

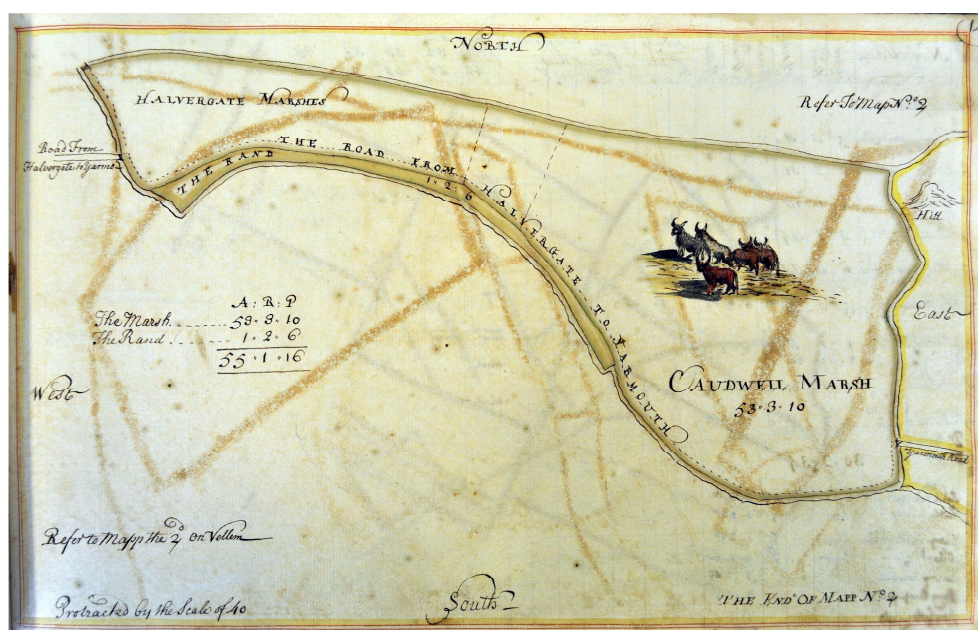
# NORFOLK RECORDS COMMITTEE

Date: Friday 22 November 2013  
Time: 10.30am  
Venue: The Green Room, The Archive Centre  
County Hall, Martineau Lane, Norwich

## Please Note:

Arrangements have been made for committee members to park on the county hall front car park (upon production of the agenda to the car park attendant) provided space is available.

**Persons attending the meeting are requested to turn off mobile phones.**



## **Map of Halvergate Marshes by James Corbridge, 1731**

From a book of surveys of the estates of Miles Branthwayt of Hethel, made by James Corbridge the year after his newly surveyed county map of Norfolk was published by subscription. This book of estate surveys is part of the huge Francis Horner Memorial Archive, currently being catalogued at the NRO.

NRO, ACC 1997/203.

## **Membership**

|                              |  |
|------------------------------|--|
| Mr J W Bracey                | Broadland District Council<br>Substitute: Mr D Buck            |
| Mr D Bradford                | Norwich City Council   |
| Ms D Carlo                   | Norwich City Council   |
| Mrs A Claussen-Reynolds      | North Norfolk District Council                                 |
| Michael Chenery of Horsbrugh | Norfolk County Council<br>Substitute: Mr B Iles                |
| Ms D Gihawi                  | Norfolk County Council<br>Substitute: Mr M Sands               |
| Dr C J Kemp                  | South Norfolk District Council<br>Substitute: Mr T Blowfield   |
| Mr R Kybird                  | Breckland District Council<br>Substitute: Cllr M Chapman-Allen |
| Mrs E A Nockolds             | King's Lynn and West Norfolk Borough<br>Council                |
| Ms K S Robinson-Payne        | Great Yarmouth Borough Council                                 |
| Mr P Smyth                   | Norfolk County Council<br>Substitute: TBC                      |
| Ms V Thomas                  | Norwich City Council   |

## **Non-Voting Members**

|                   |   |
|-------------------|---|
| Mr M R Begley     | Co-opted Member                                 |
| Mr R Jewson       | <i>Custos Rotulorum</i>                         |
| Dr G A Metters    | Representative of the Norfolk Record<br>Society |
| Dr V Morgan       | Observer  |
| Prof. C Rawcliffe | Co-opted Member                                 |
| Revd C Read       | Representative of the Bishop of Norwich         |
| Prof. R Wilson    | Co-opted Member                                 |

## **Non-Voting Cabinet Member**

|                 |                                       |
|-----------------|---------------------------------------|
| Mrs M Wilkinson | Norfolk County Council<br>Communities |
|-----------------|---------------------------------------|

**For further details and general enquiries about this Agenda  
please contact the Committee Officer:**

Sonya Blythe on 01603 223029  
or email [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)

## **A g e n d a**

1. **To receive apologies and details of any substitute members attending.**

2. **Minutes**

**(Page 5)**

To confirm the minutes of the meeting of the Norfolk Records Committee held on 28 June 2013.

3. **Matters of Urgent Business**

4. **Members to Declare any Interests**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

5. **Norfolk Record Office Performance Report 1 April–30 September 2013**

**(Page 11)**

Report by the County Archivist

6. **Norfolk Record Office Finance and Risk Report 2013/14**

**(Page 51)**

Report by the County Archivist

7. **Service and Budget Planning 2014-17 for Norfolk Record**

**(Page 57)**

## Office

Report by the County Archivist

### 8. **Changes to the Norfolk Record Office Opening Hours** (Page 65)

Report by the County Archivist

### 9 **Norfolk Record Office Branding** (Page 73)

Report by the County Archivist

### 10. **Exclusion of the Public**

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### 11. **Minutes** (Page 77)

To confirm the EXEMPT minutes of the meeting of the Norfolk Records Committee held on 28 June 2013.

### 12. **Future Meetings**

| Date                    | Time    | Venue                          |
|-------------------------|---------|--------------------------------|
| Friday 3 January 2014   | 10:30am | The Green Room, Archive Centre |
| Monday 28 April 2014    | 10:30am | The Green Room, Archive Centre |
| Friday 27 June 2014     | 10:30am | The Green Room, Archive Centre |
| Friday 28 November 2014 | 10:30am | The Green Room, Archive Centre |

**Chris Walton**  
**Head of Democratic Services**  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH

Date Agenda Published: 14 November 2013



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## Norfolk Records Committee

### Minutes of the Meeting held on 28 June 2013

#### **Present:**

##### **Norfolk County Council**

Michael Chenery of Horsbrugh  
Mr P Smyth  
Mrs D Gihawi

##### **Broadland District Council**

Mr D Buck

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

Mrs E Nockolds

##### **Great Yarmouth Borough Council**

Mrs K Robinson-Payne

##### **Norwich City Council**

Ms D Carlo

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

Dr C J Kemp

#### **Non-Voting Members**

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

Mr M Begley  
Professor C Rawcliffe  
Professor R Wilson

##### **Representative of the Norfolk Record Society**

Dr G A Metters

#### **1 Election of Chairman**

- 1.1 Dr Kemp was elected as Chairman for the ensuing year.

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

- 2.1 Michael Chenery of Horsbrugh was elected as Vice Chairman for the ensuing year.

#### **3. Apologies for Absence**

- 3.1 Apologies for absence were received from Mr J Bracey, Mrs A Claussen–Reynolds, Mr R Kybird, Mrs M Chapman-Allen, Ms V Thomas, Mr R Jewson and Dr V Morgan.

#### **4. Minutes**

- 4.1 The minutes of the meeting held on 26 April 2013 were confirmed as an accurate record of the meeting subject to the following amendment:-

Professor Wilson to be added to the list of apologies.

The spelling of Custos Rotulorum to be corrected.

#### **5. Matters of Urgent Business**

- 5.1 The Chairman thanked Members for their contributions towards buying a leaving

gift for the former County Archivist.

- 5.2 The Chairman welcomed new Members to the Committee.

## **6. Members to Declare any Interests**

- 6.1 Mr Buck declared an Other interest in item 11 as his PhD would involve studying the records held at the King's Lynn Borough Archives.

## **7. Appointment of Co-Opted Members and Observer**

- 7.1 The report (item 7) by the Head of Democratic Services was received. The Constitution of the Norfolk Records Committee provided for the co-option of three Co-opted Members and one Observer Member. Members were asked to make these appointments for the coming year.

### **RESOLVED**

- 7.2 That the Committee re-appoint Mr M R Begley, Prof C Rawcliffe and Professor R Wilson as Co-opted Members and Dr V Morgan as Observer Member for the period 2013-2014.

## **8. Norfolk Records Urgent Business Sub-Committee**

- 8.1 The report (item 8) by the Head of Democratic Services was received. The Norfolk Records Committee was asked to appoint Members to the sub-committee to exercise all of the power of the main Committee when a matter was urgent.

### **RESOLVED**

- 8.2 To appoint Dr Kemp, Michael Chenery of Horsbrugh, Mrs Nockolds and Mr Smyth to serve on the Sub-Committee.

## **9. Norfolk Record Office – Performance and Budget Report 2012/13**

- 9.1 The Norfolk Record Office Performance and Budget report 2012/13 (item 9) by the County Archivist was received. The report provided information on performance against service plans and budget out-turn information for 2012/13.

- 9.2 During the ensuing discussion the following points were noted:-

- The 2012/13 revenue budget had broken even at the end of March 2013. There would have been a slight underspend but the funding had been transferred to support the implementation of the Information Management Shared Service. The capital programme had completed two capital projects - £0.007m for inverters for fan speed control and £0.008m for CCTV system upgrade.
- The Finance and Business Support Manager would provide a breakdown of the energy costs of The Archive centre on his next report.
- Staffing reductions savings of £0.045m would be made in 2013/14. Some of this had already been achieved by means of careful vacancy monitoring. The impact of the vacancies had had minimal impact on service users so

far, but there were concerns that it could start to affect the service offered to the public. The new County Archivist would commence his new role in August 2013; until then the work had been absorbed by the existing team of archivists.

- Members congratulated staff for completing all of the conservation work required on documents identified as having been damaged in the aftermath of the Norwich Library fire in 1994.

**RESOLVED that:-**

- 9.3
- The performance with the 2012/13 service plans be noted
  - The performance with the revenue budget and reserves and provisions for 2012/13 be noted.

**10 Norfolk Records Committee: Annual Accounting Statements 2012/12**

- 10.1 The Norfolk Records Committee Annual Accounting Statements 2012/13 (item 10) by the Head of Finance was received. The report introduced the annual return which was required by the Accounts and Audit (England).

- 10.2 During the ensuing discussion the following points were noted:-

- The annual return had been completed in line with accounting and audit regulations.
- The Committee had received regular financial updates throughout the year. A financial audit in 2010/11 had shown that good financial regulations were in place, and no changes had been made to the systems since that date.

**RESOLVED that:-**

- The accounting statements be approved
- The annual governance statement be approved
- The annual internal audit report be noted.

**11 King's Lynn Borough Archives and King's Lynn Town Hall Project**

- 11.1 The King's Lynn Borough Archives and King's Lynn Town Hall Project report (item 11) by the Principal Archivist was received. The report outlined the current status of King's Lynn Borough Archives and summarised the efforts made over recent years to improve the archive facilities. It also described proposals which were currently being developed as part of a "Stories of Lynn" project.

- 11.2 During the ensuing discussion the following points were noted:-

- The Principal Archivist was based in the King's Lynn Borough Archives one day per week.
- The centre was only open for 5 hours per week and so received limited visitors. At the moment it would not be possible to open for longer hours due to both lack of funding and a shortage of archivists to provide cover. It was acknowledged that the Borough Archives might be used more if it had

longer opening hours, but that many of the key series of records there were microfilmed and available in The Archive Centre in Norwich.

- There were events planned in the King's Lynn Town Hall in August – details of these would be circulated.
- Thanks were passed to the Principal Archivist and the former County Archivist for the amount of work which they had put into the King's Lynn Borough Archives, and Members noted that without their assistance the facility would not be open for one day a week.
- Heritage Lottery funding had been applied for in order to carry out works in the Town Hall, including the Borough Archives, which would move to a newly converted part of the Town Hall complex. The application has passed stage 1. If it were successful at Stage 2, these works would be completed by 2015. Currently there would be a £600k shortfall between the funding and the full project costs of £2.3m. The responsibility on closing the funding gap would belong to the Borough Council.
- The new building would be multi-purpose. In terms of conditions for an archive facility this would not be as ideal as a dedicated archive building, but it would still be possible to carry out a good conversion.
- If the new archive facility came to fruition the Borough Council of King's Lynn and West Norfolk had indicated that they may offer support in order to extend the opening hours.
- It was not accepted practice to bring archives from King's Lynn to Norwich as the documents would be at risk of damage in transit.

## **RESOLVED**

11.3 To endorse the report.

## **12. Exclusion of the Public**

12.1 The Committee was asked to consider excluding the public from the meeting under Section 100A of the Local Government Act 1972 for consideration of the item below, on the grounds it involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

## **RESOLVED**

12.2 That the public be excluded from the following item.

## **13. Exempt Minutes**

The exempt minute was discussed and agreed.

## **13. Future Meetings**

| Date | Time | Venue |
|------|------|-------|
|------|------|-------|



|                         |         |                                |
|-------------------------|---------|--------------------------------|
| Friday 22 November 2013 | 10:30am | The Green Room, Archive Centre |
| Friday 3 January 2014   | 10.30am | The Green Room, Archive Centre |

The meeting concluded at 11:45am.

**Dr C. J. Kemp, Chairman of the Committee**



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**Norfolk Record Office**

**Performance Report 1 April–30 September 2013**

**A report by the County Archivist**

**Executive Summary**

This report provides information on the activities of the Norfolk Record Office (NRO) showing performance against the service plan.

The main issue for consideration by this Committee is that:

- The Norfolk Record Office continues progress towards targets set by its 2013/14 service plan

**Action Required**

The Norfolk Records Committee is asked to

- Note the contents of this report and comment upon it
- Consider performance against the 2013/14 service plan

**1. Performance against Service Plan**

**1.1 Introduction**

1.1.1 This report uses the Norfolk Record Office service plan headings to show the work carried out during the period 1 April to 30 September 2013.

1.1.2 Many of the items detailed in this report have an impact on more than one of the service objectives. However, they are only detailed under the Service Objective where they are considered to have had the greatest impact.

1.1.3 This report uses the term ‘the Collection’ to refer the whole of the archival holdings of the Norfolk Record Office.

## **1.2 Service Objective: Engage with local people and groups to develop community support activities and resources**

1.2.1 This section deals with activities in which the NRO has worked with groups of people to help and encourage them to use archives to find out more about the past. The NRO achieves this by:

### Public Engagement Activities

1.2.2 The NRO took part in seven public engagement activities attended by 3,696 people. These were:

- The Great Yarmouth Maritime Festival (two days)
- 'Crack the Crime' at King's Lynn Town Hall
- 'A Medieval Experience' at King's Lynn Town Hall
- The Norwich Refugee Camp
- Pensions Forum (two days)

1.2.3 The Norwich Refugee Camp took place outside the Forum as part of National Refugee Week. This was aimed at promoting an understanding of how refugees have contributed to society and why people seek sanctuary. Further to this the NRO held Primary school workshops on the Friday and activities for the general public on the Saturday. The activities included a timeline of refugees who came into Norfolk during the past 500 years and a game which encouraged children to find out what refugees have brought to England over the years.

1.2.4 In addition, a film was created, looking at the history of the Strangers in Norfolk. This was shown on the large screen at Fusion in the week leading up to Refugee Week and was also made available on YouTube. It was viewed over 100 times within the first month. Staff also ran a children's after-school activity jointly with the Red Cross. The activity involved paper weaving and creating your own refugee camp, and was attended by 17 children and parents.

### Supporting groups and individuals working on oral history projects

1.2.5 Jonathan Draper, Senior Archivist (Sound Archive) provided support to several groups and individuals who are carrying out, or planning, oral history projects. These have included the Islam in Norfolk project, UEA's project on the Cold War in East Anglia, the Eighth in the East Project, Hickling Oral History group, the Jarrold family and Sophia Hankinson, who is interviewing Rachel Young about various matters, including the establishment of the Workers' Educational Association (WEA) in Norwich.

