

Worthing Archaeological Society

Minutes of a Committee Meeting held at 7.30 pm at
Pike House, Honeysuckle Lane, High Salvington. BN13 3BT

Present
Keith Bolton (Chairman)
Mr Andrew Bell
Ms Amie Friend
Mrs Theresa Griffiths
Mr Richard Griffiths (For item 10)

1) **Apologies:** Mrs Cheryl Hutchins, Mrs Josephine Thornton, Mr Roy Plummer, and Mr John Mills.

2) **Minutes of the Last Meeting:** Were accepted.

3) **Matters Arising: Reference action in Item 5 Finance:** - Mrs Lane and Mrs Shirley reported that the new savings account had been opened and all necessary Common Reporting Standard documentation submitted.

4) **Field Unit Update**

a) **Slindon**

4.a.i) There had been a meeting on 21st November to discuss the logistics of the Field 20 dig and a number of actions apportioned. The action to investigate a digger was taken up by John Crane who has arranged a digger to be supplied by the National Trust.

4.a.ii) The planned site visit for 14th January had had to be postponed due to the NT having a shoot that day until the kit planning visit on Saturday 4th February. **Action: KB, TG & LL**

4.a.iii) Mr Bolton and Mrs Shirley will attend the planning meeting with the National Trust on Saturday 27th January **Action: KB & CS**

4.a.iv) Mr Bolton will issue the project plan and Mrs Shirley will supply a map of the trench details defined by Tom Dommett. **Action: KB & CS**

4.a.v) It was agreed that for Health and Safety planning for the dig we should have more trained first aiders. Mrs Leming advised that the St John's Ambulance course was £130 + VAT. Ms Friend agreed to take the training. Mrs Lake will arrange this for Ms Friend. **Action: JL & AF**

4.a.vi) Mrs Leming will consolidate the existing first aid kits and buy new supplies. **Action: PL**

4.a.vii) It was agreed that environmental sampling training for WAS members was required. Mrs Lake will contact Mike Allen to see if he will undertake sampling and processing training on a day close to the end of the dig. **Action: JL**

4.a.viii) Mrs Lane will consolidate all the sign-ups to date into a spreadsheet to ensure all dig days have adequate numbers of volunteers for all the necessary activities.

Action: LL

4.a.ix) Mr Bolton requested assistance details of the recording standards we are using at present. Ms Friend agreed to supply this. **Action: KB & AF**

4.a.x) It was agreed that it would be helpful to have a video diary of the dig. No action was allocated so it is suggested that this been discussed with the members on 4th February.

Action: KB

b) **Goblestubbs -**

4.b.i) Ms Friend reported that the C14 dating results had been received with likely dates of 1042 or 1117 AD. While this did not support the theory of the burning episode being a closing deposit around mid first century AD, the dating of the features on the Goblestubbs East site as outlined in the draft report has been accepted. Ms Friend will add the C14 dating results and issue the final report

Action: AF

4.b.ii) Analysis of further samples was discussed but Gordon Hayden has advised that the context of the samples from Trench 2 is too open and hence would not recommend C14 analysis of the samples.

4.b.iii) Ms Friend would like to continue the investigation at Goblestubbs with a dig in August to investigate the north of the existing earthworks. Investigation on a site over on the west side has potential but would be too complicated an exercise for this year. Ms Friend indicated that she would like to run the dig but would need a co-project/site director. She will investigate options depending on who is available and willing to undertake the task.

Action: AF

Post meeting note: - Gordon Hayden has advised that he would be happy to work on a further dig in August and would welcome the additional help with project planning and site supervision as proposed by Ms Friend.

c) **Research Group** – Nothing to report.

d) **Surveying** – Mrs Shirley reported that all surveying work at the moment is planning for the Slindon Field 20 dig.

e) **Binsted Pottery** – Mrs Turner advised that Dr Ben Jarvis has been in contact and the project is slightly delayed with a start of Summer 2017 rather than Easter 2017.

f) **Brinsbury** - Mr Brannlund is writing the archaeological report and Mrs Turner advised that David Field will help preparing the report to the standard required for the Proceedings of the Prehistoric Society. Mrs Turner will arrange to meet David Bone in Winchester to arrange handover of the flints.

