

Norfolk Records Committee

Minutes of the Meeting held on 22 June 2012

Present:

Norfolk County Council

Mr T Wright

North Norfolk District Council

Mrs A Claussen-Reynolds

Breckland District Council

Mr P Duigan

Norwich City Council

Ms D Carlo

Mr M Sands

Ms V Thomas

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

South Norfolk District Council

Dr C J Kemp (Vice-Chairman)

Non-Voting Members

Co-Opted Member

Mr M Begley

Prof C Rawcliffe

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Revd C Read

Also in attendance:

Mr T Blowfield

South Norfolk District Council

1. Apologies for Absence

- 1.1 Apologies for absence were received from Mr J Bracey, Ms K Robinson-Payne, Mr D Murphy, Mr R Jewson, Dr G Metters, and Prof R Wilson.

2. Election of Chairman

- 2.1 In his absence, Mr Murphy was elected Chairman of the Norfolk Records Committee for the ensuing year.

3. Election of Vice-Chairman

- 3.1 Dr Kemp was elected Vice-Chairman of the Norfolk Records Committee for the ensuing year.

Dr C Kemp in the Chair.

4. Minutes

- 4.1 The minutes of the previous meeting held on 27 April 2012 were confirmed by the Committee and signed by the Vice-Chairman.

5. Matters of Urgent Business

- 5.1 There were no items of urgent business.

6. Declarations of Interest

- 6.1 There were no declarations of interest.

7. Appointment of Co-Opted Members and Observer

- 7.1 The annexed report (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 2012-2013.

8. Norfolk Records Urgent Business Sub-Committee

- 8.1 The annexed report (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 which were urgent.

RESOLVED

- 8.2 To appoint Mr Murphy, Mr Wright, Dr Kemp, and Mr Duigan to serve on that Sub-Committee.
- 8.3 For the Norfolk Records Urgent Business Sub-Committee to exercise all the powers of the main Committee in dealing with matters which are urgent (having been agreed as such by the Head of Democratic Services and the Chief Officer(s) concerned) and which fall, partly or wholly, within the Terms of Reference of the Committee.

9. Archive Education and Outreach

- 9.1 The Archive Education and Outreach Officer delivered a PowerPoint presentation to Members. This presentation is attached at [Appendix A](#) of these minutes.

- 9.2 During the discussion the following points were noted:

- Members congratulated the Archive Education and Outreach Officer on the work she carried out across Norfolk, particularly the work carried out with the Sound Archive around the Second World War.
- Members felt the education and outreach work was imaginative and creative. They also suggested work around practical skills, including specialised building skills such as thatching.
- Members asked if there was evidence that schools were downloading the

information provided on the Record Office website. The Archive Education and Outreach Officer replied that officers were able to record web hits, but not whether the information was downloaded. Previously they had put a password on the materials so that when the password was requested they would know how many schools were using the information. However, this practice had been stopped as it was felt that it hindered the use of the materials.

RESOLVED

- 9.3 To note the work carried out around the Norfolk Record Office's work on Education and Outreach.

10. Norfolk Record Office - Performance and Budget Report 2011/12

- 10.1 The annexed report (10) by the County Archivist was received. This report provided information on performance against service plans and budget out-turn information for 2011/12 for the Norfolk Record Office (NRO). Section 1 covers service performance information in the context of delivering service plans, and Section 2 covers financial performance. The report was presented by the Business and Development Manager.
- 10.2 The main issues for consideration by this Committee were:
- At the 31 March 2012 the NRO achieved a break-even position for the revenue budget.
 - Performance indicators for the Norfolk Record Office showed that during the year The Archive Centre had continued to increase its range of audience participation, although numbers were down compared with the same period in 2010/11.
 - Performance against the 2011/12 service plans had been good and was reported in more detail in the accompanying report.
- 10.3 The Norfolk Record Office was on track to achieve a break-even budget position for 2011/12. Progress with service plans pointed to some continuing improvement.
- 10.4 During the discussion the following points were noted:
- Members asked about the new conservation technique, using gelatine mousse for the repair of parchment documents, and how this was being used to bring in funds to the Record Office. The County Archivist responded that officers had demonstrated this in Canada and had been invited to Australia to demonstrate this as well. Costs were fully covered by the archive institutions in the respective countries, but the Record Office was not in a position to bring in regular funds this way.
 - It was noted that at 2.3.1 'Townhouse' should read 'Town Close'.

RESOLVED

- 10.5 To note performance with the 2011/12 service plans.

- 10.6 To note performance with the revenue budget and reserves and provisions for 2011/12.

11. Norfolk Records Committee: Annual Accounting Statements 2011/12

- 11.1 The annexed report (11) by the Head of Finance was received. This report introduced the Annual Return required by the Accounts and Audit (England) Regulations 2011. The Chief Internal Auditor presented the report to Members.

RESOLVED

- 11.2 To approve the accounting statements as set out in Appendix A, Section 1 and approve its signing by the Vice-Chairman (in the absence of the Chairman);
- 11.3 To approve the Annual Governance Statement as set out in Appendix A, Section 2 and approve its signing by the Vice-Chairman (in the absence of the Chairman) and County Archivist;
- 11.4 To note the Annual internal audit report as set out in Appendix A, Section 4, together with the note set out at Appendix B.

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.

- 12.2 The County Archivist presented the following conclusion of the public interest test:

The NRO bids at auctions and acquires by private treaty sales documents of relevance to Norfolk, which fit within its Collections Policy. The prices of documents are increasing all the time, particularly because dealers' attitudes are "to charge what the market will pay". If prices paid by the NRO for documents were to become generally known publicly, this will have the effect of inflating the market. Since public funds are involved in its purchases, the NRO operates a strict value for money policy and strives to pay no more than is necessary, while, at the same time, trying to ensure that no important documents are lost to Norfolk. Releasing information about prices paid for documents would have a significant detrimental impact on NCC's commercial revenue and might put documents out of the NRO's financial reach, thereby losing part of the county's written heritage. It was therefore not in the public interest to release information about prices paid for document purchases.

RESOLVED

- 12.3 That the public be excluded from the following item.

13. Exempt Minutes

- 13.1 The exempt minutes of the meeting held on 27 April 2012 were agreed as a correct record and signed by the Vice-Chairman.

14. Future Meetings

Date	Time	Venue
Friday 23 November 2012	10:30am	The Green Room, Archive Centre
Friday 11 January 2013	10:30am	The Green Room, Archive Centre
Friday 26 April 2013	10:30am	The Green Room, Archive Centre
Friday 28 June 2013	10:30am	The Green Room, Archive Centre
Friday 22 November 2013	10:30am	The Green Room, Archive Centre

The meeting concluded at 11:30am.

Dr C Kemp, Vice-Chairman



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Education and Outreach at the Norfolk Record Office

A Presentation by Victoria Draper

Education and Outreach Officer