



**Community
Landscape
Archaeology
Survey
Project**

**Minutes of CLASP Trustees' Meeting,
CLASP Field Centre, Nether Heyford,
Monday 18th November 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), Angela Evans (treasurer), Stephen Young, Trevor Saxby (secretary), Jim Aveling, Salma Pervez, Chris Mawby	
2	Apologies: Marcus Lewis	
3	Minutes: AE proposed and SY seconded that the minutes of the last meeting be agreed, which was carried.	
4	Matters Arising not on the Agenda: Chris Mawby has tendered his resignation from Trusteeship as of the close of this meeting. He hopes to be able to help with CLASP fieldwork in the future. The Chair expressed gratitude for all Chris has contributed, and sent our good wishes to his family.	
5	<p>Maintaining the Strategic Plan: DH opened discussion on whether CLASP's Short, Medium and Long Term goals (as in Section 4 of the Strategic Plan document) have been achieved, or whether any should be revised.</p> <p>RC reminded us that this document was drawn up 5 years ago, so we ought to have evidence of progress. These are the main points from the discussion.</p> <p><u>Short Term:</u> Development of artefact archive is now in full swing with the acquisition of the Field Centre. Documentary and digital archives will follow, as staff and finance allow.</p> <p>Membership has grown this year and our profile is good. Research is progressing but publication is limited by a lack of manpower and finance.</p> <p>DH is of the view that a forecast budget is a definite requirement; he and AE will work on one.</p> <p><u>Medium Term:</u> Recognition of achievement could be better communicated by acquainting CLASP members with what is held at the Field Centre, and why. Visits could be arranged. SY and Jackie Pyle (Archivist) are working on this.</p> <p>The main – and urgent – need at present is for succession planning. We must find shadows and would-be successors for key roles, such as Trustees (including the Chair), and most importantly, the Archaeological Director.</p> <p><u>Long Term:</u> We need more links to the academic archaeological world (our recent grant from the CBA is promising in this regard).</p> <p>RC reminded us that a 10 Year Plan will be only a dream if we are unable to fill the necessary roles in CLASP within the 3 years of our lease on the Field Centre.</p>	SY
6.1	<p>6.1 Financial Matters</p> <p>6.1.1 Treasurers Report</p> <p>A copy of the Statement of Accounts is attached to the minutes.</p> <p>AE reminded us that, as yet, no utilities bills for the Field Centre have been received from House of Goodness, since the building has no separate meters.</p> <p>New members should be encouraged to sign up for Gift Aid; existing members</p>	

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

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

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	<p>who have not elected to do so should be approached with the suggestion that they consider doing so, given the financial benefit to CLASP.</p> <p>The Chair requested that the Treasurer’s report be available to the Secretary for inclusion with the Agenda for meetings, to allow Trustees to digest it and formulate questions and observations for the meeting.</p> <p>6.1.2 Fundraising</p> <p>DH reported that the CBA (South Midlands), as a result of our application for £1300 for boxes and other consumables, has awarded us £1000, their normal upper limit.</p> <p>He also reported that he hoped the £875 agreed by South Northants Council to fund 1/3rd of the first years rent for the Field Centre and the same percentage of part of the removal costs, will be paid shortly.</p> <p>SY is planning a second fundraising disco in February 2020, following the success of the first one.</p> <p>AE raised the issue of increasing the charge we levy for excavations. It remains contentious because some members object to it, but we still charge far less than many archaeological societies. No decision was taken on this occasion.</p> <p>RC and the Organising Committee have produced a letter to send to members with more specific details of how to be part of the “CLASP Field Centre Club” (previously “100 Club”). A copy is attached to the minutes. DH proposed the implementation of this approach, JA seconded and the proposal was passed.</p> <p>6.1.3 Future Funding Issues</p> <p>DH stated that he felt our next funding bids should be more themed with a research bias. A bid should relate to the totality of a project with an element to cover field work costs. He will explore this with SY and RC.</p> <p>6.3 Field Centre and Archives</p> <p>6.3.1 Liaison with House of Goodness</p> <p>There are a number of issues causing concern, not least the safety risk of trucks and agricultural vehicles passing within feet of our entrance door. There is a need for bollards and possibly more. AE objected to the lack of bespoke hard standing for parking; in wet spells, the area opposite our entrance is a mudbath and therefore a safety risk. These and other issues will be raised shortly when DH, SY and RC meet with the new CEO of House of Goodness, Martin Desborough.</p> <p>6.4 Corporate Communication</p> <p>6.4.1 Internet Matters</p> <p>Jeremy Cooper has notified us that Yahoo Groups is introducing changes that would mean we lose some of the files we have kept there. So he has moved the following files to the CLASP Google Drive account (data@claspweb.org.uk):</p> <ul style="list-style-type: none"> (from claspra4) the Barby Hill Project archive (an important resource); (from claspra 2) photos of site activity during a Whitehall Villa open day; (from claspra 1) general reference documents from non-CLASP sources. <p>We continue to be grateful for the valuable work he does for CLASP.</p>	<p>AE</p> <p>AE TS</p> <p>DH SY RC</p>
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<p>6.5</p> <p>7</p> <p>8</p>	<p>6.5 Human Resources</p> <p>6.5.1 Recruitment of Trustees DH will draw up a specifications document for Trustees in time for discussion at our next meeting.</p> <p>6.5.2 Roles Recently Filled It was reported that Geoff Bovingdon has accepted the role of Volunteer Body Liaison Officer. Dave Morgan will be our representative with Milton Keynes Heritage Association and will take on some of our media communications. Jackie Pyle has agreed to take on the role of Individual Members' Representative. Trustees are grateful to all of these.</p> <p>6.5.3 Health and Safety DH stated that, in addition to issues mentioned in 6.3.1 above, he had expressed concerns at the Organising Committee regarding box weights and handling in the archive. It is likely that, for insurance compliance and the well-being of our members, all who use the Field Centre for archiving purposes ought to have bespoke Manual Handling training. TS will make enquiries, as he has experience of this from work.</p> <p>6.5.4 Safeguarding The Chair presented a document, <i>CLASP Children and Young People Safeguarding Policy</i>. A copy is attached. He expressed gratitude to our member Inger den Haan, a solicitor with experience in this area, for help in drawing this up. Following discussion, the addition was made that 16-17 year olds wishing to be CLASP members would be charged a subscription of £5.00. CM proposed that this Safeguarding Policy be adopted. This was seconded by JA and passed. The Chair reminded us that acceptance of young persons (as defined in the Policy) as members involves an amendment to the Constitution, which will be put to members for formal approval at the next AGM.</p> <p>Any Other Business</p> <p>7.1 Internet Capability SY reported a communication from Don Attwell regarding upgrade of IT resources (SIM card, new laser printer and cartridges). SY proposed and DH seconded that that we should improve our internet capability by purchasing these. The motion was carried. Quotes to be sent to the Treasurer.</p> <p>Dates of meetings in 2020 The next Trustees' Meeting will be on 13 January 2020 at the Field Centre. Further meetings are scheduled for 23 March, 15 June, 12 October and 16 November. The AGM is on 21st October at Harpole Bowls Club.</p>	<p>DH</p> <p>TS</p> <p>SY</p>
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