1.2.6 The training received at the NRO enables the groups and individual to carry out oral history interviews, digital sound editing, file management and, where required, funding applications. The NRO also lends recording equipment and a listening post which allows sound recordings to be accessed as part of an exhibition.

### Exhibitions

1.2.7 Three exhibitions have been shown in the Long Gallery during the past six months. Norfolk Record Office: Norfolk's House of History, an exhibition to celebrate the

fiftieth anniversary of the county's archive, continued until 1 May and was replaced by The Story of Norfolk's Parish Registers. In mid-July, The Watling Way, an exhibition in celebration of the centenary of Geoffrey Watling's birth, supported by the Geoffrey Watling Charity, was opened by the Lord Mayor of Norwich. Online versions of all three exhibitions remain accessible on the NRO's website.

- 1.2.8 Exhibitions were provided for special events at the parish churches of Aldborough, Costessey, North Elmham, Guestwick, Loddon, Rockland St Peter, Whissonsett and Worthing, and were seen by about 1,500 people. Images of documents were supplied as part of the Norwich Cathedral Library Centenary exhibition in the Hostry during April and May and at a Geoffrey Watling 100th celebration at the Theatre Royal, Norwich, in April.
- 1.2.9 Throughout the period, a reduced version of the NRO's King's Lynn and the Hanse exhibition has been on show in the Hanse House.

### 1.3 Provide consistently high levels of customer service across the Council.

- 1.3.1 Access to the Collection is fundamental to the NRO's achieving many of its service objectives. The principal means by which the public access the Collection is through the searchrooms in the Archive Centre, the King's Lynn Borough Archive, and the Norfolk Heritage Centre at the Norfolk and Norwich Millennium Library. Access to some documents is also available online; this will be an area for further development in the near future. For those unable to visit the service, an alternative means of access is provided by the NRO's paid search service.
- 1.3.2 The NRO also supports access in numerous ways. For those visiting the service, the support of staff is essential if they are to get the most out of their time at the NRO. Although all visitors benefit from this support, it is of particular importance to new users. Support is also provided through the enquiry service, by mounting information on the NRO website and through the online catalogue, NROCAT.

| Norfolk Record Office:      | Researcher Visits | Paid Searches |              | Written Enquiries | Telephone Enquiries | Documents Produced |
|-----------------------------|-------------------|---------------|--------------|-------------------|---------------------|--------------------|
|                             |                   | No            | Hours        |                   |                     |                    |
| The Archive Centre          | 3,396<br>(3,427)  | 55<br>(70)    | 44.5<br>(33) | 2,471<br>(2,505)  | 1,803<br>(1,901)    | 9,175<br>(8,515)   |
| King's Lynn Borough Archive | 97 (77)           | 0             | 0            | 3 (1)             | 16 (14)             | 481 (278)          |
| Norfolk Heritage Centre     | Not recorded      | 0             | 0            | 63                | Not recorded        | Not applicable     |
| <b>Total</b>                | 3,493<br>(3,504)  | 55<br>(70)    | 44.5<br>(33) | 2,537             | 1,819<br>(1,915)    | 9,656<br>(8,793)   |

Same period in 2012 in brackets

### 1.3.3 Copying services:

|                          | <b>Orders</b> | <b>Items</b>               |
|--------------------------|---------------|----------------------------|
| Photocopies              | 139 (158)     | 970 (831) copies           |
| Printouts from Microform | 213 (194)     | 1162 (837) copies          |
| Self-Service Cards       | 181 (211)     |                            |
| Photography Permits      | 235 (211)     |                            |
| Digital Photographs      | 68 (62)       | 452 (1,759)<br>photographs |
| Duplicate Microfilms     | 11 (9)        | 43 (60) films              |
| Duplicate Microfiche     | 6 (6)         | 48 (40)                    |
| Microfilming             | 1 (0)         | 42 rames                   |

- 1.3.4 The largest single digital photography order was for depositions relating to 'The Great Blow' of 1648. Five of the reels were requested by an economics professor at Senshu University in Japan and comprised King's Lynn burgess rolls (electoral registers) covering the period 1835-1901. A further six reels, containing deposition books for the years 1589-1615 and 1616-1723, were ordered by an associate professor at Princeton University, USA.

### 1.3.5 Web Access:

|                          | <b>Visits</b>   | <b>Pages Viewed</b> |
|--------------------------|-----------------|---------------------|
| NRO Website              | 32,982 (34,161) | 102,744 (187,153)   |
| NROCAT                   | 19,798 (19,511) | 341,894 (327,073)   |
| Norfolk Women in History | 3,092           |                     |

- 1.3.6 The Norfolk Women in History website ([www.norfolkwomeninhistory.com](http://www.norfolkwomeninhistory.com)) is an on-going project developed by the Norfolk Record Office, Norfolk Library and Information Service and Norfolk Museums and Archaeology Service to promote and celebrate the role Norfolk women have played in the history of our county and beyond. The website is being used for the Professional Production element of the Film, Television and Media Studies course at the UEA.
- 1.3.7 Some of the outcomes of research using the Collection are demonstrated by their use in publications. A list of these is included as appendix 1.

### King's Lynn Borough Archive

- 1.3.8 Significant progress has been made on the development of the bid to the Heritage Lottery Fund for the Stories of Lynn Project. Work has been carried out to support the development of an activity plan by the Norfolk Museums Service.
- 1.3.9 There has also been considerable design development in the archive area. A design brief has been written and circulated to the project team.
- 1.3.10 There have also been further ground investigations at the site which have resulted in the relocation of the archive strongroom to a zone approximating to that of the current office and strongrooms. This area would be refitted with insulation, air conditioning, flood protection and mobile racking.

- 1.3.11 The searchroom is now to be located in an area adjoining the rear of the proposed exhibition area and adjacent to the strongroom. This will integrate the searchroom into the visitor flow within the building. However, as the searchroom is only likely to be fully operational for two days per week, the design aims to integrate it more fully into the exhibition, so that when not in use as an archive searchroom it can be used as a resources and discovery space. This means the space can be used more flexibly and will provide information on the archives when NRO staff are not present.
- 1.3.12 Further to the staffing of the facility, a draft service-level agreement has been sent to the Borough Council of King's Lynn and West Norfolk.
- 1.3.13 The latest plans will be available for members of the committee to view at the meeting.

#### **1.4 Manage and protect Norfolk's natural and cultural assets, heritage and facilities.**

##### Accessions

- 1.4.1 There have been 232 (182 in the equivalent period in 2012) deposits, gifts and purchases during the six months covered by this report, including 20 (19) to the Norfolk Sound Archive.
- 1.4.2 Some highlights are given below and a full list of accessions is included as appendix 1.
- 1.4.3 The new accessions range in date from 1317 to 2013. The earliest is a manorial account from Mautby, 1317-18, which once formed part of the huge manuscript collection of Sir Thomas Phillipps (1792-1872). A terrier of the estates of Henry Dynne in Heydon, Salle, Irmingland and Oulton, 1582, relates closely with a series of Dynne estate deeds which have been in the Record Office for decades. Other estate records received included additional Carr of Ditchingham deeds, estate records and correspondence, 17th-20th centuries.
- 1.4.4 As usual, a number of strays from official series were received. Carbrooke parish records which had been retained by an eighteenth-century overseer of the poor include churchwardens' accounts, 1628-77, a town book, 1776-1803, and highway surveyors' accounts, 1788-1825. Sometimes these have been reused for non-official purposes: John Platten, a Little Ryburgh farmer had also served as a parish overseer of the poor and he used blank pages of a parish account book, 1847-67, for his own butter accounts, 1868-76.
- 1.4.5 Ladies' fashion designs of the 1930s, created by Monica Riches (1912-1997) of Attleborough and Felixstowe, dressmaker, were among twentieth-century personal papers deposited. Two key figures in Norfolk's history and heritage are now featured as interviewees in the Norfolk Sound Archive: Rachel Young of Norwich and Bob Davey, speaking about the history and restoration of church of St Mary, Houghton on the Hill.

## Cataloguing

- 1.4.6 Before documents can be discovered and used by the public they must be catalogued. This process is based on professional international standards which enable descriptive data to be readily shared by databases. It is NRO policy that these standards are applied to its cataloguing work.
- 1.4.7 Records Catalogued: 32m3 (25 m3 in the equivalent period in 2012)
- 1.4.8 New item level catalogues added to NROCAT: 100 (208)
- 1.4.9 Among the newly accessible catalogues are:
1. Miscellaneous collection of manorial, title and legal suit records relating Claxton, Wacton and elsewhere in Norfolk and Suffolk, 1372-1862, including Claxton Manor bailiff's account roll, 1372-3, and Wacton Parkes manor court roll, 1638-1649 (MC 2945).
  2. Evans-Lombe family: additional manorial and estate records, 15th-19th centuries (EVL 656-732).
  3. Papers of Dawson Turner (1775-1858), Sir Francis Palgrave (1788-1861), R.H. Inglis Palgrave (1827-1919), of Great Yarmouth, banker, and others of the related Turner, Palgrave and Barker families, 17th-20th centuries (MC 2847).
  4. Fashion designs by Monica Riches of Attleborough, Norfolk, and Felixstowe, Suffolk, 1930s (MC 2955).
  5. R.W. Ketton-Cremer of Felbrigg Hall: papers relating to his work with the North Norfolk Conservative Association and the National Trust, 1939-1970 (MC 3005).
  6. Norwich City Council City Treasurer's Department: rating valuation lists and associated records, 1955-1991 (N/TC 22/ 67-114).
  7. Janet Todman, midwife, of Norfolk: register of births attended, including the name of the mother, the weight and sex of the baby and details of any complications, 1973-1978 (MC 3008).
  8. Grimston Junior School records, including log-book, admission registers, governors' minutes, accounts, Ofsted reports, newsletters, school council minutes, press cuttings, year-books, and photographs, c. 1975-2011 (C/ED 153).
  9. 150 reference books have been added to the online catalogue and are now available on the searchroom shelves.
- 1.4.10 At the end of September, the total number of catalogue entries in NRO catalogue database was 731,670 (compared with 721,042 at the end of March), of which 697,111 (692,272) are accessible to the public via the internet (<http://nrocat.norfolk.gov.uk>).



## Cataloguing Projects

- 1.4.11 The NRO has been running two cataloguing projects to make large and significant collections accessible to the public.

### *The Francis Hornor Memorial Archive*

- 1.4.12 This important archive of business and estate records from the old-established firm of land agents in Norwich, Messrs Francis Hornor and Son, occupies more than 170 linear metres in the NRO's strongrooms. Among its wealth of records, the archive details the firm's survey work for the parliamentary enclosures of the early nineteenth century, for the tithe commissioners in the 1840s and for the burgeoning railway companies from 1850 onwards. Long-established relationships were built up with large landed estates in the county, but Hornors have also been stewards and clerks to the Great Hospital, Alderman Norman's Charity and many of the other Norwich municipal charities.
- 1.4.13 A project archivist started work in April and to date has catalogued approximately 260 boxes out of a total of 720. The targets set for this project are extremely ambitious and, it is unlikely that they can be fully met within the timescale of the project. Consideration is therefore being given to ways in which certain classes of records can be listed in less detail.
- 1.4.14 The project is also being supported by a small group of volunteers, who are cleaning records before they are catalogued. To the end of September, 150 volunteer-hours have been spent in cleaning and repackaging Hornor records.

### *Manorial Documents*

- 1.4.15 A project to update the Manorial Documents Register (MDR) reached the end of its first stage in September. The MDR is a catalogue of manorial documents, accessible over the internet, held in hundreds of institutions in England and Wales. It is maintained by the National Archives (TNA).
- 1.4.16 The Norfolk element of the project, supported by a grant of £15,000 from TNA, employed two archivists and saw the addition of 2,932 entries to the register. These have all been added to NROCAT and copies supplied to TNA to add to the MDR.
- 1.4.17 The other purpose of the project was to check the NRO manor authority records for accuracy and add historical information. By the end of the project there were 1,457 authority records, of which, 1,159 were for proven manors, 166 for unproven and 132 records which remain uncertain. Historical information was added where possible, e.g., lords of the manor, and the manor's geographical extent.
- 1.4.18 The project has now been scaled down to a single archivist working three days a week. The objectives of this stage of the project are to:
1. Identify manorial documents in a large collection expected in the autumn
  2. Increase public awareness of information that can be found in manorial documents.
  3. Develop the skills needed by the public to extract this information

### *Norwich City Records*

1.4.19 This project started in September with the secondment of Tom Townsend to the project archivist's post. Its objectives are:

1. to create more accurate and detailed descriptions of the pre-1835 records
2. to create a more logical structure for the catalogue
3. to enable relevant records to be identified more precisely by users and so produced more efficiently

### Digitization

1.4.20 The Norfolk Sound Archive's digitization programme has been focusing on the digitization of recorded oral history interviews collected and created by the John Innes Centre. In total, 34 master preservation files, two access files and two playback master files have been created. In addition to the John Innes Centre recordings, other subjects covered by the digitization programme include Great Yarmouth and Hickling.

1.4.21 Between April and September, three access copies have been linked to catalogue entries in NROCAT, thus improving access to its holdings. Again, these recordings relate to Great Yarmouth and Hickling.

### Conservation

1.4.22 The project to conserve the Aylsham Lancaster manor court roll, 1509-46, funded by the National Manuscripts Conservation Trust and Aylsham historians has progressed well during the last six months. Eighty per cent of the rotulets have been flattened and thirty per cent have been repaired. Over 400 people have been able to see the work taking place during visits to the Conservation studio and the Aylsham History Group are to visit at the end of October.

1.4.23 Work has finished on conserving the large Norwich bomb map, measuring about two metres square. The map was kept by the Civil Defence Air Raid Precautions section of Norwich City Engineer's Department and comprises 25-inch OS maps mounted on a frame; small tags attached to pins mark the sites where bombs fell, their size and date. The next stage is to digitize the map to provide access.

1.4.24 The conservators have also prepared, mounted and installed two exhibitions in the Long Gallery. Bespoke mounts were constructed for the Paston pedigree roll loaned by Sir Henry Paston-Bedingfeld, an architectural drawing on cloth of the Norwich City football stadium and two political cartoons by A.H. Patterson.

1.4.25 There have been 46 visits to the conservation studio, by individuals and by groups, most as part of an Archive Centre tour. They included the archdeacons of Norwich and Norfolk, a group from Norfolk, Virginia, and two conservators from Australia.

1.4.26 Over the last few months, existing links with a team from the Apocalypso Project at Queen Mary's University have entered a new phase. The purpose of the project is to develop a facility, using high contrast X-ray microtomography (XMT) in conjunction with advanced image processing, to enable the reading of fragile, rolled documents without the need physically to unravel them. Two documents from NRO have been selected for the test, to take place in October. There is already a

substantial amount of media interest in this test as it will be the first time an archival document has been used.

## **1.5 Support good learning and educational outcomes for young people**

- 1.5.1 Support for children and young people's learning is provided in a number of ways by the NRO. These take place both at the NRO and outside at schools or event. These have been categorized as:

### School Visits to NRO

- 1.5.2 During this period 44 children in two groups visited the NRO.

- 1.5.3 One group, from four Norfolk and Suffolk High Schools, came as part of the 'Time Team: Your Town' project. This is a project co-ordinated by the Centre for East Anglian Studies and aimed at more able and talented students. By challenging these pupils they are pushed to live up to their potential to meet exceptional performance standards.

### School Visits by NRO

- 1.5.4 During the period 13 school workshops have been provided to 331 pupils.

### Informal Activities at NRO

- 1.5.5 Six school holiday activities have taken place during the period, in which 167 people participated.
- 1.5.6 The activities ranged from new activities (making a model of a public building out of junk, to tie in with The Watling Way exhibition, and making your own board game) to repeats of previous activities, such as making seals and stained glass. These activities encourage children to become engaged with heritage at an early age, thereby fostering an interest in their region.

