



Community
Landscape
Archaeology
Survey
Project

**Minutes of a Meeting of the CLASP Trustees,
held at Baptist Church Rooms, Nether Heyford,
4th February 2019**

| <u>Agenda Item</u> | <u>Discussion and actions</u> | <u>To be pursued by</u> |
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| 1 | Present:- Dave Hayward (chair), Rob Close (OC chair), Stephen Young, Angela Evans (treasurer), Chris Mawby, Jim Aveling, Marcus Lewis, Tony Kesten, Trevor Saxby (minutes secretary). | |
| 2 | Apologies:- Salma Pervez | |
| 3 | Minutes:- The minutes of the last meeting were agreed. | |
| 4 | Matters Arising not on the Agenda:- None on this occasion. | |
| 5 | Maintaining the Strategic Plan:- The Chair formally noted that the continued discussion of aspects of the Strategic Choices paper (commenced at the last Trustees' meeting) would most likely not happen, as there were several urgent matters for attention. | |
| 6.1 | <p>6.1 Financial Matters:-</p> <p>6.1.1 Treasurers Report:- A copy of the Statement of Accounts is attached to the minutes. AE reported that, to date, we have not been billed for JCB expenses on one excavation, or for our last two uses of the Nether Heyford Baptist Church Rooms.</p> <p>SY and DH were keen to know whether any of the ring-fenced monies (Barby, Norton, Harpole) may actually be able to be released towards the renting of the premises at New Creation Farm. It is likely that some of the Harpole money could be assigned.</p> <p>DH reported that the long-promised donation from Towcester Youth Club for the final report produced by us has still not been received. DH is now writing to their Chairman. Assuming this sum is forthcoming, it can be assigned to the NCF premises, as can an expected donation from the Woodland Trust in respect of observation work at Everdon Stubbs. (Secretary's note: The Chair has written to both Towcester Youth Club and the Woodland Trust and still awaits a response.)</p> <p>RC raised the need for a more accurate picture of summer excavation costs. He urged the creation of a spreadsheet for each dig, listing income and expenditure. CM to produce the sheets, based on data provided by SY and DH. This will help Trustees to decide whether we agree to incur a loss, or whether we look for sponsorship. It was reported that one member had queried what the annual membership subscription was for, if not to cover such expenses. It was also pointed out that we need to be more 'on the ball' in collecting the £10 dig fee from all volunteers.</p> <p>6.1.2 Spending Authorisations:- None on this occasion.</p> | <p>AE</p> <p>DH</p> <p>CM DH SY</p> |

6.1.3 Fundraising:-

DH has provisionally enrolled CLASP in the Amazon fundraising scheme drawn to our attention by Geoff Bovingdon. SY proposed and CM seconded that we should submit our bank account details to receive income, together with a copy of a recent bank statement for verification. We can then receive marketing materials and launch the scheme. DH mentioned that he would require a copy of the latest bank statement to confirm registration. AE undertook to provide.

DH AE

Discussion time was given to Agenda Paper 1: *CLASP Fund Raising Strategy* (drawn up by DH, copy attached to these minutes). Thanks were expressed to RC for his ideas, especially of a '100 Club' (2.1). Recommendation 1 was slightly reworded; the final version appears here.

Recommendation 1: That CLASP pursues the option of a '100 Club', providing a team of two administrators can be identified. Proposed by SY, seconded by AE, and carried by a large majority. AE will handle payments. CM will administer and promote the scheme, guided by RC. RC to draft a page with a sales message for this idea, to gauge interest and map out what needs to be done.

CM AE RC

(Secretary's note: On reflection, the Chair is of the view that the initial establishment of the scheme should be the responsibility of all Trustees; once established, the day to day running would pass to CM & AE.)

Recommendation 2: That CLASP pursues the option of a Friends scheme, providing a team of two administrators can be identified. Proposed by DH, seconded by SY and carried unanimously. It was agreed that someone from CLASP associated societies could be encouraged to take this on. To this effect, once the 100 Club is established, the necessary appeals will be made to all categories of membership. It was agreed that we will revisit this issue at the next Trustees meeting.

Recommendation 3: that CLASP accepts appropriate sponsorship and donation offers. Proposed by CM, seconded by JA and passed unanimously.

Recommendation 4: that CLASP pursues a policy of applying for grants as appropriate. Proposed by TK, seconded by JA and passed unanimously.

6.2

6.2 Research:-

6.2.1

A summary was given by RC of the three main projects for 2019 as agreed by the Organising Committee (pending discussion with the farmers).

