



Community
Landscape
Archaeology
Survey
Project

**Minutes of a Meeting of the CLASP Trustees,
held at CLASP Field Centre, Nether Heyford,
Tuesday 16th July 2019**

<u>Agenda Item</u>	<u>Discussion and actions</u>	<u>To be pursued by</u>
1	Present: Dave Hayward (chair), Rob Close (OC chair), Stephen Young, Angela Evans (treasurer), Jim Aveling, Marcus Lewis, Trevor Saxby (minutes secretary).	
2	Apologies: Salma Pervez, Chris Mawby	
3	Minutes: AE proposed and JA seconded that the minutes of the last meeting be agreed, which was carried.	
4	Matters Arising not on the Agenda: None on this occasion.	
5	Maintaining the Strategic Plan: The Chair acknowledged that discussion of specific elements of this key document (begun some meetings ago) has been overtaken by the more pressing issues of the new Field Centre. We shall return to it as soon as possible. One element of it, Resourcing, features in what follows.	
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 stressed that Trustees now need to be more aware of CLASP's finances, so we can more realistically budget. One possibility is for more of AE's reports to be copied to Trustees than simply the main report. AE to produce an initial 3-year budget, perhaps with CM. It was pointed out that rent paid to Whitehall Farm will stop when we retrieve our shipping container to N C Farm. DH reported that foreseeable costs for Year 1 at the Field Centre are covered, as are most of year 2.</p> <p>6.1.2 Approval of Expenditure Reimbursement to DH (website and resources) and to TS (resources) was proposed by SY, seconded by JA and passed. Payment of rent to House of Goodness for quarters 2 and 3 of 2019 for the Field Centre was approved by JA and seconded by ML. All were passed.</p> <p>6.1.3 Fundraising</p> <p>6.1.3.1 "100 Club" RC repeated his remarks from the OC meeting: that take-up for the scheme has been disappointing, and that greater success is likely through personal contact with members about the scheme and its benefits to CLASP. The upcoming digs will provide an opportunity for this. RC to produce a form for signing up.</p> <p>6.1.3.2 SNC Grant DH reported that our grant application to South Northants Council towards the relocation to New Creation Farm has been approved; he will send copies of invoices to SNC as proof of rent.</p>	<p>AE CM</p> <p>RC</p>

	<p>6.1.4 Internet Banking Enrolments for the recent 2-day courses highlighted the need for CLASP to have an internet banking facility. It would allow people to pay membership online, and for the Treasurer to make payments by BACS with a bank card. Further aspects were covered under Rules for Trustees (see below, 6.5.5).</p>	
6.3	<p>6.3 Permanent Base and Archives</p> <p>6.3.1 Progress to date An agenda item by RC from the Organising Committee, outlining the main areas requiring attention to complete the move, is attached to these minutes. A working group from the OC will work out a schedule for these.</p> <p>6.3.2 Proposed Signage Two possible designs were considered for a sign, to be erected in two places: on the side wall of the Field Centre itself, and at the main entrance to N C Farm from Furnace Lane. Based on suggestions made, a final further revision will be made by DH and circulated. <i>[Secretary's note: a further, smaller sign (perhaps just 'CLASP' and an arrow), is needed at the top of the hill, to point visitors to the right through the yard.]</i></p>	RC DH
6.4	<p>6.4 Corporate Communication</p> <p>6.4.1 Internal Membership Communication It was noted that we still do not have an easily accessible list of members. DH to confer with Jeremy Cooper in the first instance regarding confidentiality and GDPR if we move from paper to electronic listing.</p> <p>6.4.2 Website Amalgamation DH reported that discussion is ongoing with Jeremy Cooper and Don Attwell.</p>	DH
6.5	<p>6.5 Human Resources</p> <p>6.5.1 NCVO Membership DH reported that we still have no one to be CLASP's link to the NCVO (National Committee of Voluntary Organisations). He proposed appealing to our now enlarged membership, particularly new members who expressed a readiness to help at the recent 2-day courses. SY suggests a personal approach to local Volunteer Bureaus. He is willing to do this. DH to provide a list of roles and the skill requirements within those roles.</p> <p>6.5.2 2-Day Training Courses A report on these, their success in recruitment, and the value of the proposed Archaeology Passport, was given at the Organising Committee meeting. Trustees gave warm thanks to RC for the bulk of the organisation of the courses.</p> <p>6.5.3 Recruitment and Retention This was discussed by the Organising Committee.</p> <p>6.5.4 Manpower for Events RC expressed an ongoing concern that we take on too much, then have too few volunteers, meaning a heavy burden falls on one person, often the same people. He proposed that we prioritise getting the Field Centre sorted between now and October, after which a sub-group of Trustees can work out which projects are priorities for the next 3 months. Seconded by DH and passed.</p>	DH SY DH

6.5.5 Rules for Trustees

Attention was given to the Agenda Paper: *CLASP Trustees Rules*, drawn up by the Chair. A copy of the original paper is attached to these minutes. Minor revisions will be made based on our discussions and the paper re-circulated. Main changes:

3:3 The cash float for the Treasurer to be raised to £50.

6:2 The anticipated role of Individual Members' Representative (which CLASP is constitutionally required to appoint when it reaches 80 members, and we are nearly there) would be the first point of referral for issues of grievance.

7 RC pointed out that the Organising Committee is not actually constituted to *run* anything.

With amendments agreed, acceptance of these Rules for Trustees was proposed by AE, seconded by SY, and carried. DH clarified that by this passing of the motion, the provisions for the Treasurer to initiate Internet Banking are in force.

Any Other Business

Annual membership of the Council for British Archaeology was missed in the agenda and will be included next time.

Date of Next Meeting

The next Trustees' Meeting will be on

7

8

