had been advised by Ben Smith (Historic Support Officer, Diocese of Peterborough) that we ought to be utilising the church now, so CLASP meetings will be held there in future. SY has a key.

He will be meeting HLF to establish what the nature of our bid would be and he is to go a meeting at Nottingham to establish whether it will be one project or two.

He has also talked to the Inspector for Heritage England as she will be involved in making decisions about what happens at the church.

He has also been to see the vicar and Kim Russell who is head of the Parish Council.

There will be a meeting on the 20th June with the Church Architect to discuss general ideas Ben Smith, the church Wardens and the vicar will also attend.

6. Towcester Funding Fayre:- DH will be preparing a report which will be attached to the minutes. He has prepared a table of potential donors, which we can add to if any of those on the list TK has downloaded look as if they have possibilities. This matrix can be put onto the website when complete.

7. Archaeology Day – Update:- DH had already given a full update to the Organising Committee.

8. Strategy Document – progress Review:-

1. Medium Term Objective – 10 year review – in hand
2. Human Resources – Equal Opportunities - We do not have a policy but we do need one if we are applying for grants. Standard policies are available on

the internet. DH will pursue this.

Young Trustees – 18–25 year olds. After a discussion, where DH expressed his concerns that we needed more trustees, of any age, it was decided that we need to look for more trustees with relevant skills for our needs. DH will take this on.

3. Permanent Base and Archive – see item 5 The Norton Project.

4. Research Proposals – to be done

5. Corporate Communications – CLASP Facebook page moderation. CLASP Facebook has now been established. The Trustees welcomed the creation of a CLASP Facebook page, but needed to ensure that postings reflected the ethos of the charity.

DH will telephone Rick Whyte to put this to him sensitively. He was concerned about comments that might be made as well as the content of the posting.

6. Technical Procedures – Nothing new

9. Health and Safety:- There is a policy for fieldwork that was used for the Whitehall Dig. SY reported that Gillian Biddle had previously offered to update and then re-issue the Whitehall Manual as a CLASP Field Handbook and the H&S policy could become part of it. SY agreed to approach her to see if she is still willing to do this.

10. Any Other Business:- AE reported that she appeared on the website as Angela Adams.

AE also reported that the stationary was hard to find on the website, and the compliment slips were too big.

TK brought up the subject of supporters appearing on the stationary. They are becoming more and more. SY felt that it was important to have them all on the website and all on our display boards, but it was decided that the stationary should say Clasp recognises the support of many organisations, full details of which are available on our website. www.claspweb.org.uk

We will speak to GH when he returns from his holiday to get this organised.

The meeting closed at 12.53pm