










**Notes of Meeting**  
**2023 SHARP AGM held on 26/7/23**  
**At Sedgeford Village Hall (and by Zoom)**  
**List of Attendees (attached)**

Agenda Items	Resolutions	Related Papers
<p>1. Welcome</p> <p>Dr. Gareth Davies welcomed everyone to the meeting, explaining that Pam Bent had given her apologies as she had to attend a family funeral, and that he had therefore been asked to step-in to chair the meeting. Gareth explained that he had first dug for SHARP in 1998, and again in 2008, was a friend and supporter of SHARP, and had joined the Committee in 2023. He was also now the Head of Archaeology at York Archaeological Trust. He expressed his desire to get SHARP back on an ‘even keel’ following the death of its founder, Neil Faulkner, and was a supporter of ‘democratic archaeology’. Gareth stated he would provide a ‘light touch’ as Chair, but would nonetheless provide a particular focus on SHARP’s funding and overall direction.</p>		
<p>2. Background to the meeting, including discussion of the 2009 and 2018 SHARP constitutions.</p> <p>Richard Hancox explained that the SHARP Committee had been keen to explain to its members the background to this AGM, which was the first to take place since 2017. He outlined Neil Faulkner’s principles of ‘democratic archaeology’, including providing all members with voting rights and establishing a wide range of trustees on the SHARP committee. Whilst in 2018 the Committee at that time had implemented a new Constitution which had removed member voting rights, as well as the requirement for Trustees to seek reappointment at AGMs; the new Committee was keen to reinstate these democratic principles through the establishment of a new constitution, which followed closely the Charity Commission’s model constitution for an Association charity.</p>		 Background to the 2023 SHARP AGM_5tr

<p>3. Proposed Alteration to the Constitution.</p> <p>The membership was asked to consider and vote upon the following resolution: That the attached interim Constitution is adopted for SHARP (subject to Charity Commission approval). <i>Followed by a vote by those eligible. <b>NB Those eligible to formally vote on this AGM item were: Trustees, Committee Members, and the Season's team (based on the 2018 constitution)</b></i></p> <p>Sam Atkins outlined that the proposed Constitution reinstated Membership voting rights and the requirement for the election of Officers and Trustees.</p>	<p>This resolution was <b>carried</b> by those eligible to vote (21 votes for / none against)</p>	 SHARP_proposed_interim_Constitution_2023.docx
<p>4. Election of the Chair of Trustees.</p> <p>Pam Bent is retiring from their Officer role as Acting Chair, we have the following nomination for this role from <b>Gareth Davies</b> nominated by Richard Hancox.</p> <p>Seconded by: Andrea Beckham. Gareth Davies was duly elected as a Trustee and the Chair of SHARP</p>	<p>Resolution <b>carried</b> (28 votes for / none against)</p>	 SHARP_2023_AGM_-_Nomination_of_Officer.docx
<p>5. Outline of Sharp activity and achievements 2022/23 and to date</p> <p>Gareth Davies related how the 2022 had been a season of soaring temperatures; added to which SHARP had been badly hit by the death of Neil Faulkner, its founder, whose memorial event had been very well attended. Nonetheless there had been a number of significant achievements. These included: outreach visits from home-schooled children and Brownies; tours for Friends of SHARP, NW Norfolk History Society, Fenland Archaeological Society, and Andante groups; working alongside the 'King's Lynn under Siege' project; an archaeological festival which raised over £700; and building relationships with local people, including inviting local bands to provide entertainment.</p> <p>This season's highlights to date included: trialling solar energy; increasing local connections through more home-schooling and school groups; even more tours, including U3A, Wells Discussion Group, etc.; new connections including the Restoration Trust, Pit Stop, and the Hunstanton Heritage Centre; and better connections with the local pub in Sedgeford and with local people.</p> <p>Gareth explained that he saw this year as a turning point for SHARP; with future planned actions including: consultation with members, locals in Sedgeford; the wider community and groups which could benefit from SHARP (such as the Restoration Trust, etc.); more experimentation with 'green technology' to make SHARP more sustainable.</p> <p>To end on a highly positive note, Gareth also mentioned that this year's Festival had proved to be extremely popular, thanks in no small part to the huge publicity effort by Ann Smith and</p>		

