

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

Page 4

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

Date Agenda Published: 20 October 2016



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Norfolk Records Committee

Minutes of the Meeting held at King's Lynn Borough Archive on 1st July 2016

Present:

Norfolk County Council

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

South Norfolk District Council

Dr C J Kemp

Borough Council of King's Lynn and West Norfolk

Mrs E A Nockolds

Breckland Council

Mr P Duigan

Non-Voting Members

Co-Opted Member

Mr M R Begley
Prof C Rawcliffe
Prof R Wilson

Representative of the Norwich Record Society

Dr G A Metters

Observer

Dr V Morgan

1 Election of Chairman

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

2 Election of Vice-Chairman

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

3 To receive apologies and details of any substitute members attending

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

4 Minutes

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

5 Items of Urgent Business

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

6 Declaration of Interests

- 6.1 None declared.

7 Finance and Risk Report

- 7.1 The Committee received the report by the Executive Director of Community and Environmental Services which covered the final financial position and risk management for the Norfolk Records Committee in 2015/16 as at 31st March 2016.
- 7.2.1 Through discussion the following points were raised:
- 7.2.2 A query was raised regarding the ability to meet the next target income generation increase; the County Archivist gave information on steps being taken to secure income through talks with family history websites over licensing deals which would provide an annual payment funding stream.
- 7.2.3 The committee queried whether Lottery grants had been considered as a source of income. The County Archivist confirmed that the Norfolk Record Office was a partner in many bids which were being submitted which would act as a source of funding if successful, and gave information on these.
- 7.2.4 A query was raised regarding the impact of Brexit on the financial situation for the Norfolk Record Office. After discussion it was clarified that there were not thought to be any risks to the Norfolk Record Office and therefore nothing to be included on the Norfolk Record Office risk register.
- 7.3 The Committee:
- **considered** the performance with the revenue budget and reserves and provisions for 2015/16
 - **considered** the management of risk for 2015/16
 - **noted** the proposed budget savings for 2016/17 and beyond

8 Government Policy on Archives

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

8.2.1 Through discussion the following points were raised:

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

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

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

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

9 The Norfolk Archives and Heritage Development Foundation

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

9.2.1 Through discussion the following points were raised:

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

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

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

- 9.2.5 There was a suggestion to ask the Head of Customer Services whether NORAH's website could be included on the Norfolk County Council directory and District Council websites.
- 9.2.6 The County Archivist planned to look into a 'secretary of trustee's' role for Jonathon Draper and whether/how this would occur.
- 9.3.1 The Committee RESOLVED to:
- 9.3.2 **NOTE** the report
- 9.3.3 **REQUEST** further updates be brought to future meetings, and to be informed of the final membership of the charity. The annual fundraising strategy would be brought to Norfolk Records Committee each year
- 9.3.4 AGREE that the Chairman write a letter of appreciation to the Senior Archivist, Freda Wilkins-Jones.

Future Meetings

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

The meeting ended at 11.40

Christopher Kemp, Chairman of the Committee



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NORFOLK RECORDS COMMITTEE

Item No.

Report title:	Performance Report 1 April –30 September 2016
Date of meeting:	28 October 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services

Executive Summary

This report provides information on the activities of the Norfolk Record Office (NRO) and its performance against its service plan during the period between 1 April and 30 September 2016.

Proposal

The Norfolk Records Committee is asked to:

Consider performance against the 2016/1716 service plan and comment accordingly

Performance against Service Plan

- 1 **Develop skills and realise educational benefits of using archives**
 - 1.1 The Norfolk Record Office aims to encourage the use of archives by groups of all ages and abilities.

Formal Education
 - 1.2 The Norfolk Record Office Education and Outreach team have continued to provide a variety of workshops and talks for children during the last six months. These have included:
 - Local history workshops at Rackheath School and Kinsale Junior School
 - World War II workshops for pupils from Erpingham Primary School and Lakenham Primary School
 - Refuge Day workshops for children at the Forum
 - A Children's University Event at Sprowston High School
 - 1.3 The Record Office held nine events for schools, along with one for home education

children. A total of 444 children attended these events

Lifelong Learners

- 1.4 There has been a wide variety of events over the last six months. These are detailed in the two *What's On* booklets covering this period, the most recent of which covers events from July to December 2016.
- 1.5 Highlights from the last six months include:
- 1.6 Seal Sock Sewing Bees have continued with the most recent group meeting including a session with the Senior Conservator showing how the seal socks are being used in the God's House Unlocked project.
- 1.7 Heritage Open Days. The NRO held three events:
 - Change Minds events where participants showed their work. This provided an opportunity for people from the Change Minds Cromer project to meet people from the first cohort based in Norwich. It also gave participants the opportunity to invite their families to see their work.
 - An Archival Ambulation around Norwich using copies of archive sources
 - An open day at the King's Lynn Borough Archive where over three hundred people came to view documents on display and talk with an archivist.

Over the same weekend, it ran a stall at the Great Yarmouth Maritime Festival which was visited by over 1000 people.

