

# Worthing Archaeological Society

Committee Meeting Minutes held on Monday 13<sup>th</sup> January 2020  
at Pike House, Honeysuckle Lane, High Salvington, Worthing BN13 3BT

**Present:** Mrs Connie Shirley (Acting Chair), Mrs Liz Lane, Mrs Gill Turner, Mrs Jennie Williamson, Mrs Theresa Griffiths, Mrs Vicky Lillywhite, Mrs Patricia Lemming, Dr Jacqui Lake, Mr Nigel Rumble and Mrs Cheryl Hutchins

1. **Apologies received from:** Mr Keith Bolton, Ms Amie Friend and Mr Brendan Wyatt
2. **Minutes of the Last Meeting:** Were accepted.
3. **Matters Arising:** None.

4. **Finance/outgoing role of Treasurer:** Mrs Shirley circulated the 2019 accounts which are to be presented for approval to the Independent Examiner, thereafter to the AGM on 10<sup>th</sup> March. There is nothing more to be depreciated on equipment and we made a surplus of £359. Spending was as usual and we received a little less income from subscriptions.

**Role of Treasurer:** Mrs Shirley's tasks as Treasurer have increased over the years she has been in place and she now would like an Assistant Treasurer to be appointed, and would like to step aside as Treasurer. It was agreed that Mrs Patricia Leming should be the new Assistant, and she should shadow Mrs Shirley for one year after which she will take on the Treasurer Role with a new Assistant being appointed at that time.

Mrs Shirley would also like her address to no longer be used as the Society's postal address. Mrs Lane will ask Worthing Museum if we could use it as our official postal address. **Action: LL**

5. **Field Unit Update:**

- a. **Slindon Field 20:** Mrs Turner advised that her reports are almost complete. Mr Bolton is working on the interim report. Mrs Turner will ask Mr Gordon Hayden to do the pottery report. She would like to include the Robin Upton finds in the Novium Museum, Chichester, and will follow this up. **Action: GT/GH**
- b. **Slindon Stable Yard:** Work will commence on the remaining West Wing at the end of March as the scaffolding is now down from the west wall. **Action: CH**
- c. **Binsted Pottery:** There are 6 people in the Drawing Team and their first meeting will be on Wednesday 15<sup>th</sup> January at Worthing Museum with another full day meeting on 26<sup>th</sup> February. Dr Jervis is working on the report.
- d. **Sompting & EPIC:** Mrs Shirley met with Mrs Lillywhite and the annual excavation will run from 1<sup>st</sup>-15<sup>th</sup> August at the Sompting Paddocks site. Preliminary work will commence weekly on Fridays from June. Discovery of a 17<sup>th</sup> century map by Mr Tristram has changed plans and the site tent will need to be re-sited. **Action: CS/VL**  
**EPIC:** Mrs Turner advised that discussions have been held to the effect that there is a knapping site, probably on the site for which a planning application is being submitted. It was agreed that the Society has completed its community role and will take no further action on site.
- e. **Fittleworth:** Mrs Turner is holding an update meeting with Mr Steven Cleverley at the Finds Shed on 23<sup>rd</sup> January. **Action: GT**
- f. **Records & Unpublished WAS excavations:** Work ongoing with Mr Bolton. Mrs Turner advised that Mr Pete Brannlund is happy to complete the Walberton report with Mrs Sue Nelson acting as assistant, however, Mr Ian Robertson has the records and appears to be unavailable.
- g. **Brinsbury:** Mrs Turner advised that the article has passed the referee stage and will go for publication into Sussex Archaeological Collections next January. The College has agreed that the Archive (paperwork and finds) should go to the Novium Museum in Chichester and Mrs Turner will contact Amy Roberts at the museum. **Action: GT**