<p>others, raising over £1,300, and generating highly positive feedback to the credit of SHARP.</p>		
<p>6. SHARP Financial Report and Accounts, and Auditor's report for 2022/23</p> <p>Sam Atkins explained that she was standing in for Pam Bent to discuss this agenda item. The financial report provided by Pam showed income of £47,114 and expenditure of £46,582 therefore representing a small profit of £532.</p> <p>Julia Paul asked what period was covered by the financial statement. Sam explained she didn't have this information; although Graham Davies noted that the Charity Commission requires accounts for the year to 1<sup>st</sup> March each year.</p> <p>Geoffrey Bovingdon asked whether the £532 profit was all that was in the bank. Sam said that she was unable to answer that question currently.</p> <p>Both Geoffrey Bovingdon and Julia Paul suggested that they would normally expect to see a balance sheet and Auditor's report. Sam explained that she had not received these. However, she was planning to load all SHARP's financial data onto Quickbooks financial software programme; and would expect to provide a full set of audited accounts next year.</p>		 <p>SHARP_Operating_S ummary_2022_-_202.</p>
<p>7. SHARP Plans for archaeology / post-excavation in 2023/24 and beyond.</p> <p>Ellie Blakelock set out the current position regarding the 2023 digging season, including: further surprises at the Maltings site, with the area around Kiln 5 more complex than earlier thought, the kiln 4 excavation going well, and further work on kilns 2 and the steeping tank; Boneyard evaluation was underway to establish whether the skeleton under the finds hut was isolated or represented a continuation of the cemetery; and the trench in the woods would be recorded and closed.</p> <p>Going forward, Ellie noted that Neil's original concept was that SHARP should facilitate any research proposed. Ellie explained that she would like to return SHARP to a system where members can become more involved in research aims and excavation decisions. However, she explained that not all decisions can be made by individuals, as there are many considerations beside the desire just to dig or find 'treasure'. SHARP has a responsibility to excavate properly, including establishing relationships and contexts, recording fully everything we excavate and ensuring SHARP has an information archive; and finally, ensuring that the archaeology is published. Each excavation has many considerations, including: finance (e.g., hire of plant, etc.); logistics; the requirement for a sensible director who is able to dedicate their full attention to their trench; a team of skilled supervisors who are knowledgeable about SHARP excavation methods and recording techniques <i>before</i> a spade goes in the ground; as well as a post-excavation team and publication team – as SHARP must have the time and financial ability to process the results. There must also be a considered research question, which also takes account of wider frameworks. Therefore the trustees are creating a working group consisting of</p>		