ML SY

a. Romano-British site at Crick: This to be early July, in part as an opportunity to attract new members, with training arranged and the dig continuing over a weekend. (SY and DH to visit the farmer after this meeting to flesh out).

SY DH

b. Roman site at Manshead (Bannaventa): Test pitting proposed. Dates to be confirmed.

c. Anglo Saxon cemetery: Dates to be confirmed.

A number of possible other smaller projects could be considered once proposals were received.

6.2.2

Discussion time was given to Agenda Paper 2, its title revised to: *An Archaeological and Historical Research Strategy for CLASP for 2019 and Beyond* (drawn up by DH, copy attached to these minutes). The key issue was to agree on the wording of an official Archaeological Strategy, which can be put on the web page, the Facebook page, and be available to enquirers. AE proposed and CM seconded that CLASP adopt the following:

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| 6.3 | <p><u>“CLASP's future research, both archaeological and historical, whilst focussed on defining holistically, both archaeologically and historically, the landscape of west Northamptonshire between AD43 and 410, will, as appropriate, seek to identify the continuity of peoples and all aspects of their presence between BC (BCE) 2000 and AD (CE) 1066.”</u></p> <p>This was carried unanimously.</p> <p>6.3 Permanent Base and Archives</p> <p>6.3.1 Possible Premises at New Creation Farm, Nether Heyford</p> <p>The possibility of a ‘home’ for CLASP at New Creation Farm (hereafter NCF), raised at the last meeting, has led to a site visit by Trustees and extensive discussion by email. Discussion time was given to Agenda Paper 3: <i>CLASP Proposed Archive and Permanent Base at New Creation Farm, Nether Heyford</i> (drawn up by DH, copy attached to these minutes). Matters arising:</p> <p>TK expressed concerns that the premises might prove too small, e.g. for holding meetings. SY informed that the neighbouring unit, Heyford Books, has an area for 50 seats with projection facilities, which we may be able to use/hire. RC suggested that a scale diagram of the premises would be useful. TS to investigate.</p> <p>The owners are arranging for an independent electricity meter. It was proposed that we also request an independent cold water tap. This and other practicalities (most importantly, insurance) to be discussed with the facilities manager at NCF, Andy Lantsbery, and lettings manager, Jan Walsma.</p> <p>Daventry Library is offering surplus shelving that might suit our purposes in the archive. DH and SY are pursuing. (Secretary's note: This has been achieved.)</p> <p>TS raised a suggestion from Alan Standish, that NARC could offer a detector survey of the immediate area of the unit; the finds could become a display on the premises.</p> <p>RC urged the drawing up of a spreadsheet with income and expenditure for this project. He further recommended an interim meeting of Trustees before the scheduled meeting in April.</p> <p>The consensus seemed to be that, while the site is not perfect, the NCF premises do offer most of what CLASP is looking for in a permanent home. Securing funding is clearly paramount, and the inclusion of a one-year ‘get-out’ clause in the eventual contract is imperative.</p> <p>CM proposed and JA seconded the recommendation: <u>“That, after discussion, the Trustees agree to adopt the building [at NCF] as a base for CLASP with the understanding that the decision can be reviewed after twelve months if the project is not financially viable. This decision will have to be informed by the discussion and decision surrounding Agenda Paper 1 relating to a financial plan to support this proposal.”</u> This was passed unanimously.</p> | <p>TS</p> <p>DH</p> <p>SY DH</p> <p>DH Alan S</p> <p>RC CM</p> |
| 6.5 | <p>6.5 Human Resources:-</p> <p>6.5.1 Child Apprentice</p> <p>A parent has asked CLASP whether her 10 year old child could be a member. This would mean the creation of a category of membership entitled Child Apprentice. On application through their parent or guardian (who must be an Individual Member), they will be issued with a certificate of membership. They will only be able to participate in CLASP activities under the auspices of the sponsoring member, who must accompany the child.</p> <p>There would be no fee for this class of member.</p> | |

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| | Time restraints prevented full discussion of this matter, which has been postponed to the next meeting. AE pointed out that CLASP's insurance position will need careful checking, if necessary with outside advice. We would also need to adopt a Child Protection policy as soon as possible. | DH |
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| 7 | Date of Next Meeting:- The next Trustees' Meeting will be on Monday 8 th April 2019. Venue to be confirmed, given that we may be able to meet in CLASP's new home. | |

