



**Minutes of a Meeting of the CLASP Trustees,
held at Baptist Church Rooms, Nether Heyford,
26th November 2018**

<u>Agenda Item</u>	<u>Discussion and actions</u>	<u>To be pursued by</u>
1	<p>Present:- Dave Hayward (chair) Rob Close (OC chair), Stephen Young, Angela Evans (treasurer), Salma Pervez, Chris Mawby, Trevor Saxby (non-Trustee, co-opted to take minutes).</p> <p>CHANGE IN OFFICERS:- Sandy Deacon having stepped down as Secretary, the Trustees welcomed Trevor Saxby as a non-Trustee to learn the Minutes procedure with a view to being co-opted as Secretary.</p>	
2	<p>Apologies:- Jim Aveling, Marcus Lewis, Tony Kesten</p>	
3	<p>Minutes:- The minutes of the last meeting were agreed.</p>	
4	<p>Matters Arising not on the Agenda:-</p> <p>SP reported on a meeting held to discuss how a training website might look. It should include a landing page to introduce aims and objectives; proposed sites for exploration and fieldwork; an overview of excavation techniques; links to YouTube videos and other available materials. It should encourage the creation of an interactive forum ('community of interest') who can link up on the page and share ideas. A phased approach for this, with specific milestones, to be agreed. The Trustees thanked SP for the work so far.</p> <p>The working group consisting of SP, SY and non – Trustees Neil Turner and Jackie Pyle will progress this work.</p>	<p>SP SY</p>
5.1	<p>Current Strategy:-</p> <p>The Chair formally noted that the Trustees will discuss aspects of the Strategic Choices paper after conclusion of normal business.</p>	
5.4	<p>Financial Matters:-</p> <p>5.4.1 Treasurers Report:-</p> <p>A Statement of Accounts is attached to the minutes. The Treasurer reported that monies had been received at the AGM that cannot be assigned to named donors. It is likely that these represent annual subscriptions from people who have not been issued a card yet. AE will pursue this with the membership secretary.</p> <p>5.4.2 Spending Authorisations:-</p> <p>CM proposed and SY seconded approval of printing 500 copies of the Barby Hill Case Study at a cost of £230 funded from Barby Hill 'ring fenced' account. RC to progress.</p> <p>SY requested that a sum, not exceeding £75, be made available for small gifts for three landowners who support our work, this was agreed.</p> <p>5.4.3 Fundraising:-</p> <p>CM suggested that we should explore fundraising opportunities presented by Tesco and Waitrose, though it was noted that the sums involved are small. CM</p>	<p>AE</p> <p>RC</p> <p>SY</p> <p>CM</p>

	<p>will pursue.</p> <p>DH mentioned the previously circulated information from Geoff Bovington regarding an Amazon fundraising scheme. DH undertook to pursue this. SY proposed and DH seconded that we should pursue these three initiatives.</p> <p>RC raised the need for a dedicated fundraising team, targeting funds for digs, for artefact storage and archival space via possible donors (lists can be found online). Could a specific local sponsor be found for each dig? If so, what could we offer them? DH undertook to research possible funding sources and progress them and keep the Committee informed. Is the newly-raised £10 charge for a week or part week participation on a dig putting off new volunteers who may be employed and can only manage a Sunday? CM queried whether we could have a daily rate as opposed to the weekly policy. It was agreed that for now we would remain with the weekly policy as we had only recently agreed it. It was noted that this is still significantly less than that charged at other excavations.</p> <p>5.4.4 Other Financial Matters:-</p> <p>SY mentioned that he had still not received an invoice from the JCB company for the work that they had undertaken for us. It was agreed that he would discuss this with them; DH suggested that if no request for payment was received could we suggest to them that we show them as sponsors for relevant excavations and also show them on the website as one of our supporters. It was further discussed that perhaps MOLA, or others, could help by supporting JCB hire; SY agreed to pursue this.</p> <p>DH mentioned that payment for the CLASP website was now being taken from his credit card as Jeremy Cooper wished to stand away from this responsibility; this was noted. DH would then be reimbursed as appropriate.</p> <p>Now that the chance of an archive at Norton church had ceased, SY stated that he still had to contact the appropriate people at Norton regarding the use of the balance of money donated to CLASP by the former NNPAST group.</p> <p>DH informed the meeting that he had still not had a reply from Towcester Youth Club regarding the final report and donation. He has in fact now sent a follow up email. AE confirmed that no payment had been received into the bank account. DH will pursue.</p>	<p>DH</p> <p>DH</p> <p>SY</p> <p>SY</p> <p>DH</p>
5.5	<p>5.5.1 Research Management:-</p> <p>DH reported that the watching brief on work at Everdon Stubbs had not produced any archaeological finds. He reported that a larger 'phase 2' of woodland management work is planned by the Woodland Trust across the whole site. This includes an area that is of particular interest to existing CLASP research into early Anglo – Saxon activity in the vicinity, this area includes possible settlement and is also near the 'heathen burial' mentioned in the Badby & Newnham charter boundary. DH will bring further information on this to the next meeting.</p>	<p>DH</p>