Action: GT

g) **Con Ainsworth Collection** - Mrs Lane advised that the finds handed over David Rudling from Con Ainsworth's collection were be accessioned by Worthing Museum but that work is on-going to clean and repack items. WAS member John Sayles was able to provide information on the Hammerpot flint collection . This collection will be used for a sorting exercise before being given to the museum

5) **Finance:**

a) **Post Meeting Note** : Medieval Archaeology Subscription cancelled

b) Mrs Shirley circulated pages 3 and 4 the draft accounts for the year 2016 – see Appendix B.

c) The accounts show a surplus before depreciation adjustments but at 31 December 2016, the current account held the donations which were then used in January 2017 to pay for the c14 dating. Income and expenditure both show the £600 which was taken and then reimbursed for the March day school which was cancelled.

d) No funds have been used from the Supplementary Expenses funds since day school bursaries were accommodated from over all payments. Some discretionary adjustments to subscriptions have been permitted on review of individual cases.

1) **Charity Commission** - Mrs Hutchins had produced an annual report using the recommended Charity Commission pro-forma. This will be issued at the AGM. Mrs Leming collected the signatures for the eligibility of trustees declaration. She will collect any outstanding signature before submitting the report to the Charity Commission.

Action: PL

2) **Membership:** Mrs Lane advised we have 106 ordinary members, 3 students, 23 life and 18 honorary members, totalling 150.

3) **Secretary's report:** Nothing to report.

4) **Newsletter and Journal:**

a) Mrs Lane advised that she was planning a May/June edition to celebrate the work of Con Ainsworth and had a number of articles already for this issue.

b) Mrs Lane advised that she had taken over the release of the current journal as Mrs Hutchins has no access to computer facilities at present but had been able to prepare all the material ready for formatting.

c) Mrs Shirley advised that there had been insufficient space to include the report on Sompting Field Walk so rather than hold this over to the next edition it can be made available through the website.

d) **Post Meeting Note:** Gordon Hayden advised that for publishing in a peer reviewed journal, finds reports will need to be prepared and approved by accredited experts. WAS need a strap-line for their publications to state that finds reports are a best interpretation using the unaccredited expertise within the society.

Action: CS

1) **Website:**

a) Mr Richard Griffiths advised that he would try to get google searches to list the current site at the head of the list since at present the old site is listed first. Mrs Lane will investigate whether Mr Griffiths can be given access to the old site to shut it down. **Action: LL & RG**

b) Mr Griffiths will investigate options for bulk storage electronic media for archiving WAS information. **Action: RG**

2) **Planned events:**

a) A sub-committee consisting of Mrs Lake, Mrs Leming, Mrs Griffiths and Mr Bell has been formed to plan Study Days and Lectures.

b) **Post Meeting Note:** - Saturday 30 September has been agreed for the second part of David McOmish's Bronze Age lectures.

c) Mrs Griffiths will investigate where to advertise events **Action: TG**

d) Con Ainsworth's birthday will be 14 May and a walk to celebrate his work is planned

e) The recent outings to museum's were popular so Mrs Griffiths will investigate other possibilities including Butser **Action: TG**

3) **Any Other Business**

a) **Planning for the AGM** – it was agreed that the committee would all carry on and stand for re-election at the AGM in March. Mrs Lane will consult Mrs Hutchins as to how to update the AGM calling notice and when/how it should be issued. **Action: LL**

b) Mrs Lane had written to the new Vice Chancellor at Sussex University outlining the case for re-instating part-time archaeology courses

