

	CIArch Meeting 21/01/2025 – MAJ House	action
	10-12pm: Those present: MAJ, PC, CH, JN: Circulation list: MAJ, MJ, PC, CH, JN, Debbie Duggan	
1	Briefing on meeting with Mark Hinman re Heritage Fund Lottery approach – PC/MAJ	
	Mark very happy to participate and provide assistance and direction a) assist in sourcing contacts for finds analysis b) We will need to be properly constituted c) Poss level of grant needed £20K example only and may be exceeded or not reached even. Time over next months will help clarify and reveal sequence of events (plan) of how Project will be constructed. d) Consider matched funding eg our digging and processing is our sweat equity/our time/PCA free time so project could be considered to be a total higher value of up to £50K e) Include costs of boxing and archiving in project. How much do CHET cost for boxes and storage? f) Need to clarify what is the start date from which the grant covers: it must be a clear delineation. It doesn't include our digging and finds recording this year but would commence from when we begin to sort, sift, discard our stored finds by, say, the day after the last of 2025's simple processing and recording has been completed.	a) MH/other b) all e) MAJ/PC/MH others. Add to project
2	Agreement of Constitution – outstanding issues	
	CH to update current constitution: Circulate, and Chair to sign a) What type of organisation: needs to be put onto heritage application. Unincorporated association without charity status. Non trading. No profit. Committee Members have voting rights, Ordinary Members do not. b) Name to be CIArch as per the website c) New Ordinary Members of CIArch need accepting by whole committee not just officers d) Quorum to be three Committee Members e) Financial year begins when bank is set up avoiding active digging starts on site. Date to be set in relation to date of bank account set up: Not yet set up. Agenda item 28/02/2025 f) Become members of CAS, Jigsaw, ICO (information Commissioner) g) Investigate insurance h) Registration of group: with HMRC (required within 3 months of formation/opening the bank account). i) Constitution to note decision making by all Committee	e) PC and CH f) Contact CAS - MAJ f) Contact Jigsaw -PC f) Contact ICO - CH g) Insurance - CH to feedback h) CH

	Members and not just Officers. j) Initial £ input for necessary outgoings; £100 per founder members (Committee Members). No other confirmed contributors known as yet. k) Decision on membership fees to be discussed and/or donation per member	
3	Appointment of roles and responsibilities	
	a) Chair – MAJ b) Secretariat – CH c) Treasurer – PC/website: Financial year starts when bank is opened d) Minute taker – JN – share with officers and circulate when agreed	
4	Actions arising from item 3	
	a) Confirm what do we need from the bank: internet banking, cash withdrawal b) PC to sort bank account. c) Policy on Money: CH to prepare draft, share with PC and confirm d) Archaeology roles: not discussed but mentioned e) Area on website to be added for constitutional and governance docs. f) Re the website : it's a local group which has a 'security' alert to users to eg do you want to visit this site – it doesn't have a security certificate. That might cost £90. g) Add this to the grant costs.	b) PC c) CH/PC d) all e) PC feedback f) all decide
5	Heritage Fund Project Brief actions	
5.1	a) Extensive PCA advice will be required in all aspects of this work b) To prepare project brief Jan – March 2025: send off end March c) lottery needs to see a clean break of activity so we need a 'scope'. The Project Enquiry Form needs to state clearly what is it we want the project to cover and clearly define the start date. d) E.g processing, washing/ weighing is not funded. That is ongoing until we start the project itself. e) Preparing for the analysis IS our time, our good will matched funding time FOR the project and will be included in the funding amount. f) We have a high amount of material needing preparing and sending to analysts for them to establish what it can reveal about the timescale of the site, where, what, when is revealed about the site in the Roman period.	b) MAJ/PC/CH/MH

	g) The reason for the project is to provide a solid bank of information about the local Roman scene and make it available to the world of archaeology. h) To produce Assessment Report will take the first six months of the project and will be included in the funding. It is the high-level analysis of the finds, identifying to the experts on what we want them to focus. Our time will be used for the matching of effort. i) Initial – our work to include: 1) eg. look at all finds: early finds recording different to now. PC has established a per individual find weight which compares favourably with later recoding practices. • pre us recording weights (2009-2015) per cbm item = 83grammes: • post us recoding weights per item (2016 onwards) = 80gm/item • this will need to be done for other types 2) we will use 2016 – 2024 values to get the average. This will give a more accurate figure as everything was counted and weighed. discard unwanted/thrown items 3) decide what needs specialist eyes and what doesn't 4) Limit repetitive items 5) Group together find types that would go to the same analyst. Eg. Plaster, daub, mortar and probably kiln material j) Create Reference Collection of equivalent for different find types eg cbm, shell examples, others..... k) PCA to help with this process l) Establish possible contact specialists for each type m) Consider a full list of costs to be determined and estimate/get quotes	
5.2	General discussion on what the project may involve: a) Assess finds eg per type for six months then issue a request to a CBM finds type specialist ... b) Eg CBM: we have ½ ton cbm, how much is required to provide to a specialist for them to give their general view about the site c) EG; TR28 has x number of pits. Pit 'A' has x number of contexts. What do you believe that indicates this needs rewording as I'm not sure I understand what you meant here. d) How do we group finds going to the specialist e) And should finds within a pit be grouped together (MAJ to confirm this)	

