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|   | <b>CIArch Meeting 28/02/2025 – MAJ House 10am</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |
|   | 10-12pm: Those present: MAJ, MEJ, PC, CH, JN, TB:<br>Circulation list: MAJ, MEJ, PC, CH, JN, TB, DD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| 1 | <b>The Minutes of 21/01/2025 were accepted by the group</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |
| 2 | <b>Part I: Requirements for opening of the bank account:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
| 3 | <b>Formal Agreement of the Constitution:</b><br>3.1 Constitution has been circulated and those present agreed acceptance of the constitution.<br>The group is not a charity. It is a small group that does not require incorporation.<br>See attached Constitution:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| 4 | <b>PC and MAJ recommend the group open an account with Metro Bank in Cambridge:</b><br>4.1 Metro paperwork had been circulated earlier.<br>4.2 the group agreed to open an account with Metro Bank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
| 5 | <b>Those present agreed to applying to open a Metro account:</b><br>5.1 PC and MAJ to represent the group, attend the bank and finalise the two signatories for the bank and<br>5.2 The account signing rule, and any other business.<br>5.3 Metro offer walk in facilities in Cambridge and there are no charges for this group.<br>5.4 PC and MAJ to deposit initial funds.<br>5.5 A copy of the Constitution will be available for officers to present to Metro Bank on applying to open an account for the group in the name of:<br><br>Cambridge Independent Archaeology<br>Known in abbreviated form as: <b>CIArch</b> .<br>Group Rep/Secretariat: Christopher Hobbs.<br>Address: Norton House.<br>111 Norton Road. Letchworth. Herts. SG6 1AG<br><br>5.6 The website address of Cambridge Independent Archaeology which shall be used for official notices is: <a href="https://www.ciarch.org.uk/">https://www.ciarch.org.uk/</a> | PC & MAJ |
| 6 | <b>Key Officials:</b><br>Chair: Mick James, 6 Walnut Close, Royston, Herts, SG8 7JA<br>Treasurer: Peter Cornelissen, 4 St Albans, Fordham Road, Newmarket, Suffolk, CB8 7AJ<br>Secretariat: Christopher Hobbs – as above point 5.4<br>CH to keep hard copy of signed Constitution;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |

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|                                                                                                                      | PC to upload to 'About Us' page the pdf of Constitution; Minutes of meetings; Financial Protocols: H&S information                                                                                                                                                                                            |                                                                                                                              |
| 7                                                                                                                    | <b>Signatories of the Metro Account and signing rules:</b><br><br>To be confirmed on opening the account:<br>Peter Cornelissen and Mick James                                                                                                                                                                 |                                                                                                                              |
| 8                                                                                                                    | <b>Membership of outside organisations:</b>                                                                                                                                                                                                                                                                   |                                                                                                                              |
|                                                                                                                      | 8.1 Jigsaw: contact: Steve MacCauley: we can get help with equipment so long as we have insurance, but our first port of call would be to Pre-Construct Archaeology as we have been receiving informal, professional advice from them for some time.                                                          | PC                                                                                                                           |
|                                                                                                                      | 8.2 Cambridge Antiquarian Society (CAS) have welcomed us to join them. Those present accepted the kind offer to join them.                                                                                                                                                                                    | PC                                                                                                                           |
|                                                                                                                      | 8.3 Council of British Archaeology (CBA) – CIArch to make contact                                                                                                                                                                                                                                             | PC                                                                                                                           |
| 9                                                                                                                    | <b>Insurance: CH</b>                                                                                                                                                                                                                                                                                          |                                                                                                                              |
|                                                                                                                      | 9.1 Chris has already received a quote for £180. He will make contact to clarify a couple of matters and get clear directions on the limits for the insurance. E.g no one digging under 16 yrs; no digging at deeper level than 2m; everyone that digs must be a 'member' - need to define a member.          | CH                                                                                                                           |
|                                                                                                                      | 9.2 We require a H&S policy:<br>9.2.1 we will contact PCA for guidance on such a policy and risk assessment document.                                                                                                                                                                                         | CH                                                                                                                           |
|                                                                                                                      | 9.3 The insurance covers the amount of work estimated to be undertaken by 3 full time equivalents i.e approx. 6000hrs. This has been a change since the first enquiry but is not thought to be likely to be exceeded anyway.<br>CH to make contact and clarify the matter and speak to our colleagues at PCA. | CH                                                                                                                           |
| 10                                                                                                                   | <b>Financial Protocols:</b><br>10.1 CH has drafted financial protocols to be provided to the bank.                                                                                                                                                                                                            | CH                                                                                                                           |
| 11.0                                                                                                                 | Next Meeting                                                                                                                                                                                                                                                                                                  |                                                                                                                              |
|                                                                                                                      | a) 21st March 2025 at 10:30 at MAJ                                                                                                                                                                                                                                                                            |                                                                                                                              |
|                                                                                                                      | Minutes of 28/02/2025 signed by two officials:                                                                                                                                                                                                                                                                |                                                                                                                              |
| M. L. JAMES (CHAIRMAN)<br> 4/3/25 |                                                                                                                                                                                                                                                                                                               | P. J. CORNELISSEN (TREASURER)<br> 4/3/25 |