

THE SCAPE TRUST
Registered in Scotland No. SC 216091

MINUTES of the SECOND ANNUAL GENERAL MEETING of the MEMBERS
held at *St Katherine's Lodge, St Andrews* on *25th June 2003* at *11:00 AM*

Present: *Prof Kevin Edwards (KE)*
 Dr Ben Ferrari (BF)
 Dr Neil Galbraith (NG)
 George McQuitty (GMQ)
 Professor TC Smout (Chairman) (CS)
 RobinTurner (RT)
 Captain Antony Wilks (TW)
 Tom Dawson (observer) (TD)

1 **Quorum and Notice**

Apologies were received from John Scott, Professor Chris Morris and Dr Colin Martin. It was noted that proper notice of the meeting had been given and that the meeting was quorate.

2 **Minutes of the Last Meeting**

The minutes of the last meeting of The SCAPE Trust (the Company), held on December 17th 2002 were approved.

3. **Matters Arising**

Terms of Reference

The Terms of Reference were distributed.

Patron and Directors

CS reported that Magnus Magnusson has accepted an invitation to become patron and get actively involved in The SCAPE Trust. Alison Sheridan has declined an invitation to become a director of The SCAPE Trust.

Funding

TD reported that all project applications submitted to Historic Scotland (HS) had been accepted, with the exception of the Findhorn survey.

The application to the Russell Trust for contributory funding towards the Severe Terrain Archaeology Campaign (STAC) had been accepted.

Television

TD noted that the 'Extreme Archaeology' TV series programme makers had been referred to the directors of STAC. RT noted that Culzean Castle caves will be the focus of a TV programme in the same series.

Conference

TD noted that a bid is being drawn up to obtain funding to organise a series of conferences around Europe, each with a coastal theme. English Heritage is co-ordinating the bid and TD is due to attend meetings with them on the 17th and 18th July.

Website

The Shorewatch website has been set up. The SCAPE website will follow shortly.

4. **Directors Resignations and Appointments**

It was resolved, in accordance with the Articles of Association of the Company:

- 4.1 to approve the retiral from office of four of the directors of the Company, representing one third of the directors. The directors to retire were chosen by lot. The four names pulled out of the hat were:

Prof. Kevin Edwards

Capt. Antony Wilks

Prof. Chris Smout

George McQuitty

- 4.2 as an ordinary resolution, to appoint as directors of the Company the following members (all of whom have forwarded to the Company written notice of willingness to accept such an appointment):

Prof. Kevin Edwards

Capt. Antony Wilks

Prof. Chris Smout

George McQuitty

- 4.3 *GMQ* proposed that Professor Smout be re-appointed as Chairman of The SCAPE Trust. The motion was seconded by *NG* and carried unanimously.

5. **Chairman's Report**

5.1 *sSea Project/Shorewatch*

The Chairman formally reported that The SCAPE Trust, together with the University of St Andrews, had been successful in their application to the Heritage Lottery Fund (HLF). They had received funding for a project officer for three years. He noted that although this may seem like a long period, by the time of the next AGM, over half of the period would have been exhausted. *TW* asked whether the directors would be given access to the interim and final reports prepared for the HLF. *RT* noted that some organisations publish their interim reports on the web.

Action: TD to organise the distribution of interim reports and to investigate publication of these reports on the SCAPE web site.

The Chairman reported that Shorewatch groups had been established around the country.

RT noted that his experience with the Young Archaeologists' Club had shown that it is normal for there to be a constant turnover of community groups, with some groups ceasing to meet, while other groups becoming newly formed. The loss of a group should not, therefore, be seen as failure.

GMQ noted that he was in discussion with various organisations about Continuing Personal Development for teachers, and that he had suggested using the Shorewatch Resource Pack/Education Pack. He stated that the Scottish Qualifications Authority had seen the pack and had expressed interest.

5.2 *Projects*

5.2.a *Coastal Publication*

The Chairman noted that the Conference Proceedings had been printed in both paper format and on the web, available at the Historic Scotland website. Copies of the publication were distributed to the directors.