- 1.8 NRO Blogger. A second cohort was trained to research articles which can then be posted on the NRO Blog. Recent posts on the blog have included:
 - The travel diary of Rachel Sheringham
 - Alfred Albert Suggate: Loddon's musical maverick
- 1.9 An Introduction to Family History workshop run in partnership with the Norfolk Heritage Centre.
- 1.10 In total 52 talks and workshops were delivered to a total of 1,132 people

Developing New Audiences and New Uses for the Collection

Volunteer Programme

- 2.1 Volunteers have contributed 1277 hours to the NRO during this period. There are currently 18 regular volunteers.
- 2.2 As well as the longer running volunteer projects, such as the Horner map cleaning and the indexing of Marriage Licence Bonds, some of the other volunteer activities have

been:

- 2.3 • Detailed cataloguing of the correspondence of Captain Frederick Charteris and Lady Louisa Charteris, née Keppel, 1872-1905 (MC 3214) and Sir Robert Clayton's papers re the estate of William Cobbe at Sandringham, 1660-1679 (MC 2370).
- 2.4 • *Introduction to the Archive Profession* placements have been run for two people with an interest in pursuing a professional qualification. This runs for a week and enables them to get an idea of the variety of work in a busy local authority archive service.
- 2.5 A number of volunteers and work experience placements have now secured paid employment and training. One has recently started at the Rolls Royce archives; another has secured a temporary Archive Assistant post at the NRO and a third has used her experience to secure a place on the Aberystwyth University distance learning course.

Change Minds

- 2.6 Members of the first cohort of the Change Minds have completed their three terms on the course. This mental wellbeing course, which uses the records of St Andrew's Hospital, is a Heritage Lottery Funded partnership between the NRO, The Restoration Trust and Together in North Norfolk. An important element of the project is an evaluation of its wellbeing impact; this is being led by Dr Victoria Scaife from UEA. A draft report on the outcomes for the first cohort has been prepared and this shows an overall increase in the general wellbeing of the participants. As well as quantitative data collection, the evaluation forms allow participants to write their own comments. Some of those collected from the first year were:

Has been awesome!! Thank you 😊

I think the course and the outcome for everyone has been a fantastic help to all involved

Change Minds is brilliant

I have enjoyed change minds immensely. It has been a great success

The feedback is also being used to improve the course for the second Changes Minds cohort which started in September

- 2.7 There has also been another, shorter Change Minds course running over ten sessions in Cromer Library. This is being delivered by a partnership between the NRO, Norfolk Libraries and Norfolk Community Learning Services.

3 Providing Public Access Service

Searchroom Service

1st April 2016 – 30th September 2016

3.1

Norfolk Record Office:	Searchroom Visits	Written Enquiries	Telephone E enquiries	Documents Produced
The Archive Centre	2,137 (2,679)	3,384 (3,280)	5,566 (3,839)	17,012 (15,011)

(Same period in previous year in brackets)

Remote Services

3.2

	Visits	Pages Viewed
NRO Website	30,487	88,706
NROCAT	18,495	373,711
	Followers	
Twitter	15,395	

Changes to NRO: The Archive Centre

3.3 Internal building work has now been completed at the Archive Centre. This has resulted in:

1. New office accommodation for the Registration Service.
2. Removal of the reception desk near the Searchroom and its replacement with a reception desk at near the steps
3. New visitor furniture and areas in the Long Gallery
4. A new staff room on the first floor
5. A new Glass Box between the Searchroom and the Green Room
6. Moving the Sound Archive to the former listening room

3.4 The total cost to the Record Office of this work, including fees, is in the region of £20,000.

4 Managing and Developing the NRO Collection

Accessions

- 4.1 A total of 168 accessions have been received during this period. The most significant of these are the records purchased as part of the Morningthorpe Manor Sale that account for one of these 168 accessions; these are the subject of a separate report. Some of the other highlights include:

ACC 2016/11	Norwich Cycling Campaign	1990-2016
ACC 2016/12	Norwich Group of Flower Clubs	mid 20th century- 21st century
ACC 2016/55	Photographs of Gorleston Special Holiday Camp	1948
ACC 2016/61	Business records of Mann Egerton & Co. Ltd, car dealers, coachworkers, manufacturers and electrical engineers	c 1899-1991
ACC 2016/73	Allens Cadge and Gilbert, Solicitors, and Predecessors additional	18th century-20th century
ACC 2016/156	Norfolk County Council additional: files relating to the Norfolk Library Fire and the development of the Forum	20th century-21st century

A full list of accessions is given in Appendix 1.

- 4.2 A cataloguing template has been developed for use by depositors prior to the receipt of documents by the NRO. This will enable certain depositors to create lists ready for import into the NRO catalogue.

