

**Minutes of the
Directors and Advisory Committee Meeting of The SCAPE Trust
Wemyss House, 28 Charlotte Square, Edinburgh
12:30am, Tuesday 17th December 2002**

Attending:

Patrick Ashmore (PA),	Assessor, Historic Scotland
Tom Dawson (TD)	Co-ordination Officer, The SCAPE Trust
Professor Kevin Edwards (KE)	Director, The SCAPE Trust
Dr Ben Ferrari (BF)	Director, The SCAPE Trust
Neil Galbraith (NG)	Director, The SCAPE Trust
Julie Gibson (JG)	Advisory Committee, The SCAPE Trust
Colin Martin (CM)	Director, The SCAPE Trust
George McQuitty (GMQ)	Director, The SCAPE Trust
John Scott (JS)	Director, The SCAPE Trust
Professor Chris Smout (CS)	Chairman, The SCAPE Trust
Richard Tipping (RTi)	Advisory Committee, The SCAPE Trust
Robin Turner (RTu)	Director, The SCAPE Trust
Captain Tony Wilks (TW)	Director, The SCAPE Trust

Apologies:

Jim Hansom	Advisory Committee, The SCAPE Trust
Professor Chris Morris	Director, The SCAPE Trust
Val Turner	Advisory Committee, The SCAPE Trust

1. Welcome

CS chaired the meeting and welcomed the Directors and members of the Advisory Committee to the joint meeting.

2. Matters arising

Constitutional amendment to allow varying terms of service for directors

TD has had discussions with Ledingham Chalmers, the company solicitors, and they have advised against altering the Memorandum and Articles. The solicitors pointed out that any director who wishes to retire from the company may do so at any time.

Terms of Reference

TD agreed to distribute the Terms of Reference.

Action: TD to distribute Terms of Reference

Approved rate of reimbursement for travel expenses

It was agreed to approve the rate of reimbursement for travel to a meeting at a level equal to that used by the University of St Andrews. At present, this is 40p a mile for car users. All other forms of transport will be fully reimbursed upon production of a receipt.

Appointment of additional director

It was decided that The SCAPE Trust is lacking directors with an interest either in museums or the built heritage. A retired person would be preferable. CS agreed to again ask Alison Sheridan if she would become a director of The

SCAPE Trust. Other suggestions included Neil Curtis, Senior Curator at the Marischal Museum, Aberdeen and Colleen Batey, University of Glasgow.

CS noted that The SCAPE Trust does not have a patron. He suggested Magnus Magnusson as a possible patron. This proposal was accepted and CS will make contact.

Action: CS to contact Alison Sheridan and Magnus Magnusson.

3. Financial matters

Appointment of Auditors

It was agreed to appoint MFPT, Chartered Accountants of St Andrews, as company auditors.

Action: TD to arrange appointment

Accounts

It was noted that The SCAPE Trust did not trade in its first year, from the date of incorporation until the 28th February 2002.

Change of accounting date

It was agreed to change the accounting date from 28th February to 31st March.

Action: TD will arrange change of accounting date with the solicitors and the auditors.

Insurance for voluntary groups

It was suggested that each Shorewatch group should be named and insured separately. It was noted that Glasgow University has produced a video on health and safety matters, and that HS has produced a document on lone workers.

It was suggested that each Shorewatch group should have a first-aider as one of its members.

Action: TD to look into insurance and health and safety matters.

4. Current SCAPE projects

sSea Project and Shorewatch

The bid to the HLF was successful and the project started in December, 2002. Tom Dawson was appointed to co-ordinate the project after interviews had been held at the University of St Andrews. He will take up his appointment in January 2003.

Argyll Islands Survey

The survey of Coll and Tiree has been completed by EASE. The survey of Islay will be finished by next summer.

Clyde Survey

The first survey has been completed by GUARD. Three Shorewatch groups were established. BF noted that what made the project a success was not the sites (of which there were surprisingly few eroding examples), but the enthusiasm of Stuart MacQuarrie (Clyde Estuary Forum) and Ingrid Shearer (Community Archaeologist, GUARD).

Airborne Remote Sensing Project

Most of the initial examination of survey data has been completed, but further fieldwork is needed, including a Ground Penetrating Radar survey involving Jim Hansom. This project will be completed by the end of March 2003.

Coastal seminar publication

Discussions had been held with the CBA about publication, but it was decided that Historic Scotland should publish the document. It will be published on the internet and with 300 print copies. It is planned to have the web version ready by the end of March.

SCF ICZM document

TW indicated that each of the British nations should produce a coastal strategy by 2006. What is not clear is whether they will be published separately, with four strategies covering the UK, or whether they will be amalgamated. The Scottish Coastal Forum is proceeding with their strategy, which will be put out for consultation in 2003. If it is decided to produce four separate strategies, there will be a delay in publishing the Scottish strategy as all four will be published at the same time.

Other

NG suggested that a Gant chart should be produced indicating progress with various projects.