5.2.b ***Clyde Survey***

The Chairman noted that the Phase I Clyde survey had been completed. The Phase II survey had not yet been put out to tender, due to the Firth of Clyde Forum losing its project officer. It is hoped that this post will be filled soon.

5.2.c ***STAC***

The Chairman stated that part of the funding for the STAC Project had been raised by SCAPE after the Russell Trust had generously responded to a request. *NG* added that this Western Isles project had commenced.

5.2.d ***Outreach/Education***

The Chairman noted that *TD* had given a paper at the Annual Conference of the Institute of Field Archaeologists for the second year in a row. *TD* was due to deliver papers at conferences in Winchester and Krakow (not paid for by SCAPE). The Chairman also noted that stalls focussing on SCAPE and Shorewatch had been set up at the International Festival of the Sea, the Scottish Archaeology Fair and the CSA Annual Conference.

6. **Accounts**

6.1 **Presentation of Accounts**

The Accounts were presented to the Board.

TW noted that Page 8, Income and Expenditure Account, should be seen as an illustrative appendix, as it comes after the signed report on the accounts.

BF noted that in future, administrative expenses and operating costs should be kept separate.

RT noted that if and when the SCAPE Trust starts to administer a large project, we should ask for 20-25% administration costs.

The Accounts were duly accepted by the Board and signed by the Chairman.

6.2 **Re-appointment of Accountants**

The directors voted to re-appoint Messrs Minto, Finnie, Parsons, Turnbull, Chartered Accountants, as Accountants to the Company until the close of the next Annual General Meeting. It was decided to fix their remuneration at last years level plus a maximum 3% increase. This is provided that the level of activity of The SCAPE Trust remains the same as in the previous financial year.

7. **Advisory Committee Report**

7.1 ***Priorities document***

The Chairman thanked the Advisory Committee for their hard work, having performed a good scoping exercise. He noted, as had certain committee members, that The SCAPE Trust was approaching a 'Catch 22' situation, where an additional member of staff was needed in order to take the recommendations forward, but these recommendations included obtaining the funding for an additional member of staff.

He suggested that there were two ways that The SCAPE Trust could approach getting a new member of staff:

- core funding from a central body (such as HS)
- setting up of large projects and charging administration costs.

He also noted that any new post would need to be discussed with both HS and the University of St Andrews. He added that he would need to persuade the University to take on the responsibility of employing an additional member of staff.

KE, Chairman of the Advisory Committee, led a discussion on the document outlining priorities produced by the Committee and the comments subsequently received. It was noted that there wasn't total agreement on all of the recommendations, particularly those associated with salvage archaeology.

KE stated that there had been a long discussion as to how much the Committee should prioritise the document before receiving the director's comments. He noted that as there were a large number of suggestions, they had been distilled into three themes. He stated that 'Enhancing the Knowledge Base' could be seen as a research-led wish list.

It was noted that publicising themes for research could be done rapidly, once discussions had been held with Historic Scotland.

It was noted that the key funders of proposed projects were probably Historic Scotland and the HLF. Discussions need to be held with these bodies, after which the Advisory Committee will be in a position to set priorities.

7.2 **Salvage Archaeology**

It was noted that salvage archaeology provides the chance to work on sites which would be otherwise lost - using qualified archaeologists together with members of the community. It was further noted that although the standard of excavation may end up being less than the normal professional standard, failure to act would be similar to fiddling while Rome burns. The opportunistic nature of excavation, where exposure may mean quick mobilisation is needed, was highlighted. It was thought this was best done by local groups.

RT noted that some people do not like the concept of salvage archaeology. One reason given is the problems encountered by the Manpower Services Commission (MSC) archaeological programme. **RT** noted that there are lessons to be learned from the MSC scheme. **NG** queried where the problems were with the MSC scheme.

Action: TD to obtain more information on problems with MSC scheme.