5	<p>5.6.1 Permanent Base and Archives:- Norton Church is no longer available as an option for an archive. TS reported that he has approached New Creation Farm, Nether Heyford, which is looking to rent out some of its office and storage facilities, some of which have already been used as an archive. He has explained that CLASP, as a charity, has limited funds. SY and DH expressed a readiness to go and speak to the facilities manager whenever convenient. Nether Heyford has the advantage of being local to CLASP. DH expressed his thanks to TS for this initiative.</p> <p>5.7.1 Develop Corporate Communication:- Thanks were minuted to Gina Brown, who has resurrected the CLASP Facebook page and is managing it from New Zealand. She has good ideas, but we must all look for ways to connect people to the page.</p>	TS SY DH
	Thanks were minuted to Gina Brown, who has resurrected the CLASP Facebook page and is managing it from New Zealand. She has good ideas, but we must all look for ways to connect people to the page.	
6	<p>Date of Next Meeting:- It was agreed that the meetings will remain on Mondays following the Organising Committee meeting. The programme of meetings for 2019 was agreed as follows: 4/2, 8/4, 1/7, 16/9 and 18/11.</p>	

Part Two

Strategic Choices Discussion

The meeting gave attention to the first three sections of the Pre-Meeting Discussion Paper (attached to these minutes).

Maintain the vibrancy and membership of CLASP through ongoing training, research and publication.

Concern was expressed at a lack of vibrancy in CLASP. Individual membership remains a nucleus who have stuck with us; others have left through a variety of reasons, such as personal issues, a lack of interest and relevance. Conversely however we have been pleased to note we have recently attracted a small number of new members with significant welcome skills. Affiliated local societies find it hard to interest members in the wider activities of CLASP. Consideration was given to an Archaeology Day, which could include elements of how to dig, what there is to do locally, etc. A combined presence with Bletchley Archaeology Society at an event in Campbell Park, Milton Keynes, is very possible. Tony Kesten is the contact here.

Our formal training has been minimal, except to the some of the 'Tuesday group' in specific areas to meet the needs primarily of the Whitehall Project. Many have however gained skills from working in the field, both with excavations and geophysics.

Create financial strength and management.

It was felt that the AGM ought to include a full financial presentation to members, the annual accounts having been circulated well before the meeting. Apparently some members believe we have funds available, not realising that a good proportion of this is ring fenced, having been donated specifically for particular purposes. We need a CLASP budget, communicated to all members. This must be progressed with the Treasurer, AE, at the next meeting as an Agenda item. Hopefully having a proper budget will enable us to focus our fundraising activity.

There was general acceptance of the advisability of dividing the current AGM format. It would allow more time for CLASP matters and giving members better ownership of its affairs, while also giving value to an outside speaker either by making it part of the Archaeology Day or by inaugurating an annual lecture in memory of Gren Hatton. To be discussed further at next meeting. DH undertook to consider the 'second' event before the next meeting.

Develop appropriate artefact, documentary and digital archives.

The Trustees acknowledged that, whilst we were progressing well with the digital archive, progress with a physical, artefact archive had not occurred, principally because of financial constraints. We cannot allow ourselves, either as individual Trustees or CLASP as a body, to be exposed to financial liabilities that are not viable. In addition it was acknowledged that we had not achieved a documentary archive.

It was agreed that we should still actively pursue appropriate artefact and documentary archives together with an office base.

The meeting closed at 13.20hrs, having agreed that the remainder of this paper will be pursued at the next meeting.