### Educational Support

- 1.5.7 Science packs were created and launched in September 2013 to support STEM (Science, Technology, Engineering and Maths) learning through the use of archives. Pack one looks at water lifts and water wheels, using advertising material for the Boulton and Paul Water Elevator and various Norfolk water mills. The pack relates to the science topics of forces and energy, Pack two focuses on what happens to the human body in flight. It is based on a booklet which was issued to new United States Army Air Force pilots when entering training during the Second World War.
- 1.5.8 Staff also been contributed to the history and geography resources created by the St Benet's Abbey Outdoor Learning Group. as part of the HLF funded St Benet's Abbey Conservation, Community & Access Project. The organizers plan for school children to visit the site and re-create the 1381 Peasants' Revolt, in which the manor court rolls were burnt. We were able to provide the court rolls for the following years: these were photographed in order to produce facsimiles for use in the re-creation.

#### Further and Higher Education

- 1.5.9 In April 2013, seven PGCE students visited the Norfolk Record Office for an introduction to using archives in the classroom as part of their Advanced Curriculum Studies option. The students spent their first day finding out how to handle documents, and how to use archives to encourage children to develop interpretation skills. The second day was spent in the searchroom carrying out research in order to create a lesson plan for a history lesson from either the current curriculum or the proposed new curriculum (due to come in at the start of 2014/5). Topics covered in the final lesson plans included Elizabeth Fry, the plague, seals, Cromwell's Commonwealth and the Second World War.

### **1.6 Promote and deliver opportunities for learning throughout life through Cultural activities**

- 1.6.1 Archives are a superb resource for supporting learning through life. To increase this, the NRO actively encourages their use through promotion of the service (and hence use of the Collection) and by developing historical knowledge and skills.

#### *Adult learning events*

- 1.6.2 A total of 60 events have been held during this period. These were attended by 1,201 people and included:
- 1.6.3 Two special series at Norfolk Heritage Centre, each over two weeks. The first, 'Not a person, only a woman' looked at Suffragettes in connexion with the anniversary of Emily Wilding Davison's death, the second, 'In sickness and in health', investigated the plague and medieval medicine. Both series involved displays in the library and evening talks and workshops and were very well attended, and both were delivered in partnership with the Forum and with University of East Anglia lecturers.
- 1.6.4 For the first time, the Norfolk Heritage Centre hosted a 'Summer School'. On four Saturdays in July and August, Elizabeth Budd led workshops looking at Parish Registers, Wills and Other Probate Records, Newspapers and Military Records.
- 1.6.5 'Introduction to Family History' courses continued throughout the period except for a gap during August, when demand is low.
- 1.6.6 'Heritage Hour' activities every Wednesday at 12:30 p.m. and every Tuesday at 5:30 p.m. continued during this period. Lunch-time sessions alternate between talks and 'Ask an Archive Specialist' research clinics, while evening sessions always take the form of research clinics. Talks have ranged from 'Poor Law' to 'Manorial Records' and 'Irish Genealogy' to 'Illegitimacy'. A number of outside speakers have enhanced the programme this year.

#### *Publications and Publicity*

- 1.6.7 Two issues of the NRO Newsletter were published, featuring exhibitions in the Long Gallery, the handover of the Raymond Frostick map collection and the Manorial Documents project. Two new Record Office information leaflets have also been produced: 'Special Schools in Norfolk and Norwich' and 'Workhouse Schools and Remand Homes'.

1.6.8 The openings of the Parish Registers and Watling exhibitions both received good coverage in the local media, and the Watling exhibition was also featured in a Norwich City Football Club matchday programme in August. In addition, BBC Radio Norfolk and BBC Look East interviewed Frank Meeres on Norfolk suffragettes and on how Norfolk is commemorating the First World War.

1.6.9 Gary Tuson and Liz Budd were interviewed on Radio Norfolk about the In Sickness and Health series of talks.

#### *Volunteers*

1.6.10 The NRO offers placements to volunteers to help with many of the tasks it undertakes. In this way the NRO benefits from their work, whilst the volunteers have an opportunity to engage with archives and develop new skills.

1.6.11 Three new volunteers have worked on the Hornor project, where they have been assisting with the cleaning of the documents. Another volunteer, a student at the University of East Anglia, completed her period of volunteering in May. She has used this experience to secure a place on the Archives and Records Management MA course at University College London. Another volunteer has taken up a place on the University of Glasgow MSc in Information Management and Preservation.

#### *Conservation*

1.6.12 The Conservation studio continues to be a centre for conservation training. In the last six months, Emma Nichols from University of the Arts Camberwell College, one of the colleges which together form the University of the Arts London, had a two-week placement. Vicky Manners from Bedford Record Office spent two weeks in the Conservation studio learning parchment conservation techniques as part of the ARA Conservators' Training Scheme. Antoinette Curtis gave two presentations, one on 'The Use of Gelatine and Caecum for Parchment Conservation', to the Conservation Team at Cambridge University Library and one on 'Current Parchment Conservation Techniques and the Use of Gelatine', to graduate and postgraduate students on the Book Conservation course at West Dean College.

### **1.7 Adapt to and mitigate the impacts of climate change.**

1.7.1 Further work has been carried out aimed at achieving optimum strongroom environments whilst reducing energy consumption. The strategy is to maximize the benefits of the high thermal inertia construction of the building and thereby further reduce the need for mechanical intervention. As well as providing cost savings and reductions in energy use, it is hoped that an even better storage environment will be achieved through reducing fluctuation, which can be caused by starting up air conditioning. Investigations into variable target temperatures at different times of year are being carried out by the conservation staff.

1.7.2 As well as taking into account the temperature and relative humidity of the strongrooms, there is also a need to ensure air circulation. Of particular concern are those areas which are infrequently accessed and where, consequently, volatile gasses can build up. To dissipate these gasses, a system of regularly moving all of the racking has been introduced.

- 1.7.3 The NRO has also been providing support to the Norfolk and Norwich Millennium Library as it tries to achieve similar energy savings in its stack. The NRO's work on variable target temperatures will be shared with the Library when complete.

## **1.8 Support business transformation to enable improvement and efficiency, and improve customer service and experience.**

### *2nd Air Division Memorial Digitization Project*

- 1.8.1 Following on from the successful completion of a cataloguing project in 2011-12, the 2nd Air Division Memorial Trust and Library are planning to digitize some of their records which are held at the Norfolk Record Office. The project will run from October 2013 for approximately 24 months. The intention of digitization is to broaden international access to the archive to veterans, their families and researchers and to further encourage its use, particularly for educational purposes. The first project board meets on 31 October 2013 and digitization of records is already under way.
- 1.8.2 The records include diaries, letters, photographs, memoirs and personal papers which relate to 2nd Air Division (USAAF) servicemen who were based in Norfolk during the Second World War. They are records which veterans, their families, local people and researchers have chosen to donate to the 2nd Air Division Memorial Library, in order to preserve the history of the 2nd Air Division's presence in East Anglia.

## **1.9 To manage resources and assets responsibly and sustainably.**

### *Stocktaking and storage improvements*

- 1.9.1 The day-to-day programme of stock-taking and repackaging of archives has concentrated on the Bradfer-Lawrence collection (527 boxes), three collections of sale particulars (45 boxes), records of various parochial trusts (71 boxes), records of various river and drainage boards, and other bodies whose functions were inherited by Anglian Water (111 boxes), the Le Strange family and estate archive (372 boxes) the Colman family and antiquarian archive (124 boxes) and a series of County Council school management files (67 boxes). In all, these represent 123 linear metres of records.

## **1.10 To build a diverse, skilled, safe and high performing workforce.**

- 1.10.1 Gary Tuson took up the post of County Archivist on 12 August.
- 1.10.2 There have also been some changes in the archivists' team, mainly as a result of projects beginning and ending. Alison Barnard started work as the Horner project archivist in April and Tom Townsend began a secondment to the Norwich city records cataloguing project in September. Anne Lovejoy completed a year as one of the two MDR (Manorial Documents Register) project archivists, but then moved to fill Tom Townsend's rôle in the main archivists' team while he is on secondment. The other MDR project archivist, Frank Meeres, has returned to his part-time post as strongroom assistant, but is also continuing work part-time on manorial documents. Senior archivist, Freda Wilkins-Jones, moved from full-time to part-time

work in September, and Belinda Kilduff joined the archivists' team in April to cover a post affected by long-term illness.

- 1.10.3 Gordon Blacklock, a library assistant at the Norfolk and Norwich Millennium Library, was seconded to Belinda Kilduff's post as Searchroom/Research Assistant in May. Some other gaps in the searchroom and production team caused by secondments and illness were covered by temporary staff for a few weeks in the summer months, mainly by Joanne Penn in the searchroom and Emma Tovell as strongroom assistant.
- 1.10.4 Victoria Draper, the NRO's Archive Education and Outreach Officer, went on maternity leave in mid-September. Her post is being covered by Elizabeth Budd, as a secondment from her post of archive specialist at the Norfolk Heritage Centre.
- 1.10.5 Notice has been received from Susan Maddock, Principal Archivist, of her intent to retire from the Norfolk Record Office at the end of the year. This follows 38 years of service to Norfolk Record Office.

## **2. Resource implications**

- 2.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out a separate report.

## **3. Other Implications**

- 3.1 Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account

## **4. Equality Impact Assessment (EqIA)**

- 4.1 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief, and sexual orientation.

## **5. Section 17 – Crime and Disorder Act**

- 5.1 There are no direct implications for Crime and Disorder within this report.

## **6. Conclusion**

- 6.1 The service has performed well during 2013 during a period of organizational change. Outcomes against the service plan have progressed well and are on course for the remaining six months of the year.

## 7. Recommendation or Action Required

- 7.1 The Norfolk Records Committee is asked to consider and comment on performance against the 2013 service plan

### Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact *Jill Blake* on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.



## Appendix 1

### Recent publications which draw on Record Office sources

J.R. Alban, 'A Seventeenth-century Armorial Pedigree Roll in the Norfolk Record Office', *The Norfolk Standard. Magazine of the Norfolk Heraldry Society*, 3rd series, iii, part 15 (May 2013), 718-22.

J.R. Alban, 'Keeping and using Private Archives: a Custodian's View', *For the Record: Preserving your Archives and unlocking their Potential* (2013), The National Archives' website at <<http://www.nationalarchives.gov.uk/documents/john-alban2.pdf>>.

J.R. Alban, 'Royal Livery Colours and Fifteenth- and Sixteenth-century Sealing Cords in Norfolk Archives', *The Norfolk Standard*, iii, part 16 (September 2013), 731-6.

J.R. Alban, 'Swans and Swan Rolls in Norfolk', *NAHRG News*, viii (Spring, 2013), 10-13.

J.R. Alban, 'The Archive of Samuel Gurney Cresswell, Naval Officer, Arctic Explorer and Artist, 1842-67', *Friends of the National Libraries Annual Report for 2012* (London, 2013), pp. 47-50.

M. Aldis and P. Inder, *MEM, A Biography of Mary E Mann – Norfolk Novelist 1848-1929* (Dereham, 2013).

P. Aston and T. Roast, *Music and Musicians of Norwich Cathedral* (Norwich, 2013).

R. Cocke, *Public Sculpture of Norfolk and Suffolk* (Liverpool, 2013).

F and M. Holmes, *The Story of the Norwich Boot and Shoe Trade* (Norwich, 2013).

F. Meeres, *Suffragettes: how Britain's women fought & died for the right to vote* (Stroud, 2013).

*East Anglia and Its North Sea World in the Middle Ages*, ed. D. Bates and R. Liddiard (Woodbridge, 2013).

*Grand Hotel, Redesigning Modern Life*, ed. J.M. Volland and B. Grenville (Vancouver, 2013).

*Health and Hygiene in Early-Modern Norwich*, ed. E. Phillips and I. Fay (Norfolk Record Society, lxxvii (Norwich, 2013).

S. Myers, *Families Through Time, An English History* (Stockport, 2013).

Philip Slavin, *Bread and ale for the brethren: the provisioning of Norwich Cathedral Priory 1260–1536* (Hertford, 2012).

*The Diary of Mary Hardy 1773-1809. Volume 1 - Public House and Waterway*, ed. M. Bird (Kingston upon Thames, 2013).

*The Diary of Mary Hardy 1773-1809. Volume 2 - Beer Supply, Water Power and a Death*, ed. M. Bird (Kingston upon Thames, 2013).

*The Diary of Mary Hardy 1773-1809. Volume 3 - Farm, Maltings and Brewery with the diary of Henry Raven*, ed. M. Bird (Kingston upon Thames, 2013).

*The Diary of Mary Hardy 1773-1809. Volume 4 - Shipwreck and a Meeting House*, ed. M. Bird (Kingston upon Thames, 2013).

*The Remaining Diary of Mary Hardy 1773-1809. Entries 1781-1809 not included in the four-volume edition of the diary*, transcribed M. Bird (Kingston upon Thames, 2013).

M. Walker, *West Norfolk and King's Lynn High School for Girls 1886 to 1979* (King's Lynn, 2012).

## Appendix 2

### Norfolk Record Office Accessions, 1 April-30 September 2013

#### Local Authority and Official records

| Creator of the records   | Summary description  | Reference  | Covering dates | Quantity  |
|--|--|--|----------------|---|
| Norfolk County Council<br>Environment, Transport and<br>Development Department:<br>estate acquired for highway | File of Estates Valuer, Borough Treasurer's<br>Department, Great Yarmouth County Borough<br>Council, relating to compulsory<br>purchase of Half-Way House public house (owned<br>by Steward and Patteson), Great Yarmouth for<br>widening of High Road | ACC 2013/64  | 1967-1969      | 1 folder  |
| Norfolk County Council<br>Freedom of Information and<br>Data Protection Unit (2000-<br>2013)                   | Records relating to the administration of the County<br>Council's corporate Freedom of Information and<br>Data Protection functions  | ACC 2013/29  | 2000-2013      | 4 boxes, 599MB<br>(4,706 files, 946<br>folders) |
| Norfolk County Council<br>Library and Information<br>Service   | Selected reports and minutes of Norwich City<br>Council, Thetford Borough Council and North<br>Walsham Urban District Council (completing gaps in<br>main series)  | ACC 2013/104   | 1897-1974      | 17 volumes, 1 box<br>file                       |
| Norfolk County Council:<br>Library and Information<br>Service (as collector)                                   | Norfolk local authorities' year-books, diaries and<br>directories of services  | ACC 2013/117,<br>ACC 2013/136.<br>ACC 2013/138<br>ACC 2013/139 | 1974-2013      | 6 boxes   |
| Bridgham School  | Additional school log-book   | C/ED 156   | 1877-1927      | 1 volume  |

|   |   |                                    |                 |   |
|---|---|------------------------------------|-----------------|---|
| Fakenham High School and College and its predecessors                         | Log-book of Fakenham Central School (later Fakenham Secondary Modern School and Fakenham Lancastrian School), 1935-82; log-book of unnamed school (apparently Fakenham Grammar School), 1975-8, with other papers | ACC 2013/65                        | 1935-c. 2010    | 1 box                                       |
| Fakenham High School and College and its predecessors                         | Additional records, including school magazines, photographs and prospectuses  | ACC 2013/141                       | c. 1925-2013    | 39 boxes and 2 large folders of photographs |
| St John's Roman Catholic Voluntary Aided Infant (formerly First) School       | School records, including governors' records, 1998-c. 2008; admission/attendance records, 2003-13, and school newsletters, 2007-13  | C/ED 154                           | 1998-2013       | 10 boxes                                    |
| St Thomas More Roman Catholic Voluntary Aided Junior (formerly Middle) School | School records, including governors' records, 1984-2011; pupil admission records, 1965-99 and photographs, c. 1971-2013   | C/ED 155                           | 1955-2013       | 11 boxes                                    |
| NPS Property Consultants Limited  | Property and planning files relating to Marsh Lane, King's Lynn   | ACC 2013/40                        | 1974-2011       | 2 boxes                                     |
| Norwich City Council City Engineer's Department                               | Additional records: plans of New Mills, 1895-1910, and City Hall, Norwich, 1937   | ACC 2013/113                       | 1895-1937       | 2 rolls, 1 box                              |
| Norwich City Council Environmental Health Department                          | Additional records, including annual reports  | N/HE (ACC 2013/15 and ACC 2013/33) | c. 1910-1995    | 4 boxes, 18 volumes; 1 audio tape           |
| Norwich City Council Parks Department   | Additional records: watercolour plans of layout of Eaton Park, 1928, and Waterloo Park, 1929  | ACC 2013/112                       | 1928-1929       | 2 large plans                               |
| Great Yarmouth Borough Council Borough Treasurer's Department                 | Additional valuation lists and other financial records, including some relating to Blofield and Flegg rural district councils   | ACC 2013/86                        | c. 1900-c. 1990 | 2.5 cubic metres                            |

