

Minutes of the Directors Meeting of The SCAPE Trust

St Mary's College Hall, South Street, St Andrews
10.30 am, Thursday, 24th June

Present:

Dr Ben Ferrari (BF)
Dr Neil Galbraith (NG)
Dr Colin Martin (CM)
Diana Murray (DM)
Dr Anna Ritchie (AR)
Professor TC Smout (Chairman) (TCS)
RobinTurner (RTu)
Captain Antony Wilks (TW)
Rod McCullagh (observer) (RMcC)
Tom Dawson (observer) (TD)

Apologies:

Apologies were received from *John Scott, Professor Chris Morris* and *George McQuitty*.

1. Minutes of Last Meeting

The minutes of the last meeting of the directors of the SCAPE Trust, held on 17th December 2003, were approved.

2. Matters arising

2.1 Interim Reports (3.1)

A copy of the first annual interim report for the *sSea Project*, submitted to the Heritage Lottery Fund, was distributed amongst the directors.

2.2 Membership of BEFS (3.3)

The SCAPE Trust has applied and been accepted as a full member of the Built Environment Forum of Scotland (BEFS).

2.3 Top Three Eroding Sites from ARIA Members (3.4)

A copy of the list of top eroding sites was distributed amongst the directors. It was noted that no response has been had from some areas.

DM noted that it was a concern that SCAPE hasn't received responses from all of the Local Authority archaeologists, as one of the roles of SCAPE was to publicise problems associated with coastal erosion.

RTu noted that SCAPE is about to prepare a press release and this will give the Local Authority archaeologists a further chance to contribute.

RMcC noted that this was a good time for a press release, as it will coincide with the start of work of the new head of Historic Scotland.

2.4 Internet Publication of Coastal Zone Assessment Surveys (3.6)

TD reported that although funding had been secured from HS for the project to digitise the Coastal Zone Assessment Survey (CZAS) reports, and to enhance the NMRS with their inclusion, the English Heritage-led bid to Interreg had failed. *TD* noted that the SCAPE bid was just one element of the project, there being 10 partners from 7 different countries in all. Although disappointing that the bid had failed, he felt that SCAPE had learned from being

involved in the project, even if the lessons were more connected with how not to prepare EU bids.

DM stated that there was still interest within RCAHMS for linking the .pdf publication of the surveys with the RCAHMS. She suggested that further discussions should be held.

RTu suggested that it may be useful to also talk to Gordon Barclay at HS.

Action Point

***TD* to hold further discussions on the web publication of the CZAS.**

2.5 Fieldwork at Eroding Sites by Local Groups (4.2)

AR questioned whether the investigation at Unst was to be undertaken at the site excavated by Gerry Bigelow.

TD replied that it wasn't the same site, but that it was very close to it.

AR wondered whether the SCAPE investigation might be a way of obtaining a site report from Gerry Bigelow.

RTu noted that the investigation must be used as a way of evaluating how much the volunteers can be taught. It should be used as a way of gauging how much they can be taught efficiently and how much can be expected from them.

NG noted that GUARD has produced a Volunteers Charter. He asked that it be distributed to the directors.

Action Point

***TD* to distribute the GUARD Volunteers Charter amongst directors.**

DM noted that laws relating to volunteering were to change after October. SCAPE needs to find out what these changes will be.

Action Point

***TD* to find out about new laws relating to volunteering.**

RTu noted that HS has produced a draft publication on volunteering and that SCAPE should comment

Action Point

***TD* to obtain copy of HS draft publication on volunteering for comment.**

2.6 Raising Awareness about Coastal Archaeology (4.3)

TW noted that the Scottish Coastal Forum Strategy will be launched on July 15th

2.7 Ways Forward (4.4)

2.7.a UCARG

TD and *Richard Tipping (RTi)* met in the new year to look into restarting UCARG. *RTi* agreed to take the lead on re-establishing the organisation.

2.7.b Video Conferencing

Using video conferencing for UCARG meetings had been explored and successfully tried for a meeting of the SCAPE conference committee, linking participants in St Andrews and the Western Isles.

2.7.c List of Priorities for T. Dawson's work

RTu suggested that a priority list of duties for *TD* should be produced.

TD noted that he has a timetable and list of duties, as submitted to the HLF as part of the *sSea* Project. Work that he does for SCAPE that is not included on the timetable is undertaken on his fifth, unpaid day.

RMcC questioned which duties should be dropped if *TD* were to prioritise his work.

NG suggested that basic clerical duties could be bought.

DM suggested that things such as copying could be done by someone else, and suggested obtaining part-time help, perhaps from a student.

DM also noted that some of the action points included within SCAPE minutes should not fall directly on *TD*'s shoulders to undertake, but that the directors should share the load.

DM further noted that *TD* should prioritise undertaking Health and Safety and First Aid training.

Action Point

***TD* to attend a Health and Safety/First Aid course.**

3. SCAPE corporate identity

3.1 The problem and options

TCS noted that the present meaning of the acronym SCAPE, Scottish Coastal Archaeology and the Palaeo-Environment, was proving a handful for some people. The name was often mis-pronounced when being said and spelled incorrectly when written. The official name of the company is The SCAPE Trust, yet people were interested in what the acronym stood for.

He suggested that we have two options:

3.1.a) either completely change the name of the company, for example to SCAR - Scottish Coastal Archaeology at Risk. This would entail a change to the Memorandum and Articles of Association.

