

**Minutes of the Fifth Meeting of the Working Group for the Delivery of the  
Recommendations in the *What's in Store?* Report  
held in the National Museum Cardiff and CyMAL Offices, Aberystwyth  
Wednesday 25<sup>th</sup> January 2006**

Present: Mike Houlihan, Chair (MH); Richard Brewer, Amgueddfa Cymru-National Museum Wales (RJB); Vince Devine, Cadw (VD); Gareth Edwards, RCAHMW (GE); Gavin Evans, Archaeological Archives Forum (GHE); Hilary Malaws, RCAHMW (HM); Frank Olding, Federation of Museums & Art Galleries of Wales; Phil Parkes, Cardiff Conservation (PP); Emma Plunkett-Dillon, CBA (Wales) (EP-D) and Elizabeth Walker, Amgueddfa Cymru-National Museum Wales (EAW).

1. Apologies for absence

Apologies for absence were received from Louise Austin, Mary Ellis, Jane Henderson and Kate Howell

2. The minutes of the meeting held 16<sup>th</sup> November 2005

An amendment was made correcting these to be the Minutes of the Fourth meeting.

3. Matters Arising

No matters were raised.

4. The Strategic Plan and the Action Plan

The Strategic and Action Plans will be updated and circulated following the meeting in the light of any changes that may be required. **Action: EAW.**

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

Hilary Malaws reported that good progress is being made with this project. She reported that she has sent a statement of intent to CyMAL regarding the possibility that the Working Group might apply for further funding if the results of the feasibility study suggest that this is worthwhile.

Phil Parkes reported that he has distributed questionnaires and has received 21 out of a maximum of 38 responses. He is seeking a 100% response and will telephone all outstanding respondents during the next two weeks. He may also contact some of the respondents again to obtain detail about the version of the databases that they are using. Overall his impression is that the museums are very supportive of the project and are keen to participate in the next stage. Once this information is gathered he will visit one museum with an example of each type of database to check their ability to export data. The draft report will be prepared in mid-February and he is on target to meet the end of February deadline for completion of the first draft.

Richard Brewer reported that NMW data is now available through the Archaeology Data Service and that an artefact module is being developed via Swish. This is being designed so that other Welsh museums could adopt it in the future.

#### 6. Recommendation 3 – establish a national panel for archaeology

Jane Henderson circulated a revised document in advance of the meeting. A number of minor corrections and changes were suggested. It was agreed that archaeology does not need to be defined in the document and that it is only necessary to define archaeological archive once.

The potential representation of bodies on the panel was discussed further. CyMAL would remain as observers, whilst Cadw should be full participants. Vince Devine questioned the absence of English Contractors but it was agreed that there should be a mechanism for bodies such as IFA (Wales) to feed information back to their English members. Emma Plunkett-Dillon suggested that it would be best to start the group small and if it was felt necessary to include an English representative on the group that should be decided by the Panel at a future date. **Action: EAW** to incorporate these suggestions and forward the document to JH. **Action: MH** to present this to HEG.

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

Elizabeth Walker reported that she has incorporated all the suggestions she has received into a further draft. There remain several areas where she requires input from other members of the sub-group and also a few points have arisen that need to be discussed further. She suggested convening a meeting of the sub-group to tackle these issues and to develop a business plan. **Action: EAW** to convene a meeting and to circulate the revised document to all members of the Working Group afterwards.

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

Vince Devine reported that he had enquired about circulating the minutes of the Strategic Framework for Historic Environment Records meeting to members of the working group. This will be raised at their next meeting on 14<sup>th</sup> February.

Hilary Malaws and Richard Brewer explained how the Strategic Framework forum is already exploring some of the issues raised in this recommendation. They will request that this recommendation should be added to the agenda for discussion at the next Strategic Framework meeting. It is hoped that this forum, which includes the main parties who have an interest in this issue, would take it forward. **Action: HM and RJB** to report back to the next meeting.

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

Frank Olding reported that he has circulated a document to the members of the sub-group and that he is collecting responses to it. He asked for clarification about the aims of the document. These are to draw up a paper for Welsh Assembly Government for a feasibility study making the case for funding in order to progress a feasibility study into this recommendation. **Action: FO** to develop a paper with members of the sub-group for further discussion at the next meeting.

Vince Devine offered to circulate a document on resource centres in England that he received at the Archaeological Archives Forum Meeting. **Action: VD**

10. Recommendation 8 - training

Gavin Evans reported that CyMAL have offered to run a training day in late April or early May 2006. The next stage is to draw up a programme. It was suggested that Working Group members should form the core of the speakers for the day. **Action: GHE** to draft a programme and to contact potential speakers.

11. To review the progress and function of the Working Group

Members of the Working Group were all happy with progress and with the way the Working Group is operating. It is important to ensure that members of the Historic Environment Group are also happy with the progress and function of the Group. To this end a report will be prepared for HEG outlining progress and asking for discussion about the National Panel. **Action: MH, RJB & EAW** to draw up a paper for presentation at the next HEG meeting.

12. Any other business

No matters were raised.

13. Date and venue of the next meeting

The next meeting will be held **Wednesday 22<sup>nd</sup> March at 2pm** the meeting will be by video link between the National Museum Cardiff and CyMAL offices, Aberystwyth.