|   |  |   |           |            |
|---|--|---|-----------|------------|
| Cromer Urban District Council (UDC), Erpingham Rural District Council (RDC), Sheringham UDC, Smallburgh RDC, Walsingham RDC and Wells UDC (abolished in 1974) | Additional minutes of urban and rural district councils and committees   | DC 13/5/111-130,<br>DC 19/6/126-137,<br>DC 20/7/53-55,<br>DC 22/2/80-87 | 1907-1974 | 54 volumes |
| Briston Parish Council  | Additional Parish Council records  | PC 62 (ACC 2013/103)  | 1955-2011 | 15 boxes   |
| Claxton Parish Council  | Parish Council minute books  | PC 200  | 1895-1999 | 2 volumes  |
| Rockland St Mary Parish Council   | Additional Parish Council minutes and accounts   | PC 6/6-10   | 1920-2001 | 5 volumes  |
| Long Stratton Parish Council  | Additional Parish Council records  | PC194/10-20   | 1898-2005 | 1 box      |
| Strumpshaw Parish Council   | Additional Parish Council records  | PC 19/13-17   | 1894-2011 | 2 boxes    |
| Watlington Parish Council   | Additional Parish Council records  | PC 198 (ACC 2013/20)  | 1876-2003 | 4 boxes    |
| Wreningham Parish Council   | Additional Parish Council records: deeds and papers relating to land in Wreningham, formerly the site of Wreningham Reading Room | PC 199 (ACC 2013/51)  | 1913-2013 | 1 folder   |

### Public records and statutory bodies; Higher Education

| Creator of the records              | Summary description                             | Reference                  | Covering dates | Quantity    |
|-------------------------------------|---|----------------------------|----------------|-------------|
| British Rail                        | North Walsham signal box train register         | MC 2936                    | 1986           | 1 gathering |
| Norwich and Central Norfolk Coroner | Additional papers relating to one inquest, 1995 | COR 3/4/140 (ACC 2013/184) | 1989-1995      | 1 folder    |

|  |   |              |            |                            |
|--|---|--------------|------------|----------------------------|
| Norfolk Health Authority   | Aerial photographs of various Norfolk Hospitals, 1977, and a photograph album of Thorpe St Andrew immediately before closure, 1997  | ACC 2013/111 | 1977, 1997 | 2 volumes                  |
| St Andrew's Hospital (closed 1998), Thorpe St Andrew, previously Norfolk Mental Hospital | Additional record: photographs, made by a nurse at St Andrew's Hospital, of paintings created by an elderly female patient (name unknown) on the walls of her room (CLOSED to public access until 2034) | SAH 1298     | c. 1998    | 1 folder of 23 photographs |
| Keswick Hall College of Education  | Papers relating to closure of college   | ACC 2013/161 | 1974-2012  | 1 folder                   |

### Parochial and Other Trusts and Charities

| Creator of the records  | Summary description   | Reference   | Covering dates | Quantity                            |
|---|---|-------------|----------------|-------------------------------------|
| Charity Commissioners; Wogan Trust (set up by will of Elizabeth Wogan and relating to Redenhall and Fressingfield) and trustees of site of Old Meeting Unitarian Chapel, Great Yarmouth | Deeds of appointment new trustees of Wogan Trust, 1837, with related deeds, 1856-1936, and of new trustees of site of Old Meeting Unitarian Chapel, Great Yarmouth, 1948-54 | ACC 2013/26 | 1837-1954      | 1 box                               |
| Charity Commissioners   | Deeds and other papers relating to various Nonconformist churches including Great Ellingham, North Walsham with Bradfield, and Great Yarmouth                               | MC 2953     | 1817-1925      | 4 parchments, 140 papers, 1 wrapper |
| Poringland Fuel Allotment Charity Trustees  | Minutes and correspondence  | PT 37       | 1920-2000      | 1 box                               |
| Roydon Town Lands Charity   | Glebe terriers  | MC 2922     | 1723-1740      | 1 envelope                          |
| Saham Toney Residence for a Curate trust  | Deed of conveyance of a messuage and premises at Saham Toney for the residence of a curate  | MC 2923     | 1863           | 1 envelope                          |

|   |   |             |           |          |
|---|---|-------------|-----------|----------|
| Sugars's and Backham's almshouses in the parish of All Saints, South Lynn | Additional trustees' records<br><b>NB Stored at King's Lynn</b> | ACC 2013/59 | 1967-2004 | 1 wallet |
|---|---|-------------|-----------|----------|

### Parish and ecclesiastical records

| Creator of the records   | Summary description  | Reference            | Covering dates | Quantity          |
|--|--|----------------------|----------------|-------------------|
| Carbrooke parish and John Murrell, overseer of the poor (18th century) | Stray parish records, including churchwardens' accounts, 1628-77, town book, 1776-1803, and highway surveyors' accounts, 1788-1825 | MC 2941              | 1628-1825      | 1 box             |
| Beechamwell, alias Beachamwell ecclesiastical parish                   | Additional parish registers  | PD 348/11-13         | 1813-1996      | 2 volumes         |
| Bridgham with Roudham ecclesiastical parish                            | Additional parish records  | PD 395/14-18         | 1806-1930      | 3 rolls, 9 papers |
| Great Dunham ecclesiastical parish                                     | Additional parish records  | PD 684/131-134       | 1948-1996      | 4 volumes         |
| Little Dunham ecclesiastical parish                                    | Additional parish records  | PD 681/34-36         | 1943-1981      | 3 volumes         |
| Foulden ecclesiastical parish  | Additional parish record: school managers' minute book   | PD 140/31            | 1903-1972      | 1 volume          |
| Gillingham ecclesiastical parish                                       | Additional parish records, including Town Lands Charities records, 1816-2007   | PD 668 (ACC 2013/89) | 1816-2011      | 2 boxes           |
| Gooderstone ecclesiastical parish                                      | Additional parish record: school managers' minute book   | PD 138/34            | 1903-1972      | 1 volume          |
| Hilborough ecclesiastical parish                                       | Additional parish records: marriage register, 1963-86, and school managers' minutes, 1903-77                                       | PD 141/54-55         | 1903-1987      | 2 volumes         |
| Kirby Cane ecclesiastical parish                                       | Additional parish record: Parochial Church Council minutes   | PD 680 (ACC 2013/90) | 1994-201       | 1 volume          |
| Lakenham St Mark ecclesiastical parish                                 | Additional parish records: architectural drawings and plans of St Mark's church  |                      | 1910-1944      |                   |

|  |   |                                       |           |                   |
|--|---|---------------------------------------|-----------|-------------------|
| West Lexham ecclesiastical parish                        | Additional parish burial register   | PD 635/33                             | 1813-1997 | 1 volume          |
| Loddon ecclesiastical parish                             | Additional parish record: copy (printed from digital images) of burial register | PD 595/244                            | 1851-2013 | 2 folders         |
| Great Massingham ecclesiastical parish                   | Additional parish records, relating mainly to the benefice                      | PD 239 (ACC 2013/56)                  | 1836-1995 | 1 bundle          |
| Mulbarton ecclesiastical parish                          | Additional parish records   | PD 494 (ACC 2013/199)                 |           | 2 boxes           |
| St Catherine, Mile Cross, Norwich, ecclesiastical parish | Additional parish registers   | PD 472 (ACC 2013/16)                  | 1936-2011 | 11 volumes        |
| Norwich St Andrew ecclesiastical parish                  | Additional parish register of baptisms  | PD 165/229                            | 1877-2012 | 1 volume          |
| Ormesby St Margaret ecclesiastical parish                | Additional parish registers and records   | PD 471 (ACC 2013/35 and ACC 2013/158) | 1892-2013 | 25 boxes          |
| Little Plumstead ecclesiastical parish                   | Stray parish record: tithe map and apportionment (unfit for production)         | MC 2965                               | 1839-1840 | 1 roll            |
| Rollesby ecclesiastical parish                           | Additional parish records   | PD 77 (ACC 2013/36)                   | 1972-1990 | 1 box             |
| Roughton ecclesiastical and civil parish                 | Stray parish record: tithe map (unfit for production)                           | MC 3011                               | 1838      | 1 map             |
| Sculthorpe ecclesiastical parish                         | Additional parish register of burials   | PD 214/65                             | 1885-2012 | 1 volume          |
| Shingham ecclesiastical parish                           | Additional parish registers   | PD 349/3-5                            | 1813-1997 | 3 volumes         |
| Sisland ecclesiastical parish                            | Additional parish record: copy (printed from digital images) of burial register | PD 641/27                             | 1813-2009 | 1 bundle          |
| Sporle with Palgrave ecclesiastical parish               | Additional parish records   | PD 709 (ACC 2013/96)                  | 1838-1962 | 3 boxes, 2 maps   |
| Stokesby with Herringby ecclesiastical parish            | Additional parish records: documents relating to new Rectory House at Stokesby  | PD 427/41-42                          | 1849      | 1 roll, 2 folders |
| Thuxton ecclesiastical parish                            | Additional parish registers   | PD 325/32-33                          | 1813-2012 | 2 volumes         |



|   |   |  |              |                        |
|---|---|--|--------------|------------------------|
| Great Witchingham ecclesiastical parish | Additional parish records: drawing by Lacey and Upcher, architects, of Lenwade Mission Church, 1927, and Lenwade St Faith's service register, 1997-2006 | PD 91/70-71  | 1927-2006    | 1 volume, 1 roll       |
| Norwich Cathedral                       | Additional Sacrist's records: marriage and other registers, with related papers   | DCN 166/6-14   | 1906-2009    | 7 volumes, 4 envelopes |
| Diocese of Norwich                      | Additional records, mainly papers of the Diocesan Advisory Committee for the Care of Churches, faculty papers and glebe and parish trust files          | DN (ACC 2013/70, ACC 2013/80, ACC 2013/88, ACC 2013/98, ACC 2013/101, ACC 2013/123, ACC 2013/133, ACC 2013/137, ACC 2013/212 | c. 1958-2007 | 164 boxes              |

### Free Church records

| Creator of the records          | Summary description   | Reference             | Covering dates | Quantity |
|---------------------------------|---|-----------------------|----------------|----------|
| Diss Baptist Church             | List of names and dates on gravestones at disused burial ground in Croft Lane, Diss   | FC 143/1              | c. 2013        | 3 papers |
| North Norfolk Methodist Circuit | Additional records relating to Methodist chapels at Aylsham, Bodham, Cawston, Cromer, Gresham, Overstrand, Southrepps and Sutton  | FC 139 (ACC 2013/38)  | 1857-2011      | 9 boxes  |
| North Norfolk Methodist Circuit | Additional records relating to the former Aylsham Circuit and North Walsham and Aylsham Circuit and to Methodist churches at Aylsham, Cromer, Knapton, Mundesley and Sheringham | ACC 2013/102          | 1903-2013      | 7 boxes  |
| North Norfolk Methodist Circuit | Additional records relating to Methodist chapels at Hickling, Lessingham and Sheringham   | FC 139 (ACC 2013/192) | 1948-2007      | 2 boxes  |

|   |  |                       |                  |            |
|---|--|-----------------------|------------------|------------|
| Free Methodist Chapel, Easton, Norwich Circuit.                 | Register of baptisms (four pages only)   | FC 79 (ACC 2013/2)    | 1884-1921        | 1 volume   |
| Norwich Methodist Circuit                                       | Additional records relating to St Peter's, Park Lane, Norwich  | FC 137 (ACC 2013/8)   | 2003-2008        | 3 files    |
| West Norfolk Methodist Circuit                                  | Additional records: Southery United Methodists Council minutes, 1974-2000; [Wiggenhall St Mary Magdalen] Primitive Methodist Chapel Trustees' minutes and accounts, 1910-48  | FC 138 (ACC 2013/127) | 1910-2000        | 2 volumes  |
| Wymondham, Attleborough and Watton Methodist Circuit            | Additional records, including Circuit Meeting and Property committee minutes   | FC 25 (ACC 2013/6)    | 1976-2006        | 2 boxes    |
| Wymondham, Attleborough and Watton Methodist Circuit            | Additional records, relating mainly to Wymondham Methodist Church, but also to chapels at Ashill, Attleborough, Cranworth, Great Cressingham, Griston, Hardwick, Morley, Rocklands, Saham Grove, Watton and Wilby  | FC 25 (ACC 2013/17)   | 1852-1996        | 1 box      |
| Wymondham, Attleborough and Watton Methodist Circuit            | Additional records: superintendent minister's files relating to circuit administration, finance and membership   | FC 25 (ACC 2013/28)   | 1955-2011        | 3 boxes    |
| Wymondham, Attleborough and Watton Methodist Circuit            | Additional (stray) record: circuit register of deeds   | FC 25/239             | n.d. [post 1969] | 1 volume   |
| Religious Society of Friends, Norfolk, Cambridge and Huntingdon | Additional records: quarterly meeting copy letter books  | SF (ACC 2013/191)     | 1958-1964        | 1 box      |
| Princes Street United Reformed Church                           | Additional records: programmes for concerts at Princes Street United Reformed Church, with order of service marking transfer of St Gregory's Choral Society and Orchestra from St Gregory's church, Pottergate, Norwich to Princes Street United Reformed Church | FC 117 (ACC 2013/190) | 2003-2005        | 1 envelope |

