



**Community
Landscape
Archaeology
Survey
Project**

A meeting of the Trustees of CLASP on Monday 10th September 2018 held at the Baptist Church Rooms Nether Heyford.

1. Present:- Dave Hayward (chair) Rob Close(OC chair), Steve Young, Sandra Deacon, (secretary), Angela Evans (treasurer), Jim Aveling (OC Secy) Salma Pervez, Tony Kesten, Marcus Lewis.

2. Apologies:- None

3. Minutes:- The minutes of the previous two meetings were agreed with the amendments shown below April minutes - Adoption proposed TK 2nd AE July minutes Prop JA 2nd AE.

CORRECTION: In Minutes of Meeting of 30 April, the entry after "5.4.3.6" should begin "RC" not "Rc."

CORRECTION: In Minutes of Meeting of July 2018, section 9, the third sentence should be replaced by "Once this was agreed, TK would be asked to find out from MKHA whether they would be able to help us in this." The following should be added at the end of the section:- "It was recognised that it would take some considerable time to determine what might be appropriate and TK was stood down until such time as that became possible."

These amendments have now been made.

CHANGE IN OFFICERS; It was noted that the present Secretary, Sandy Deacon, was standing down after this meeting and would be replaced by Tony Kesten, subject to his appointment being approved by the AGM.

Chairs Note: Since the date of the meeting Tony has decided not to stand as Secretary, negotiations are currently in place to identify a replacement]

4. Matters Arising not on the Agenda:- None

At this point the Chairman noted that there was to be a meeting of the Digital Archive Working Group at the end of this meeting so he wanted discussion on most items to be brief so as to allow for substantive discussions on "CLASP's Strategic Choices" and 'Affiliate Societies and Associate Membership.'

5.

5.4.1.1. &

5.4.1.3:- Expenditure Issues:- The Trustees noted that the OC had decided that the donation asked of members for participation in digs should be doubled to £10 per week or part of a week and agreed that this should be applied after the current series of digs which would end at the end of next week. The context was that at present there was a funding deficit as a result of the need to pay for the hire of a digger and toilet facilities, and the anticipated invoice of £10 per week from Nick Adams for use of the facilities at Whitehall Farm. The funds were to hand albeit held under the headings of the Roman Research Trust and Local People, Local Past. Longer-term it was felt important that CLASP should actively seek grant opportunities.

We are still awaiting payment of £500 from Towcester Youth Club for the excavation done last winter. DH has been chasing.

5.4.2:- Research

5.4.2.2:- Everdon Stubbs:- It was decided that CLASP would do only a watching brief commencing in October.

5.4.2.3:- Recent Developments:- see OC minutes.

5.4.3: Permanent Base and Archive:-

5.4.3.1:- Daventry District Council :- DH reported no progress.

Norton Church is definitely to close so DH proposed that we put the whole idea of this project to bed. SY however would like to keep in touch. NNPast had donated £700 for the Norton Project, so we must make enquiries from them as to what we should do with this money. SY will do this verbally.

5.4.3.3:- Northamptonshire Archaeological Archives Standards :- The trustees noted the OC decision that DH would approach the various CLASP members who look after specific functions referred to in the Standards Document.

5.4.5:- Human Resources-

5.4.5.1:- Membership:- Come clear at AGM

5.4.5.2- Training:- Neil Turner has written CLASP a training paper but has been unable to progress it owing to personal issues. SY will form a small group for this purpose Jackie Pyle to join.

5.4.5.4:- Data Protection Act:- Salma reported that no action was required at present, to be reviewed in 6 months. Several members had still not replied to Julia Johns confirming their agreement for CLASP to hold their information, however there is new wording on next year's enrolments forms to incorporate this, so in future it will not be a problem.

6 Annual Report and AGM:- DH reported that Nomination papers had been emailed out and the calling notices would be in the newsletter.

5. Agenda Paper Attached – CLASP's Strategic Choices:- Rob Close introduced his paper. He highlighted a number of issues that required particular attention, among them were:

the need to ensure our work would be available to future generations, even if CLASP had ceased to exist;

Key Man dependency, given the considerable reliance CLASP places on its Archaeology Director;

The storage, preservation and ability to retrieve physical artefacts;

The need to be able to continue to attract and recruit more "Doers";

The need for a strong leadership group; and

A culture of Vibrancy, Teamwork and Professionalism.

The Trustees endorsed Rob's analysis and noted the need to re-assess the relationships between the OC and the Trustees.

It was agreed that the Trustees needed to return to this at it's next meeting when individual members had had time to consider this further. It was recognised that we couldn't simple "muddle through"

Any Other Business:- Associate Societies _ SD was able to confirm that very few of those who attend digs are not both individual members and members of affiliate societies. The trustees felt that this didn't need alteration especially with the increase with the dig attendance fee agreed for next season.

Responsibility for updating the website:- Trustees felt that there was a need to clarify where this lay. Was it open to anyone to ask the webmaster, Jeremy Cooper to alter items?

— —

3

The meeting closed at 1.10pm