	f) EG: shell, we have vast amounts of the same type, eg edible snail. How do we prepare a meaningful range of shell to be sent to a specialist. Help needed from PCA? g) We need to get in contact with specialists early as possible maybe a six month lead up to needing their services. h) Conversation with MH : usually teams keep finds which are a) the unusual b) top and bottom of pot sherds but MH notes c) it is still important that all sherds are kept! i) We possibly need something like a Reference Collection for a range of types?	
5.3	A CBM specialist recently died, and it appears there is now no known expert in CBM until someone is trained up. CBM is a special case as Tim Butcher could be the expert if :- 1. He will be able to complete.... a report on our finds -in the Project timeframe and 2. If we think he has the skills to do so and 3. If we don't decide with Mark to try and get one of his staff trained up by using our finds OR 4. A combination of these. 5. What is the format of the report do we have an example to direct TB. 6. Will he be funded in this as, essentially, he has become 'our' specialist? 7. If he is to be funded in some way.	JN See minor report in report on actions below
5.4	a) JN to discuss what we are doing with Tim Butcher. b) How far has he got through any analysis of NWW finds that he holds? c) Is it written up? d) Does he have a sample Reference Collection already prepared? e) Let him know we have a further 4-5 years of cbm accumulated. f) We need a clear end date by which we need analysis completed on what he has, can he accommodate such a date? g) If he has a report part prepared, can he finish it required date. h) If not, can he share what he has got prepared? i) If yes, who needs to go through it to see how we can best use his info? j) Either way do we need to retrieve all he has at this stage anyway? Point out CH recent finds (tiles) and include photos of same for TB interest and input.	JN/all to provide date needed for this DONE
6	Final year dig actions	
	a) MH wants to be in on our work plan 2025	
	b) We need to speak to Charlie and go thro exactly what we are doing re the Heritage project	

	c) At the end of the year we will aim to bring in others for a big clean up. This may also include some Whittlesford people and CAFG	
	d) This will also include PCA staff for two weekends late in season to assist e) Section drawings of the whole site open at end 2025	
	f) Decide the area to be GPS'd – the excavation area only or extended area, if so to what extent. MAJ suggests only the open excavated area at the end of the season and features and structures contained therein. g)	
7	AOB:	
7.1	Heritage Lottery Fund have 4 criteria: a) Saving the Heritage b) Protecting the environment c) Inclusion Access and Participation d) Organisational Sustainability – Secure Archive e) CH to feedback on any information for inclusion in the project	
8	Report on Actions followed:	
8.1	a) PC forwarded affiliation form for Jigsaw to CH – possible points to note in our constitution b) PC contacted Stephen Macauley re Jigsaw – c) PC reports we are all invited to Jigsaw Group Meeting [In-person] When Tue 20 May 2025 19:00 – 21:00 (BST) Where Cambridge no.16 Meeting Room	PC
8.2	a) PC been in touch with CHER. – PC has prepared a useful spreadsheet of Heritage Links for our use. b) Ruth Beckley responded giving some ECB numbers. Do we need these? We already have three related to the villa site c) PC to draft reply to RB who asked for what, when, where we did what... requested any reports available	PC
	d) PC gone to Cambridge Building Society Newmarket:	PC
	e) Contacted CAS secretary, Ian Mason, he passed details to Caroline Malone, the Registrar and she will send appropriate info and registration material	PC
	f) PC https://www.ciarch.org.uk/aboutus2.aspx PC has added a section to the website – needing discussion and agreement	PC
8.3	g) JN spoke to TB: His dissertation topic at Maddingly was refused by the tutor saying it was boring, who is interested. h) TB requested some sample reports to refer to - provided	JN Report on call with TB

8.4	i) He has already gone thro a large amount of the finds at his house. Gone thro the context bags, sorted out what was interesting, recorded on a spreadsheet, re-bagged and numbered to retain original records. j) Gone through about ¾ recording weights thicknesses, tall/wide, profiles. k) Drawing profile he may like assistance on – JN happy to help l) He’s looked at cut aways, the way tiles fit together with lower and upper cuts, marks/human and animal, any maker marks m) No reports done as yet except for spreadsheets. n) He knows the end of March is the scoping time and believes he can fit that. o) A reference collection not yet done. He has some colour blindness so some tones are difficult to distinguish from another	JN report on call with TB
8.5	CH: Dated 31/01/2025: I attach a quote for our insurance. It's £185 per year, which is about what we expected. It's open for acceptance within 30 days but we can get another quote after this. With additional paperwork attached	CH
9.0	Next Meeting	
	a) 28 th February 2025 at Mick/Murial’s	