## Societies and Associations

| Creator of the records   | Summary description   | Reference    | Covering dates | Quantity                |
|--|---|--------------|----------------|-------------------------|
| Ancient Order of Foresters: Court of Perseverance (Norwich area)   | Additional records: doctor's contributions book, 1890-1937, and register of members, c. 1900  | SO 65/7677   | 1890-1937      | 2 volumes               |
| Bridgham Red Lion Quoit Club   | Scoring books copy of photograph  | SO 308       | 1905-1930      | 2 volumes, 1 photograph |
| Bridgham Millennium Group  | Printed programme booklets for four events organized by the Group   | SO 309       | 2007-2012      | 4 booklets              |
| Catfield Jubilee Committee   | Catfield Diamond Jubilee Celebrations 'Photobook'   | MC 2928      | 2012-2013      | 1 volume, 1 paper       |
| Disabled Motoring UK, 2011-, based in Ashwellthorpe (previously Mobilise, formed in 2005 by merger of the Disabled Drivers' Association (1963-2005), which was founded as the Invalid Tricycle Association (1948-1963), and the Disabled Drivers' Motor Club (1922-2005) | Records of the Disabled Drivers' Motor Club (DDMC), the Disabled Drivers' Association (DDA), the Invalid Tricycle Association (ITA) and of Mobilise | SO 305       | 1922-2005      | 18 boxes                |
| Friends of Corton House residential home in Norwich, wound up in 2012  | Minutes, accounts and correspondence  | SO 310       | 2002-2012      | 1 file                  |
| Keswick Hall Old Students' Club  | Newsletter  | ACC 2013/132 | 2012           | 1 booklet               |

|  |   |                                      |           |              |
|--|---|--------------------------------------|-----------|--------------|
| King's Lynn Civic Society  | Additional records, relating mainly to planning applications  | SO 280 (ACC 2013/19 and ACC 2013/92) | 1991-2013 | 4 boxes      |
| Loddon Local History Group   | Additional record: update to churchyard survey of Loddon Holy Trinity                                   | SO 302/13                            | 2012      | 1 folder     |
| Loddon Local History Group   | Additional records: photographs of Hardley Methodist Chapel burial ground                               | SO 302/22                            | 2013      | 1 folder     |
| May Day Fair, Heigham Park, Norwich (annual fair, organized by local churches)             | Programmes, newspaper cuttings and accounts   | MC 2948                              | 2006-2011 | 1 file       |
| National Association of Decorative and Fine Arts Societies (NADFAS): Diss Church Recorders | Record of church furnishings at St Nicholas, North Lopham   | SO 163/27                            | 2011-2012 | 1 file       |
| National Farmers Union: Norfolk County Branch  | General Purposes Committee minutes, 1998-9, and other papers collected by a former NFU County Secretary | MC 3009                              | 1988-1991 | 1 box        |
| Neatishead, Barton Turf and District Women's Institute                                     | Women's Institute minutes, diaries and other records  | SO 304                               | 1933-2008 | 3 boxes      |
| Norfolk Archaeological Trust   | Additional records: management plans relating to Caistor St Edmund Roman Town                           | SO 300 (ACC 2013/37)                 | 1991-2013 | 4 gatherings |
| Norfolk Archaeological Trust   | Additional papers relating to the Greenland Fishery, King's Lynn  | SO 300 (ACC 2013/35)                 | 1986-1997 | 1 folder     |
| Norfolk County Amateur Swimming Association  | Additional minutes, accounts and handbooks  | SO 299 (ACC 2013/1)                  | 1978-2012 | 1 box        |
| Norfolk Gardens Trust  | Additional records  | ACC 2013/48                          | 1998-2013 | 1 bundle     |
| North Norfolk Constituency Labour Party  | Additional minutes, correspondence, campaign and other publicity materials                              | SO 151 (ACC 2013/193)                | 2012-2013 | 1 box        |
| Norwich Castle Ladies Circle (1974-2013)   | Minutes and other papers  | SO 306                               | 1974-2013 | 2 boxes      |

|  |  |                       |              |                        |
|--|--|-----------------------|--------------|------------------------|
| Norwich Labour Party   | Additional Labour Party records  | SO 198 (ACC 2013/207) | 1958-2003    | 12 boxes               |
| Norwich and Norfolk Solicitors' Amicable Society (1848-2008)   | Minutes, accounts and other records  | SO 303                | 1846-2010    | 12 boxes               |
| Norwich Sick Poor Society  | Additional records, (some CLOSED to public access until 2086)  | SO 41 (ACC 2013/100)  | 1940-1986    | 2 boxes                |
| Royal Norfolk Agricultural Association (founded in 1847; as Norfolk Agricultural Association' 'Royal' prefix granted 1907), organizer of the annual Royal Norfolk Show | Additional records, including minutes, 1859-2001, and show catalogues, 1859-2010   | SO 138 (ACC 2013/630) | 1842-c. 2010 | 47 boxes               |
| 2nd Air Division Memorial Library and Philip G. Buffinton  | Additional records: photographs of 1st Lt Philip G. Buffinton  | MC 376/699-700        | 1945         | 1 photograph; 1 paper  |
| 2nd Air Division Memorial Library and Michael Caputo   | Additional records: correspondence between Trust Librarians and Michael Caputo relating to the proposed building of a model of the B-24 Liberator, 'Witchcraft'. | MC 376/701            | 1995-1997    | 4 papers               |
| 2nd Air Division Memorial Library, Eastern Daily Press and Cecil Gowing (Trust Governor)   | Additional records: photographs of Trustees and dedication of the USAAF memorial room  | MC376/702-703         | 1958-1963    | 1 volume; 1 photograph |
| 2nd Air Division Memorial Library and Harry. W. Clement  | 2nd Air Division (USAAF) additional: record of Harry W. Clement (446th Bomb Group)   | MC376/704-716         | 1943-1999    | 1 box                  |
| 2nd Air Division Memorial Library and employee/person connected with Rackheath Parish Council  | Map of Rackheath airbase and schedule of buildings   | MC 376/717            | 1944         | 1 roll                 |
| Stibbard and District Women's Institute  | Additional Women's Institute records   | SO 307/7,15-29        | 1927-2010    | 1 box                  |

|  |   |        |           |  |
|--|---|--------|-----------|--|
| Thetford's Forgotten Garden (1999-2013) a volunteer group creating a community garden within the former kitchen garden of Ford Place, Thetford | Minutes, accounts, photographs and other records                                | SO 311 | 1999-2013 | 8 boxes, 1 plan folder, 2 display boards |
| Thurton, Ashby and District Women's Institute  | Women's Institute minutes, accounts, annual reports and other records           | SO 301 | 1961-2013 | 4 boxes, 1 CD, 1 DVD, 1 envelope         |
| Unanimity Chapter Masonic Lodge, North Walsham, No. 102, founded 1787)   | Lodge records, including minutes, members' registers and a history of the Lodge | SO 313 | 1787-2008 | 9 boxes                                  |

### Business records

| Creator of the records  | Summary description  | Reference | Covering dates  | Quantity  |
|---|--|-----------|-----------------|-----------|
| Chapelfield Regeneration Project (site of former Nestlé factory)                | Stray records of Nestlé (UK) plc's Chapelfield Factory, Norwich: catalogues, draft price lists and related correspondence for A.J. Caley & Son, Ltd and John Mackintosh & Sons, Ltd                  | MC 3006,  | 1929-1947       | 2 bundles |
| Peter Codling Architects (1970- ) of Norwich                                    | Additional plans, drawings and photographs   | BR 373    | c. 1885-c. 2000 | 13 boxes  |
| Derek George, editor of <i>The Voice of Caister</i> (started 1998; closed 2012) | <i>The Voice of Caister</i> magazines  | MC 2951   | 1998-2012       | 3 boxes   |
| Everett family, farmers of north Norfolk  | Farming and family records of the Everett family, relating to Hall Farm, Cley-next-the-Sea; Hall Farm, Thwaite; Thwaite Hall, Erpingham; and Lodge Farm, Southrepps (some records CLOSED until 2043) | MC 2926   | 1879-2012       | 2 boxes   |
| John W. Everett, farmer   | Valuation of dilapidations, covenants and fixtures on The Vale Farm, Stiffkey  | MC 2925   | 1922            | 1 paper   |

|   |   |                      |                     |                    |
|---|---|----------------------|---------------------|--------------------|
| Hood, Vores and Allwood, solicitors: Aylsham branch   | Additional records relating to clients: mainly deeds and sale particulars relating to Aylsham and the surrounding area  | BR 379 (ACC 2013/72) | c. 1873-c. 1963     | 1 folder; 1 volume |
| J. Moore (Builders) Ltd of Norwich, Building Contractors and Estate Developers                | Additional records, consisting of title deeds and abstracts of title  | BR 269/152-192       | 1802-1955           | 2 boxes            |
| Overbury, Steward, Eaton and Woolsey solicitors, Norwich                                      | Additional records relating to clients, including Buckingham family and properties in Norwich, Briston and Happisburgh  | ACC 2013/130         | 19th-20th centuries | 7 boxes            |
| R. Roberts (Norwich) Limited, Boot and Shoe Manufacturer, Fisher's Lane, Norwich (1926-19810) | Memorandum and articles of association, 1933, and agreement appointing Cecil Norman Roberts as manager, 1934  | BR 377               | 1933-1934           | 1 folder           |
| HKB Wiltshires, solicitors, Great Yarmouth  | Unproved wills, deeds, and papers of the Clerk of Peace to Great Yarmouth Quarter Sessions, with a history of Messrs. HKB Wiltshires Solicitors by D. Gunther Young, solicitor and notary public, c. 2013 | ACC 2013/201         | c. 1700-2013        | 12 boxes           |

### Deeds, manorial and estate papers

| Creator of the records  | Summary description   | Reference    | Covering dates      | Quantity    |
|---|---|--------------|---------------------|-------------|
| Carr of Ditchingham family and estate                             | Additional deeds, estate records and correspondence   | ACC 2013/206 | 17th-20th centuries | 12 boxes    |
| Executors of estate of Mrs Elizabeth Loyd of Bawdeswell (d. 1833) | Account for work done by James Lynn, blacksmith   | MC 2934      | 1834-1835           | 1 gathering |
| Estate in East Dereham, Hoe and Scarning                          | Deed of conveyance by Thomas Hall of Linton, Cambridgeshire, to Matthew Blyford of East Dereham | MC 2932      | 1698                | 1 parchment |

|   |   |                     |                     |                       |
|---|---|---------------------|---------------------|-----------------------|
| West Harling and Larling Estate   | Deeds and papers, including some, 1571-1732, relating to a piece of meadow next to West Harling rectory which was the subject of recurring disputes as to title               | MC 2957             | 1571-1915           | 1 bundle              |
| Estate of Henry Dynne/unknown collector   | Terrier of estates of Henry Dynne in Heydon, Salle, Irmingland and Oulton, in modern binding  | MC 2958             | 1582                | 1 volume              |
| Le Strange of Hunstanton estate; Holme Common Enclosure proprietors (1860-1963)   | Holme Common Enclosure Proprietors' minute book   | LEST (ACC 2013/91)  | 1863-1963           | 1 volume              |
| Le Strange of Hunstanton estate   | Additional estate records : chief rental books for various manors   | LEST (ACC 2013/129) | 1891-1934           | 1 box                 |
| Estate in Letheringsett, Thornage and Holt  | Deeds to a farmhouse and land, described in 1731 as a messuage in Letheringsett and land (101 acres) in Letheringsett, Thornage and Holt                                      | MC 2940             | 1731-1866           | 1 bundle              |
| Manor of Mautby and (as collector) Sir Thomas Phillipps (1792-1872)               | Account of John de Aldeby, sergeant [bailiff] of the manor of Malteby [Mautby]  | MC 2917             | 1317-1318           | 1 roll                |
| Booth's radio, TV and electrical shop premises, 58-59 Norfolk Street, King's Lynn | Deeds and papers relating to premises on the south side of Norfolk Street, King's Lynn, 1773-1888, and (as Booth's radio, TV and electrical shop), mid 20th century           | MC 2975             | 1773-20th century   | 1 bundle              |
| Estate in Sedgeford of the family of Walter Bone (1892-1980)                      | Deeds and documents relating to copyhold property   | MC 2960             | 17th-20th centuries | 2 bundles             |
| Stracey family of Rackheath and Kirby Bedon                                       | Deed of apportionment of sum of money by Henry Josias Stracey esq. of Rackheath Hall, Norfolk, now of The Hall, Kirby Bedon, and Charlotte his wife, formerly Charlotte Denne | MC 2924             | 1838                | 1 parchment; 2 papers |



|                                   |  |             |           |              |
|-----------------------------------|--|-------------|-----------|--------------|
| Estate in Thetford and Snare Hill | Deed relating to remainder, which would fall to William Campion of Combwell in Southwark (Kent) after the death of his wife, Grace Campion, in the site and properties of the dissolved monastery of the Nuns of Thetford, the manor of Snare Hill, Snarehill warren and lodge | MC 2930     | 1665      | 1 parchment  |
| Copyhold state in Wighton         | Deeds to the Gibraltar Inn, Wighton  | ACC 2013/32 | 1786-1883 | 1 envelope   |
| Unknown/various                   | Deeds to properties in Great Dunham, 1691, and East Dereham, 1757 and 1851   | MC 2947     | 1691-1851 | 3 parchments |
| Unknown/various                   | Miscellaneous deeds to properties in Hales, Ormesby Saint Michael, Aylsham, North Walsham, South Lopham, Norwich and Gorleston   | MC 2939     | 1819-1911 | 7 deeds      |

### Personal and family papers

| Creator of the records  | Summary description  | Reference         | Covering dates | Quantity   |
|---|--|-------------------|----------------|--|
| Phillip Bartlett (1928-2013), became a teacher of art in Great Yarmouth/Gorleston; later of Bingley, West Yorkshire | Photographs of Great Yarmouth, Gorleston, North Norfolk and elsewhere in Norfolk, Suffolk and Essex, and related papers                              | MC 2952           | 1954-1981      | 108 transparencies, 3 photographs, 1 booklet, 2 papers |
| Barton family of Threxton and Norwich   | Additional Barton family papers, mainly relating to the education and training of Bettine Marguerite Devereux Cooke (later wife to Thomas F. Barton) | BAR (ACC 2013/93) | 1908-1961      | 1 file   |
| Miss D.J. Billman of Wymondham (later Mrs Kidell)   | Letter of appointment to a clerical post, from Norwich Union Fire Insurance Society Ltd and related notes  | MC 2946           | 1961           | 2 papers   |
| Margaret Bird (1946-), editor of the diaries of Mary Hardy (1733-1809) of Letheringsett                             | Photocopies of the manuscript diaries of Mary Hardy, 1773-1809, and Henry Raven, 1793-7, used to prepare published editions, 2013                    | FX 376            | 1773-2013      | 6 boxes  |

|   |  |                        |                          |               |
|---|--|------------------------|--------------------------|---------------|
| Michael J. Bostle , Senior Fire Safety Officer, Norfolk Fire Brigade  | Photographs, cuttings, printed leaflets and lecture notes about the excavation of the Castle Mall site in Norwich and the Mall's subsequent construction and testing for fire safety | MC 3004                | 1974-2013                | 2 boxes       |
| Henry Cadman (1861-1935) of Norwich and family  | Photographs, newspaper cuttings and papers relating, inter alia, to Henry Cadman's career in the Norfolk Regiment; his membership of the Independent Labour Party (ILP) in Norwich   | MC 2959                | c. 1875-c. 1935          | 1 folder      |
| Jabez Church, surveyor to Thetford Corporation  | Thetford Corporation Water Works: plan of town mains   | MC 2929                | 19th century             | 1 roll        |
| Colman family of Carrow and elsewhere   | Additional Colman family history notes, including information from the 17th century onwards (unfit for production)   | ACC 2013/189           | 1883-1888                | 1 volume      |
| Coulton Family of Pentney and King's Lynn   | Additional record: text of a lecture, 'A comparison between the condition of the Poor in Lynn in the last century, and at the present time'  | ACC 2013/179           | c 1895                   | 1 file        |
| Dewing family and related Francis family of Holme Hale and Helhoughton  | Family photograph album  | MC 2942                | Early 20th century       | 1 volume      |
| Revd Thomas Dix (1805-1871) clergyman, of Smallburgh, Neatishead and Thwaite  | Personal account books   | MC 37<br>(ACC2013/116) | 1839-1850                | 13 gatherings |
| Alan R. Driver (1953-1997), Norwich Labour Party Assistant Steward, 1974-1990; Norwich City councillor from 1957 and Lord Mayor, 1981-2 | Personal papers, relating mainly to his political and public rôles   | MC 3012                | c. 1975-1997             | 10 boxes      |
| Right Revd George Carnac Fisher DD (1844-1921) and the Fisher family of Fleggburgh and elsewhere  | Photographs of herring boats at Great Yarmouth, undated [c. 1890] and of the Fisher family, with recipe book, 20th century   | MC 2950                | Late 19th-20th centuries | 1 box         |