Another reason for opposition to the concept of salvage archaeology is that there is a worry that less than adequate attention to post-excavation work was proposed. **TD** questioned why we couldn't apply for significant amounts of post-excavation money. **RT** responded that it is important to establish the idea of salvage archaeology, which involves deliberately trying to reduce the cost of excavations in order to obtain greater benefit. **CS** noted that practice would vary according to the site.

RT stated that there is a need to minimise unsupervised excavation. He added that we must check that the benefits of a community approach outweigh any problems. We must attempt to come up with a system which is acceptable to the archaeological community.

BF noted his experience working with the Archaeological Diving Unit - where amateur involvement was promoted. He had no conceptual notion that amateurs couldn't do a good job. It was suggested that digging teams could be recruited from Local History Groups, and that local people would help run the

excavations. It was further suggested that the groups could be licensed, perhaps by SCAPE.

It was suggested that with recent changes to the rules governing HLF projects, and a perception that the HLF would welcome a bid for a large excavation, an application to HS for a pilot excavation and Stage 1 HLF bid should be submitted. If the Stage 1 bid is successful, the preparation of a Stage 2 bid would be funded by the HLF.

In order to initiate a pilot project, there is a need to identify important sites which are both threatened yet unlikely to attract significant funding for protection or excavation. *CS* noted that a pilot project would help to formulate protocols and quality controls associated with coastal salvage archaeology.

Action KE, RT and TD to form a sub-committee to look into setting up a pilot project.

7.3 ***Built Environment Forum Scotland (BEFS)***

KE noted that as BEFS only costs £80 to join, we should do so. This was approved.

Action: TD to apply for membership of BEFS on behalf of The SCAPE Trust

7.4 ***Priority list of sites from Local Authority Archaeologists***

KE noted that it would be useful to get a list of priority sites from the Local Authority Archaeologists, for publicity purposes. It was decided that the original suggestion of ten sites was too many, and we should ask for three. It was suggested that the request should come from a member of ARIA.

Action: TD to ask Julie Gibson to post a request with ARIA members.

7.5 ***Archaeological Excavation***

TD noted that The SCAPE Trust should be thinking of setting up large archaeological projects and applying to HS for part of the funding. He added that the database of sites taken from the Coastal Zone Assessment Surveys (CZAS) would be a good source of information on potential sites. *RT* noted that for HS funding, an indicative outline project design was needed by September, not a full project design. HS make an initial decision in January, and the final decision in April. It was questioned whether SCAPE could submit bids with the intention of a certain organisation doing the work. This was thought problematic, and work from successful bids would have to be put out to tender.

TD noted that most of the work on the CZAS had been done by three units - GUARD, CFA and EASE.

Action: TD to produce a list of potential project sites from database

Action: KE, RT and TD to help develop some big projects.

7.6 ***Internet publication***

TD raised the idea of publishing all CZAS on the internet. *RT* noted that the RCAHMS should be seen as an important partner in such a proposal. He added that they employ a bibliographic enhancement officer, paid 100% by the CSA. SCAPE could enter into a similar arrangement. *NG* clarified, saying SCAPE would grant-aid a person at the RCAHMS, as opposed to SCAPE employing an individual.

RT suggested contacting Lesley Ferguson at RCAHMS

Action: TD to contact RCAHMS about the proposal

7.7 **Research Priorities**

TD noted the need to establish research priorities for coastal archaeology in Scotland. He noted that the research framework being prepared by Cadw, or that written for the Orkney World Heritage sites, could provide models to follow. He further noted that the research framework could concentrate on landscapes instead of individual sites.

RT noted that in the past, research priorities have been set for:

- periods
- regions
- nations

It was generally agreed that without an additional member of staff, it would be difficult to complete this project. It was decided that although this is an important project, SCAPE isn't in a position to produce such a document without additional help.

8. **AOCB**

The following were suggested as potential new directors:

Anna Ritchie

Diana Murray

Carol Swanson

Action: CS to make contact, approaching two of the above initially.

9. **Date of Next Meeting**

The next meeting of The SCAPE Trust will be held on December 17th 2003. This will be a joint meeting of the Directors and the Advisory Committee.

10. **Close of Business**

There being no further business the Meeting closed.

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Chairman

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