

Norfolk Records Committee

Date: **Friday, 28 October 2016**

Time: **10:30**

Venue: **Green Room, Archive Centre, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

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

Membership

Mr D Bradford		Norwich City Council
Mrs J Brociek-Coulton	<i>Substitute: Mr M Sands</i>	Norfolk County Council
Mr D Buck	<i>Substitute: Mr S Dunn</i>	Broadland District Council
Mr M Chenery of Horsburgh	<i>Substitute: Mr B Iles</i>	Norfolk County Council
Mr P Duigan	<i>Substitute: Cllr M Chapman-Allen</i>	Breckland District Council
Dr C J Kemp		South Norfolk District Council
Mrs E A Nockolds		King's Lynn and West Norfolk Borough Council
Mr D Raby		Norwich City Council
Ms K S Robinson-Payne		Great Yarmouth Borough Council
Mr P Smyth	<i>Substitute: Mr F Agnew</i>	Norfolk County Council
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 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

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

Hollie Adams on 01603 223029
or email committees@norfolk.gov.uk

A g e n d a

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

2. Minutes

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To confirm the minutes of the meeting of the Norfolk Records Committee held on the 1 July 2016.

3. Matters of Urgent Business

4. 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.

District Council representatives will be bound by their own District Council Code of Conduct.

5. Co-option of Non-voting Members

6. Performance report 1 April – 30 September 2016 **Page 8**

A report by the Executive Director of Community and Environmental Services

7. Norfolk Archives and Heritage Development Foundation **Page 24**

A report by the Executive Director of Community and Environmental Services

8. Finance and Risk **Page 38**

A report by the Executive Director of Community and Environmental Services

Future Meetings

Date	Time	Venue
13 January 2017	10:30	Green Room, Archive Centre, County Hall
31 March 2017	10:30	Green Room, Archive Centre, County Hall

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

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