<p>experienced directors of trenches at SHARP, plus expertise from our post-excavation and publication teams. This group will consider written research proposals from the team and SHARP members, and SHARP will finalise these where possible, bearing in mind the aforementioned considerations. Ellie noted her hope that the membership would be reassured by the proposed arrangements, which will be reviewed further as we go forward.</p> <p>Ellie stated that the proposed areas for excavation next year include: the malting site and 'King's Lynn under siege'; but hoped that other suggestions could be included in the 2024 plans.</p> <p>Gina Brown queried the security of tenure of the estate. Ellie confirmed that SHARP needed to discuss the license, as this was currently with Neil Faulkner; however the estate were happy with this situation for the time being.</p> <p>Joe Ogden asked whether there would be guidance for those wishing to put forward proposals. Ellie replied that yes, this guidance will be developed by the proposed working group.</p> <p>Geoffrey Bovingdon suggested that catering at SHARP could cease, in order to save costs. Ellie responded that all ideas would be considered, but that we may lose bookings if no food is provided on site. Additionally, the fees should recover the cost of catering; which yet remain relatively low.</p> <p>Stuart Calow suggested that the Roman site would be ideal for teaching, and would potentially encourage more volunteers. Ellie noted that this option is under active consideration.</p> <p>Eve Richardson queried the role of SHARP Directors. Ellie noted that Directors were part of the old constitution, but had no place in the new one.</p>		
<p>8. Consultation on becoming a Charitable Incorporated Organisation (CIO)</p> <p>Richard Hancox briefly outlined the options for charity structures, noting those relevant for charities with a membership. He also drew attention to models which have a corporate structure, limiting liability for trustees and thereby encouraging more members to come forward as potential Trustees, such as Charitable Incorporated Organisations and Charitable Companies; although the latter would seem to have excessive reporting requirements (including registration with Company's House, etc.) for such a relatively small organisation. Richard noted that the Committee had considered taking a proposal to become a CIO to this AGM, but felt it would not provide sufficient opportunity for full consultation, therefore an interim model for an Association charity had been proposed to the membership (per agenda item 3, above); and the move to CIO would be consulted on with a view to take a further resolution to members via an EGM in the winter 2023/Spring 2023. This would enable full member consideration of issues such as imposing limits to the tenure of roles for officers and trustees to ensure that SHARP keeps progressing forward.</p>		 <p>Choosing_a_Structure_-_CIO_explainer.doc</p>  <p>Options_and_proposed_timeline_for_movi</p>

Julia Paul noted that the relationship of the estate with a CIO would provide the desired longevity.		
<p>9. Appointment of charity <i>Trustees and Officers</i></p> <p>Gareth Davies reiterated the six key duties of Trustees, as set out in the attached paper.</p> <p>The following resolutions for Trustees and Officers were put to the membership:</p>		 The_six_duties_of_Trustees_-_explainer_Financ
<p>Pam Bent is retiring from their Officer role as Treasurer, we have the following nomination for this role from <b>Sam Atkins</b> nominated by Ellie Blakelock.</p> <p>Seconded by: Tiggy Harris. Sam Atkins was duly elected as a Trustee and the Treasurer of SHARP</p>	Resolution <b>carried</b> (25 votes for / none against)	
<p>Yvonne Bolton-Smith is retiring from their Officer role as Secretary, we have the following nomination for this role from <b>Richard Hancox</b> nominated by Steve Horn.</p> <p>Seconded by: Ellie Blakelock. Richard Hancox was duly elected as a Trustee and the Secretary of SHARP</p>	Resolution <b>carried</b> (29 votes for / none against)	
<p>10. Appointment of charity <i>Trustees</i></p> <p>The following resolutions for Trustees were put to the membership:</p>		
<p><b>Ellie Blakelock</b> is standing down, but is eligible for re-election in this role and has been nominated by Sam Atkins.</p> <p>Seconded by: Eleanor Lees. Ellie Blakelock was duly elected as a Trustee of SHARP</p>	Resolution <b>carried</b> (29 votes for / none against)	
<p><b>Yvonne Bolton-Smith</b> is standing down, but is eligible for re-election in this role and has been nominated by Ann Smith.</p> <p>Seconded by: Geoffrey Bovingdon Yvonne Bolton-Smith was duly elected as a Trustee of SHARP</p>	Resolution <b>carried</b> (29 votes for / none against)	
<p><b>Terry Baxter</b> is eligible for election in this role and has been nominated by Richard Hancox.</p> <p>Seconded by: Joe Ogden. Terry Baxter was duly elected as a Trustee of SHARP</p>	Resolution <b>carried</b> (29 votes for / none against)	
<p><b>Daniel Cockling</b> is eligible for election in this role and has been nominated by Ellie Blakelock.</p> <p>Seconded by: Lucy Koster. Daniel Cockling was duly elected as a Trustee of SHARP</p>	Resolution <b>carried</b> (29 votes for / none against)	
<p><b>Tiggy Harris</b> is eligible for election in this role and has been nominated by Lucy Harris.</p> <p>Seconded by: Emily Cartwright. Tiggy Harris was duly elected as a Trustee of SHARP</p>	Resolution <b>carried</b> (29 votes for / none against)	
<p><b>Steve Horn</b> is eligible for election in this role and has been nominated by Richard Hancox.</p> <p>Seconded by: Daniel Cockling. Steve Horn was duly elected as a Trustee of SHARP</p>	Resolution <b>carried</b> (31 votes for / none against)	
<p><b>Owen Morgan</b> is eligible for election in this role and has been nominated by Richard Hancox.</p>	Resolution <b>carried</b> (30	

