



MINUTES FROM THE THIRD MEETING OF THE PROJECT BOARD FOR THE GREATER YORK COMMUNITY ARCHAEOLOGY PROJECT

FRIDAY 5th MAY 2006, 12pm

**YORK ARCHAEOLOGICAL TRUST'S OFFICES, CROMWELL HOUSE,
OGLEFORTH, YORK**

PRESENT Catrina Appleby (CA), Community Representative
Eliza Gore (EG), Community Archaeologist
Richard Hall (RH), York Archaeological Trust (YAT)
Cllr Janet Hopton (JH), City of York Council (CoYC)
John Oxley (JO), City of York Archaeologist
Steve Roskams (SR), York Archaeological Forum (YAF)

1. Receipt of Apologies for Absence

All members of the Project Board were present.

2. Minutes of the first Project Board meeting

The minutes were agreed. EG pointed out that an Annual Report had yet to be written, but would be done soon.

3. Report on training workshops/study days and exhibition

EG outlined what training workshops had taken place since November 05, and handed round the new programme of study days for 2006. Feedback had been very positive and EG provided some Feedback Forms for members of the Board to look at. RH asked if any negative feedback had been received and EG answered that none had. The only problem that had arisen was that the study days were proving so popular that people were booking places on all of them and there were not enough spaces for newcomers. It was agreed that EG should continue to advertise the study days widely and keep a list of people who have expressed interest but couldn't get onto the study days.

The exhibition went well with eleven local groups contributing displays. The display in the children's library was well-received and there had been good uptake of the children's quiz and pottery handling sessions during half term.

RH mentioned that YAT's annual bookfair will be taking place on Saturday 21st October 2006 and that this might be an opportunity for local groups to exhibit their work and publicise their own publications.

4. Reaching the younger audience - report on school projects

EG described various projects that she has been working on with local schools. In March a project was carried out with forty 14-15 year old pupils from Fulford and Easingwold Secondary Schools in the village of Coxwold, North Yorkshire. This was set up by Creative Minds (part of Yorkshire Museums Libraries and Archives Council) and formed part of the Higher Education Field Academy led by Carezza Lewis. The children were given four days to learn how to do a desktop study of an area, a graveyard survey, a geophysics survey and excavation. EG has also visited, or plans to visit, primary schools in Scarcroft, Tang Hall, Leeman Road, Askham Richard, Woodthorpe, Poppleton and Bishopthorpe, where she will be carrying out free archaeology workshops.

One problem encountered has been accessing archaeological material to show the children. EG is currently using the YAT teaching collections, but it was suggested that she could borrow items from local groups or the Yorkshire Museum, or purchase imitation material and replicas.

Action points:

- EG to investigate other sources for handling collections

5. Archiving issues – Should collections stay in the community?

EG explained that archiving had been discussed at a Timeline York Plus meeting in April, and that the local groups had asked for some advice or guidelines on this matter. CA pointed out that there are two issues to consider; a) archiving and storage of finds, and b) archiving and storage of documentary evidence. Should we open negotiations with local libraries and museums?

JH mentioned that Poppleton History Society has made copies of everything and that they hope to store their archives in a community archive space attached to the library (a project being developed by Ted Kendall). JH felt that libraries offered good potential as they are accessible, open to the public and in the local community. However, there are problems with this as not every village has a library and we cannot guarantee that anyone will take responsibility for maintaining the material (updating CDs, digital data etc) and ensuring that it remains readable and accessible.

We must also consider the fact that existing groups will have a range of archive material (paper, digital, finds), all recorded in different ways, but that new projects could be guided to produce all their documentation to MIDAS standards (JO). Groups should be encouraged to deposit finds with the Yorkshire Museum, but

with a loan-back agreement if they want to keep them in the community. This creates an audit trail and means that finds will be stored and packaged to museum standards. The Yorkshire Museum could help to provide a filter of the material – they retain whatever meets their collection policy and the finds that are left can be stored in the community.

RH enquired as to whether the Yorkshire Museum will accept photos and documentary evidence. JO suggested that York Castle Museum might accept documentary archives as it is a social history museum or that the Borthwick Institute might be able to take them. The Archaeology Data Service (ADS) could be used to store digital data. Some simple guidelines on how to scan documents, how to save on a CD and how to create indexes and metadata would be useful (CA).

Should the Community Archaeologist be producing guidelines? There are a number of good guidelines already in existence (eg. ADS Guides to Good Practice) and the Community Archaeologist should point groups towards these first (SR). The key problem lies with what to *do* with archives. We should start by getting the groups to sort their archives to a level where it can be stored, then address the question of where to store it (SR).

It was agreed that EG and CA will talk to Timeline York Plus in July and point out what guidelines are already in existence. If the groups want to open a dialogue with the York Museums Trust, we can do that. CA, JO and EG should all be involved in this, working alongside the groups themselves.

Action points:

- EG and CA to report back to Timeline York Plus on 15th July 2006.

6. Archaeology in the Community conference

EG mentioned that she will be giving a paper on the Greater York Community Archaeology Project at a conference at University College London on 10-11th June 2006.

7. Any other business

No other business was raised.

7. Date for the next meeting of the Project Board

The next meeting of the Project Board will be on Friday 20th October 2006 at 12pm at York Archaeological Trust.

RH thanked everyone for coming. The meeting closed at 13.30pm.