3.1.b) change the meaning of the acronym, SCAPE, to Scottish Coastal Archaeology and the Problem of Erosion.

3.2 The new meaning of SCAPE

The directors voted on option 3.1.b, and the acronym SCAPE will henceforth mean Scottish Coastal Archaeology and the Problem of Erosion.

4. SCAPE conference

4.1 Keynote speech

TCS noted that Magnus Magnusson had been taken ill, since which time he has made a good recovery. However, there is a chance that he may not be able to deliver the keynote speech at the conference. It will not be known until the third week of September whether he will be able to attend, but if not, *TCS* will give the speech himself.

Magnus Magnusson has said he would be very happy to help with publicising the conference.

4.2 Invitations to attend the conference

The directors discussed people and organisations that should be invited to the conference.

Action Point

***TD* to invite suggested individuals and representatives of organisations to the conference.**

4.3 Conference publicity

The directors discussed the bullet points for release.

DM noted that the HS budget for archaeological work has not increased in recent years.

RTu noted that we should weave the bullet points into the invitation to MSPs.

CM noted that recording should have a higher priority as coastal erosion can't be stopped.

NG suggested that the points be grouped into distinct categories.

RTu suggested that the number of points should be reduced.

Action Point

***TD* to prepare the final publicity release.**

4.4 Conference arrangements

TCS suggested that the cost of conference tickets should be £15.

DM questioned whether a civic or University reception should be arranged.

NG agreed to investigate the holding of a reception.

Action Point

***NG* to look into a conference reception.**

4.5 Conference publication

RMcC suggested that the papers from the conference should be published.

Action Point

***TD* to look into publishing the conference proceedings.**

5. SCAPE response to DCMS consultation

TD noted that he had been in discussion with CSA about the consultation.

NG questioned whether Scotland should be included in wider UK legislation or, as Scotland has devolved powers, prepare a separate response.

RTu suggested that the SCAPE response should be joint one with CSA and Soc. Ants.

TW suggested that we contact the Scottish Coastal Forum to discuss their response.

6. Current SCAPE projects

TD listed current projects:

- HLF sSea Project
- Coastal Conference
- Clyde Survey, Phase III
- Loch Hourn survey
- Sandwick Bay, Unst
- Publication of coastal surveys

RMc suggested that unsuccessful projects should also be listed.

7. Future funding for The SCAPE Trust

7.1 Historic Scotland Heritage Grants Scheme

TCS reported that he'd had a meeting with HS and had received cautious encouragement to submit a bid for core funding from the Heritage Grants Scheme.

The HS representative suggested strongly that SCAPE seeks a co-funding body, possibly the University of St Andrews or the CSA.

NG noted that the University of St Andrews was already a co-funder, providing an in-kind contribution.

The HS representative also noted that SCAPE would be in stiff competition with other bodies.

RMc noted that we should hear the result of an application to HS for core funding in January. He further noted that the Strategic Environment Assessment will soon be adopted by HS, leading to a need to appoint ten new posts. For this reason, a refusal in January may be a reflection of the need for HS to spend money on these posts, and therefore it may be worth resubmitting the application at the end of the Financial Year, when there is the possibility of an underspend.

Action Point

***TD* and *TCS* to prepare a bid to the Heritage Grants Scheme.**

7.2 Other funding possibilities

RTu noted that the CSA ‘Carved Stones’ leaflet be looked at as this has suggestions for funding.

Action Point

***TD* to obtain funding advice from the ‘Carved Stones’ leaflet.**

CM noted that the Robertson Trust, based in Glasgow may be source of funding. Sir Lachlan Maclean of Duart Castle is the administrator.

RMc noted that the daughter of the CEO of Christian Salvesen was an archaeologist.

Other possibilities were suggested for funding, including the MacRobert Trust, the Pilgrim Trust and the Esmee Fairbairn Trust.

Action Point

***TD* to investigate the MacRobert Trust, the Robertson Trust and other organisations for funding opportunities.**

7.3 Other funding matters

TD noted that one of the problems with submitting applications for funding, and with looking for a co-funder, was that again it was additional to his core duties.

AR agreed that it was difficult for *TD* to fund-raise for his own job.

TCS agreed that it was not appropriate for *TD* to write to funders, and that *TCS* would send the letters, however, *TD* would have to draft the letters.

RTu noted that there was no formal Annual Report at present. He suggested that *TD* prepare an Annual Report that includes information on funding applications prepared.

Action Point

***TD* to prepare an Annual Report.**

8. AOB

8.1 New Directors

As noted during the Annual General Meeting, *Diana Murray* and *Kevin Edwards* have stepped down as directors of the SCAPE Trust. This means that the SCAPE Trust currently has ten directors, whereas the maximum allowed within the constitution is twelve.

It was noted that SCAPE currently lacks representatives from:

- the Museums sector
- RCAHMS

Candidates suggested as possible directors included:

Richard Tipping
Barbara Crawford
Philip Robertson
Neil Curtis
Coleen Batey

It was decided to initially approach Richard Tipping and Barbara Crawford.

Action Point

***TCS* to invite *Richard Tipping* and *Barbara Crawford* to become directors of The SCAPE Trust.**

9 Date of next meeting

17th December, National Trust Office Charlotte Square.