Digital Preservation Consortium

- 4.3 Work has now started with the project partners from Norfolk, Hertfordshire, Cambridgeshire and Peterborough on the digital preservation project. A contract has been signed with a third party supplier who is providing a hosted system for this work. This consists of a file transfer system linked to an Archivematica pipeline (a workbench for processing digital files) and an instance of ICA Atom (an archive description and management system)
- 4.4 All parties took part in a web based training session with the software developers in Canada and small, collaborative training sessions have been arranged between the project partners.
- 4.5 The aims of this pilot project are to assess the most efficient way of meeting our digital preservation needs whilst developing new skills and understanding
- 4.6 There is growing interest in this project and requests to visit the NRO have been received from Cameron Mackintosh Ltd, Jaguar Daimler Heritage Trust, the British Motor Industry Heritage Trust and the University of Westminster.

- 4.7 Following interviews in July, the third digital preservation traineeship (funded through the Heritage Lottery Fund Skills for the Future programme) will start in October. This digital preservation project will form the core of their work over the coming 12 months. The holder of the previous placement has now secured employment working on digital records at the National Theatre.
- 4.8 Whilst the tools being used in the consortium help with many of the issues surrounding the preservation of digital records, there are still areas which need work. One of these has been addressed by producing an advice sheet for depositors of digital records. This sets out the preferred file formats for the transfer of digital records to the NRO, the need to remove password protection and the background information we require to manage the records.

God's House Unlocked

- 4.9 The God's House Unlocked project, which is creating a full catalogue of the UNESCO World Heritage Register inscribed Great Hospital collection, has been running since April. During this period, 42 of the 52 boxes in NCR Case 24 have been catalogued. This represents 54% of the total. It includes the founder's will, cartulary, letters patents, general accounts, court rolls, bailiff's accounts, rentals, extents and records of litigation.
- 4.10 Throughout, old boxes and packaging have been replaced with new, archive standard materials. As a part of this, bespoke, specially designed archive boxes and internal packaging for the deeds and, in many cases, their pendant wax seals has also been made.
- 4.11 As a part of the engagement activities around this project, an intermediate palaeography course started at the NRO in September. This objective of this ten session course is to equip its participants with the skills to work on 15th century account rolls.
- 4.12 Some of the items catalogued are described in more detail in Appendix 2.

Caring for the Collection

- 5.1 A conservator has been recruited to cover the maternity leave of one of the conservation team. The new conservator, who started on 8 August, has 25 years' experience in conservation having worked at, what was then, the Public Record Office and the Tate. Meanwhile, the conservator for whom he is providing maternity leave cover, gave a paper at the Archives and Records Association conference demonstrating recent innovations in parchment humidification developed by NRO.
- 5.2 Work has been completed on all the King's Lynn items requiring digitisation. This included the charters and items for the exhibition. The conservation team also organized and supervised the return of the document to Lynn in order to minimize the risk of damage during the move.

- 5.3 Planned conservation work has been completed on:
1. C/Sca 2/193: Martham enclosure award
 2. BEA 401, 439x2: Manor court book of Banyard, Lalfords and Butley
 3. MC 1811/23: Rental from the Norfolk Manors of Sir E. Bowyer Smyth
- 5.4 The Collection Care team have also secured two orders for large bespoke boxes: one for the History of Advertising Trust and another for a commercial supplier who has ordered 50 large costume boxes.
- 5.5 The Senior Conservator has also delivered two bookbinding sessions. One to the Change Minds group and another as a masterclass at the Town Hall in King's Lynn.
- 5.6 The Conservation team also continue to support the work of other teams. As well as providing access services for fragile documents ordered in the searchroom they have trained eleven people in Document Handling techniques and contributed to 31 tours of the building.
- 6 King's Lynn Borough Archive**
- 6.1 The conditions in the strongroom have now reached the environmental standards required for the storage of archive; this enabled the collection to be returned in September. This barcode system, put in place when the collection was moved to Norwich, was used again to create a location guide very soon after the documents had been returned.
- 6.2 The documents have been stored by size, rather than reference, which has made considerable space savings. There are also plans for further reorganization and packaging which will free up additional storage capacity. This means that the NRO will be able to store additional documents in Lynn and it is currently identifying suitable collections to keep there. It is likely that priority will be given to archives which can be used for engagement activities and anticipated research projects.
- 6.3 The archivist at King's Lynn moved to another job in July and, since then, staff from Norwich have been covering the post. Shortly after receiving notice, an advertisement for the post was placed in the Archives and Record Association's *ARC Recruitment*. However, the Record Office was unable to make an appointment.
- 6.4 The Record Office has failed to make an appointment to this post before and re-advertising carries the significant risk of failure that this will happen again. Therefore, to manage this risk, the Record Office plans to establish a traineeship in King's Lynn. The successful applicant will study for a professional qualification by distance learning and, upon successful completion of the course, will progress to the post of archivist in Lynn. Throughout the course, NRO staff will provide mentoring and support.

7 Financial Implications

- 7.1 The implications for finance are set out in the section above and in the Finance Report presented to this committee.

8 Issues, risks and innovation

- 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 Background

- 9.1 This report refers to the Norfolk Record Office Service Plan which was approved by the Norfolk Records Committee in April 2016.

