

# Directors Meeting of The SCAPE Trust

**Meeting held:** 7<sup>th</sup> December 2001  
**Venue:** St Mary's College Hall, St Andrews

## Attending:

Captain Tony Wilks (TW)	Director, The SCAPE Trust
Robin Turner (RT)	Director, The SCAPE Trust
Professor Chris Smout (CS)	Director, The SCAPE Trust
John Scott (JS)	Director, The SCAPE Trust
George McQuitty (GMQ)	Director, The SCAPE Trust
Dr Colin Martin (CM)	Director, The SCAPE Trust
Dr Neil Galbraith (NG)	Director, The SCAPE Trust
Dr Ben Ferrari (BF)	Director, The SCAPE Trust
Professor Kevin Edwards (KE)	Director, The SCAPE Trust
Tom Dawson (TD)	Co-ordination Officer, The SCAPE Trust

## Apologies:

Professor Chris Morris	Director, The SCAPE Trust
Patrick Ashmore	Assessor, Historic Scotland

## 1) Welcome

- a) **CS** presented apologies from Professor Morris and Patrick Ashmore.
- b) **CS** welcomed everyone to the meeting, especially the new directors and those unable to attend the previous meeting. He then gave a brief summary of the reasons for the establishment of The SCAPE Trust.
- c) **CS** moved that item 4 – *Appointment of an additional director*, should be brought forward.
  - i) He explained that the proposed director had telephoned to say that, following a meeting at her place of work, she had decided that she would not be able to take up the position of director for the time being. It was agreed that she would make an excellent additional director of The SCAPE Trust.
  - ii) **It was decided that she should be approached again to see if she would be able to accept an appointment as a director.**
- d)
  - i) It was noted that at present there remain two posts of director unfilled.
  - ii) **RT** noted that The SCAPE Trust does not include a specialist representing the built heritage. Past coastal activities are manifested by structures such as whaling and fishing stations. It was agreed that this is an important area and that efforts should be made to attract a built heritage specialist to The SCAPE Trust.

## 2) Minutes of the last meeting

- a) **The minutes of the last meeting were approved**

## 3) Matters arising

- a) It was noted that many of the points arising from the minutes were to be discussed later in this meeting.
- b) Regarding item 3.d.i;

- i) it was noted that discussions are ongoing about the internet publication of the completed coastal zone assessment surveys.
- c) Regarding item 3.e.ii;
  - i) it was noted that the whaling document has been returned to the author with suggestions, but that nothing has been heard since.
- d) Regarding item 4.i-iii;
  - i) it was noted that the Executive Committee has been formed and was comprised of **CS, KE** and **CM**. They had made one decision to date; the appointment of the team of archaeologists to undertake survey work on Coll, Tiree and Islay.
  - ii) It was decided that the Executive Committee should be formed of more than three members.
  - iii) **KE proposed that NG should join the Executive Committee. This was seconded by JS and approved by all.**
  - iv) **CS proposed that RT should join the Executive Committee, to help out when they look at tenders. This was seconded and approved by all.**
  - v) **CS proposed that BF should join the Executive Committee in order assess tenders. This was seconded and approved by all.**
- e) Regarding item 6iii;
  - i) **CS** noted that a modest sum had been generously donated for this meeting. It was noted that there would be travel money available for the next meeting.
  - ii) **CM** suggested that an approach be made to The Russell Trust for funding towards travel.

4) *Appointment of additional director*

- a) This item was brought forward (see 1.c.i, above).

5) *Current SCAPE projects*

- a) **TD** distributed a list of current and pending funding applications (attached). This list showed the project name, funding body and amount requested / received. He gave a brief summary of progress with the following projects:
  - b) Carnegie Trust project
    - i) **KE** noted that support for the GIS element of this project could be sought from the Department of Geography and Geosciences, University of St Andrews.
  - c) Shorewatch
    - i) **CS** reported that he'd had a good meeting with Alan Saville of the CSA.
    - ii) **TD** reported that the CSA and The SCAPE Trust were collaborating on the Shorewatch project.
  - d) Nadair
    - i) **TD** reported that the coastal surveys of Coll and Tiree were now finished. Islay will be surveyed next year.
  - e) Coastal seminar publication
    - i) **TD** reported that the publication date has been set back, but that the document should be at the printers soon.
  - f) SCF ICZM document

