



1. **Attendees:** R. Close [Chair], J. Aveling [Trustee, Secretary & Blisworth HS, G. Boreham [Towcester and District LHS, A. Evans [Trustee and Treasurer], N. Garnett [Whitehall Project], D. Hayward [Chair of Trustees], J. Johns [Membership Secretary], F. Kay [Weedon Bec HS], S. Pervez [Trustee], J. Pyle, T. Saxby [Trustees' Secretary], J. Smith [Harpole Heritage Group], S. Young [Trustee & Archaeological Director].
2. **Apologies:** S. Deacon [Project Communication to Members], A. Standish [NARC].
3. **Minutes:** The minutes of the meeting on 18<sup>th</sup> September were approved.
4. **Matters arising:**
  - a. Barn Close [Harpole] report. SY committed to completing by the Mar 2020 meeting.
  - b. Northants County standards in archaeology. The standards for the Archiving of finds from Excavations are being implemented. Jackie Pyle is researching standards for finds from field walking DH committed to reviewing the standards for all other areas.
  - c. The presentation by the local HS2 project archaeologists was a success and, importantly, paid for itself.
  - d. The briefing on QGIS mapping by Cotswold to be arranged at some future date.
  - e. Jackie Pyle has accepted the position of Independent Members' Representative.
  - f. Guilsborough: Geophysics is planned for Thursday 28<sup>th</sup> November.
  - g. The possible 100 club: RC outlined his proposal to contact all members to see if they will support the club. RC will send SD an email for her to forward to all members.
5. **Review of the AGM and Public meeting:** The Chairman thanked Jennifer Smith and her helpers from Harpole plus the members of the Committee for their splendid efforts. 42 attended on the evening. The evening was judged a success, with good presentations from SY and FK. However, it was agreed that we should have an external speaker at the 2020 event. Other changes discussed were the need for the external speaker to speak first and taking less time for the raffle. It was agreed that we would hold the meetings at Harpole Bowls Club on 21<sup>st</sup> October. (Jennifer Smith has confirmed the booking).
- 6.
7. **Projects for 2020:** We will be digging at Manshead Field in the first two weeks of August including a weekend. The Anglo-Saxon Cemetery site dig will be between 1<sup>st</sup> and 9<sup>th</sup> September. **SD to advise members.** DH is still discussing with MOLA a possible dig at Borough Hill. It was agreed that this must take place early in the year if CLASP is to support. RC stated that we need to break even on our excavations and should be asking for sponsorship, donations and/or grants. DH noted that the Northamptonshire Archaeological Society give grants. **Trustees to discuss this further.**  
FK proposed the adoption of a notice with regard to photography and filming on our sites. This will inform members that, if they do not want to be included on filming by CLASP, they must advise the site supervisor. Equally, pictures taken by CLASP members are for private use only and not for public use without prior agreement.

## 8. Field Centre.

SY outlined how the Centre is being used on Tuesdays and Wednesdays. Jackie Pyle (JP) is leading the archive work on Wednesdays and has a good-sized team of helpers, some coming forward at the AGM. It was suggested that photos showing this usage should be placed on our website and Facebook to publicise the proposed 100 club.

JP explained the processes by which collections of artefacts from various sources are being rebagged and reboxed [where necessary]. Labels of box contents are being placed on every box together with the weight of the contents. Current focus is on having a fundamental review of what is required and testing the methodology on smaller sites. JP pointed out that there are more boxes to come from other locations in the future.

DH announced that he has secured a grant of £1,000 from the CBA [South Midlands] for the purchase of boxes and bags for our physical archive. He needs to discuss with JP how this would be best used. More substantive funding will be required eventually.

Health and Safety. FK reported he is managing a mouse problem in the Centre. He suggested some form of bollard outside our doors to slow down the traffic past the main door. machinery. A pathway of slabs close to our building might be of help. The wearing of high vis jackets is a requirement at New Creation Farm, and it was agreed that CLASP members would wear them when working outside the Centre. There is a new CEO and an urgent meeting with him is needed to discuss car parking and H&S.

- 9. Key CLASP roles:** RC outlined the key roles that need to be filled in the near future, namely: a) A fund- raising team, b). Additional trustees are needed, c). a Webmaster to replace Jeremy Cooper, d) an IT Co-ordinator and e) persons to assist in Report writing. DH said he would ask Geoff Bovingdon to contact the NCVO for the recruitment of Trustees for us. FK offered to draw up a spec. for Report writing. Northants Archaeological Society is to be asked whether they know of retired archaeologists who might wish to help write reports. It was noted that we need volunteers to help set up the FC for meetings.
- 10.** The dates agree for the meetings in 2020 are 13<sup>th</sup> January 23<sup>rd</sup> March 15<sup>th</sup> June 12<sup>th</sup> October, 16<sup>th</sup> November.

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Trustees: Dave Hayward (Chair), Angela Evans (Treasurer), Stephen Young (Archaeology Director), Marcus Lewis, Jim Aveling, Salma Pervez.

**Organising Committee:** Rob Close (Chair), Jim Aveling (Secretary), Julia Johns (Membership Secretary)