Officer Contact

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

Gary Tuson
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The Archive Centre, Martineau Lane
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Appendix 1

Accessions 1 April-30 September 2015

ACC 2016/1	Horstead with Stanninghall Parish Council	c 1887-2007
ACC 2016/2	Hall School, Old Catton	1983-2014
ACC 2016/3	Stoke Ferry Scrapbook	1965
ACC 2016/4	Memoir of Ella Mary Jane Fuller, 'Thing's I Remember'	c 1990-1995
ACC 2016/5	Mixed deeds and papers	1805-1880
ACC 2016/6	Proofs and additions to 'Things I Remember', the memoirs of Ella Fuller	1991
ACC 2016/7	Copies of photographs of fishing boats (possibly Great Yarmouth)	c 1877
ACC 2016/8	Framingham Earl ecclesiastical parish	1983-2012
ACC 2016/9	St Faith and Aylsham RDC Housing Officer's annual report	1971
ACC 2016/10	Papers relating to a case about the use of church rates for the repair and upkeep of St Peter, Great Yarmouth	1854
ACC 2016/11	Norwich Cycling Campaign	1990-2016
ACC 2016/12	Norwich Group of Flower Clubs	mid 20th century-21st century
ACC 2016/13	Deeds of Partition relating to a property in The Street, Poringland	1820-1885
ACC 2016/14	St John the Evangelist Church, King's Lynn, ecclesiastical parish	1859-2016
ACC 2016/15	Title Deeds and other papers mainly relating to the Hague, Bloom and Hague Bloom families	18th century-19th century
ACC 2016/16	Papers of Stephen Buller, smallholder of Lingwood	20th century
ACC 2016/17	File of Miss Grace's correspondence and papers re NCR	20th century
ACC 2016/18	Binham St Mary and the Holy Cross (Binham Priory) ecclesiastical parish	1987-2012
ACC 2016/19	North Norfolk Methodist Circuit additional	1968-2016
ACC 2016/20	Saxlingham by Holt ecclesiastical parish	1923-1991
ACC 2016/21	Cringleford and Colney ecclesiastical parish	1958-2015
ACC 2016/22	Horningtoft Parish Council	1894-1989
ACC 2016/23	Sale particulars relating to Loddon and surrounding area	1855-1940
ACC 2016/24	Loddon History Society additional	1739-1957
ACC 2016/25	North Norfolk District Council: planning applications of predecessor Urban District Councils	1948-1974
ACC 2016/26	Thursford ecclesiastical parish additional	1855-2015

ACC 2016/27	West Norfolk Methodist Circuit additional	1818-2012
ACC 2016/28	Appointment of trustees to the Rectory Trust, Old Buckenham	4 Jan 1938
ACC 2016/29	Manor of Dickleburgh and Manclarkes	1697-1736
ACC 2016/30	Alderman Norman Endowed School	1899-1974
ACC 2016/31	Howe with Little Poringland ecclesiastical parish additional	1813-2009
ACC 2016/32	Deed regarding property in Mercers Row, King's Lynn	1766
ACC 2016/33	Tyrrell and Byford Ltd of Attleborough, agricultural merchants, and Barclay Pallett and Co. Ltd of North Walsham, agricultural merchants	1909-1969
ACC 2016/34	Appointment of trustees for the Great Hospital Charity, Norwich	4 Jan 1938
ACC 2016/35	Mother's Union, Norwich Diocese, additional	1995-2012
ACC 2016/36	Sea Palling ecclesiastical parish	1995-2015
ACC 2016/37	Happisburgh ecclesiastical parish	1903-2015
ACC 2016/38	Cabbell Lodge No. 807 additional	1984-2000
ACC 2016/39	Manor of Felthorpe Rectory court book	1783-1872
ACC 2016/40	Burnham Norton Parish Council	1826-2007
ACC 2016/41	Burnham Thorpe Parish Council	1894-1991
ACC 2016/42	Gresham ecclesiastical parish	1963-2015
ACC 2016/43	West Runton ecclesiastical parish	1973-2002
ACC 2016/44	Beeston Regis ecclesiastical parish	1987-2014
ACC 2016/45*	Mixed deeds and other records purchased from Keys	c 1683-1911
ACC 2016/46	OS map of area around Helhoughton and West Raynham, particularly Painswhin Farm	1886
ACC 2016/47	Caister on Sea ecclesiastical parish additional	1944-2012
ACC 2016/48	North Norfolk Methodist Circuit additional	1985-2011
ACC 2016/49	Records of suspended women's institute groups.	1923-2010
ACC 2016/50	Swainsthorpe ecclesiastical parish additional	1925-2015
ACC 2016/51	Eaton Collection additional	20th century
ACC 2016/52	Royal Naval Association Dereham Branch	1980-2014
ACC 2016/53	Norwich Rotary Club additional	2002-2016
ACC 2016/54	Recorded interview of Mrs Bargewell of Ingham	nd [mid 20th century]
ACC 2016/55	Photographs of Gorleston Special Holiday Camp	1948
ACC 2016/56	Slides of Norwich taken by David Wellard Grundey	c 1969-1980s
ACC 2016/57	Nick Patrick's Sound Recordings	1950s-1970s
ACC 2016/58	North Norfolk Methodist Circuit additional	c 1940-c 2013
ACC 2016/59	Norfolk County Council investments certificates	c 1980
ACC 2016/60	Women's Employment, Enterprise and	c 1987-c 2013

