

**Minutes of the Meeting of the Working Group for the Delivery of the
Recommendations in the *What's in Store?* Report
held in the
National Museum & Gallery Cardiff and CyMAL, Aberystwyth
Friday 24th June 2005**

Present: Mike Houlihan, Chair (MH); Liz Bowerman, CyMAL (LB); Richard Brewer, NMGW (RJB); Vince Devine, Cadw (VD); Gareth Edwards, RCAHMW (GE); Jane Henderson, Cardiff University (JH); Kate Howell, IFA (Wales) (KH); Hilary Malaws, RCAHMW (HM); Frank Olding, Federation of Museums & Art Galleries of Wales (FO); Emma Plunkett-Dillon, CBA (Wales) (EP-D) and Elizabeth Walker, NMGW (EAW).

1. Apologies for absence

Apologies for absence were received from Louise Austin, Mary Ellis, Gavin Evans (GHE), and Denise Lavis.

2. The minutes of the meeting held 11th May 2005

The minutes were accepted as a correct and accurate record of the meeting.

3. Matters arising

3.1 Minute 3.3 – Liz Bowerman noted that CyMAL have received training needs appraisal forms from Gavin Evans but require a more detailed proposal if a training day is to be arranged.

3.2 Minutes 10.3 & 10.5 – Elizabeth Walker reported that she had spoken to Kathy Perrin of English Heritage who was already aware of the work of the *What's in Store?* Delivery Group. She also established that English Heritage's revisions to MAP2 will only be referencing the work of the Archaeological Archives Forum in developing standards for archaeological archives.

3.3 Minute 10.4 – Vince Devine reported that Cadw have not been approached by English Heritage to discuss the revisions to MAP2.

3.4 Minute 10.6 – Louise Austin of Cambria Archaeology has been appointed the Trust's representative on the Delivery Group.

4. The Strategic Plan and the Action Plan

4.1 The Action Plan entry for recommendation 3 should be updated following the meeting **Action: MH & EAW.**

4.2 The Action Plan entry for recommendation 8 will be updated following the suggestion that a more detailed proposal for a training day will be developed. **Action: MH & EAW.**

5. Recommendation 2 – create a database of Welsh archaeological collections

Hilary Malaws reported that the funding proposal for the project has been submitted to CyMAL for comment prior to its formal submission.

The draft Project Initiation Document (PID) was circulated. It was agreed that the project scope should be the same as that used in the *What's in Store?* report with a definition of the term archaeological archives appearing early in the document.

It was agreed that Gareth Edwards and Elizabeth Walker would prepare a brief for a consultant to be ready to go out if the funding is approved.

Action: GE & EAW.

A Project Management Team was agreed to comprise of Hilary Malaws, Gavin Evans, Elizabeth Walker, Frank Olding, Gareth Edwards and Jane Henderson. If the funding is approved this group will meet in July and has the authority of the Delivery Group to appoint the consultant and to commence work on this project. **Action: HM** to arrange this meeting.

The Federation of Museums & Art Galleries of Wales will need to prepare a letter confirming the funding arrangements. **Action: HM & FO** to arrange this.

6. Recommendation 3 – establish a national panel for archaeology

A discussion took place around whether a panel should be established to deal with archaeology as a whole, or solely for archaeological archives. It was generally felt that a national panel for archaeology would necessarily be so broad that archives would be lost within it. There would also be the danger that it would duplicate the work of other bodies such as the Ancient Monuments Board and Listed Building Commission. It was agreed that the panel should focus on archaeological archives.

It was agreed that it may be appropriate for any future National Panel for Archaeological Archives to recommend whether there should also be a National Panel for Archaeology.

A discussion about the scope of the panel and whether or not industrial collections should be included was inconclusive. It was agreed that the issues would be discussed by a sub-group comprising Jane Henderson, Richard Brewer, Kate Howell and Gareth Edwards. This group will aim to produce the terms of reference for the panel for circulation ahead of the next meeting. **Action: JH** to convene the meeting.

7. Recommendations 4, 5 and 7 – standards for archaeological archive

The summary of a discussion held at the Federation's archaeology day were circulated. Jane Henderson reported that the meeting had led to a recommendation that the Federation should support the idea of a single standard. This recommendation has subsequently been approved by the Committee.

The headings and framework for a set of standards was discussed. It was agreed that this should be split into four sections dealing with Pre-excavation, excavation, post-excavation and transfer. **Action: EAW** will prepare a first draft for other members of the sub-group to work up into a document for discussion at the next meeting.

Liz Bowerman reported on her work looking at the various museum collections policies. It was agreed that she and Elizabeth Walker will meet up to discuss this further **Action LB & EAW**.

8. Recommendation 6 - review the management of the information database

This is not seen as a high priority for the Group but will continue to feature on the agenda. **Action: RJB and HM** to meet to discuss taking this recommendation forward. A report will be given at the next meeting.

9. Recommendation 1 – creation of shared archaeological resource centre(s)

Mike Houlihan reported that he has a meeting arranged with Margaret Evans, Director of the Culture Division of Welsh Assembly Government at which he will raise the issue of funding for the delivery of this recommendation. **Action: MH** to report back to the next meeting.

10. Recommendation 8 – training

The suggestion that there should be two forms of training, one to address training for the implementation of the standards and then more general training was discussed. It was agreed that the two forms of training could be linked in a day meeting with an introduction explaining each stage of the archaeological process that could be followed by an explanation of the standards. This meeting would then be applicable to both curators and contractors. **Action: EAW, JH & GHE** to develop a programme for this meeting by the end of July.

It was agreed that any further training needs for museum curators should be mapped out by the Federation and discussed further with CyMAL. **Action: FO & GHE**.

11. Any other business

Liz Bowerman reminded the Group of the time constraints for appointing a consultant for the delivery of the first year of the pilot scheme for museums. She also pointed out that funding for the second year can not be guaranteed, although CyMAL will be happy to consider an application for a second phase.

12. Date and venue of the next meeting

The next meeting will be held Monday 12th September 2pm in Cardiff.