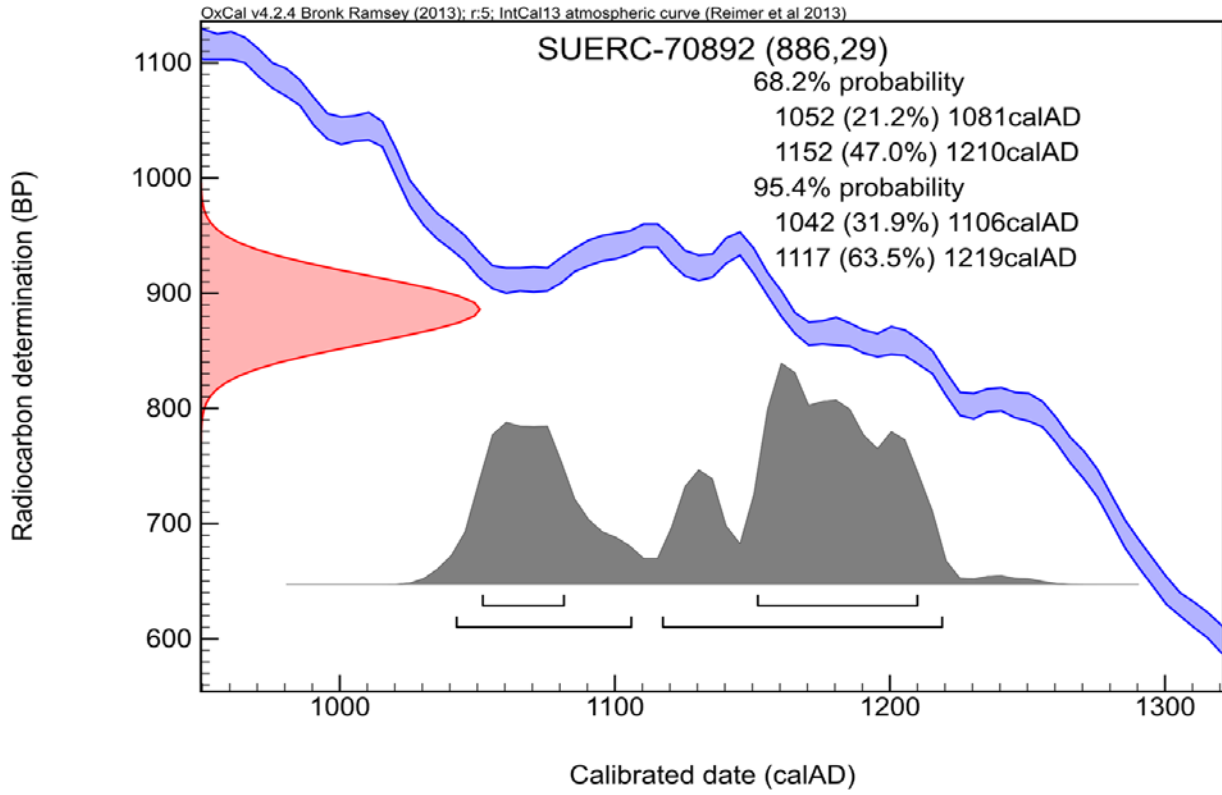
c) Mrs Leming has arranged with a local supplier to print the WAS logo on T-shirts and hoodies.

d) Mrs Griffiths had purchased a new display board.

4) Date of Next Meeting will be Monday 27 February 2017 at Mrs Lake's house, 35 First Avenue, Worthing. Mrs Lane was thanked for her hospitality.

Keith Bolton - Chairman
16 January 2017

Appendix A: Goblestubbs Calibrations Plot



Appendix B: 2016 Draft Accounts

WORTHING ARCHAEOLOGICAL SOCIETY BALANCE SHEET FOR THE YEAR ENDED 31 DECEMBER 2016

<u>FIXED ASSETS</u>	2016	2015
Equipment		
PowerPoint Viewer	1	1
Total Station	3,537	5,306
Less depreciation to date (Note 1)	<u>(1,769)</u>	-1,769
Augering Equipment	358	477
Less depreciation to date (Note 1)	<u>(119)</u>	(119)
Laptop Computer	118	178
Less depreciation to date (Note 1)	<u>(59)</u>	(59)
	59	118
<u>Cash at Bank and in Hand</u>		
National Savings Account	4,475	4,442
Charities Deposit Fund	2,248	2,239
Cash at bank (Note 2)	2,505	1,691
Suspense Account	387	387
Less Current Liabilities (Note 3)	<u>(310)</u>	(15)
	9,306	8,745
	<u>£11,372</u>	<u>£12,759</u>
Represented by		
<u>FUNDS</u>		
General Fund (Note 5)	11,372	12,759
	<u>£11,372</u>	<u>£12,759</u>