	Training Unit (WEETU)	
ACC 2016/61	Mann Egerton & Co. Ltd, car dealers, coachworkers, manufacturers and electrical engineers	c 1899-1991
ACC 2016/62	Book of penmanship by George Wiffin of Wendling, later of Dickleburgh	1834
ACC 2016/63	Photocopy of wedding of Ruth Ives and Major Francis A. Phillips, of Erpingham	1915
ACC 2016/64	USAAF Memorial Trust additional	1940s-2007
ACC 2016/65	Itteringham ecclesiastical parish additional	1991-2015
ACC 2016/66	Coltishall and Horstead WI	1923-2009
ACC 2016/67	North Norfolk Methodist Circuit additional	c 1978-c 2013
ACC 2016/68	Letters and papers of Anthony Hamond	c 1939-1943
ACC 2016/69	North Burlingham St Andrew ecclesiastical parish additional	1837-2015
ACC 2016/70	Architects plans and related documents and photographs from Purcell	1949-2015
ACC 2016/71	Recording of Doreen Wallace by David Holland, 1983; recording of Tom Potter, 1984.	1983-1984
ACC 2016/72	Title deeds to bungalow named Broadlands in Mill Lanne, Hockwold	1952-1975
ACC 2016/73	Allens Cadge and Gilbert, Solicitors, and Predecessors additional	18th century-20th century
ACC 2016/74	North Norfolk Methodist Circuit additional	1904-2013
ACC 2016/75	Keswick Hall College additional	1959-1997
ACC 2016/76	Wroxham Parish Council additional	1997-2013
ACC 2016/77	Salhouse Parish Council additional	1999-2013
ACC 2016/78	School notebook belonging to George Henry Atkinson of Southtown, Gorleston	1911-1912
ACC 2016/79	South Creake V.C. School	1981-1991
ACC 2016/80	Norwich St Stephens ecclesiastical parish additional	20th century
ACC 2016/81	Overstrand Parish Council additional	1880-2012
ACC 2016/82	Norfolk Lawn Tennis Association additional	20th century
ACC 2016/83	Charity Commission additional	1868, 1873
ACC 2016/84	Papers of the Trustees of R.L. Blake Will Trust	20th century
ACC 2016/85	Claims in Stiffkey [submitted to Stiffkey and Morston Inclosure Commissioners]	c1793-1794
ACC 2016/86	Dedication of Memorial to Royal Engineers Bomb Disposal Unit Personnel commemorative booklet	2004
ACC 2016/87	Sale Catalogues and a Sales Poster for properties in Norfolk	19th century
ACC 2016/88	Norwich Public Libraries additional: letter from Mr R.W. Ketton-Cremer to Mr [Philip] Hepworth, Norwich City Librarian	15 Mar 1966
ACC 2016/89	Papers of Robert Rust (Bengali River Pilot)	19th century-

		20th century
ACC 2016/90	Various Norfolk deeds	c 1667-c 1782
ACC 2016/91	Norfolk Registration Service additional	1837-1920
ACC 2016/92	Eaton Collection additional	1994
ACC 2016/93	South Norfolk Constituency Labour Party, Hempnall Branch	1977-1982
ACC 2016/94	Hempnall Residents Against Tip Site	1991-2004
ACC 2016/95	Hempnall Green Residents' Association	1977-1982
ACC 2016/96	Executorship Papers regarding the Page and Carey Families of Norwich	1958-1966
ACC 2016/97	Sale Particulars re Norfolk Properties	20th century
ACC 2016/98	Photocopies of research notes of Dr Joyce Lambert on Norfolk Broads	1953-1954
ACC 2016/99	Great Yarmouth Haven Reports	1747-1818
ACC 2016/100	Printed Notice listing Regalia and Plate belonging to the Mayor, Aldermen and Citizens of the City of Norwich	May 1906
ACC 2016/101	Glass Lantern Slides of Scenes of Costessey and elsewhere	nd [? 20th century]
ACC 2016/102	Page and Carey Families of Norwich additional	1939-1969
ACC 2016/103	Wymondham Silfield County Primary School	1976-1991
ACC 2016/104	Scottow Parish Council	1894-2000
ACC 2016/105	Swanton Abbott Parish Council	1894-2000
ACC 2016/106	Norfolk County Council Chief Executive's Department Legal Services	1855-1856
ACC 2016/107	Norfolk County Council County Surveyor's Department Files relating to Major Road Improvements	1961-1963
ACC 2016/108	Notes on sun Insurance registers concerning Norfolk, 1710-1750	1970s
ACC 2016/109	Maps relating to the Chet Valley Improvement	c 1875
ACC 2016/110	Brockdish Church of England Voluntary Controlled Primary School	1863-2016
ACC 2016/111	Records of Donald Palmer concerning brass bands in East Anglia	1935-2014
ACC 2016/112	Bintree Parish Council	1988-2009
ACC 2016/113	Gressenhall, Longham, Bittering Parva, and Wendling ecclesiastical parishes additional	1813-2014
ACC 2016/114	Political papers of Edward Barber	1978-1991
ACC 2016/115	North Norfolk Methodist Circuit additional	2006-2016
ACC 2016/116	Diaries of Faith Codd of Bracondale	1952-2005
ACC 2016/117	King's Lynn Borough Council	1930s-1970s
ACC 2016/118	Lowestoft St Andrew ecclesiastical parish additional	20th century-2014
ACC 2016/119	Gayton Parish Council: Gayton Group of Parishes Magazine	Jan 1995-Nov 1996
ACC 2016/120	Carleton Rode ecclesiastical parish additional	2004-2012

