



## CLASP Trustees Meeting

held via Zoom at 11.30. on Monday 14<sup>th</sup> December 2020

### MINUTES

1. Present: Rob Close (Chair), Stephen Young, Marcus Lewis, Jim Aveling, Norman Garnett, Nichola Bacchus, Steve Bacon, Rosemary Daniel, Trevor Saxby (Secretary).  
Apologies were received from Marcus Lewis, Angela Evans and Salma Pervez.

2. NG proposed that the Minutes of the meeting of 23<sup>rd</sup> November be received as a true account. This was seconded by Jim Aveling and passed.

3. In the Treasurer's absence, RC reported that 48 members have renewed their annual subscription to date. The Membership Secretary has emailed a reminder to the remainder. RC also pointed out that any proposal for future excavations ought now to include a provision for paying the County Archive for the potential eventual storage of CLASP's artefact collection.

4. SY reported on a new possible location, should the Field Centre need to leave New Creation Farm (now on the market). Bradwell Abbey in Milton Keynes (a Heritage Partners site and home to MK Heritage Association) wants to have us, and being there would have advantages in terms of displays, training and recruitment of new members.

It was noted that this would not be instead of the potential site at Nether Heyford Youth Club as Milton Keynes is too far from the ongoing activities of CLASP. SY will investigate further (not least regarding our artefacts container) and report back.

4. Attention turned to a breakdown of roles and tasks for Chair of Trustees, kindly drawn up by retired Chair, David Hayward. The following allocation was agreed:

- Item 1: Strategy - RC
- Item 2: Monitor External Organisational Changes – RD
- Item 3: Fundraising – NB
- Item 4: Constitution – TS (For Trustees) with JA (for Organising Committee)
- Item 5: Safeguarding policy – SB
- Item 6: Representation with external bodies – RC and SY to think about for the next meeting
- Item 7: Website Oversight – RC and RD
- Item 8: Planning Applications – Dave Hayward will continue to do
- Item 9: Membership of NCVO: NB to be the lead whilst focus is on Fundraising. Will need to review this as focus moves to attracting new Members.

RC requested that the Leads define the scope of these responsibilities and circulate thoughts by email.

5. Four working groups were created as follows:

- New Premises: RC/SY/NG/ JA (already been at work for some time)
- Fundraising: NB / NG / David Hayward
- Affiliate Societies: SY/JA/NG & maybe a member of the Organising Comm.

- Financing Excavations: RD/SB/Hilary Calow

We will have a standing reporting slot for the WGs at the Trustee meeting and the groups should also keep the other Trustees informed by email.

#### 6. AOB

RC reiterated the idea of an Adult Education Archaeology course via Zoom in Rugby, where we suspect there are possibilities for CLASP membership

RC is planning a short piece on the Field Centre for the Northamptonshire Heritage Forum, which is inviting contributions.

SY raised the thought that we may need to consider streamlining the organisation of CLASP in the near future. What overlap is there between Trustees, working groups, and the Organising Committee? RC said that this was definitely on his agenda and would make some suggestions at the next meeting.

The next Trustees' meeting will take place via Zoom at 11.30 on Monday 25<sup>th</sup> January 2021, directly after a possible Organising Committee meeting.

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**Trustees:** Rob Close (Chair), Stephen Young (Archaeology Director), Angela Evans (Treasurer), Marcus Lewis, Jim Aveling, Salma Pervez, Norman Garnett, Nichola Bacchus, Steve Bacon, Rosemary Daniel

**Secretary:** Trevor Saxby

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