

Worthing Archaeological Society

Committee Meeting Minutes held on Tuesday 6th March 2018
at 35 First Avenue, Worthing

Present: Mrs Connie Shirley (Acting Chair), Mrs Patricia Leming, Mr Andy Bell, Mrs Gill Turner, Dr Jacquie Lake, Mrs Liz Lane, Mrs Teresa Griffiths, Ms Amie Friend and Mrs Cheryl Hutchins

1. **Apologies:** Mr Keith Bolton
2. **Minutes of the Last Meeting** were accepted.
3. **Matters Arising:** See updates below.
4. **Field Unit Update**
 - i) **Slindon – Field 20** - Mrs Shirley advised that all permissions were granted. She and Ms Friend have updated the project design. Resistivity for the revised trench is planned for Friday 18th May, Gaby of the National Trust will arrange daily transport (8.30am) and a toilet, and Mr Chris Lane is arranging for a trailer on 17th May. Members will be asked to sign up in the forthcoming newsletter. **Action: CS/AF**
 - ii) **Rough Copse** - Ms Friend and Mr Brendan Wyatt will complete the 2017 report for inclusion in the current year's annual journal. **Action: AF/BW**
 - iii) **Binsted Pottery** – Mrs Turner advised that the finds team have completed another session (cut short due to bad weather) and the next 2-day session will be in April. Dr Ben Jarvis is planning another, possibly a 5-day session, for the summer. **Ongoing**
 - iv) **Brinsbury** – Mrs Turner has met with Mr Peter Brannlund and hopes to organise a 3-way meeting with him and Dr David Field. Dr Field has Mr Brannlund's archaeological report. **Ongoing**
 - v) **Research Group** – Mrs Lane will contact Mr John Green to find out any recent relevant research. **Action: LL**
 - vi) **Sompting:** (a) Malthouse – Mrs Shirley advised the dates are agreed and is seeking advice on brewery layouts. Sompting Old Weekend will take place on the second weekend and we should expect visitors. **Ongoing**
(b) Mrs Shirley has also had a meeting with Pete King of the Ouse & Adur Rivers Trust which is planning a project based on Sompting Brooks and related waterways. WAS will get access to their dredged spoil heap next year as part of the community remit of the project. **Ongoing**
 - vii) **Fittleworth** – A preliminary analysis of this Fieldwalk total collection shows a possible couple of Mesolithic knapping sites and flints from the upper Palaeolithic. The finds will now be processed by WAS and CDAS and when identification is finalised and the distribution results known, a joint WAS.CDAS report will be published. This may indicate that further survey work should be undertaken. **Ongoing**
 - viii) **Other Records** – Mr Brannlund has returned to Mrs Turner the records, drawings and photographs from Parham and the Binsted Tile Kiln together with completed

records on Lower Farm and St Nicholas, Angmering. Only his own records have been returned on Blacksmith's Corner as the complete records are still held by Ian Robertson. A discussion took place regarding how to proceed with unwritten reports. Ms Friend offered to mentor the writing up of Blacksmith's Corner. A Special Field Forum Meeting is planned with Keith Bolton to discuss the outstanding backlog. **Action: Mr Bolton & Field Forum**

5. **Finance** - Mrs Shirley circulated her planned budget for 2018 and explained that there will be a deficit within a few years if we continue our plans for publishing our excavation reports. The necessary professional reports will be expensive. The Committee agreed to changing the trustee and digging insurance from Towergate Insurance to Export & General Insurance as this will make a saving. Mrs Shirley will explain the shortfall at the AGM and the Committee/Society need to consider other ways to save money.

6. **Membership** – Mrs Lane advised that 73 ordinary members and 1 student have paid. We have 16 honorary and 22 life members, making a total of 112.

7. **Secretary's report** – Mrs Hutchins has sorted and filed the 1972-December 2017 minutes and Mrs Lane has lodged them in Worthing Museum.

8. **Newsletter** - Mrs Lane asked for new pieces for the next edition to be sent by 25th March. **Journal** - Mrs Hutchins hopes to have excavation reports on Rough Copse and Slindon Field 20 for the 2018 Journal. **Action: CH**

9 **Website** – Mrs Griffiths advised this is on-going.

10 **Planned Events** – (a) AGM: Mr Keith Bolton will be absent and Mr John Mills will read Mr Bolton's list of updates. Mr Andy Bell resigned from the Committee but is happy to continue to assist with ongoing work. As a result Mr Mills will ask for a volunteer to join the Committee when asking for agreement to the re-election of the officers and committee.

(b) Day Schools & Lectures: The day school and lectures sub-committees will hold a joint meeting next week at which changes will be discussed, specifically more half-day study days in place of whole-day events. Dr Lake advised that the planned trip by coach with Matt Pope will start from her drive at 9.30am on Saturday 14th April. Ms Friend will open the lecture season with a lecture on "Saved by the Waves" at the Con Ainsworth slot in October.

11. **Any Other Business**

(a) Data Protection Briefing - Mrs Leming, Mrs Lane and Mrs Shirley will hold a meeting on 8th March to discuss what to present to the Society regarding the General Data Protection Regulation 2018 Act which comes into force on 25 May 2018. Society members should be advised at the AGM and also contacted through email and the website, asking for their permission (on individual forms and signed) for Worthing Archaeological Society to hold their personal information and their photos. The Society needs to appoint a Data Protection Sub Committee to write a Data Compliance Document, conduct an Information Audit, write a Consent Statement and Privacy Notice to add to the New Membership Application Form, add Consent and Privacy forms to website and facebook for images and data gathered at Study Days, Lectures, digs, etc. Emails/letters are to be sent to all current members asking for Explicit Consent (or withdrawal) of their data together with a Privacy Notice and forms asking for said consent, and maintain a register as evidence of consent. We hope

these actions will assure the appropriate authority that we are taking measures to comply with the Act.

Action: PL, LL & CS

(b) Mrs Shirley showed the Committee the lockable document box she intends to take on field days which will contain personal information of those attending them.

Action: CS

(c) Mrs Lane advised that Mark Taylor of the West Sussex Planning Dept of West Sussex County Council is retiring and Mr John Mills will be adding his workload to his own. She will arrange for a letter on behalf of the Society to West Sussex saying how much the Society values Mr Mills' help and advice.

Action: LL

12. **Date of Next Meeting** Will be held on Tuesday 8th May 2018 at 5 Smuggler's Walk, Goring on Sea. Dr Lake was thanked for her hospitality.

Connie Shirley
Acting Chair

7th March 2018

