

## **Norfolk Records Committee**

**Minutes of the Meeting held at King's Lynn Borough Archive on 1<sup>st</sup> July 2016**

### **Present:**

#### **Norfolk County Council**

Mrs J Brociek-Coulton  
Michael Chenery of Horsbrugh  
Mr P Smyth

#### **South Norfolk District Council**

Dr C J Kemp

#### **Borough Council of King's Lynn and West Norfolk**

Mrs E A Nockolds

#### **Breckland Council**

Mr P Duigan

### **Non-Voting Members**

#### **Co-Opted Member**

Mr M R Begley  
Prof C Rawcliffe  
Prof R Wilson

#### **Representative of the Norwich Record Society**

Dr G A Metters

#### **Observer**

Dr V Morgan

### **1 Election of Chairman**

- 1.1 Christopher Kemp was elected as Chairman for the forthcoming year.

### **2 Election of Vice-Chairman**

- 2.1 *# It was agreed that this minute be amended and was corrected at the committee meeting on 28 October 2016. Please view the minutes of that meeting in order to note the correction made.*

# Michael Horsbrugh was elected as Vice-Chairman for the forthcoming year. #

### **3 To receive apologies and details of any substitute members attending**

- 3.1 Apologies were received from Mr D Bradford, Mr D Buck, Mrs A Claussen-Reynolds, Mr R Jewson, Mr D Raby, Revd C Read, Ms K Robinson Payne, and Ms V Thomas.

## 4 Minutes

- 4.1 The minutes of the meeting held on 22<sup>nd</sup> April 2016 were **AGREED** by panel as an accurate record and signed by Chairman **subject to an amendment** to mention Tom Townsend by name in paragraph 6.5.

## 5 Items of Urgent Business

- 5.1 None were declared.
- 5.2 During this item, a query was raised as to whether the co-option of members should be included as an item on the agenda; it was clarified that this is on schedule to be included on the agenda for the next Committee meeting.

## 6 Declaration of Interests

- 6.1 None declared.

## 7 Finance and Risk Report

- 7.1 The Committee received the report by the Executive Director of Community and Environmental Services which covered the final financial position and risk management for the Norfolk Records Committee in 2015/16 as at 31st March 2016.
- 7.2.1 Through discussion the following points were raised:
- 7.2.2 A query was raised regarding the ability to meet the next target income generation increase; the County Archivist gave information on steps being taken to secure income through talks with family history websites over licensing deals which would provide an annual payment funding stream.
- 7.2.3 The committee queried whether Lottery grants had been considered as a source of income. The County Archivist confirmed that the Norfolk Record Office was a partner in many bids which were being submitted which would act as a source of funding if successful, and gave information on these.
- 7.2.4 A query was raised regarding the impact of Brexit on the financial situation for the Norfolk Record Office. After discussion it was clarified that there were not thought to be any risks to the Norfolk Record Office and therefore nothing to be included on the Norfolk Record Office risk register.
- 7.3 The Committee:
- **considered** the performance with the revenue budget and reserves and provisions for 2015/16

- **considered** the management of risk for 2015/16
- **noted** the proposed budget savings for 2016/17 and beyond

## 8 Government Policy on Archives

8.1 The Committee received the report by the Executive Director of Community and Environmental Services giving background information on the development of a new Government policy on archives by The National Archives.

8.2.1 Through discussion the following points were raised:

8.2.2 The County Archivist clarified that the identified skills gap, which could be developed further to benefit the Archive service, was taking advantage of modern technology and use of data for discovery of archives.

8.2.3 A discussion was held about the loss of skilled Latinists in the field due to changes in training and requirements for archivists, and how this could be addressed. A point was raised regarding the importance of other skills such as the management of physical forms of documents, palaeography, Law French and Middle English as well as Latin. The Committee asked the County Archivist to monitor this situation to ensure ongoing access to the records.

8.2.4 A discussion was held regarding online Archive data; the data was available but needs to be in a more accessible format; National Archives are leading on the consultation of the new policy.

8.3 The Committee **NOTED** the report and supported the County Archivist in his outreach work.

## 9 The Norfolk Archives and Heritage Development Foundation

9.1 The Committee received the report by the Executive Director for Community and Environmental Services giving information on the Norfolk Archives and Heritage Development Foundation, known as NORAH, and the next steps, now that it had been registered by the Charity Commission.

9.2.1 Through discussion the following points were raised:

9.2.2 The County Archivist clarified that this is a separate entity from the Norfolk Record Office, with its own constitution and charitable object.

9.2.3 A discussion was held over the membership of NORAH's committee; it was agreed that it would be beneficial to co-opt a limited number of Norfolk County Council Local Authority representatives. The trustees would have limited liability because of the structure of the charity. The Chairman of Norfolk Record Office was an ex-officio member of 'NORAH'.

9.2.4

It was clarified that the membership could be extended outside of Norfolk. The Chairman asked for suggestions of potential trustees to be passed on to the

9.2.5 County Archivist for consideration.

There was a suggestion to ask the Head of Customer Services whether NORAH's website could be included on the Norfolk County Council directory and District

9.2.6 Council websites.

The County Archivist planned to look into a 'secretary of trustee's' role for

9.3.1 Jonathon Draper and whether/how this would occur.

9.3.2 The Committee RESOLVED to:

9.3.3 **NOTE** the report

**REQUEST** further updates be brought to future meetings, and to be informed of the final membership of the charity. The annual fundraising strategy would be

9.3.4 brought to Norfolk Records Committee each year

AGREE that the Chairman write a letter of appreciation to the Senior Archivist, Freda Wilkins-Jones.

#### **Future Meetings**

28th October 2016	10.30	Green Room, NRO, Archive Centre
13th January 2017	10.30	Green Room, NRO, Archive Centre

The meeting ended at 11.40

**Christopher Kemp, Chairman of the Committee**



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