NOTES

- 1 Depreciation of Equipment has been provided at the rate of 20% of cost
- 2 Advance subscriptions and donations identified this year £225
- 3 Provision £250 for room hire Worthing Museum
- 4 Profit/Loss account less depreciation on new assets and liabilities

<u>5 General Fund</u>	2016	2015
Balance at the beginning of the year	12,759	14,927
Carried Forward Profit/Loss (Note 4)	(1,386)	(2,169)
New Equipment Value	0	0
Balance at End of Year	<u>£11,373</u>	<u>£12,759</u>

WORTHING ACHAEOLOGICAL SOCIETY

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2016

<u>RECEIPTS</u>	2016		2015	
<u>Subscriptions</u>				
Current year	2,256		1,791	
Following year prepayments (Note 2)	<u>225</u>	2,481	<u>275</u>	2,066
<u>Donations and Grants</u>				
Donation for ArcGIS Software Purchase	123		123	
General	283		295	
Field Unit Support Specific	<u>800</u>	1,206	<u>0</u>	418
<u>Interest Received</u>				
3.1/2% War Bond Loan	0		3	
National Savings Investment Account	33		0	
Charities Deposit Fund	<u>10</u>	43	<u>10</u>	13
<u>Miscellaneous Receipts</u>				
Functions Received	255		200	
Gift Aid	382		429	
War Stock Ad hoc payment	0		298	
Day Schools	2,600		2,087	
Easyfundraising website	<u>18</u>	3,255	<u>18</u>	3,033
		6,985		5,529
<u>Less - Expenditure</u>				
Printing & Stationery	317		583	
Postage/Phone/Website	200		126	
Hire of Halls for Lectures	192		817	
Lecture Fees and Expenses	207		147	
Journals and Subscriptions	165		150	
Liability Insurance	964		939	
Field Unit Expenses General	931		646	
Field Unit Expenses Equipment Maintenance & Purchase	436		386	
Professional Fees	0		84	
ArcGIS Software	123		123	
Function Costs	200		180	
Day School Costs	2,435		1,386	
Trustee Insurance	172		183	
Supplementary Expenses	0		0	
Reimbursable Expenses	0		0	
Miscellaneous Expenses	<u>82</u>	6,424	<u>0</u>	5,751
Excess of Receipts over Payment		£561		-£222
Less Depreciation of Equipment		(1,947)		(1,947)
		<u>(1,386)</u>		<u>(2,169)</u>

Appendix C: Events Committee Meeting Minutes

Lectures and Study Days (Training) Group meeting

9th January 2017 – 2pm

1, Longlands Grove, Worthing

Those attending were: Andy, Theresa, Jacqui and Patricia

Study Days

It was noted that during 2016 there were 6 study days, one or two were tutored by Bob Turner and took place in the Barn which was free of charge.

The Programme for 2017 includes a session by Edwin Wood who would provide a day school on Saturday 11 March on Roman Armour. Other dates would include day schools by David McOmish, Bob Turner and Judie English.

Action: Jacqui and Patricia to progress Study Day programme

Marketing/Advertising Training

The group discussed the various local journals that could be used to advertise WAS in addition to the Worthing Herald, WAS Website and WAS newsletter. Those journals were: The Worthing Journal, The Broadwater Journal, Ferring Journal and Gorrington Journal plus free journals.

Action: Theresa to follow this up and do future marketing

Lectures

There were 8 lectures a year and the present programme was set up to 11 April 2017. The new programme for 2017-18 was in the process of being developed.

Action: Andy and Theresa

Museum of London Archive

It was suggested that a trip could be organised to the London Archive in Islington for WAS. Possibly hiring a coach?

Action: Patricia – discuss with Committee on 16th January

First Aid Training

Patricia was checking out new First Aid Kits and it was thought that First Aid Training should be given to a member of WAS.

Action: Jacqui to feedback to Committee about First Aid Training Courses (eg: St John's Ambulance and Red Cross)

Next Meeting for Training Group

It was thought another meeting would be useful later on in 2017.