ACC 2016/121	Charity Commission additional	1937-1938
ACC 2016/122	Ingoldisthorpe Parish Council additional	c 1890-c 1991
ACC 2016/123	Merton ecclesiastical parish additional	1992-2013
ACC 2016/124	Great Hockham ecclesiastical parish additional	1987-2001
ACC 2016/125	Sound recordings of Anne Martin additional	2014-2015
ACC 2016/126	Bressingham ecclesiastical parish additional	1952-2004
ACC 2016/127	Ketteringham School exercise book of Eleanor Maud (Betty) Storey	1930-1931
ACC 2016/128	White Hart Inn Scole, copy of engraving of inn sign, with supporting letters.	18th century-1952
ACC 2016/129	Ellingham United Charities	1844-2013
ACC 2016/130	Photocopy of plan of Aylsham Cemetery	nd [? c 1900]
ACC 2016/131	W.C. Cooper, ecclesiastical, architectural wood and stone carver and letter cutter, 42 Newmarket Street, Norwich relating to work at City Hall, Norwich	c 1938-1951
ACC 2016/132	Norfolk Fire Service Fire Protection Officer's records	1946-1980
ACC 2016/133	'Castle Rising - a Feudal Parish' by Revd Archibald Ean Campbell	nd [1916-1921]
ACC 2016/134	Deeds relating to The Forge and The Granaries, adjoining the old railway station at Yaxham	1890-2002
ACC 2016/135	Annual reports of Chief Constable of Norfolk Constabulary, later Norfolk Joint Police	1968-1985
ACC 2016/136	Deeds and papers relating to Field Dalling and elsewhere	1794-1895
ACC 2016/137	Brundall Parish Council	1983-1999
ACC 2016/138	Old Catton ecclesiastical parish	1999-2016
ACC 2016/139	Portrait and illuminated certificate of Frederick Brett, former Mayor of Great Yarmouth.	1922
ACC 2016/140	Norwich Methodist Circuit additional	20th century
ACC 2016/141	Gresham ecclesiastical parish additional	20th century
ACC 2016/142	Digital images of photograph album of Mrs Deirdre Krymer (nee Fraser)	1943-1946
ACC 2016/143	HKB Wiltshires additional	19th century
ACC 2016/144	Redenhall and Harleston with Wortwell ecclesiastical parish additional	1881-2011
ACC 2016/145	Thetford Methodist church	1862-1968
ACC 2016/146	Mattishall School	1872-2000
ACC 2016/147	J. Brett and Son, wholesale cabinet manufacturers and upholsterers, complete house furnishers, removals and storage contractors, of Great Yarmouth	20th century
ACC 2016/148	Commonplace album of Ester Brown of Yarmouth	1903-1924
ACC 2016/149	2nd Air Division Memorial Library additional	1943-1945

ACC 2016/150	Records relating to the Jermy and Preston families of Norfolk and Suffolk	1654-1980
ACC 2016/151	Norwich St Mary-in-the-Marsh ecclesiastical parish	1965-2016
ACC 2016/152	Norwich Cathedral additional	2009-2012
ACC 2016/153	Deeds to property in Ludham and elsewhere	1810-1881
ACC 2016/154	Records of Harry Apling additional	1981
ACC 2016/155	Burgh St Peter ecclesiastical parish additional	2016
ACC 2016/156	Norfolk County Council additional: files relating to the Norfolk Library Fire and the development of the Forum	20th century-21st century
ACC 2016/157	Documents from Morningthorpe Manor sale	c 18th century-19th century
ACC 2016/158	Mutford St Andrew ecclesiastical parish additional	1959-2014
ACC 2016/159	Additional records of Judge Adrian Head	c 1950s-1990s
ACC 2016/160	Architectural drawings by APB Designs Limited for Chick King restaurants in Costessy and King's Lynn	1983-1984
ACC 2016/161	Carr of Ditchingham additional	1825-1878
ACC 2016/162	Freethorpe ecclesiastical parish additional	1850-2000
ACC 2016/163	Thetford Methodist Circuit additional	1885-2015
ACC 2016/164*	Documents purchased at Keys Auction, 8-9 September 2016	15th century-20th century
ACC 2016/165	2nd Air Division Memorial Library records (additional)	1994-2005
ACC 2016/166	Memorial Trust of the 2nd Air Division, United States Army Air Force additional	2010-2014
ACC 2016/167	Norwich Cemetery Transcription Project additional	2016
ACC 2016/168	Reminiscence of the Shakespeare public house and the Theatre Royal, Norwich, by Vernon Dade	1931-2016

Appendix 2

Some Highlights from the God's House Unlocked Cataloguing

Ref: NCR Case 24a/4

On the dorse side of an account of 1320, is a mid-13th century schedule of many Suffolk parishes, probably a taxation list compiled by diocesan officials and including references to pensions paid to the priors of several Suffolk and Norfolk priories and also to the chamberlain, almoner, hosteller of Bury St Edmund's Abbey.

