



Community Landscape Archaeology Survey Project

Minutes of a meeting of the Trustees of CLASP on Monday 15th January 2018 at Norton

1. Present:- Dave Hayward, Stephen Young, Tony Kesten, Rob Close, Marcus Lewis, Angela Evans Salma Pervez, JimAVeling, Neil Turner, Sandra Deacon

2. Apologies:- None

3. The chairman welcomed the guests Salma Pervez, and Neil Turner.

4. Minutes:- The minutes of the previous meeting were read and approved. Proposed JA Seconded ML, all in favour.

5. Adoption of new trustee:- Salma gave the trustees a short resume of her working background and her adoption as a trustee was proposed by TK, 2nd JA, all in favour

Jump to 7.4.5.2. Training:- Neil Turner outlined his background as a Project Management Trainer. He asked SY, and DH what needed to be done for CLASP, and what type of training was required. After some discussion it was decided that SY and NT would meet to thrash this out, they felt that the long overdue updating of the Whitehall manual would be a good place to start. Salma Pervez offered to get on board as well. The three agreed to meet at a mutually agreeable time and report back at the next meeting.

6. Matters Arising from previous minutes:-

5.1 The letter to Harpole had been written by AE

5.2 SY reported that the case study leaflet for the ASC had been put on hold for a year light of the fact that more skeletons had been found in 2017 and there were more to come in 2018. RC is to liaise with Don Martin regarding the others.

7.4.1. Financial Management:- RC reported that the Barby Hill Project had been wound up after the death of Gren Hatton. They gave all their equipment to CLASP and the balance of their bank account, on condition that the funds be used for work in the area of Barby and appropriate case studies. SY proposed the Trustees agreement to this, 2nd by AE who agreed to write the letter.

7.4.2.2 Everdon Stubbs Survey:- The chair reported that Colin Evans had completed the Earthwork Survey and given DH his plan of the results. Colin will write the report.

7.4.3. Permanent Base and Archive:- For the benefit of the new Trustee, SY reported that CLASP had a major archive in two containers at Whitehall Farm and a subsidiary one at Pattishall. The container with the Whitehall finds can stay on the farm but the 3 year agreement that CLASP had with Nick Adams re the smaller CLASP container came to an end in December 2017. He proposes a weekly rental charge of £10, which the Trustees formally agreed to accept subject to a review in 6 months. - Proposed by chair and agreed.

7.4.3.1.2. Barby Site:- RC reported that a family named Galt had offered us a place to put our container on their farm, near Barby, free of charge for 2 years. It was felt that there were two issues here, the cost of moving it and the lack of accessibility. SY and RC agreed to visit the farm at the end of January.

7.4.3.1.3. Daventry District Council Archive:- Paper circulated by DH attached to minutes. DH proposed that CLASP help with the work of cataloguing the Bannaventa finds. AE and SD queried whether CLASP would have the time or the manpower for this work as the active team is still very involved in the post-ex work for Whitehall. DH agreed to progress this with DDC and RC and TK suggested that before he presents his document to them some amendments to the wording were in

order because they could be interpreted as CLASP having funds with which to do this work which it does not. The documents suggests that our Bannaventa archive could ultimately be put in store with the Daventry one. AE queried whether there would be a requirement to pay rent. DH advised that there was funding available for this if that turned out to be the case.

Proposed Sy 2nd AE all in favour that DH progress this.

7.4.3.3 Digital Archiving Group - deferred to the next meeting.

7.4.4.3. Email Addresses on the website:- The trustees agreed that it would be a good idea to have role related email addresses on the website and DH will ask Jeremy to look into this. He and RC already have ones.

7.4.5.3. Personal Policies

7.4.5.3.1. Data protection Act 2018 : TK had brought this to the attention of the Trustees, as it comes into effect in May. Salma agreed to lead on this and work on a simple guide for us.

8. Annual Report and AGM:- The date and venue for the 2018 AGM was agreed at the Organising Committee meeting earlier. They will be looking into finding a guest speaker.

9. Any Other Business:- SY reported that he had bought Nick Adams and Joe Adams a bottle of whisky each to thank them for allowing us to work on their land.

The meeting closed at 1.30pm

The date of the next meeting is 16th April 2018