Seconded by: Steve Horn. Owen Morgan was duly elected as a Trustee of SHARP	votes for / none against)	
<p>11. Appointment of other <i>Committee Members</i></p> <p>Gareth Davies explained that although there was no formal requirement for other Committee members, acting in an advisory role to the Committee, to be elected; they had all nonetheless expressed a desire to be supported by the membership. The following resolutions for Committee Members were put to the membership:</p>		
<p><b>Ann Smith</b> is standing down but is eligible for re-election in this role and has been nominated by Anj Beckham.</p> <p>Seconded by: Naomi Payne. Ann Smith was duly elected as a Committee Member of SHARP</p>	Resolution <b>carried</b> (32 votes for / none against)	
<p><b>Andrea Beckham</b> is standing down but is eligible for re-election in this role and has been nominated by Richard Hancox.</p> <p>Seconded by: Ray Wright. Andrea Beckham was duly elected as a Committee Member of SHARP</p>	Resolution <b>carried</b> (31 votes for / none against)	
<p><b>Sophie Beckett</b> is standing down but is eligible for re-election in this role and has been nominated by Hannah Gibbs.</p> <p>Seconded by: Cathy Wright. Sophie Beckett was duly elected as a Committee Member of SHARP</p>	Resolution <b>carried</b> (30 votes for / none against)	
<p><b>Hannah Gibbs</b> is standing down but is eligible for re-election in this role and has been nominated by Sophie Beckett</p> <p>Seconded by: Bill Howard. Hannah Gibbs was duly elected as a Committee Member of SHARP</p>	Resolution <b>carried</b> (29 votes for / none against)	
<p><b>Bill Howard</b> is standing down but is eligible for re-election in this role and has been nominated by Ann Smith.</p> <p>Seconded by: Gina Brown. Bill Howard was duly elected as a Committee Member of SHARP</p>	Resolution <b>carried</b> (31 votes for / none against)	
<p><b>Kali Saint</b> is standing down but is eligible for re-election in this role and has been nominated by Owen Morgan.</p> <p>Seconded by: Tiggy Harris. Kali Saint was duly elected as a Committee Member of SHARP</p>	Resolution <b>carried</b> (26 votes for / none against)	
There had been no further nominations for Trustees from the membership		
<p>12. Members' proposed resolutions</p> <p>There had been no further resolutions proposed by the membership</p>		
<p>13. Any Other Business</p> <p>Gina Brown asked if there were any plans to replace the John Hensby fund. Ellie Blakelock confirmed that three volunteers had benefitted from the fund this year; and that it was the intention of the Committee to rebuild the fund next year. Ellie also noted the plan to add a plaque to one of the memorial benches dedicated to John Hensby.</p>		

<p>Eve Richardson asked the reason why there had been a change of personnel at SHARP, with some people leaving and some of the 'older faces' re-appearing. Gareth Davies noted that indeed a number of people had left SHARP and other had returned, and offered to speak to Eve 'one on one'.</p>		
<p>13.1 Vote of thanks to Pam Bent, Yvonne Bolton Smith and Tom Cross. Pam is standing down as Acting Chair and long-standing Treasurer for SHARP as well as Trustee; Yvonne Bolton-Smith is standing down from her role as Secretary of SHARP; and Tom Cross is standing down as a member of the SHARP Committee.</p> <p>Gareth requested a vote of thanks for Pam, Yvonne and Tom, who were all accorded a round of applause from those present for their past services to SHARP.</p>		

By order of the Board of charity trustees

Richard Hancox  
Acting Secretary

**List of Attendees:**