- h. **Amberley:** It was agreed that Amberley should be removed from the next Agenda.
- i. **Records:** Likewise, it was agreed that Records should be removed from the next Agenda.
- j. **Forthcoming work:** Big Dig 2021 – Mr James Sainsbury of Worthing Museum is planning a Big Dig involving Worthing residents digging meter-square test-pits in their gardens over a weekend with WAS members providing a finds identification service. Mrs Lane will contact Mr John Green to enquire about using the paperwork he devised for WAS' Big Dig in Walberton, held some years ago. **Action: LL**
6. **New Committee Members:** It was agreed that nominations for Mrs Vicky Lillywhite and Mrs Jennie Williamson to be co-opted onto the Committee will be placed in the forthcoming Notice of the AGM which will go out shortly. **Action: CH/LL**
7. **Membership Report:** Mrs Lane reported that there are 100 paid up members for last year with 1 student, 21 life and 13 honorary members, totalling 135.
8. **Secretary's Report:** Nothing to report.
9. **Newsletter & Journal:** Mrs Lane advised that the next Newsletter will be going out at the end of January with the Notice of the AGM. Mrs Hutchins advised that the final version of the 2019 Journal will be forward to Mrs Lane for circulation within the next few days. **Action: LL/CH**
10. **Website:** Mrs Griffiths advised this is running well. All archived photos are now on the website and she asked committee members to check whether they can identify the sites shown.
11. **Planned Events:**
- a. **Study Days:**
- Boxgrove and the Palaeolithic of Sussex Raised Beaches, and half-day on 7<sup>th</sup> March at Worthing Museum with Matt Pope, cost £15.
  - Archery Day with Amie Friend at the Downs Barn on 27<sup>th</sup> June.
  - Understanding Medieval Pottery (Binsted) on 14<sup>th</sup> November at Worthing Museum with Dr Ben Jervis.
- Dr Lake is investigating joint coach excursions with Brighton & Hove possibly to Oxford (the Ashmolean and Pitt Rivers Museums), Rochester (museum and cathedral), and Andover (Iron Age village and Danebury). **Action: JL**
- It was agreed that Mrs Leming should relinquish her Study Day work – to be phased out in line with her increasing role as Acting Treasurer during the coming year.
- b. **Lectures:** In view of the Library work being behind schedule, Mrs Leming will investigate the possibility of hiring and paying for the hire of the Gordon Room for next season's lectures. **Action: PL**
12. **Review of policies:** see below
13. **GDPR:** Mrs Leming circulated the Society's Data Protection and Privacy Notice, and reported that the Charity Commission's result on the historical data breach case was "No further action". The Commission recommended that we investigate causes and should look at and continue to monitor new procedures. Mrs Leming requested a meeting to discuss this and she emphasized that we need to be vigilant about our use of email addresses. **Action: PL/CS/LL**
14. **Trustee Data Update:** Mrs Leming advised this will be updated annually.

15. **Safeguarding Policy:** Mrs Leming advised that this should be reviewed in June 2020.
16. **Insurance:** Dr Lake and Mrs Leming are investigating new insurance rates. One company has suggested that the Society insures for less than the present 1000 man-days which will reduce the premium. Other societies will be approached for advice. Mrs Leming and Dr Lake would like a brief update meeting with Mrs Shirley before finalising new forms. **Action: CS/PL/JL**
17. **Any Other Business:**
- a. It was agreed that relatives and friends of lecturers can attend specific lectures without charge.
  - b. Dr Lake will pursue a possible bus trip with Matt Pope for next year.
  - c. She will also continue to pursue Dr Hutchinson for a possible day school next year.
  - d. Organisation for tea supplies at lectures was discussed and new arrangements put in place, i.e. teams will work in blocks of 3 lectures.
  - e. Mrs Lillywhite will write up a piece on tomorrow's lecture for the Newsletter. **Action: VL**
  - f. Mrs Lane advised that archive newsletter material from Daphne will go Worthing Museum.
  - g. Mrs Lane advised that the next Field Forum Meeting will be held on Monday 20<sup>th</sup> January at 5 Smuggler's Walk.
  - h. The Sussex Archaeological Society is holding an Extraordinary General Meeting on 18<sup>th</sup> January 2020 at Fishbourne for members.
18. **Date of Next Meeting:** Will be held at 7.30 pm on Monday 23<sup>rd</sup> March at 35 First Avenue, Worthing. Mrs Griffiths was thanked for her hospitality.

**Mrs Connie Shirley**  
**Acting Chairman**  
**14<sup>th</sup> January 2020**