



Community  
Landscape  
Archaeology  
Survey  
Project

**Minutes of CLASP Trustees' Meeting,  
Held online via Zoom on Monday 22nd June 2020**

<b>Agenda Item</b>	<b><u>Discussion and actions</u></b>	<b><u>Action by</u></b>
1	<b>Present:</b> Dave Hayward (chair), Stephen Young, Angela Evans (treasurer), Jim Aveling, Marcus Lewis, Salma Pervez, Trevor Saxby (secretary), Rob Close (OC chair).	
2	<b>Minutes:</b> SY proposed that the minutes of the last meeting be approved. This was seconded by SP and passed unanimously.	
3	<p><b>3 Financial Matters</b></p> <p>3.1 Expenditure since last meeting.</p> <p>AE listed payments requiring retrospective approval: rent to HoG for June, insurance, affiliation fees for British Archaeology South Midlands, Council for British Archaeology, to D Attwell re. computers, and for repairs to a broken lock. ML proposed and JA seconded that these payments be authorised, which was agreed unanimously.</p> <p>3.2 Approval was agreed for the £40 renewal fee for Northamptonshire Heritage Forum, which includes having CLASP's details in <i>Hindsight</i>.</p> <p>3.3 Discussion took place on Internet Banking. The system is now in place whereby all payments by CLASP could be done by BACS.</p> <p>RC made the point that payments from the £100 Club are better done by cheque, as it offers a more tangible prize.</p> <p>AE expressed concern that screen displays of long lists of payees might lead to honest mistakes such as a payment made to the wrong person.</p> <p>AE reported that it is often difficult to locate a third signatory for cheques. It was felt that we could safely move to two signatories only. This was proposed by SY, seconded by JA and passed unanimously.</p> <p>It was agreed that, once a BACS mandate is signed by DH, BACS should be used for all suitable payments (with the provisos noted above).</p>	AE DH
4	<p><b>4 Permanent Base and Archives</b></p> <p>With New Creation Farm, our current Field Centre base, being sold, it now looks certain that CLASP must look for new premises.</p> <p>Documents had been circulated to Trustees for prior study regarding:</p> <ul style="list-style-type: none"> <li>● Letter of Understanding with House of Goodness Ltd (HOG)</li> <li>● Surrender of Tenant Rights</li> <li>● New Lease</li> </ul> <p>DH requested all Trustees to sign the Declaration Prior to Agreement (part of the Letter of Understanding). A copy is attached to the Minutes. This brings the following commitments:</p> <ul style="list-style-type: none"> <li>● HOG will pay CLASP £2,550 towards relocation costs</li> <li>● HOG will not seek any additional payments beyond the agreed rent</li> <li>● HOG will provide a dedicated point of contact for updates</li> </ul>	All

	<p>Approval of these recommendations was proposed by DH, seconded by SY and passed unanimously.</p> <p>The Chair expressed Trustees' gratitude to RC and a small sub-group from the Organising Committee for all their hard work in these matters.</p> <p>It was reported that one promising site for a future Field Centre had been visited, its only disadvantage being that it is some distance away in Rugby. Two more possibilities are being pursued by SY.</p>	SY
5	<p><b>5 Resources</b></p> <p><b>5.1 Personnel</b></p> <p>DH recorded that we still have a serious shortfall of Trustees, and that it is imperative that we all make every effort to identify new persons to fill this role.</p> <p><b>5.2 Annual General Meeting and Annual Report</b></p> <p>SY reported that, with the Covid-19 lockdown forecast still uncertain, it is likely that no digs will be able to take place this summer.</p> <p>He was also of the feeling that, for the same reason, it is unlikely that the 2020 Annual General Meeting can happen in its usual format. Ultimately this is an OC, but Trustees agreed that an online AGM via Zoom (or similar) will be better than no meeting.</p> <p>AE reported that she has the Treasurer's material for the Annual Report available, but as yet unaudited because of Covid-19 lockdown issues.</p> <p>5.3. One confidential personnel issue - Minute circulated to Trustees only.</p>	All
6	<p><b>Date of Next Meeting</b></p> <p>This will be arranged when required by the circumstances of the Field Centre and the Covid-19 lockdown.</p>	