|  |   |                        |                     |  |
|--|---|------------------------|---------------------|--|
| William Britton Francis, rate fixer, of Boulton and Paul Ltd                                   | Additional records: photographs of a 'Pulham Pig' R33 (registration G-FAAG) and the mast at RAF Pulham  | MC 2789/2              | c 1919              | 1 packet                                     |
| Raymond Frostick of Norwich  | Additional printed maps of Norfolk  | RFM 2                  | 1584-1905           | 4 boxes                                      |
| John Edward Kett (1917-2010), known as Jack Kett, of Wereham and Cawston, teacher              | Additional papers, including published and recorded poems   | MC 3002 (ACC 2013/11)  | c. 1975-2011        | 5 gatherings, 5 volumes, 4 compact cassettes |
| Robert Wyndham Ketton-Cremer (1906-1969) of Felbrigg Hall                                      | Additional personal papers, including some relating to North Norfolk National and Conservative Association  | MC 3005                | 1939-1970           | 2 boxes                                      |
| Ellaline Lawrence Lee (1908-2002) of Cromer  | Personal and family papers  | MC 2961                | 20th century        | 1 box  |
| William Mitchell, a store man at Steward and Patteson's brewery                                | Steward, Patteson, Finch and Co., brewers, property maintenance register and Costessey estate sale particular                                       | ACC 2013/114           | 1872-1918           | 1 volume, 1 folder                           |
| John Platten of Little Ryburgh, farmer and overseer of the poor                                | Little Ryburgh overseers' account book, 1847-67; reused for butter accounts, 1868-76  | MC 2916                | 1847-1876           | 1 volume                                     |
| William Neave Pratt (d. 2000) Methodist preacher, and the Pratt family of Repps, Methodists    | Papers relating mainly to the family's connexions with Repps with Bastwick Methodist Chapel   | MC 2927                | 19th-20th centuries | 3 boxes                                      |
| George Hegarty Ramsay, esq., minister of Hillcrest Chapel (nondenominational), Thorpe, Norwich | Personal papers, relating mainly to the chapel, including architectural drawings for proposed building, 1934-5, and a register of baptisms, 1935-69 | MC 2931                | 1934-1938           | 1 volume, 14 papers, 8 photographs           |
| Monica Riches (1912-1997) of Attleborough and Felixstowe, dressmaker                           | Fashion designs   | MC 2955                | 1930s               | 9 papers                                     |
| David Russell, electrician, trade unionist and councillor                                      | Additional records: papers relating to his rôle as chairman of North Norfolk District Council   | MC 2426 (ACC 2013/194) | 1995-1998           | 2 boxes                                      |

|   |  |              |                     |                       |
|---|--|--------------|---------------------|-----------------------|
| Janet Todman, midwife, of Norfolk   | Central Midwives Board: Register of Cases (births attended, including name of mother, the weight and sex of the baby and details of any complications) | MC 3008      | 1973-1978           | 2 volumes             |
| Sylvia Turtle of Oxborough  | Memoir of Oxborough, with Assessment of Historical Development of, and plans of, Oxborough Old Rectory   | MC 2966      | 2012-2013           | 2 booklets, 7 plans   |
| Alan Watling, chartered engineer, employee (1960-79), of Laurence, Scott & Electromotors Ltd, Norwich | Laurence, Scott and Electromotors Ltd employee's training materials and publications   | MC 2921      | c. 1960             | 1 folder, 2 pamphlets |
| Wellard family of Ipswich and the Grundey family of Norwich   | Additional family papers   | MC 2715/2-6  | 1909-1955           | 1 box                 |
| Collector of legal documents  | Miscellaneous Norfolk deeds  | ACC 2013/157 | 18th-19th centuries | 15 deeds              |
| Unknown person connected with Norvic Kiltie Shoe Company Ltd  | Norvic Shoe Company catalogues and annual reports  | MC 3003      | 1963-1965           | 5 volumes             |
| Unknown (stray)   | Letter from M.B. Hutson (13 Ferry Street, New York) to his mother, Marthy Hutson, of Kelling, describing first months in America                       | MC 2949      | 1823                | 1 paper               |

### Historical and miscellaneous

| Creator of the records | Summary description   | Reference   | Covering dates    | Quantity              |
|------------------------|---|-------------|-------------------|-----------------------|
| Aylsham solicitor      | Additional papers: Aylsham Association rules and subscribers' list, 1787, letters of administration of goods of Humphrey Repton, late of Hare Street, Essex, 1820, and a partial estate valuation sent to Humphrey ?Repton at Sustead, n.d. | ACC 2013/99 | 1787-19th century | 2 papers, 1 parchment |

|   |  |                                 |                     |                          |
|---|--|---------------------------------|---------------------|--------------------------|
| Alfred Chadwick (d. 2008), headmaster of Alderman Catleugh Boys' School               | Programme for official opening of Alderman Catleugh Secondary Schools  | MC 2962                         | 1958                | 1 booklet                |
| Jennifer Edmonds of Norwich, family historian   | Very miscellaneous collected records and copies, including a deed to copyhold land held of the manor of Aylsham Vicarage, 1855   | ACC 2013/119                    | 19th-20th centuries | 1 box                    |
| Kevin Fitzgerald, resident of Sea Palling   | Additional documents relating to Sea Palling and Waxham: 'Sea Palling and Waxham Magazine'   | MC 2938/3                       | 2002-2012           | 2 bundles                |
| David Gurney, resident of Weston Longville  | Additional issues of <i>Wensum Diary</i> (monthly magazine of Weston Longville, Morton-on-the-Hill, Great Witchingham (Lenwade) and Little Witchingham)  | MC 2703/39/7-11, 40, and 41/1-5 | 2011-2013           | 1 box                    |
| Person connected with the Maddermarket Theatre, Norwich                               | Maddermarket Theatre programmes  | ACC 2013/84                     | 1971-1984           | 1 bundle                 |
| Family of Herbert W. Witard (1920-) of Norwich  | Photograph of Dorothy Jewson election campaigning in Norwich, with mother and baby (Mrs Alice Maud Witard and her son, Herbert W. Witard (b 28 Sep 1920) with copy   | MC 2956                         | 1923                | 2 photographs, 1 paper   |
| Unknown/various   | Pengelly letter, 1668, with Hoveton deeds, 1613-94, and four miscellaneous letters, 1821-34  | MC 2972                         | 1613-1834           | 12 parchments and papers |
| Unknown/various (custody of Winters Legal LLP solicitors, of St Ives, Cambridgeshire) | Probate copies of wills of Charles Thomas Robinson of King's Lynn and Hunstanton, 1911, and John Barrow of Cromer, 1945; letters of administration to estate of Dorothy Knox Lukis Astley Carr of Taverham, 1950 | MC 2933                         | 1911-1955           | 3 gatherings             |
| Unknown collector and Dr Mike Stammers, former head of the Merseyside Maritime Museum | Photographs of Norfolk wherries built 1897- c. 1900  | MC 3007                         | c. 1930             | 34 photographs           |
| Unidentified person connected with Norwich Cathedral                                  | 'Simple Guide for Visitors to Norwich Cathedral' (printed; two copies)   | DCN 26/74                       | c. 1938             | 2 gatherings             |

|   |   |              |                    |                      |
|---|---|--------------|--------------------|----------------------|
| Unidentified Suffolk-based collector, late 20th century | Printed engravings from magazines showing various Norwich scenes and historical costumes                          | MC 3010      | Early 20th century | 1 folder             |
| Unknown   | Sale Particulars of Elmham Hall Estate, 1919, and Felthorpe Estate, 1958  | MC 2943      | 1919-1958          | 2 gatherings         |
| Unknown   | Sale particulars of furniture, paintings and other contents of Windsor House, 3 Newmarket Road, Norwich           | MC 2964      | 1923               | 1 booklet            |
| Unknown   | Deed relating to Holme next the Sea, 1787, with a memorandum relating to an apparently unconnected mortgage, 1863 | MC 2873      | 1787, 1863         | 1 parchment, 1 paper |
| Unknown   | Map of Norwich surveyed by W.S. Millard and Joseph Manning (by order of Corporation) and engraved by J. Dallinger | ACC 2013/180 | 1830               | 1 roll               |

### Copies of records

| Creator of the records                                       | Creator of the records  | Reference   | Covering dates | Quantity           |
|--|---|-------------|----------------|--------------------|
| Richard Harbord of Gunton                                    | Photocopy of a redrawn or traced copy of Cockley Cley estate map, 1722                | FX 380      | 2013           | 1 paper            |
| Ralph Evelyn Harbord   | Copy of a Harbord of Gunton family tree   | FX 379      | c. 1960        | 1 roll             |
| Jessie Muriel Horner (née Wainwright) of Norwich (1890-1977) | Digital images and print-out copies of a volume of memoirs                            | FX 378      | c. 1965        | 1 CD and 15 papers |
| Gerry Yardy, photographer, of Norwich                        | Copies of photographs of County Hall construction, taken for contractors, R.G. Carter | ACC 2013/76 | c. 1968        | 8 images           |
| Unknown  | Copies of drainage plans for Depwade Union Workhouse                                  | FX 377      | 1914           | 2 papers           |

## Norfolk Sound Archive

| Creator of the records   | Summary description   | Reference            | Covering dates            | Quantity  |
|--|---|----------------------|---------------------------|---|
| Aylsham Heritage Centre  | Additional records: typescript memoir and summaries relating to previously deposited oral history recordings relating to Aylsham  | AUD080 (SAC 2013/1)  | n.d. [2012-2013]          | 4 papers  |
| Delna Barrett, interviewer   | Recording of interview of Bob Davey by Delna Barrett about the history and restoration of church of St Mary, Houghton on the Hill | AUD 84               | 2013                      | 1 CD-DA, 2 papers                                     |
| Choir of St Faith's church, Gaywood  | Recordings of John Stainer's 'Crucifixion', 1960 and 1964; [Handel's] 'Messiah', 1962; and a Maundy Thursday church concert, 1963 | AUD 86,              | 1960-1964                 | 4 reels of quarter-inch audio tape                    |
| Sophia Hankinson, née Mottram, former King's Lynn Museum curator (1957-1974), as interviewer     | Recorded interviews of Rachel Young of Norwich, historian   | AUD 89               | 2013                      | 2 Waveform audio files (236 MB)                       |
| Holkham Hall Estate  | Additional recorded interview, with Lady Anne Glenconner née Coke (1932-), daughter of Thomas Coke, 5th Earl of Leicester         | AUD 33/3             | n.d. [early 21st century] | 1 CD-DA, 1 presentation box                           |
| John Innes Centre, Norwich-based research centre for plant science and microbiology, 1994-       | Additional recorded conversations, interviews and lectures relating to John Innes Centre and its predecessor bodies               | AUD 29 (SAC 2013/21) | 1957-2013                 | 61 Waveform audio files (67.8 GB), 1 bundle of papers |
| Alice Mackay (fl. 2011-), oral historian and heritage consultant, of Norwich and later of London | Additional record: transcript of interview of Aude Gotto  | AUD 74/2,            | n.d. [2012]               | 19 papers   |

|  |  |                                    |                 |   |
|--|--|------------------------------------|-----------------|---|
| Sidney W. Nobbs (c. 1896-1968) of Grove Walk, Norwich  | Sound recording and photograph relating to his design for sliding driver's door on a motor car   | AUD 39                             | c. 1945         | 5 coarse-groove instantaneous disc, 2 photographs                   |
| Norfolk Museums and Archaeology Service: Ancient House Museum, Thetford                          | Additional recorded interviews, relating mainly to Thetford and the Second World War   | AUD 11 (SAC 2013/3 and SAC 2013/9) | 2012-2013       | 13 Waveform A audio files (1.66 GB); 1 Waveform audio file (364 MB) |
| Norfolk Museums and Archaeology Service: Ancient House Museum, Thetford                          | Additional recordings interview of John Stearne by Justine Duffy, made as part of a 'Mapping the Town' project                         | AUD 11 (SAC 2013/20)               | 2013            | 1 Waveform audio file (528 MB)                                      |
| Norfolk Museums and Archaeology Service  | Additional record: photographs and typescript summary relating to interview of Brian Ayers   | AUD 5 (SAC 2013/20)                | 2012            | 11 JPEG files, 1 Microsoft Word file                                |
| Stewart Orr Sound Services, Norfolk-based sound recording and sound production services provider | Sound recordings of Keith Skipper's old Norfolk characters, recorded by him as presenter of 'The Dinnertime Show' on BBC Radio Norfolk | AUD 85 (SAC 2013/12)               | c. 1985-c. 1995 | 38 reels of quarter-inch audio tape                                 |
| Stewart Orr Sound Services   | Copies off transmission of Rex Hancy's 'Nature Notes', on BBC Radio Norfolk  | AUD 85 (SAC 2013/13)               | 1985-1991       | 36 reels of quarter-inch audio tape                                 |
| Stewart Orr Sound Services   | Additional recordings: transmission copy of 'Should the Team Think', broadcast on Radio Norfolk, 2003, and unedited recording          | AUD 85 (ACC 2013/17)               | 2003            | 3 CD-DA   |
| Swaffham Museum  | Recorded oral history interviews and typescript summaries, created through the 'Swaffham within living memory, 1930-2010' project      | AUD 31                             | 2011-2013       | 190 data files (24.1 GB) and 1 bundle of papers                     |
| Voices of Hickling, oral history group, 2013-  | Recorded oral history recordings relating to Hickling and the surrounding area   | AUD 83                             | 2013            | 2 Waveform audio files (597 MB)                                     |



|  |   |                      |                   |                                     |
|--|---|----------------------|-------------------|-------------------------------------|
| Wise Archive, 1997-, Norfolk-based not for profit organization which collects oral history interviews about people's working lives | Additional recorded interviews, transcripts and related images  | AUD 82 (SAC 2013/6,) | 2010-2013         | 97 files (780 MB)                   |
| Unknown  | Recorded oral history interviews relating to Barroway Drove   | AUD 81               | n.d. [1980s]-1990 | 3 compact cassettes, 1 paper        |
| Unknown  | Recordings of various church services and concerts at Holy Trinity church, Norwich, South Walsham and Upton churches and at Norwich Cathedral | AUD 87               | 1973-1978         | 11 reels of quarter inch audio tape |
| Unknown  | Highlights from 'The Mikado' as performed by Thorpe Grammar School  | AUD 88               | 1974              | 1 microgroove disc                  |

**Appendix 2**

**Norfolk Record Office**

**Finance and Risk Report 2013/14**

**A report by the County Archivist**

**Executive Summary**

This report provides information on performance against budget and risk for 2013/14 as at 30<sup>th</sup> September 2013 for the Norfolk Record Office (NRO). Section 1 covers financial performance, and Section 2 covers risk.

The main issues for consideration by this Committee are:

- As at the end of September 2013, the NRO expects to achieve a break-even revenue budget outturn for the financial year.
- Management of risks for the NRO.

**Action Required**

The Norfolk Records Committee is asked to consider and comment on:

- Performance with the revenue budget and reserves and provisions for 2013/14.
- Management of risk for 2013/14.

**1. Financial Performance 2013/14**

**1.1 Revenue Budget**

- 1.1.1 At the end of September 2013, the NRO is predicting a break-even revenue budget outturn. The budget out-turn is summarised in the table below.
- 1.1.2 The Corporate Data Protection and Freedom of Information budgets have been removed for 2013/14.
- 1.1.3 The table below sets out the net revenue service budgets and out-turn for the NRO.

| Service       | Approved budget<br>£m | Forecast 2013/14<br>Outturn<br>£m | +Over/-<br>Underspend<br>£m | Variance<br>since last<br>report<br>£m |
|---------------|-----------------------|-----------------------------------|-----------------------------|--|
| Record Office | 1.395                 | 1.395                             | 0                           | 0%                                     |
| <b>Total</b>  | <b>1.395</b>          | <b>1.395</b>                      | <b>0</b>                    | <b>0%</b>                              |

1.1.4 For 2013/14 revenue budget savings, also agreed within the Big Conversation consultation, amount to £0.065m and come from staffing reductions (£0.045m), archive storage services (£0.010m) and energy savings (£0.010m). These savings are being achieved and contribute to the break even position.

1.1.5 This forecast is as at the end of September 2013. The impact of the proposed expenditure freeze is currently being assessed.

## 1.2 Capital programme

1.2.1 The only expenditure on the Capital programme relates to final costs for the CCTV system upgrade. This is funded from 2012/13 slippage.

