

YCCCART Committee Meeting
25th February 2014 at Bickley.

Action points	
	Present: Philippa Cormack, Peter Wright, Chris Short, Peter English (Chair), Brian Bradbury, Mary Campbell, Geoff Pearson, Janet Dickson, Chris Lufflum & Vince Russett,
	Apologies: John Wilcox Ian Morton, Colin Campbell,
	Minutes of last meeting Agreed
	Matters outstanding from previous meetings None
	Matters arising from last meeting
Action 1	<p>Reports Y15/ 2011, Wraxall Villa – are ready to be downloaded on the website.</p> <ul style="list-style-type: none"> ▪ CS to pass to UH
Action 2	<p>Financial Dell XPS laptop was discussed and it was agreed that purchasing a new, smaller laptop should be considered. As the Dell had been an expensive investment it was felt that YCCCART should try to trade it in to offset the cost of a new machine.</p> <ul style="list-style-type: none"> ▪ Arthur Langley has advised the committee that it faces a substantial loss if traded in and recommended investigating an operating system up-grade. See AOB
Action 3	<p>Publications Reports Collins 2 RM 15 still outstanding</p> <ul style="list-style-type: none"> ▪ VR to finalise
	<p>Financial report P Wright reported minimal expenses since the last financial statement in December. As YCCCART's finances are stable with only the annual insurance premium due CS proposed that subscriptions remain at £10.00 for the coming year. P English thanked PW for his work on producing the financial statement and P Cormac and V Russett for their donations to YCCCART funds.</p>
Action 4	<p>Health and Safety Policy Statement and Risk Assessment documents</p> <p>P Wright presented the draft proposals for H&S based upon TSFR templates. The meeting was reminded that A Langley and J Wilcox had expressed an interest in taking on the roles of H&S Officers.</p> <ul style="list-style-type: none"> ▪ JD to email them and confirm this <p>The meeting recognised that H&S was the personal responsibility of each member and that appropriate measures should be taken to keep themselves and others safe.</p>
Action 5	<p>It was agreed that: RAs would be raised before the start of all new fieldwork surveys and shared with members at the start of the project. Members to sign that they concurred with the H&S requirements. Copies of RAs to be held with the relevant equipment for future sessions if needed. That specialised equipment could only be used after the potential handler had received</p>

<p>Action 6</p>	<p>appropriate training and had suitable protective gear. G Pearson reminded the meeting that the H&S Officer could ask anyone not conforming to YCCCART's policy to leave the site.</p> <p>To avoid the need for a first aider, members would self-medicate.</p> <p>G Pearson and P English congratulated P Wright on the work he had done on H&S. There was some discussion surrounding clarification on protective clothing and P Wright acknowledged that it was not possible to include everything on RAs, but that they were as comprehensive as they could be.</p> <p>V Russett queried whether threats from biological dangers should be included especially ticks. G Pearson suggested adding tick hooks to the 1st Aid boxes.</p> <p>J Wilcox was concerned about the use of other people's equipment brought on site. P Wright reassured everyone that these were covered. The risk of cuts when washing finds was raised but not thought to be an issue.</p> <ul style="list-style-type: none"> ▪ PW to present H&S documents at AGM and where appropriate get members to read and sign. ▪ PW to provide JD with a accident book
<p>Action 7</p> <p>Action 8</p> <p>Action 9</p> <p>Action 10</p>	<p>Plans</p> <p>Although YCCCART's Planning Committee has produced an action plan for the Spring months V Russett drew the meeting's attention to recent developments, North Somerset has received an influx of pre-application plans from developers to build more houses, and the impact they might have on the Congresbury kiln sites. In Congresbury plans for 90 homes have been submitted for the field south of Silver Street; should these plans go ahead then, he believes, there is a real danger that the fields on the opposite side of Brinsea Rd may be at threat of ribbon development. Vince has completed extensive work showing the distribution of these sites and related activity in this area which indicate that both fields are part of the kiln project plan.</p> <ul style="list-style-type: none"> ▪ V R to assess surveying needs following North Somerset's planning meeting next month. <p>P Wright reminded the committee that permission had already been granted by three of the landowners for surveying work to take place although starting work was weather dependent.</p> <ul style="list-style-type: none"> ▪ PW to contact landowners again to finalise start dates <p>P English informed the committee that two smaller surveying jobs were still part of the Spring plan.</p> <p>B Bradbury brought the meeting up to date with developments at the Kenn Moor site. It was felt that these fields would be best surveyed during the drier summer months. As this is a large project, twenty fields plus, P English asked Brian if he would identify where he wished YCCCART to commence work.</p> <ul style="list-style-type: none"> ▪ BB to present the Planning Team with a prioritised list of starting points. <p>As part of their research into Kenn Moor Brian and Chris Luffham have been in contact with Derek Lilley who has an extensive archive of local history and archaeological resources. It was suggested that copies should be made to preserve this valuable resource.</p> <ul style="list-style-type: none"> ▪ CL will pass on audio recordings etc to CS and VR as they have the facility to make copies

