

**Minutes of the Fourth 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
Monday 12th September 2005**

Present: Mike Houlihan, Chair (MH); Louise Austin, Welsh Archaeological Trusts (LA); Richard Brewer, NMGW (RJB); Vince Devine, Cadw (VD); Gareth Edwards, RCAHMW (GE); Mary Ellis, CyMAL (ME); Gavin Evans, Archaeological Archives Forum (GHE); 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

All members of the Delivery Group were present. Mike Houlihan welcomed Louise Austin to her first meeting.

2. The minutes of the meeting held 24th June 2005

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

3. Matters arising

No matters arose that were not on the agenda.

4. The Strategic Plan and the Action Plan

Two changes have been made to the Action Plan's recommendations 3 and 8 in the light of discussion at the previous meeting. A revised document was distributed.

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

Hilary Malaws reported that the funding proposal for the project was submitted to CyMAL in June and following a request that a few amendments were made this was resubmitted early in July. Mary Ellis reported that this has been accepted and was sent to the Minister in July for final approval but has not yet been received back. It is hoped that the signed document will be received during the next week. The delay now makes it impossible to undertake the work within the time remaining during the current financial year. Mary Ellis and Hilary Malaws will agree a revised timetable that will enable some of the work to take place in the next financial year. **Action: ME & HM** to agree a revised timetable for the project.

Frank Olding reported that Chris Delaney, Chairman of the Federation of Museums and Art Galleries of Wales has written stating that Carmarthenshire Museums will handle any money on behalf of the Federation and the Working Group for the Delivery of the Recommendations in the *What's in Store?* Report. A copy of this message has been placed on file.

Hilary Malaws reported that the Project Initiation Document and the Brief for a Consultant are now ready. When the project receives final approval advertising for a consultant can commence immediately. **Action: HM** will convene the Project Management Team as soon as bids from consultants are received.

6. Recommendation 3 – establish a national panel for archaeological archives

The sub-group formed to discuss the establishment of a national panel for archaeological archives has met and drafted a project scoping document. This was circulated at the meeting. Jane Henderson summarised the contents of the report and explained that the sub-group had agreed that the panel should cover all aspects of archaeological archives in Wales (other than monuments and historic buildings) generated by the archaeological process regardless of age.

The document will be revised in the light of a discussion about its contents. The list of organisations that might be represented on the panel will be expanded with consideration being given to adding CBA (Wales); The National Library of Wales and the Council for Independent Archaeologists. **Action: JH** to revise the document and to circulate it for signing off at the next meeting.

It was agreed that once the document is finalised the Chairman will take it to the spring meeting of the Historical Environment Group for discussion there.

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

It had not been possible to progress this matter over the summer. **Action: EAW** will prepare a first draft by the end of September for members of the sub-group to work up into a document for discussion at the next meeting.

Elizabeth Walker and CyMAL will discuss collecting areas **Action: EAW** to arrange a meeting with ME to progress this.

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

Hilary Malaws and Richard Brewer have not yet met. **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 discussed this recommendation with the Culture Division of Welsh Assembly Government and they had indicated that they wished to see any bid for money going through Cadw. Richard Brewer observed that if this was to be the case the Assembly would need to inform Cadw formally that this was to form part of their remit. In order to progress this recommendation it was agreed that a proposal should be drafted that outlines the need for this work. The document will be discussed at the next meeting with the aim that it is finalised then so that Mike Houlihan can raise it at the next meeting of the Historic Environment

Group. **Action: FO** to draft a document. Richard Brewer, Emma Plunkett-Dillon and Hilary Malaws all offered to help with this.

10. Recommendation 8 – training

This has not progressed over the summer. Frank Olding reported that he discussed training with Denise Lavis of CyMAL and that he was asked to draft a programme for a training day that she could advertise. This day could take place either during the current or the next financial year.

Kate Howell said that IFA Wales hold two training day schools a year and that she could arrange for one of these be devoted to the *What's in Store?* project.

It was agreed that there should be two elements to the training, one dealing with awareness of the archaeological process and what happens to archives once they enter museums and a second the training and awareness of the standards for archaeological archives. **Action: EAW** to convene a meeting to draft a programme for a day meeting that IFA Wales and CyMAL can advertise.

11. Any other business

11.1 Gavin Evans will be attending the next meeting of the Archaeological Archives Forum and will present a summary of the work of the Delivery Group there.

11.2 It was agreed that the minutes of Delivery Group meetings should be published once they are approved. Frank Olding offered the Federation website for this. **Action: EAW** to contact Andrew Deathe to ask him to post minutes of the meetings on the Federation's website. Information about the location of the minutes will also be made available via the CyMAL website.

It was agreed that if the minutes of the Historic Environment Group's meetings are published that the Drafting Group's minutes might be placed with these. **Action: VD** to investigate whether or not HEG minutes are published on Cadw's website.

11.3 Richard Brewer reported that the Department of Archaeology & Numismatics has commenced work to curate its long neglected archaeological records.

12. Date and venue of the next meeting

The next meeting will be held at 2pm Wednesday 16th November in the offices of the Glamorgan-Gwent Archaeological Trust in Swansea (venue is to be confirmed).