## 1.3 Reserves and Provisions

1.3.1 The table summarising the 2013/14 position appears below.

- The Unspent Grants and Contributions Reserve balance of £0.049m has been reduced by £0.038m for 13/14 contributions for multi-year projects.
- The Residual Insurance reserve will be used for the digitisation, Manorial Records, Horner Cataloguing, Accessioning and re-cataloguing of Norwich City Records projects.

| Reserves and Provisions 2013/14        | Balances<br>at<br>01Apr13 | Outturn<br>at<br>31Mar14 | Change |
|--|---------------------------|--------------------------|--------|
|  | £M                        | £M                       | £M     |
| <b>Norfolk Record Office</b>           |                           |                          |        |
| Residual Insurance and Lottery Bids    | 0.370                     | 0.315                    | -0.055 |
| Unspent Grants & Contributions Reserve | 0.046                     | 0.008                    | -0.038 |
| Service Total                          | 0.416                     | 0.323                    | -0.093 |

## **Risk Management**

- 2.1 The service continues to manage the risks to its objectives both internal and external. The risk register is reviewed and updated on a quarterly basis and was last reported to this Committee in April 2013. A summary of the risk register based on the most recent review of 25 October 2013 appears at Appendix A.
- 2.2 The register contains three key risks, two of which are currently assessed as a 'medium' level risk, while one is assessed as 'low'.
- 2.3 All risks are being well managed. Two of the risks are showing 'Green – on schedule' progress towards achieving their target risk scores, and the other one is 'Amber'.
- 2.4 The impact of the three risks on the budget has been assessed as follows:
  - 2.4.1 For RM13959 'Loss of or reduction in funding', if this external funding was lost then the service would have to choose between ceasing activities or continuing and incurring an overspend. The service has budgeted for £8k of Grant income in 2013/14. This risk is classed as 'green' and is not expected to occur in 2013/14, and so will have no impact on the revenue position.
  - 2.4.2 For RM13960 'A lack of clarity in roles and responsibilities', could mean that we are not able to access external funding. For 2013/14, the budget for this totals £8k for Grants and £2k for Donations. This risk is classed as 'green' and is not expected to occur in 2013/14, and so will have no impact on the revenue position.
  - 2.4.3 For RM13963 'Long-term staff shortage', this risk is largely reputational but if we were to lose a member of staff to long term illness and cover was required, the back fill cost would be around £2k per month. If the role was covered there would likely be no loss of income. This risk is classed as 'amber' as at present no long term absence is expected but is impossible to state categorically that this won't happen.

## **3. Resource implications**

- 3.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out in Sections 1 and 2 of this report.

## **4. Other Implications**

- 4.1 Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account

## **5. Equality Impact Assessment (EqIA)**

- 5.1 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to

diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief, and sexual orientation.

## **6. Section 17 – Crime and Disorder Act**

6.1 There are no direct implications for Crime and Disorder within this report.

## **7. Conclusion**

7.1 The Norfolk Record Office expects to achieve a balanced revenue budget position for 2013/14. Progress with service plans points to continuing improvement during the year.

## **8. Recommendation or Action Required**

8.1 The Norfolk Records Committee is asked to consider and comment on:

- Performance with the 2013/14 service plans
- Performance with the revenue budget and reserves and provisions for 2013/14.

## **Officer Contact**

If you have any questions about matters contained in this paper please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact *Jill Blake* on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

## Appendix A: Risk Register - Norfolk County Council (Summary)

| Risk Register Name    |             | Norfolk Record Office                           |   |                    |                   |             | Red   |            |
|-----------------------|-------------|---|---|--------------------|-------------------|-------------|---|------------|
| Prepared by           |             | Gary Tuson and Stephen Andreassen               |   | High               |                   |             | Amber   |            |
| Date updated          |             | 25 October 2013                                 |   | Med                |                   |             | Green   |            |
| Next update due       |             | 30 November 2013                                |   | Low                |                   |             | Met   |            |
| Area                  | Risk Number | Risk Name                                       | Risk Description  | Current Risk Score | Target Risk Score | Target Date | Prospects of meeting Target Risk Score by Target Date | Risk Owner |
| Norfolk Record Office | RM13959     | Loss of or reduction in funding                 | Loss of or reduction in levels of external funding could lead to a reduced capacity to deliver the service, or threaten business viability.   | Med 9              | Med 6             | 31/03/2014  | Green   | Gary Tuson |
| Norfolk Record Office | RM13960     | A lack of clarity in roles and responsibilities | A lack of clarity in roles and responsibilities in our working relationships with other organisations could lead to capacity issues and potential drains on business as usual. This results in negative reputation and knock-on effects in relation to funding.                                     | Med 6              | Low 4             | 31/03/2014  | Green   | Gary Tuson |
| Norfolk Record Office | RM13963     | Long-term staff shortage                        | Due to our low levels of staff any long term shortage in key areas for whatever reason could lead to premises closure, support service downtime, increased backfill costs and loss of income. This could result in public services being unavailable and would negatively impact on our reputation. | Med 12             | Low 4             | 31/03/2014  | Amber   | Gary Tuson |



**Service and Budget Planning 2014-17 for Norfolk Record Office**

Report by the County Archivist

**Summary**

This paper sets out the financial and planning context for the authority and gives an early indication of what this means for Community Services and the Norfolk Record Office.

It highlights specific known impacts of new national policy initiatives which are likely to affect the way the Service carries out its business and plans its future priorities. It sets out proposals for changing service delivery currently being consulted on, along with identified efficiency savings which have been identified by Officers and Members in order to meet the funding gap.

On 2 September Cabinet agreed the projected funding gap for planning purposes of £189m over the three year period 2014-17. This is based on assumptions for additional cost pressures facing services and a reduction in Government funding taking into consideration the latest information from Department for Communities and Local Government (CLG).

This report sets out the financial and planning context for the authority and gives specific service information for the Norfolk Record Office (NRO) for the next financial year.

**Action Required**

Members of NRO Committee are asked to consider and comment on the following:

- a. The revised service and financial planning context and assumptions
- b. The revised spending pressures and savings for the Norfolk Record Office
- c. Members are also invited to identify further ideas to achieve additional revenue budget savings

**1 Background**

- 1.1 On 19 September the County Council launched the Putting People First consultation about future focus for Council spending. The context for the consultation is the Council's need to bridge a predicted funding gap over the next three years and a desire to focus council spending on areas that will support or lead to;
  - a. Excellence in education
  - b. Real jobs – leading to sustainable employment throughout Norfolk
  - c. Good infrastructure
- 1.2 A report to Cabinet on 2 September confirmed that the projected funding gap for planning purposes should be increased from £182m to £189m over the three year period 2014-17 based upon information from the Department of Communities and Local Government (CLG).

- 1.3 This paper brings together for Committee Members the following:
- a. Revised financial and planning assumptions agreed by Cabinet in September to inform the Council's budget proposals
  - b. Updated budget proposals for emerging cost pressures, new savings and revisions to future savings for 2014/15.
  - c. Known priorities for the service for the period 2014-17

## **2 Financial and planning context**

- 2.1 The context for the County Council's three-year planning was set out by Cabinet in its report in August 2013, when it also confirmed a vision for Norfolk called 'Putting People First' which aims to achieve a better, safer future, based on education, economic success and listening to local communities.
- 2.2 The financial strategy which underpins these elements is:
- a. Faster and greater service innovation and transformation helping to squeeze further savings and efficiencies from improved processes. Investing to save where necessary to make this happen
  - b. Continuing to drive down costs across the board
  - c. Rationalising assets and property. Working closely with others to develop and implement new shared arrangements that save money and take account of the wider social and economic impact of any option for change
  - d. Utilising and releasing land where we can to build new homes (subject to sound business cases)
  - e. Investing in the economy – and by doing so, helping build skills and create real and sustainable jobs
  - f. Using new technology to help improve services and release savings and take account of changing customer expectations and practice
  - g. Collaboration with others across the public sector, especially colleagues in the NHS, to achieve the most effective use of public monies and better outcomes for Norfolk people

## **3 Service Specific Context**

### **3.1 Norfolk Record Office Service Priorities**

- 3.1.1 The following covers the main priorities for the Community Services Department that will form the basis of service planning and budget proposals for 2014 -17.

- 3.1.2 Norfolk Record Office priorities for 2014-17 are principally contained within the Priorities listed at 1 and 7. However the NRO supports overall Community Services priorities through its service plans wherever possible. Priorities are not ranked in any particular order.

| Priority  | This involves:  |
|---|---|
| 1. Deliver budget savings as set out in the County Council Plan   | <ul style="list-style-type: none"> <li>• Delivering the first year of the Putting People First programme</li> </ul>   |
| 2. Making sure vulnerable people are safe   | <ul style="list-style-type: none"> <li>• Our key safeguarding responsibilities</li> </ul>   |
| 3. Keeping people independent and preventing admissions to hospital or residential care                         | <ul style="list-style-type: none"> <li>• Making sure that the best use is made of personal budgets</li> <li>• Making sure people have a choice</li> </ul>   |
| 4. Integrating health and social care services so that services are efficient, effective and easy to understand | <ul style="list-style-type: none"> <li>• Planning services together with Clinical Commissioning Groups</li> <li>• Health and social care integration</li> <li>• Commissioning the right services in the right local places</li> </ul>   |
| 5. Supporting carers  | <ul style="list-style-type: none"> <li>• Making sure our services are focused on keeping people independent</li> <li>• Promoting community-based services and community-driven initiatives to support vulnerable people</li> <li>• Supporting people with better information</li> </ul> |
| 6. Working with providers of care services to ensure the quality and availability of services                   | <ul style="list-style-type: none"> <li>• Our key safeguarding responsibilities</li> </ul>   |
| 7. Delivering high quality and accessible cultural services   | <ul style="list-style-type: none"> <li>• Maintaining current high levels of performance in Cultural Services</li> <li>• Ensuring services are accessible to all people in a range of ways</li> </ul>  |

- 3.1.3 The priorities will be used to drive planning through the service. Practically this means that, when developing more detailed service, locality and team plans, managers will be required to demonstrate how they are delivering the priorities.
- 3.1.4 The priorities will also continue to shape how we manage and report our performance. The Norfolk Record Office reports performance with regular updates to the Norfolk Records Committee.

### **3.2 Service specific drivers**

- 3.2.1 In developing our plans we conduct a 'contextual review' which looks at all of the things that might affect our customers and services, and try to anticipate their impact. Where there are clear risks, we plan actions to mitigate these. The following summarises the main issues and changes that we have identified.

### **3.3 Changes in demand**

- 3.3.1 Norfolk's demographic and economic challenges are well documented and understood. In planning our services and expenditure we consider these trends to take account of:
- a. The changing economic climate which impacts on employment and consumer spending, the reducing availability of funding from external sources for projects, and
  - b. Competition from the wider cultural sector and increasing access to the cultural digital 'economy'.

## **4 Review of progress within the current three year programme and proposed changes**

- 4.1 Good progress has been made on achieving efficiencies during the three years of the Big Conversation programme. However, due to the funding gap identified further savings have been proposed as part of the Putting People First programme.

- 4.2 Revised cost pressures are detailed in Appendix A.

### **4.3 Pressures and changes to budget**

- 4.3.1 Norfolk Record Office proposed Putting People First savings for 2014/15 total £0.189m. This includes £0.027m as a contribution to Administrative efficiency savings for Cultural Services as a whole. The impact on the budget overall is set out below:

| <b>Description</b>           | <b>2013/14<br/>Budget<br/>£000</b> | <b>Additional<br/>Costs<br/>2014/15<br/>£000</b> | <b>Saving<br/>2014/15<br/>£000</b> | <b>Proposed<br/>2014/15<br/>Budget<br/>£000</b> | <b>Saving<br/>Reference</b> |
|------------------------------|------------------------------------|--|------------------------------------|---|-----------------------------|
| Salaries                     | 825                                | 8  | (82)                               | 751   | 8, 9                        |
| Staff Related<br>Costs       | 10                                 |  |                                    | 10  |                             |
| Premises                     | 3                                  |  |                                    | 3   |                             |
| Transport                    | 4                                  |  |                                    | 4   |                             |
| Supplies &<br>Services       | 127                                | 2  | (27)                               | 102   | 9                           |
| Support<br>Services          | 497                                | 10   | (20)                               | 487   | 9                           |
| Depreciation<br>& Impairment | 96                                 |  |                                    | 96  |                             |
| Income                       | (167)                              | (1)  | (60)                               | (228)   | 20                          |
| <b>Total</b>                 | <b>1,395</b>                       | <b>19</b>  | <b>(189)</b>                       | <b>1,225</b>                                    |                             |

A breakdown of the additional costs and savings is given in Appendix A.

- 4.3.2 Appendix A also rates the risk of each proposed saving not being made in terms of Red, Amber, Green. The only 'Red' area is the additional Income to be generated under Reference 20 as it depends on outside factors, such as demand existing for the services and contracts being agreed on good terms and in time. The others are classed as 'Amber' as they are still being consulted on but the saving will have to be made in some form.

## **5 Resource Implications**

### **5.1 Finance**

- 5.1.1 Finance implications are covered in section Four of the report.

### **5.2 Staff**

- 5.2.1 The financial implications of reductions in staffing levels for all services was assessed corporately as part of the overall budget proposals for 2014-17. The NRO currently has 28.92 Full Time Equivalent employees. With a proposed savings to be made from restructuring there could be an impact on these staff but this is still under consultation. Redundancy costs may be incurred.

## **5.3 IT**

- 5.3.1 The successful delivery of NRO services day to day relies on the appropriate IT resources being available and if not can cause loss of service, increased administration with the potential for loss of income. The lack of adequate and robust IT connections at outlying museums results in regular problems with admissions and retail, and risks compromising the effectiveness of the proposed new admissions and retail systems currently being procured.

## **6 Other Implications (where appropriate)**

### **6.1 Equality Impact Assessment (EqIA)**

- 6.1.1 Individual Equality Impact Assessments are being carried out on all the Council's budget proposals that potentially have an impact on identified groups with protected characteristics.

The legislation and statutory codes of practice informing the Council's work on equality impact assessments recommends that consultation with relevant groups should form a core part of the evidence used to prepare an equality impact assessment.

At the time of writing this report, the consultation is still on-going, so this Overview and Scrutiny report provides an interim position until findings are brought to the Panel in January.

A full equality impact assessment report will be published alongside the Cabinet budget papers. This is consistent with legislation and will allow Cabinet Members sufficient time to inspect each proposal's equality impact assessment (along with all the other relevant evidence), prior to the Cabinet meeting on 7 January 2014 to agree the recommendations to Full Council in February 2014.

In all their decisions and functions public authorities must give due weight to the need to promote disability equality in relation to the six parts of the general duty:

- a. Promote equality of opportunity between disabled people and other people
- b. Eliminate unlawful discrimination
- c. Eliminate harassment of disabled people that is related to their disabilities
- d. Promote positive attitudes towards disabled persons
- e. Encourage participation by disabled people in public life
- f. Take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others

Where the Council identifies potential adverse impact on protected groups, it must do two things. Firstly, it must consider whether to go ahead with the proposal, or amend it in some way, with a view to promoting equality and tackling disadvantage for the protected group affected. If it takes the decision to go ahead with the proposal in its current form, it must identify actions to reduce or mitigate the adverse impact.

## 6.2 Section 17 – Crime and Disorder Act

- 6.2.1 The NRO is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. The NRO provides services that are accessible to local people, encourage participation in cultural activities by people who are at risk of offending, engage offenders through a range of cultural projects, assist schools in improving pupil attainment and deliver opportunities to increase the number of people who are in education, employment or training. Through these and many other projects the NRO is using its resources to contribute towards reducing crime and disorder in Norfolk.

## 7 Risk assessment

- 7.1 The main risks and issues associated with these proposals have been highlighted in Sections Three and Four, and Appendix A.