- i) **RT** noted that it was very important that archaeology is included in the forthcoming strategy. **TW** agreed and commented that it was the intention of the SCF to include all interests within the document.
- 6) *Current project applications*
- a) NERC
    - i) **TD** briefly explained that this collaborative project, involving the Universities of Stirling, Glasgow and St Andrews, intended to search for buried sites in sand dunes using Airborne Remote Sensing.
  - b) HLF
    - i) There was a general discussion as to whether this application should be submitted by The SCAPE Trust with the University of St Andrews as partner, or vice versa. There was a general feeling that the University of St Andrews should be the lead partner. **BF** suggested that the HLF should be consulted on this matter.
    - ii) **TD will contact the HLF as soon as possible.**
  - c) EPSRC
    - i) **TD** noted that he had managed to get a last minute submission in to EPSRC.
  - d) Scoping study
    - i) **TD** explained that there were hundreds of threatened sites on the Scottish coast. This scoping study intended to define targets for rescue/research based on their suitability for attracting funding.
    - ii) **NG** suggested that making links with some of the clans may be a possible way of attracting funding for certain sites.
- 7) *Funding for the development officer*
- a) **CS** explained the current funding situation for the post of development officer. The post had originally been established with a generous one-year grant from Historic Scotland. A four-month extension to this grant ended at the end of July 2001. Since that date, any work done on behalf of The SCAPE Trust by the development officer has been on a purely voluntary basis, the development officer working full time on a research project at the University of St Andrews.
- 8) *ENTRUST landfill tax credit scheme*
- a) **TD** distributed a list of landfill operators in Scotland.
  - b) **TD** reported that an email discussion with the Northern Area manager of ENTRUST had clarified the position regarding the projects that The SCAPE Trust could apply for funding for. As an approved Environmental Body, The SCAPE Trust can apply for funds for any project that satisfies the criteria laid down in the funding objects of ENTRUST.
- 9) *Report on Advisory Committee meeting*
- a) **KE** presented a summary of the recommendations made at the Advisory Committee meeting.
  - b) Role of Advisory Committee
    - i) It was felt that it would be appropriate for the Advisory Committee to help devise project outlines, but not to comment on the award of contracts. **RT** pointed out that in addition to the occasional conflict of interest, there may be problems relating to

commercial confidentiality. For this reason, the Executive Committee should award contracts.

- ii) There was a discussion on the distinction between the operational and advisory sections of SCAPE. It was felt to be important that there must be a clear distinction between the two, and that the Advisory Committee should give advice, but should not become involved in operational matters.
  - iii) **KE** hoped that the Advisory Committee would be able to spot funding and other opportunities and work with the SCAPE development officer to pursue these.
  - iv) **CS** felt that the Advisory Committee would be able to give advice 'from the coal face' on where SCAPE should set its priorities.
  - v) **KE** suggested that the Advisory Committee meet twice a year. The next meeting should be a joint one of both the directors and the Advisory Committee.
  - vi) **RT** suggested that Advisory Committee meetings should be structured in order to elicit ideas and to facilitate their fruition.
- c) Membership of The SCAPE Trust
- i) The directors agreed with the Advisory Committee recommendation that membership of The SCAPE Trust should not be expanded at present.
  - ii) **JS** noted that internal communication within SCAPE is very important.
- d) UCARG
- i) **It was agreed that a meeting should be held with Richard Tipping about future changes to UCARG, along the lines recommended at the Advisory Committee meeting.**
- e) Conference
- i) **TD** explained that he was working on an application to attract academic funding for the conference. He stated that an application has been made to Historic Scotland.
  - ii) **RT** suggested that a minister should be approached to open the conference.
  - iii) **KE agreed to liaise with TD in booking a room in Aberdeen for the conference.**

#### *10) Appointment of Auditors*

- a)
  - i) **GMQ** noted that audited accounts need to be presented in February 2002. He felt that the credibility of The SCAPE Trust may suffer if SCAPE did not employ a firm of auditors.
  - ii) **JS** noted that it may not be a good idea to use The Shetland Amenity Trust auditors, as suggested at the Advisory Committee meeting.
  - iii) **NG** noted that the more successful that The SCAPE Trust is with grant applications, the greater the need for auditors. He suggested that it would be in order to obtain quotes from at least three firms before choosing auditors.
  - iv) **GMQ agreed to obtain quotes if possible.**

#### *11) Mandate to appoint the Co-op bank*

- a) **It was agreed by all directors to open an account with the Co-op bank.**
- b) **TD** distributed copies of the mandate for the directors to complete.

#### *12) Publicity for coastal matters*

- a)
  - i) **TD** noted that he will take forward the suggestion of writing a series of articles for the magazine *History Scotland*.
  - ii) **CM sits on the editorial board and will work with TD on setting up a meeting with the managing editor.**
- b) **GMQ** raised the possibility of The Co-op bank helping to publicise The SCAPE Trust.
- c) **RT** asked whether SCAPE would be developing a web site. It was noted that the establishment of a web site and the production of leaflets form part of the HLF bid.

### 13) *Future directions*

- a) **CS** suggested that the directors should send any suggestions concerning future directions of The SCAPE Trust to the development officer.
- b)
  - i) **TD** mentioned the suggestion of Mary McLeod (Western Isles archaeologist) of a possible collaborative project involving natural and cultural heritage researchers. The project would focus on places only accessible by rope, such as stacks and steep cliff edges. Mary knows of some investigators who possess necessary training in accessing such places.
  - ii) **BF** mentioned that a new TV programme was being planned, looking at extreme archaeology.
  - iii) **RT** noted that parts of St Kilda would qualify as being worthy of study after access by ropes.

### 14) *AOB*

- a)
  - i) **TD** distributed copies of the All-Party Parliamentary Archaeology Group request for submissions.
  - ii) **The directors agreed that The SCAPE Trust should make a submission before the deadline of January 15, 2002.**

### 15) *Regularity of meetings and Date of next meeting.*

- a) **JS** suggested that the directors should meet no more than twice a year.
- b)
  - i) **NG** suggested that the AGM should be held on the same day as the director's meeting with the Advisory Committee, and that there should be a second director's meeting later in the year.
  - ii) **RT** said he would look into the possibility of hosting a joint Advisory Committee/Directors Meeting at the NTS offices.
- c) **It was decided that the next meeting should be a joint meeting with the Advisory Committee, and that the AGM should be held on the same day.**
- d) **TD to arrange the date of the next meeting.**