



**Community
Landscape
Archaeology
Survey
Project**

**Minutes of CLASP Trustees' Meeting,
CLASP Field Centre, Nether Heyford,
Monday 13th January 2020**

| <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, Marcus Lewis | |
| 2 | Apologies: Salma Pervez | |
| 3 | Minutes: SY proposed and AE seconded that the minutes of the last meeting be agreed, which was carried. | |
| 4 | Matters Arising not on the Agenda: TS, having stepped in as a volunteer to take minutes, has effectively become Secretary to the Trustees. SY therefore proposed that TS be officially co-opted as Secretary; this was seconded by JA and passed. | |
| 5 | <p>Maintaining the Strategic Plan: DH reported that the Organising Committee is planning to invite all members to introduction / induction sessions at the Field Centre, to broaden awareness of the wide range of activities available to all who might have wondered how they could help.</p> <p>SY pointed out that links to academic archaeology are progressing. Expertise from university departments is brought in to help in specialist areas of our projects. A doctoral student from Cambridge University is assisting with scientific testing of skeletal remains from the AS cemetery at Nether Heyford. SY proposed that she is invited to speak at this year's AGM.</p> <p>RC stressed that the key areas remain <u>availability of people to fill roles</u>, and the <u>viability of finances</u>. He suggests that one or two target areas be put on the agenda for each Trustees' meeting, to maintain focus.</p> <p>It was agreed that the wording of the Strategy itself be left as it is, with a review in November.</p> | SY TS |
| 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. It was agreed that the Expenditure page be laid out differently, to allow a more detailed breakdown of categories.</p> <p>After general discussion of budget matters, it was agreed that, from now on, the Treasurer's report be combined with a Budget report and issued in a revised format.</p> <p>6.1.2 Field Centre Club</p> <p>It was reported to the Organising Committee that responses to the first mailshot to members, explaining the Club, have been disappointing. If we cannot reach a 'tipping point', there is no sense in launching the scheme.</p> <p><i>[Since the meeting, a second, personalised approach to members has brought in more opt-ins, meaning that the Club can be launched after all.]</i></p> | AE DH, AE |
| 6.3 | <p>6.3 Field Centre and Archives</p> <p>6.3.1 Liaison with House of Goodness</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).

CLASP is very grateful for generous donations from Heritage and Archaeological bodies, local government, Trusts and individuals. For details of the sponsors please visit see our website <http://claspweb.org.uk/>

This was reported on in detail to the Organising Committee. DH, SY and RC met with the new CEO of House of Goodness, Martin Desborough, and site manager, Andy Lantsbery. The key points for Trustees to note are:

1. That CLASP is going to move to a full tenancy, having been on a Heads of Terms Agreement. This will give us greater security in the future.
2. That H.o.G have commissioned a Health & Safety review of the whole New Creation Farm site, as a result of which significant improvements will be made by H.o.G to parking, access, and safety outside the doors of the Field Centre.

6.3.2 Archives

Now that we have received the Northamptonshire Archaeological Resource Centre *Archaeological Archives Standards* document, we can look in more detail into areas of compliance. DH had undertaken at the OC meeting to look at the wide implications of this document. He also expressed concern that we had not been involved in the consultation process whilst it was being prepared.

DH

6.5

6.5 Human Resources

6.5.1 Recruitment of Trustees

Attention was given to the agenda paper, *Role Descriptions and Specifications for CLASP Trustees* [attached], which was found to cover the ground well. The Chair considered that all Trustees should be Individual Members of CLASP. It was acknowledged that this would require an amendment to the Constitution, with others at the next AGM. The Chair agreed to lead on this.

DH

It was further agreed that at this stage we would only advertise for Trustees generally, not specific office holders. DH would lead on this in conjunction with Geoff Bovingdon.

DH

TS raised the issue of legal responsibilities of Trustees of charities generally. Could a lack of awareness (or a fear of liabilities) be holding back possible applicants? RC will forward to Trustees a link to the Charity Governance Code.

RC

(Chair's note: He has had opportunity visited this link and is impressed with its content. He strongly advises other Trustees to study its contents in depth before the next meeting. He intends utilising the analytical template to report where we are to the next meeting.)

DH

Any Other Business

The question was raised as to how soon after publication the Newsletter should be made available on the Facebook page. Should CLASP members have time to digest it first? DH proposed that the Facebook administrator can post a link there straight away, but not be able to disassemble the newsletter in any way. This was seconded by JA and carried.

RC felt it was important that we look again at what a CLASP member actually gets out of membership. This to be included as an agenda item for the next meeting.

Dates of meetings in 2020

The next Trustees' Meeting will be on 23 March at the Field Centre.

Further meetings are scheduled for 15 June, 12 October and 16 November. The AGM is on 21st October at Harpole Bowls Club.

