



Minutes of CLASP Trustees' Meeting

via Zoom at 11.30 on Monday 25 January 2021

1. Present: R Close (Chair), T Saxby (Secretary), S Young, A Evans, M Lewis, J Aveling, S Pervez, N Garnett, N Bacchus, S Bacon, R Daniel
2. SY proposed that the Minutes of the meeting of 14th December 2020 be accepted as a true account. This was seconded by SB and passed.
3. Matters arising
 - 3.1 AE reported that there are currently 59 subscribed members; RC and SY are contacting others who have not yet renewed their membership.
 - 3.2 RC and SY had discussed our membership of 5 external bodies and RC commented 1) & 2) Council for British Archaeology, separate memberships for the national and Regional bodies – retain membership as this gives us wider exposure, fees are lowish and they have provided some sponsorship in the past; 3) Northants Archaeology – retain as low fee and ensures good local networking. SY is hoping that NG will become our representative on their committee; 4). Milton Keynes Heritage Association -retain as we have done work in their area, their fee is small and they have provided funding in the past. SB has agreed to be our representative on their committee); 5) Northants Heritage Forum – RC and SY need to discuss further but the inclination is to cease membership – their interest is not archaeology specific, they have a high fee (£40) and we do not have a volunteer for their committee.
 - 3.3 RC and SY to decide on whether we can offer to run an archaeology course at the Percival Guildhouse Adult Education centre in Rugby.
 - 3.4 RC had circulated first thoughts on the organisational structure of CLASP from his current perspective of Chairman of both the Trustees and the Organising Committee. He felt that the Trustees should run with the policy issues at the moment. The Organising Committee should be asked to meet when we had specific proposals about 2021 digs and any move of the Field Centre to discuss. Timing to be considered at the next Trustees meeting.
4. The Chair apologised for the sheer volume of papers in this meeting but many were necessary to support funding applications. He specified the primary objectives of this meeting as signing off of policy documents and discussing the financing of future digs.
5. Financial

AE gave an update on income / expenditure and the budget. She urged that members be encouraged to use Gift Aid when subscribing. RD queried whether this debarred members who pay through a charity giving account. AE clarified that our deliberate terminology of “membership donation” keeps us compliant here. AE stated that we still await a reply and clarification from HRMC on whether we can VAT exemption for the portacabin.

RC made it clear that CLASP membership subscriptions mainly go to cover our insurance and membership of external bodies (this explanation to be used if members ask us why their membership fees don't meet the cost of digs). RC proposed the continuation of the Field Centre Club for a further year. This was seconded by AE and passed.

6. Papers to be signed off

6.1 **CLASP Equality Policy** was presented by NB and some modifications suggested. SY proposed that the amended document be deemed to be signed off by this meeting, ready for use, seconded by AE and passed. NB will amend and show to RB for sign-off.

6.2 **CLASP Safeguarding Policy** was presented by SB and discussed, with some modifications suggested. It was agreed that our policy objective should be to achieve “Open Access to all” rather than trying to be representative of all categories of persons. RC proposed that the amended document be deemed to be signed off by this meeting, ready for use. This was seconded by RD and passed. There being an agreed need for a designated Safeguarding Officer, RC proposed that SB be appointed to this role. This was seconded by SY and passed.

6.3 **CLASP Constitution** - it was reported that NB is working on the reformatting of this.

7. Funding Future digs:

RD introduced her working group’s paper. Following discussion, it was agreed that the cost of any dig needs to be covered by either corporate sponsorship or by a specific charge. Two digs are proposed for 2021 – the Cemetery and at Bannaventa. It was accepted that it might be too late to get sponsorship in place. The working assumption agreed therefore for 2021 is that there should be a £20 charge for each dig – to cover the costs of toilets and a mechanical digger. It was also agreed that even with sponsorship there should still be a nominal charge for a dig. RD’s group will consider how best to justify the 2021 charge to members and develop thinking about sponsorship and the concept of a skills passport – merits being awarded at future digs.

8. Other items – brief reports were given:

New Premises: Planning Application submitted on 14/12/20. RC/SY attended a January 2021 meeting of Nether Heyford Parish Council to discuss the proposed set-up. Sale discussions are underway at the farm.

Fundraising – NB confirmed that she has all the papers required (including a Reference) to support our application to the Compton Fund. She is going to hone our message though as a result of a training seminar on funding she and RC had attended.

Attracting new members – It was agreed that Trustees should start to focus on this soon.

Affiliate groups – SY has contacted most and the majority wish to continue their affiliation.

Field Centre Club – JA carried out the draw for January

9. Agenda items for the next meeting to include – Thoughts about sharing the activities currently carried out by the Secretary; Premises update; Funding update; Organising Committee meeting; message to members about financing the digs; photographs of Officers/Trustees to appear on the CLASP website; attracting new members.

10. The next meeting will be held via Zoom at 11.30 on Monday 1st March 2021.

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

Secretary: Trevor Saxby

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