NCR Case 24d/1/11

At the foot of the account of 1333, is a re-used parchment membrane recording lists of [? diocesan or hospital] officials and servants 'garconibus' in receipt of summer livery in rabbit furs and ells of burrell cloth from Northampton and 'Stanford' [Stamford], 1252.

NCR Case 24b/19

On the dorse side of 1444 memoranda are receipt and payment accounts for the one and a quarter years from Jan 1443-April 1444 of William Wyght, the under-sheriff for Suffolk. The receipt accounts list those amerced for exigencies and those paying for 'sueta', (their freedom from incarceration before trial). Payments concern assize proceedings and justices expenses among other things.

NCR Case 24b/22a-b

Agreements in English between Sir William Aleyn, the parson of Thwait and Sir Thomas Prentys, the parson of St 'Albertes' [Ethelbert's] Mundham, with the assent of the leading parishioners, apportioning, after a variance concerning liability for tithe payments between the two parsons, lands in the open fields of St Ethelbert's and St Peter's, Mundham and of Thwait, 1440-1444

NCR Case 24b/25

Agreement that Dr John Selot, clerk and master of the Hospital and its confraternity for £200 paid them hospital by the executors of Ralph Segryme and Richard Broun, formerly mayor and aldermen of the city (now dead) the master and fellows are forever obliged to provide one suitable, secular chaplain without benefice to say vespers and matins each day and mass every Sunday and feast days in the chapel for the honour of God and St Barbara, the comfort of prisoners, the good estate of the mayor and City and for the sake of the souls of Segryme, Broun, their wives and for those of John Wilby and his wife and for those of all benefactors of the chapel, the City providing a chalice, service books and vestments, 1472.

NCR Case 24b/36

Counterpart agreements for the keeping of the poor people in God's House between the Corporation and successive keepers of the Hospital, detailing their wages, allowances and duties, 1566-1686

NCR Case 24e/5/2

The Lathes in Norwich, John Dernell, carter's half-yearly account and journal entries in English, 1417 detailing the costs of daily cartloads of materials (muck, stone, gravel, clay, lime, sand, timber, furze and other fuels, crops, chaff among others), transported to and from the Hospital from estates around Norwich and Norfolk.

NCR Case 24e/5/11

The Lathes in Norwich, the 'journal' entries of John Boys, ploughman and carter, Nov 1428-Nov 1429, being an aid memoir in English to an agreement between Boys and Sir Geffre [Halle], 'styward of seyntt gylis ospital', describing each week's daily carting and ploughing work from St Andrew's Day [Tuesday 30 November 1428] to the week starting the 28 November 1429. The prices of loads of various materials (stone, clay, crops, timber, furze, whins and other fuels among others) are also given, along with references to bad weather when it disrupts work.

NORFOLK RECORDS COMMITTEE

Item No

Report title:	Norfolk Archives and Heritage Development Foundation
Date of meeting:	28 October 2016
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services

Executive Summary

This report provides an update on the Norfolk Archives and Heritage Development Foundation, known as NORAH, its recent fundraising and support for purchasing documents.

Proposal

The Norfolk Records Committee is asked to note the report and make comments or suggestions on how the charity's objectives might be furthered.

Introduction

- 1.1 At the last meeting the Records Committee received a report updating them on the progress of NROAH. At that stage it had recently received its Charity Commission registration.

