

Norfolk Records Committee

Date: **Thursday, 01 May 2014**
Time: 10:30
Venue: Abbey Conference Centre, Room 16

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

Membership:

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

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 Society
	Observer
Dr V Morgan	Co-opted Member
Prof. C Rawcliffe	Representative of the Bishop of Norwich
Revd C Read	Co-opted Member
Prof. R Wilson	

Non-Voting Cabinet Member

Mrs M Wilkinson	Norfolk County Council Communities
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Agenda

1 To receive apologies and details of any substitute members attending

2 Declarations of Interest

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.

3 Any items of business the Chairman decides should be considered as a matter of urgency

4	Performance Report 1 October 2013–31 March 2014	5 - 26
	Report by the County Archivist	
5	Finance and Risk Report 2013-14	27 - 32
	Report by the County Archivist	
6	Service Plan 2014 -2015	33 - 42
	Report by the County Archivist	

7	Volunteer Policy	43 - 50
	Report by the County Archivist	
8	Review of Norfolk Record Office Charges	51 - 56
	Report by the County Archivist	
9	Document Purchases 1 April 2013 – 31 March 2014	57 - 60
	Report by the County Archivist	

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