## 8 Action Required


- 8.1 Members of NROC are asked to consider and comment on the following:
- a. The revised service and financial planning context and assumptions
  - b. The revised spending pressures and savings for Norfolk Record Office

## Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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|---|--|
|  | If you need this report in large print, audio, Braille, alternative format or in a different language please contact Jill Blake, Tel: 0344 800 8020, Textphone 0344 800 8011, and we will do our best to help. |
|---|--|

# Proposed budget changes for 2014/15 – NRO

## Appendix A

|     |  | Risk Rating (R/A/G) | 2014-15      | % of 2013/14 Budget |
|-----|--|---------------------|--------------|---------------------|
|     |  |                     | £'000        | %                   |
|     | <b>Opening 2013/14 Budget</b>  |                     | 1,395        |                     |
|     |  |                     |              |                     |
| Ref | <b>ADDITIONAL COSTS</b>  |                     |              |                     |
|     | Basic Inflation - Pay (1% for 14-15)   |                     | 8            | 0.6                 |
|     | Basic Inflation - Prices (agreed items and contracts)                            |                     | 11           | 0.8                 |
|     |  |                     |              |                     |
|     | <b>Sub Total Additional Costs</b>  |                     | <b>19</b>    | <b>(1.4)</b>        |
|     |  |                     |              |                     |
| Ref | <b>BUDGET SAVINGS</b>  |                     |              |                     |
| 8   | Salaries – Restructuring in Records Office                                       | Amber               | (70)         | (5.0)               |
| 9   | Salaries – close Norfolk Record Office on Saturday mornings                      | Amber               | (12)         | (0.9)               |
| 9   | Supplies & Services – Norfolk Record Office share of Administrative Efficiencies | Amber               | (27)         | (1.9)               |
| 9   | Support Services – Energy Savings in Records Office                              | Amber               | (20)         | (1.4)               |
| 20  | Income – Increased Income Generation for Norfolk Record Office                   | Red                 | (30)         | (2.2)               |
| 20  | Income – Develop Community and Commercial Links for Norfolk Record Office        | Red                 | (30)         | (2.2)               |
|     |  |                     |              |                     |
|     | <b>Sub Total Savings</b>   |                     | <b>(189)</b> | <b>(13.5)</b>       |
|     |  |                     |              |                     |
|     | <b>Proposed 2014/15 Budget</b>   |                     | <b>1,225</b> | <b>87.8</b>         |
|     |  |                     |              |                     |
|     | <b>NET CHANGE</b>  |                     | <b>(170)</b> | <b>(12.2)</b>       |



**Norfolk Record Office**

**Changes to the Norfolk Record Office Opening Hours**

**A report by the County Archivist**

**Executive Summary**

This report provides information on the options available to reduce budget costs by changing the opening hours of the Norfolk Record Office. Its purpose is to provide members with information in advance of the closure of the public consultation period.

The main issues for consideration by this Committee are:

- The impact of any changes to opening hours on existing and potential users and the costs of these options.

**Action Required**

The Norfolk Records Committee is asked to consider and comment on:

- The information supplied and the range of options considered
- The need for further information to enable a decision to be made at the next committee meeting

**1. Introduction**

- 1.1 As part of the plans to deliver budget savings for the Norfolk Record Office, a proposal has been put forward that the Archive Centre ceases to open on Saturday mornings. This proposal has been included in the Norfolk County Council public consultation, which is due to close on 12 December 2013.
- 1.2 This report identifies; options for changes to opening hours; the costs and savings associated with each of these, and their impact on current service users.

- 1.3 This report is for information purposes, and to afford members the opportunity of asking for additional information. This additional information, along with the results of the public consultation, will then be presented to the next meeting of the Norfolk Records Committee.

## **2. Objectives**

- 2.1 Whilst the driver behind the proposal to close Saturday mornings is driven by the need to make budget savings, it is important that the NRO finds ways in which it can best serve its users. Therefore this report is based around three objectives:
- Deliver budget savings
  - Provide a service accessible to all
  - Minimise impact on existing users

## **3. Options**

1. *Do nothing*  
The Archive Centre would remain open from 9am until 12 noon on every Saturday.
2. *Closure on Saturday*  
The Archive Centre would not open on any Saturday.
3. *Late night opening one night per week*  
The Archive Centre would remain open until 7pm one night per week.
4. *Open all day Saturday once a month*  
The Archive Centre would open from 10am until 4pm on one Saturday per month.

The option of closing the searchroom at the Archive Centre on a Monday, and opening it on a Saturday instead, has not been included. This would result in additional costs and fails to meet the first objective.

## **4. Objective One: Deliver Budget Savings**

- 4.1 The costs of each of the options are presented below. These take into account a potential 9% increase in energy charges.
- 4.2 The annual cost in each case is the amount of additional savings which would have to be made from elsewhere in the budget should that option be chosen.

|                                     | Staff Costs | Energy Costs<br>(inc 9% increase) | Total per day | Annual Cost |
|-------------------------------------|-------------|-----------------------------------|---------------|-------------|
| Option 1: Open Every Sat 9-12       | £92.74      | £152.68                           | £245          | £12,271     |
| Option 2: Closed Sat                | £0.00       | £0.00                             | £0.00         | £0.00       |
| Option 3: Open One Sat per month    | £174.22     | £305.35                           | £480          | £5,754.87   |
| Option 4: Open One evening per week | £0.00       | £101.78                           | £102          | £1,221      |

## 5. Objective 2: Provide a Service Accessible to All

- 5.1 The Norfolk Record Office aims to provide an accessible service. This includes providing a service to those who are unable to visit during normal office hours.
- 5.2 The total number of hours open, outside of normal office hours, does not accurately reflect the accessibility of the service. Therefore, in this section, each of the options is measured against travel time and average dwell time to provide a more realistic measure of accessibility.

### Dwell Time

- 5.3 The nature of research in archives means that users spend considerable periods of time in the searchroom. Studies carried out in other offices have shown an average dwell time for archive researchers of between three and four hours. The dwell time is usually higher for those using original documents. For the purposes of this report the average dwell time is taken to be three and a half hours.

- 5.4 *Option 1: Open every Saturday 9am-12 noon*  
This option does not provide opening hours which meet the average time. To come close to this dwell time researchers would have to arrive at 9am.

*Option 2: Closed every Saturday*  
Not able to meet dwell time.

*Option 3: Open one Saturday per month 10am-4pm*  
This would exceed the average dwell time and provide a longer period during which researchers could arrive at the Archive Centre.

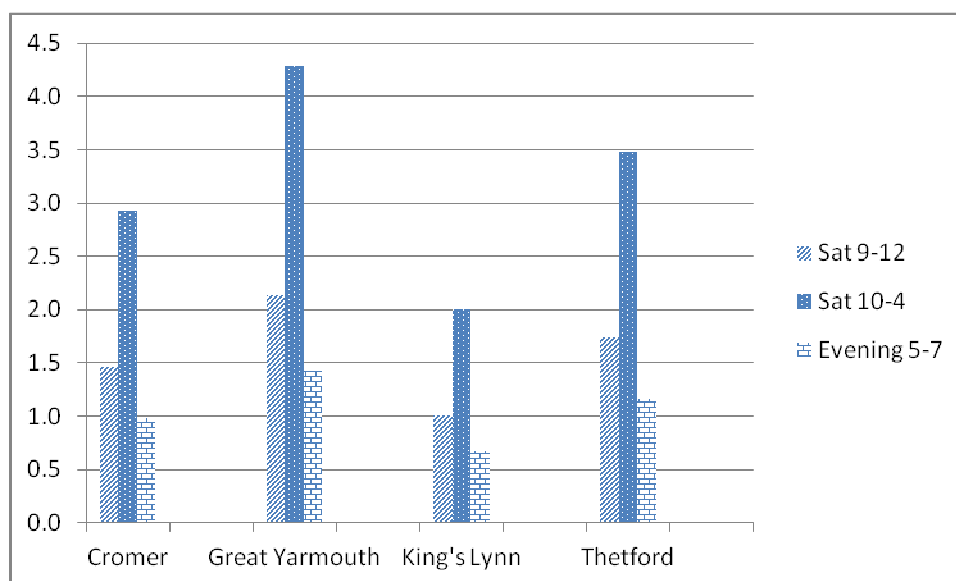
*Option 4: Open one evening per week 5-7pm*  
For a researcher to spend the average dwell time in the office they would have to arrive by 3.30pm.

### Travel Time

- 5.5 The table below is based on travel time by private and public transport to and from the Archive Centre. The number shown is an expression of travel time divided by maximum length of visit to the Record Office. Numbers below one indicate that more time is taken travelling to and from the service than can be spent using it.

|  | <b>Cromer</b>  |               | <b>Great Yarmouth</b> |               | <b>King's Lynn</b> |               | <b>Thetford</b> |               |
|--|----------------|---------------|-----------------------|---------------|--------------------|---------------|-----------------|---------------|
|  | <i>Private</i> | <i>Public</i> | <i>Private</i>        | <i>Public</i> | <i>Private</i>     | <i>Public</i> | <i>Private</i>  | <i>Public</i> |
| Option 1:<br>Every<br>Sat 9-12               | 1.7            | 1.2           | 2.7                   | 1.6           | 1.3                | 0.7           | 2.2             | 1.3           |
| Option 2:<br>Closed<br>Sat                   | 0              | 0             | 0                     | 0             | 0                  | 0             | 0               | 0             |
| Option 3:<br>One Sat<br>per<br>month<br>10-4 | 3.4            | 2.5           | 5.5                   | 3.1           | 2.6                | 1.4           | 4.4             | 2.6           |
| Option 4:<br>One<br>evening<br>per week      | 1.1            | 0.8           | 1.8                   | 1.0           | 0.9                | 0.5           | 1.5             | 0.9           |

An average of the travel time, for both modes of transport, is used to show the data in the graph below:



## 6. Objective 3: Impact on Current Users

- 6.1 The services received by users of the Archive Centre on a Saturday can be divided into three access groups; microfilms, original documents and archive expertise.

### *Option 1: Open every Saturday from 9am until 12 noon*

This option provides the public with access to all three aspects of the searchroom service. An analysis of use on Saturdays between April 2012 and September 2013 is contained in the table below.

|         | Total No | Using Original Docs | Using Microforms Only |
|---------|----------|---------------------|-----------------------|
| Average | 9.0      | 4.7                 | 4.3                   |
| Median  | 9        | 4                   | 4                     |
| Mode    | 9        | 4                   | 4                     |
| Max     | 18       | 10                  | 14                    |
| Min     | 2        | 1                   | 1                     |

### *Option 2: Closed on Saturdays*

Those using microforms would still have access to these at the Norfolk Heritage Centre which is open from 9am until 5pm on Saturdays.

Therefore the greatest negative impact would be on those using original documents; an average of 4.7 people each Saturday. For those who could only visit on a Saturday, the only means of access would be through the NRO's paid search service or through a private record agent.

There would also be a reduction in access to archival expertise, an important element in users reaching successful research outcomes. This would be partially offset by the NRO's remote enquiry service and the increasing amount of information available on the NRO website and online catalogue.

### *Option 3: One Saturday per month 10-4pm*

This option would provide for all three access groups. The frequency of access would be reduced but the length of time available for research on a single day doubled.

#### *Option 4: One evening per week 5-7pm*

This option would also provide for all three access groups. However, those who work until 5pm would still have difficulty using the service for a beneficial amount of time and, if they have to travel a significant distance, it would not be of benefit to them.

## **7. Resource implications**

- 7.1 The proposal to close the service on a Saturday morning is driven by the need to make budget savings. The adoption of any other option would require those savings to be met in another way.

## **8. Other Implications**

- 8.1 Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

## **9. Equality Impact Assessment (EqIA)**

- 9.1 Although a reduction in the level of service, by closing on a Saturday, would have a negative impact on accessibility, this would not more adversely affect one group than another based on disability, gender, race, religion and belief, and sexual orientation. However, those of working age are more likely to be adversely affected.

## **10. Section 17 – Crime and Disorder Act**

- 10.1 There are no direct implications for Crime and Disorder within this report.

## **11. Conclusion**

- 11.1 The most significant savings can be made by closing the Archive Centre on Saturdays. This, however, reduces out of office hours access to the service and will impact on a small number of people. Any other option would require savings to be made from elsewhere in the budget.

## **12. Recommendation or Action Required**

- 12.1 The Norfolk Records Committee is asked to consider and comment on the information in the report.

## **Officer Contact**

If you have any questions about matters contained in this paper please get in touch with:

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## **Norfolk Record Office**

### **Norfolk Record Office Branding**

#### **A report by the County Archivist**

##### **Executive Summary**

This report provides information on a proposed branding strategy for the Norfolk Record Office.

The main issues for consideration by this Committee are:

- The format of the proposed branding.

##### **Action Required**

The Norfolk Records Committee is asked to consider and comment on:

- The name of the service.
- Adoption of the proposed branding.

## **1. Introduction**

- 1.1 The Norfolk Record Office provides a service at three locations in the county; the Archive Centre, the King's Lynn Borough Archive and the Norfolk Heritage Centre in the Norfolk and Norwich Millennium Library. Increasingly, it also has a presence beyond these buildings, through its learning and community engagement work, and through its presence on the web.
- 1.2 To ensure that the services provided by the Norfolk Record Office are used by a large and diverse range of people, it is important that they are promoted effectively. To assist with this promotion it is essential that a clear identity is established for the Norfolk Record Office.

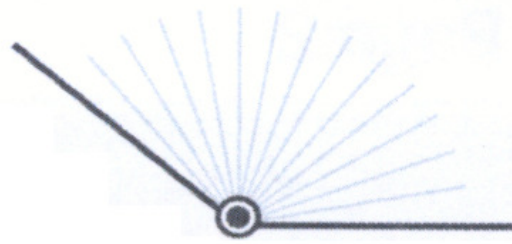
- 1.3 A recognition strategy was agreed by the Records Committee prior to the opening of the Archive Centre in 2002. This included the use of the Heritage Lottery Fund logo, a condition of the grant, which will continue to be the case.

## **2. Change of Name**

- 2.1 One option would be to follow a number of other organisations, including the National Archives, and rename the service Norfolk Archives. This would have the advantage of dispelling the confusion which sometimes arises over what a record office holds.
- 2.2 However, the Norfolk Record Office already has a very good reputation and such a radical step is likely to cause confusion amongst existing users. The use of the term, Record Office, also emphasises the rôle of the service as a place of official record and stresses the outcomes it supports beyond the cultural and heritage spheres.
- 2.3 It is, therefore, proposed that the option of a name change is not considered further and the service continues to be known as the Norfolk Record Office.

## **3. Adoption of Revised Branding**

- 3.1 The Norfolk Record Office is a joint service of Norfolk County Council and seven districts and borough councils. Any attempt to display all of their logos would be extremely confusing to the public and would not provide the service with a clear identifier. The NRO logo is deliberately a neutral identifier for the joint service, reflecting the stories contained in our archives.
- 3.2 The current logo of the service is not felt to be fit for purpose. It is, therefore, proposed that the Norfolk Record Office adopts the logo of the Archive Centre as an identifier. This will encompass the Norfolk Sound Archive. The logo would be accompanied by the name of the service as shown below.



## **Norfolk** Record Office

- 3.3 This logo would be used, in both colour, black and white, and negative versions, throughout the service. It would appear on; stationery, web pages, twitter feeds, facebook pages, leaflets, promotional materials, exhibitions, finding aids and signage.

### **4. Resource implications**

- 4.1 This proposal takes advantage of an already existing design. The logo is already present on the outside of the Archive Centre and on signs at the entrance to County Hall. Changes will be made as new materials are ordered or created and thus there would be minimal or no additional costs.

### **5. Other Implications**

- 5.1 Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

### **6. Equality Impact Assessment (EqIA)**

- 6.1 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief, and sexual orientation.

### **7. Section 17 – Crime and Disorder Act**

- 7.1 There are no direct implications for Crime and Disorder within this report.

## **8. Conclusion**

- 8.1 The proposed branding will provide a clear identity for the service throughout the county. This will be achieved at minimum cost.

## **9. Recommendation or Action Required**

- 9.1 The Norfolk Records Committee is asked to consider and comment on the proposals to:

- Keep the name of the service as Norfolk Record Office
- The adoption of the proposed revised branding

## **Officer Contact**

If you have any questions about matters contained in this paper please get in touch with:

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