

Worthing Archaeological Society

Committee Meeting held on Monday 15th March 2021 via Zoom

Present: Mr Keith Bolton (Chairman), Mrs Connie Shirley, Mrs Gill Turner, Mrs Liz Lane, Mrs Theresa Griffiths, Mr Nigel Rumble, Mrs Jennie Williamson, Dr Jacqueline Lake, Mrs Patricia Leming, Mr Brendan Wyatt, Mrs Vicky Lilleywhite and Mrs Cheryl Hutchins

1. **Apologies:** Ms Amie Friend
2. **Minutes of the Last Meeting:** Were accepted.
3. **Matters Arising:** Will be dealt with separately below.
4. **Field Unit Update:**
 - a) EPIC: Mrs Shirley has given the EPIC team content for their board and is waiting to hear from them. The report is in progress.
Action: CS
 - b) Malthouse: Mrs Shirley has circulated the Project Design and advised that the budget can cover 2 Portoloos as well as £90 for the digger. Surveying activities will start on 20th May before the start of the main excavation from 9th to 31st July. The site will remain open on Fridays until 28th August with backfilling on 1st September. Mrs Lilleywhite, as Site Supervisor, hopes to be able to fit in archaeology activities around her work commitments. A notice will be posted so that numbers attending can be gauged. **Actions & dates as on Project Design**
The Health & Safety form can be updated around the Covid situation nearer to the start date and will be discussed at the upcoming Field Unit Forum Meeting on 14th May at 7pm via Zoom. **Action: Field Unit Forum**
 - c) Slindon – Finds Processing mornings at Slindon are on hold until further notice.
- Stableyard clearing/recording is also on hold until further notice. Mrs Hutchins to ring Katie Archer at the National Trust to ask for update in volunteer situation.
Action: CH
 - d) Rampion 2: Mrs Lane advised that the Preliminary Period is over and she continues to attend on WAS' behalf to observe how archaeology is addressed. Mr John Mills has given the company all possible information on the route. The next meeting is in June and Mrs Lane will report back to the Committee. **Action: LL**
 - e) Climping: Mr Bolton will meet up with Mr Kenny early in April to consider how the project can proceed under Covid restrictions after 12th April with a group of 6 (James Sainsbury, Matt Pope and 4 from WAS). Dr Pope advised that Citizen will charge £500 for 2 half-day training sessions. Mr Bolton will ask if they can do cheaper rates for a non-profit organisation and find out what their training entails. **Action: KB**
 - f) Fittleworth: Mrs Turner will discuss with Mr Cleverly the possibility of an excavation of the Mesolithic knapping site. There is also the possibility of a further Fieldwalk in a neighbouring field. **Action: GT**
 - g) The National Trust Chalk South Downs Project: WAS' interest in being involved has been forwarded to Mr James Brown of the National Trust.
 - h) Blacksmith's Corner: Mrs Turner and Mrs Williamson will meet soon to start cataloguing the finds. Mrs Turner has not heard from Mr Brannlund and Mr Bolton will contact him for an update. **Action: GT & JW / KB**

5. **Finance:** Mr Bolton introduced Mrs Patricia Leming as the new Honorary Treasurer. She then presented her 2020/2021 Budget Profile and advised that the present Covid situation has made planning very open-ended.
- The Committee Members agreed to a continuation of the Profile presentation as under Mrs Shirley.
 - A discussion took place on the various allocations of the budget. It was agreed that we have to adopt a “wait and see” policy in relation to Covid-19 for our activities which are planned for this year.
 - The CCLA has written to advise that they may introduce a negative interest situation which the committee will consider if and when it happens.
 - It was decided to defer expenses of a new lap-top.
 - The Supplementary Expenses Fund, from which funds to assist those who apply for help with their subscription or day school fees is paid, will not be renamed.
 - The Committee accepted Mrs Leming’s recommendation that we use Towergate for insurance.
 - Mrs Leming advised that Trustee insurance had been increased. She will address the question of our turnover with the company.
- Action: PL**
- It was formally agreed that Mr Bolton, Mrs Shirley, Mrs Lane and Mrs Leming will be signatories across all accounts and that 2 signatures will remain necessary on every financial commitment. **Action: PL**
6. **Membership:** Mrs Lane advised that 57 people have paid for 2021 and that we have 20 Life and 16 Honorary members, making a total of 93.
7. **Newsletter:** Mrs Lane advised that she is currently working on the April/May newsletter. She also advised that she will now use the PEP printing service for printing and will post issues to members who have no internet connection. She thanked committee members who have previously printed and posted newsletters.
- Action: LL**
8. **Study Days:** Dr Ben Jervis on the Binsted pottery and Dr Bob Hutchison are happy to do Study Days when Covid restrictions are over. Dr Lake also suggested another drawing day with Bob Turner would be good. **Action: JL**
9. **Lectures:** Mrs Griffiths advised that the lecture following the AGM was viewed by 60+ people. Dr Ben Jervis will be speaking on The Material Culture of Medieval Rural Households on 13th April. Next season will open with a lecture by Dr Mark Roberts. Mrs Griffiths is looking for ideas for November and December as well as into 2022.
- Action: TG**
10. **GDPR:** In line with ICO, WAS has a GDPR Statement of Compliance in which it says Data Protection awareness training may take place during Committee meetings. Patricia Leming suggested that the current item in the Privacy Statement regarding member e-mails be changed to provide a better steer for those setting up new smaller special interest groups. So : ‘ If contact is being made by e-mail with a large group of members, BCC should be the default. If a new activity small sub-group is to be formed the committee member should in the initial email contact all interested members by BCC and at the same time asking for permission to use open email addresses, then proceed accordingly.’ She will update the website. **Action: PL**
11. **Trustees:** Mrs Leming advised that she will update the website of Trustees’ details after contacting committee members.
- Action: PL**
12. **Any Other Business**
- (a) Mrs Lane would like a volunteer to take on checking the planning list for Worthing/Adur.
 - (b) She also advised that Alex Vincent is compiling a booklet for the Society’s centenary and she asked whether anyone has an article they would like to include.
 - (c) It was agreed that a Facebook lecture access guide would be a good idea. Mrs Griffiths

will consider how this can achieved.

Action: TG/RG

13. Date of Next Meeting will be on Tuesday 8th June 2021 at 7pm via Zoom. The next Field Unit Forum will be held on Monday 10th May at 7pm also via Zoom. Mrs Shirley will arrange Zoom access. **Action: CS**

Keith Bolton
Chairman
16 March 2021