<p>Action 11</p>	<p>CBA P English has been approached by Margaret Whittington, Clevedon Archaeology Group, to join forces with them to celebrate CBA fortnight. They are putting on displays on July 12th in Clevedon. Peter is happy to be involved.</p> <ul style="list-style-type: none"> ▪ PE to recruit volunteers at AGM. <p>There was some discussion re the Local History events being put on in libraries in May. CS has met with Diane Hassan but due to limited space very little can be done at Congresbury. JD mentioned possible children's activities and approaching Shirley Everden to identify pot shards etc. B Bradbury queried what Yatton library was doing and P Cormac mentioned YCCCART's finds housed there. V Russett informed the meeting that he was part of a team of archaeologists and historians who were giving a talk in WSM Central Library. YCCCART to be represented at Congresbury and Yatton Summer fetes with a possible focus on Wemberham Villa. G Pearson felt that more could be done to present YCCCART's findings and wondered if someone might be prepared to co-ordinate the displays.</p>
<p>Action 12</p>	<ul style="list-style-type: none"> ▪ JD to liaise with D Hassan/ SE ▪ BB to talk to Fenella Gough at Yatton library ▪ Raise CBA & fetes at AGM for ideas from members
<p>Action 13</p>	<p>AGM Date fixed for Thursday April 24th, 10.30am in the Methodist Hall, Congresbury to be followed by a ploughman's lunch. As C Campbell is rather overwhelmed with other responsibilities C Short volunteered to book the hall.</p> <ul style="list-style-type: none"> ▪ JD to remind CS <p>The following committee members, C Campbell and B Bradbury, expressed their desire to resign from the committee whilst P English and C Short wish to resign from their respective offices. Peter indicated however that he would stay as Chair if no-one else came forward. Chris and Peter extended their thanks and appreciation of all that Brian had done in his ten years in YCCCART and urged him to reconsider resigning from the committee.</p>
<p>Action 14</p>	<ul style="list-style-type: none"> ▪ JD to email all members re date of AGM ▪ BB to make a personal statement at AGM
<p>Action 15</p>	<p>Publications B Bradbury raised the issue of YCCCART's newsletters only being available on-line; he felt that there were many people who were reluctant to use computers and who felt more comfortable reading paper based documents. A lively discussion ensued. It was suggested that copies could be made available for reading in the three local libraries but B Bradbury argued that people wished to take them away. Much of the debate centred on the high costs of printing, it was thought inappropriate to ask YCCCART members to fund these costs through increased subscription charges. Brian wondered if there were any grants YCCCART could take advantage of however it was pointed out that grant applications are time consuming with no guarantee of success at the end. P Cormack suggested asking willing volunteers to print a small batch of newsletters to be made available at this year's summer events. This was thought to be a good compromise.</p> <ul style="list-style-type: none"> ▪ Issue to be raised at the AGM <p>Further to the discussion about the use of technology C Luffham wondered how useful the YCCCART name was in locating local archaeological information. C Short and V Russett reassured her that any on-line searches invariably linked browsers to the YCCCART website.</p>

YCCART Financial Statement as at 25 February 2014

	£ : p
Balance at bank -C/Account on 31 March 2013	136.21
-Reserve Account	3405.16
Cash in Hand on 31 Mar13	<u>128.08</u>
	£3669.45

Receipts since 1st April 13	£ : p	
Subs 2013/14	255.00	
Subs 2014/15	10.00	
Donation from Coffee Fund	130.00	
Donation V Russett Talk	45.00	
Interest	<u>1.02</u>	<u>441.02</u>
		£4110.47

Paid out since 1st April 13		
R Ferdinando - Spray paint		38.64
P Wright – Spray paint		11.90
J Dickson – Flowers for PC/JS at AGM		10.00
Methodist Church – Hall hire		93.00
C Lufflam – Photocopying maps		4.80
U Hassan – Website Fee		18.88
U Hassan – Domain Name Fee		11.88
G Pearson - Poles for Fred Team		16.00
C Short – Ink and postage		19.11
P Wright - Plastic Pegs		12.60
D Long - Laser Pointers		5.98
D Long - Plastic Finds Bags		<u>2.99</u>
		245.78
Balance at bank- 25 Feb 14 Current	£318.21	
Res	£3406.18	
Cash in Hand – 25 Feb 14	<u>£140.30</u>	<u>3864.69</u>
		£4110.47

P E Wright
Treasurer

25 February 2014