



Community Landscape Archaeology Survey Project

Minutes of a meeting of the Trustees of CLASP held on 9th January 2017 at the Village Hall in Norton

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

1. Apologies:- Angela Evans

2. Minutes:- The minutes of the last meeting were read and approved. Proposed GH seconded SY

3. Matters Arising:-

2. DH has written to LION and they have responded asking to know comprehensive details of what would be required of a trustee, he will respond.

Equal Opportunities have been held over until the next meeting.

First Aid has been dealt with in the OC meeting, and Norman Garnett has offered to train. SD was asked to approach Colin Brown, which she will do if he comes to The Towcester dig.

3. Permanent Base and Archive;- SY is to have a meeting with Pegasus, the Developers of the land round Norton, later this week. The Diocesan meeting went well. They are very supportive.

6. Tech Procedures:- TK still requires this document in digital form, and SY will look into this.

4. Treasurers Report:- As AE was not present SD read out the balances as follows:-

Harpole Heritage	- 2100.00
LHF	- 2653.48
Roman Research Tst	- 2500.00
Ordinary	- 1182.31
Magnetometer	- 3985.73
GPS	- 707.49
Marketing	- 180.00
NH Donation	- 250.00
Arch Day	- 22.21
Total	13581.22

In the light of these funds item 6 – Technical Procedures was discussed.

GH outlined the technical attributes of Global Mapper GIS software to the Trustees.

TK had previously suggested that funding might be available which could be used for this purchase. CLASP also requires funds for printing of leaflets, and the purchase of

photography software. These three items would be likely to cost in the region of £2000 which is more that MKHA would be likely to provide, so it was suggested that the GPS money from FOAM could be used towards the purchase of Global Mapper as this is a form of GPS. SY proposed this and SD seconded. All Trustees agreed.

MKHA meet at the end of the month so nothing can be done until then.

The trustees agreed that CLASP will spend up to £50 for the purchase a memory sticks for data transmission. They are to have different shaped end to allow for use on different computers and tablets. They should cost between £10/15.

5. Strategy Document Progress review:-

1. Medium Term Objective:- nothing to report
2. Human Resources :- Equal Opportunities held over to next meeting.
- 3.1 Permanent Base and Archive:- dealt with in Matters arising.
- 3.2 Documentary Archiving is a work in progress with a separate committee.
4. Research Proposals:- This was dealt with in the OC meeting, and the Research Proposal itself which needed one or two amendments will be circulated later this week as soon as it is complete.
- 5.1&2 No one was impressed by Sarah Bridges response on the NCC Heritage website. It was pointed out that she is not in a good position, and the person working on the website will be moving on.

6. Technical Procedures:- See Treasurers Report for some of this, but GH spoke some more about alternatives to MapInfo, as our pirated copy is becoming increasingly out of date. Northants HER employ version 10-12 but the latest version is 16. HER will stay with Mapinfo as they have a large investment in it and have no prospects of even contemplating a replacement system. It was suggested that this topic should be the concern of the Archiving Group.

7. Health and Safety:- Dealt with by the Organising Committee.

8. Any Other Business:- SY has had some contact with the Lower Nene Arch Society who are interested in some form of cooperation. They are currently conducting an excavation at Nassington.

DH felt that the Trustees Liability Insurance should be discussed and agreed to produce a paper for discussion at the next meeting.

The meeting closed at ? I was not there JA took the last few minutes for me.