**MINUTES**

1. The meeting was chaired by RC (Chair of Organising Committee), as we are currently without a Chair of Trustees.

Attendance: Stephen Young, Angela Evans, Jim Aveling, Salma Pervez, Norman Garnett, Rob Close (OC Chair), Trevor Saxby (Secretary), together with prospective Trustees Nicola Bacchus, Steve Bacon and Rosemary Daniel, attending as guests.

An apology for absence was received from Marcus Lewis.

2. The prospective Trustees were welcomed and each was given time to introduce themselves, their background and skillset, and what they hope to bring to CLASP.

TS cited the requirements in the Constitution for the appointment of new Trustees:

a) that appointment is made by all members at a General Meeting, requiring a minimum of 2 weeks’ notice;

b) that each applicant should be proposed in writing by one CLASP member, the applicant also signing said proposal.

It was agreed that a General Meeting be held before the next Trustees’ meeting (see below). TS will notify each applicant of this date and ask them to confirm their readiness to stand. Proforma proposal sheets to be made available for proposers and applicants to sign in advance of the General Meeting.

At the General meeting, Rob Close will also need proposing as Trustee, to enable him to operate as Chair.

3. AE proposed that the Minutes of the meeting of 16th November 2020 be accepted as a true record. This was seconded by SY and passed.

One point arising: TS has received from David Hayward a document, ‘CLASP Trustees: Role Description and Competencies’, but as yet no actual breakdown of the role of Chair of Trustees into activities and responsibilities that might be shared out (as agreed at the last meeting). TS to pursue.

4. RC gave an overview of, and update on, the Field Centre. The preferred option is still the Youth Club site in Nether Heyford. South Northants Council have given basic approval, so a meeting will soon take place with the Parish Council. If successful, CLASP needs to apply for Planning Permission.

Should the Nether Heyford site not prove possible, SY is developing a plan B which is in preliminary discussion with another interested party at Bradwell Abbey, Milton Keynes. SY hopes to present any proposals at the next full trustees meeting.

It is still possible that the buyer of New Creation Farm (now on the market) will be willing to let current tenants, including CLASP, remain for a longer period.

5. Attention was given to which of CLASP’s funds should be recognised as pledged to specific purposes and which would be available for other needs at Trustees’ discretion. AE proposed that £6,000 be set aside for particular accounts as a prudent provision. This was seconded by Jim Aveling and passed.

6. Attention turned to an Agenda Paper from RC and AE (attached to these Minutes) reviewing Actions arising from the 2020-2021 Budget. It was agreed:

a) that JA and SY, assisted by Nicola Bacchus, communicate with all Affiliate Societies and develop a strategy, to contact them and, to see if they still wish to be part of CLASP, and if so, whether they could make a contribution.

b) AE to work with membership Secretary Julia Johns to identify which members have not yet renewed their subscription, and provide a list to SY and RC for them to follow up.

b) a Trustee (not yet decided), assisted by Rosemary Daniel, to consider ways of covering the shortfall on the costs of excavations, not least the level of the fee charged to each dig volunteer. Nicola Bacchus, meanwhile, has volunteered to consider the possibilities of seeking sponsorship for digs from local businesses.

At a future meeting, Trustees will need to review the level of the membership subscription for 2021/22.

On the Acting Chair’s suggestion, SY proposed that a sum of £500 be put aside for the use of the New Field Centre Working Group. This was seconded by Jim Aveling and passed.

AE proposed the signing off of the Budget and the actions agreed. This was seconded by Norman Garnett and passed.

7. RC spoke of on immediate Trustee priorities. Beyond those already covered above, we will need a working group to look into:

a) how to gain new members

b) ways to improve our outreach and presence in the local community

c) what more CLASP can offer to its members, e.g. online talks on archaeology and local history.

8. Date of next meeting. It was agreed to hold a General Meeting of members, to be followed by a Trustees meeting, on **Monday 14th December** at 11.00, online via Zoom. This gives the required notice to members stipulated in point 2 above.

At this meeting, the November and December draws for the Field Centre Club will take place.

The Acting Chair thanked everyone for their attendance and contributions and closed the meeting at 12.25.

**Trustees:** Stephen Young (Archaeology Director), Angela Evans (Treasurer), Marcus Lewis, Jim Aveling, Salma Pervez, Norman Garnett

**Secretary**: Trevor Saxby

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