

6.3	<p>would be by cheque or standing order (but not direct debit). AE stressed that online payments must have the person's name, to avoid 'floating' monies. The formal launch must await the next Trustees' meeting. However, RC will draft a flyer that can be available sooner, to canvass interest. Non-members of CLASP are free to join the club. Once 50 names are reached, a licence can be applied for. RC advised a launch in July as it allows a full quarter of the year, which helps the setting and monitoring of pay-out levels. This was proposed by SY, seconded by CM and passed.</p> <p>6.1.3.2 SNC Grant DH reported that a grant application has been made to South Northants Council towards the relocation to New Creation Farm. We await developments.</p> <p>6.1.3.3 Amazon DH reported trying to use the charity donation option on Amazon. It involves using Amazon Smile and searching for CLASP by its full name, not the acronym. This option can be used by anyone making purchases on Amazon. Some guidance needs writing down and circulating to members.</p> <p>6.3 Permanent Base and Archives</p> <p>6.3.1 Progress on premises at New Creation Farm, Nether Heyford DH reported that there had been some difficulty in getting hold of Jan Walsma, the lettings manager for NCF. TS agreed to pursue this. Matters involved: Health & Safety: the proximity of tractors hauling tree trunks, and the danger of the approach track becoming slippery in winter (given the age of some of us); Clearing and cleaning the building: it currently has machinery in it and needs a good sweep; the need, if possible, for CLASP's tenancy to begin on 1st May. <i>[Chair's note: I have now received from Jan answers to several of the outstanding points; a further meeting will be held on site to resolve outstanding practical issues.]</i></p> <p>6.3.3 Furniture Thanks were minuted to Daventry Library for their generous gift of shelving, tables and two display cabinets, and to Jane Rintoul for her donation of cabinets.</p> <p>6.3.3.1 Transport Arrangements are in hand for moving archive materials gradually, allowing for proper sorting of finds.</p> <p>6.3.4 Building Name SY proposed and CM seconded that the new CLASP 'home' be called the CLASP Field Centre. This was passed unanimously. The need for suitable signage was raised, to include this name and the CLASP logo: one at the bottom of the NCF drive on Furnace Lane, and another on the building itself. <i>[Secretary's addition: a further, smaller signpost will be needed at the top of the drive, to direct visitors to the right and through the first yard.]</i></p> <p>6.3.5 Administrator We already have a small team willing to help with the general running and upkeep of the Field Centre. We hope, however, to appoint an Administrator. A draft role description (Agenda Paper A) is attached to these minutes. We hope to make an appointment and for the incumbent to report back at the next Trustees' meeting. SY to keep Trustees informed of developments.</p>	<p>CM DH</p> <p>TS DH</p> <p>DH</p> <p>SY DH</p>
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6.4	<p>6.4 Corporate Communication</p>	
	<p>6.4.1 Internal Membership Communication</p>	
	<p>The Chair expressed concern that CLASP Trustees do not have an apparently effective means of instant communication to all our members. We need to be able to ‘press a button’ and know that a particular communication will reach everybody, effectively.</p>	
	<p>It was agreed that JA and AE confer to provide an accurate list of current members, in a format that means it can be easily edited and updated, then disseminated via email.</p>	JA AE
	<p>DH asked whether such a list could be kept in a password-protected area of the CLASP web page. It was agreed to involve Jeremy Cooper in the practicalities of this. SP will need to advise Trustees on legalities (e.g. GDPR).</p>	DH SP J Cooper
	<p>The matter of who would keep the list updated was left unresolved for now.</p>	
	<p>6.4.2 Website Amalgamation</p>	
	<p>It was noted that discussions were in hand to incorporate the Whitehall, Local People - Local Past, and West Northants History websites into the main CLASP site. Discussions are ongoing with Jeremy Cooper.</p>	DH J Cooper
6.5	<p>6.5 Human Resources</p>	
	<p>6.5.1 NCVO Membership</p>	
	<p>DH reported that CLASP’s application for membership of the NCVO (National Committee of Voluntary Organisations) has been approved. This is the national corporate body that provides support for various routine aspects of VO life, such as advertising for Trustees, provision of discounted training, provision for vulnerable persons, etc. Membership would be free for CLASP, as our annual income is less than £30,000.</p>	
	<p>6.5.4 Vulnerable Persons</p>	
	<p>The matter of a Child Protection Policy still remains to be resolved. This must be done as a matter of urgency. DH will lead on this initially.</p>	DH
	<p>AE has confirmed with the insurance company that a child would be insured to dig, as long as a parent or guardian is present at all times.</p>	
	<p>It was agreed that no more child members of CLASP be received until we have finalised our Child Protection policy.</p>	
7	<p>Date of Next Meeting</p>	
	<p>The next Trustees’ Meeting will be on Monday 1st July 2019. Venue to be confirmed.</p>	
8	<p>Strategic Choices Paper</p>	
	<p>It was agreed that further discussion of this be deferred to the next meeting.</p>	
9	<p>Any Other Business</p>	
	<p>It was pointed out that a proper Risk Assessment needs undertaking for the new CLASP Field Centre. RC is willing to help with this but needs someone else to be involved as well.</p>	RC
	<p><i>[Chair’s note: Jan Walsma agrees that we are required to do a joint assessment and will put us in touch with their representative.]</i></p>	DH

SY wondered whether other organisations like the County Record Office, who do similar work to ourselves with archive boxes, etc., may have done such an assessment and might have guidance to offer us. He will find out. SY

It was pointed out that our Gift Aid forms contain names of people no longer functioning in that capacity. The forms need revision. AE