Action: TD to produce Gant charts indicating progress

5. Current project applications

STAC project

An application has been submitted to The Russell Trust for funding to help Comhairle nan Eilean Siar undertake a survey of stack sites in the Western Isles. This is the type of project that may interest the 'extreme archaeology' programme makers. BF suggested that there should be a return from the TV company if they are to be involved in any SCAPE projects.

Findhorn survey

An application has been submitted to Historic Scotland to undertake a survey of the submerged village of Findhorn.

Fishtrap survey

An application has been submitted to Historic Scotland for funding to undertake a survey of fishtraps in the Moray Firth and the Firth of Forth.

6. Funding issues

Historic Scotland funding for coastal projects

PA outlined the system for obtaining funding from HS. A bid has to be submitted by September. A provisional decision is made in December, and a final decision is made in April, once the level of money available for distribution by HS is known.

PA noted that projects were graded according to whether they fitted into pre-determined themes, and points were awarded for each project.

Champion themes include:

- Coastal distribution of sites
- Coastal survey of sites

PA noted that approximately 80% of the bids submitted by SCAPE in 2002 had been provisionally accepted.

BF noted that there could be a strategic role for directors to play in getting involved in project applications.

CS suggested that the Advisory Committee should guide the directors on this point.

Changes to ENTRUST landfill tax credit scheme

TD distributed a summary of recent changes (announced in the budget) to the Landfill Tax Credit Scheme

7. Future project proposals

Culture 2000

RTu advised against getting involved in an EU project, as they are very time-consuming to administer, and the organisation becomes dependent upon their partners to fulfil their side of the contract.

KE suggested that if SCAPE were to get involved, it should be as a partner, and not as a lead. BF qualified this by saying SCAPE should be an active partner.

Sound of Mull Survey

CM outlined progress with the Sound of Mull survey, being undertaken by the Morvern Maritime Centre. They would appreciate an association with SCAPE.

Time Team

PA stated that Time Team is looking for longer-term projects. PA has suggested to them that they look at a coastal project. He is still waiting to hear from them about this.

One suggestion would be a combined coastal survey and Shorewatch project, filmed at intervals over a period of time.

JG stated that OAT have been involved in two Time Team programmes, one short-term and the other long-term. They were able to get a contribution from Time Team towards the excavation. She stated that it was important for organisations to know why they wanted the programme makers to be involved in the project.

Reasons for involvement suggested included:

- promoting tourism
- focussing attention on the shortfall in general funding for coastal projects.

PA suggested that it was a good idea to grab any opportunity when it presents itself.

JG suggested that SCAPE needs to combine the desire of Time Team for discovery with SCAPE's desire to publicise the problems facing coastal archaeology.

PA suggested that Time Fliers may be a good alternative television programme to get involved in.

Another programme suggested was Meet the Ancestors, if a suitably eroding cemetery were to be excavated.

CS suggested that PA, JG and TD liaise about possible TV programmes.

Action: PA, JG and TD to look into possible TV programmes.

8. Advisory Committee issues

Role of Advisory Committee

RTi noted that SCAPE is being reactive, looking at opportunities as they arise. He suggested that the next Advisory Committee meeting should focus on producing a strategic view of the types of project that SCAPE would want to pursue. From this, a list of priorities could be formulated.

NG suggested that SCAPE needs a Corporate Plan, outlining its principals and the types of projects that it will pursue.

It was agreed that the next Advisory Committee meeting should be aimed at forming a strategy.

It was agreed that the Advisory Committee needs to meet soon in order to produce a strategic overview.

RTi suggested polling Advisory Committee members for their top three issues.

Action: KE to arrange an Advisory Committee meeting.

Conference

RTu suggested that a conference could be conducted in association with the Society of Antiquaries.

JG noted that Westray Development Committee is looking for partners for a forthcoming conference.

GMQ suggested that the planned upgrading of the Fife Coastal Path, with integration of information on the cultural heritage, could create a focus for a conference.

NG offered to help organise a conference.

Action: TD to look into conference arrangements.

9. AOB

Links with other organisations

JG noted that ARIA has found it very useful to become involved with Scottish Environment LINK, and suggested that SCAPE should consider joining.

CS noted the high cost of joining, and questioned whether there was a sufficient focus on archaeology.

RTu noted that the Built Environment Forum Scotland is a new organisation which includes an Historic Environment Audit. He added that he is Convenor of this audit, (as he is with the LINK Historic Environment Audit). He added that BEFS was cheaper than LINK.

The IFA Coastal and Marine Archaeology Group was also mentioned.

NG stated that we should make strategic links with other bodies.

Action: TD to investigate linking with other bodies.

Website.

Two dedicated websites will be set up, one for SCAPE and the other for Shorewatch. Two newly established websites were mentioned as being good models to follow:

- www.benlawyers.org.uk
- www.molrs.org.uk

It was noted that contributions should be sought about recent coastal excavations.

It was further noted that one common stumbling block with websites is trying to get people to contribute to the website.

It was agreed that there should be a link to the University of St Andrews and Stirling websites.

Action: TD to work on the websites.

10. Date of next meeting

The next meeting will be on 25th June 2003