



Community Landscape Archaeology Survey Project

Minutes of a meeting of the trustees of CLASP held at Norton Parish church on Monday 19th September 2016 at 12 noon.

Present:- Dave Hayward, Stephen Young, Tony Kesten, Sandra Deacon, Rob Close, Jim Aveling.

1. Apologies:- Angela Evans. Gren Hatton

2. Minutes:- The minutes of the previous meeting were read, TK pointed out that the report from DH re the Towcester Funding Fayre had not been attached to these minutes. DH agreed to send it to SD so that it could be circulated as per the minutes. Proposed SY seconded TK. All in favour.

3. Matters Arising:- SD had eventually managed to amend the Constitution. By changing it from a PDF to a Word document, the text and the notes had been scrambled together and took some time to put straight. Some of the text had been lost altogether and had to be re-typed. SD read the amendments and the Trustees accepted them. TK agreed to proof read the document before it goes before the membership for acceptance at the AGM.

4. Treasurers Report:- AE was not present but had sent in her balance sheet for the year which is attached.

TK reported that he and RC had completed their list of possible funding sources but AE and SD had not. Once this has been done TK agreed to lead a sub group to pull ideas together and present the trustees with a paper representing possibilities. Once we have identified funders, then we can see how this fits in with what we require. DH asked for suggestions on items we think we need to look for funds for.

Suggestions were: Leaflets, Hardware, Software, update Whitehall instruction manual, Display Boards, Specialist Training, Sponsoring the cost of a Dig, Scientific Reports, Expert Reports. Conservation, Preparing Talks, possible computers, there may also be some requirements for Norton not in the main project,.

So we need to work out a list of needs, and then prioritise them.

Bids for the 2016/17 budget:- DH asked the Trustees to start considering what our requirements will be for next year. Once the Organising Committee start taking responsibility for organising the fieldwork they will be able to put in a bid to the Trustees for funds. E.g. toilets – Jennifer Smith has contacts for this.

5. Archaeology Day Update:- This was covered extensively at the Organising Committee earlier – see their minutes for details.

DH asked in principal for a formal proposal that we hold an Archaeology Day in 2017 in the South Northants DC area. He advised the Trustees that he had already had interest from ProLogis, who were the prime sponsors for the 2016 day. There has been some exciting work done at Pineham and at Towcester. This could form the basis of the day. DH agreed to lead on this day again but would be looking to delegate some of the work. Ideas were put forward about what to include, and how to run the day, but nothing was finalised. He suggested that we hold the day in June or September. RC suggested we should consider whether we wanted to attract new members or to inform the public about our work. SD pointed out that if we were looking to attract new members the June date would probably be the best, if potential members wanted to get involved in fieldwork, by September it would probably be over. The 4 new members we had this year all joined in the fieldwork at Whitehall and Thrupp. Next year's projects are likely to be at Harpole and Thrupp. Anyone wishing to join a dig must be a member of CLASP.

The first choice date was fixed for 10th June 2017. DH will look into venues in the Towcester area, and try to establish who the developers are for Towcester.

6. Strategy Document Progress Review:-

1. Medium Term Objective:- Review of the Constitution. Already attended to and will be circulated before the AGM. This is not at present on the agenda. SD will make an addition to the agenda and re-circulate.

2. Human Resources:- Development of Health and Safety Policies. This is in hand with the Organising Committee.

Induction Package and Training in general:- This is being looked at in the Organising Committee with support from the Trustees as they require.

Membership Numbers:- There had been a slight increase in numbers this summer due to the archaeology day and personal introductions. These new memberships will continue until September 2017. Julia will be asked to advise these members accordingly.

3. Permanent Base and Archive:- Update re Norton:- SY reported that we had had an informal meeting with HLF, and their potential response to our initiative was quite positive. They set out some conditions that we would have to look into, and if we fulfilled these conditions they would probably welcome an approach from us. One of these conditions is that DH and SY see Sarah Bridges as she will need to be on our side, possibly the week after next. We must also have a meeting with Ben Robinson from Historic England.

4. Research Proposals:- Also discussed at the Organising Committee.

5. Corporate Communication:- SY proposed that we formally adopt the Annual Report, seconded by SD. 3 in favour 1 abstention.

6. Technical Procedures:- Gren's new policy on archiving has been put on the website. It was decided that new diggers should have a proper induction in future, in order to avoid H&S and other issues.

SY felt that we need a proper procedure regarding photographs and who should have them. RC queried some of the information that was on the "members only" part of the website.

7. Any Other Business:- There was no other business. The meeting closed at 1.30pm

The next meeting was set for 21st November after the OC meeting, the venue to be decided. SY will make enquiries about using the Village Hall in Norton.