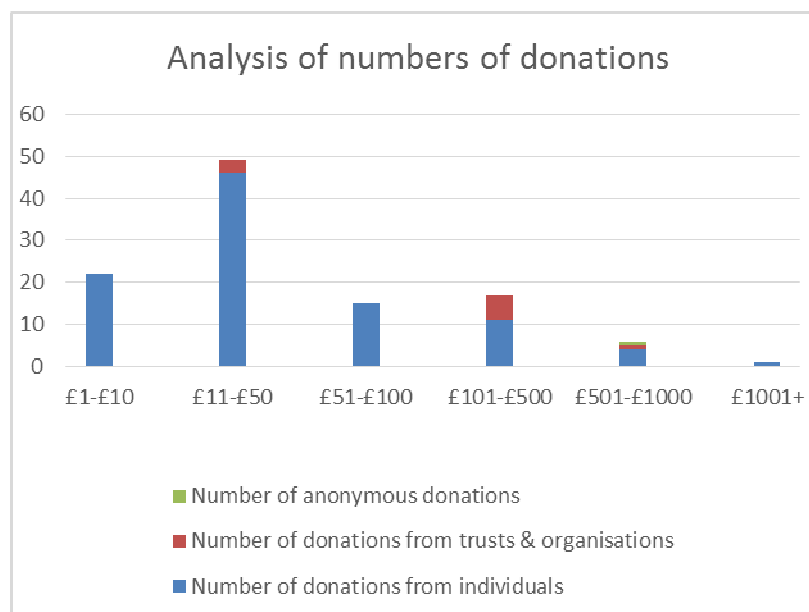
Fundraising

- 2.1 In August the Record Office became aware that it needed to raise funds to support the purchase of documents at the Morningthorpe Manor Sale at Keys Auctioneers in Aylsham in September.
- 2.2 A calculation, based upon the auctioneer's estimates, indicated that a total of £30,000 would be required. Initially support was sought from charities and £5000 was secured from the Friends of the National Libraries. However, it soon became clear that a public appeal would also be required.
- 2.3 A case for support was developed providing a clear message of what was needed and why. This built on the training which Record Office staff had received through a National Archives programme to support fundraising.
- 2.4 However, before a campaign could be launched, it was essential that NORAH had a web presence. A specification for a website had been written and a full site was being developed, but this still required considerable development time; more than was

available. Therefore, a permanent url was registered (www.norah-df.org.uk) and used to host a simple, single-page, temporary website. This website was linked to a PayPal account, again as a temporary measure, to enable online giving.

- 2.5 The campaign was launched and publicised through a blog post, the NRO contacts database, its social media and the EDP.
- 2.6 By the time of the sale, NORAH had reached its funding target of £30,000 (£25,000 from NORAH) having raised £25,370. A breakdown of the size of donations is shown below.

2.7



- 2.8 Contributions were received from local groups, national charities and many individuals. The latter included donations from throughout England, from Scotland and one from New Zealand.

The Sale

- 3.1 NRO attended the sale on 8 and 9 September where it secured 91 lots (including five purchased for the Norfolk Heritage Centre and funded through NORAH) for a total of £30,387.
- 3.2 A full list of the lots purchased is included as Appendix 1. Of these the lots for which the hammer price was £500 or more were:
- 3.3 Walter Clutterbuck Photograph Album 1919, purchased for the Norfolk Heritage Centre (£600)
- 3.4 Four Stratton Strawless deeds, 1431-1468, 1508 and 1578, relating to the Marsham family with seals (£500)
- 3.5 Ten journals and diaries kept by Anthony Hamond, Thomas Astley, Horace Hamond and J A H Hamond 1872-1888, illustrating the workings of a medium

Norfolk estate (Westacre) (£550)

- 3.6 Great Hospital Norwich deeds and documents, late 17th century to early 21st century, circa 240 items, (£1250)
- 3.7 William Cubit and Richard Taylor: Proposed navigation of ships from Foundry Bridge, Norwich to the sea at opposite Lake Lothing, 1825 (£520)
- 3.8 Confirmation and patent book of the Dean and Chapter of Norwich Cathedral, 1621 -1675 (£6,800)
- 3.9 Map of land in manors of Whinburgh, Westfield and Carbrooke belonging to Sir William Clayton, 1735 (£1200)
- 3.10 Diaries and journal of Horatio William Walpole, Later 4th Earl of Orford 1826, 1831, 1836-39, 1848-50, 1853, 1860, 1863-65, 1868-72, 1882 and 1884 (£2600)

Post Sale

- 4.1 As well as being able to support the purchase of these documents, the campaign has been a great opportunity to launch NORAH, to make new contacts from Norfolk and beyond. It has made many new contacts from Norfolk and beyond. Some of these contacts have been with groups and individuals who outbid the Record Office for items, but with whom the Record Office is interested in working in the future.
- 4.2 The weeks following the sale have seen over 100 individual messages and letters sent out thanking the people and organizations for their donations. We are also in the process of registering NORAH with HMRC so that Gift Aid can be claimed on many of the donations.
- 4.3 The Record Office will be inviting people who made donations in to view the archives they helped purchase and is planning an exhibition in the Long Gallery to showcase many of the purchases.

3 Financial Implications

- 3.1 The costs of the items purchased were fully covered by the funds raised by NORAH and the grant from the Friends of the National Libraries.

4 Issues, risks and innovation

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

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 the County Archivist on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix 1: Lots Purchased

LOT	
1241	NORWICH MUNICIPAL CONSERTS 1925-26, 1929-30, 1933-35, 1938-39 5 VOS
1248	WALTER CLUTTERBUCK (1853-1937), PHOTOGRAPH ALBUM containing 54 images mainly half-plate "taken Aug 1919", Stiffkey, Blakeney, Wells-next-the-Sea, Cley, Salthouse and environs, all captioned in Clutterbuck's hand, oblong quarto, contemporary cloth gilt
1277	WATTON AND CARBROOKE INCLOSURE DRAFT AWARD 44, GEO. III DECEMBER 24 1803, 144 pages manuscript inclosure folded into a re-used vellum Deed cover with title on front
1284	INVENTORY OF SAHAM HALL with manuscript annotations
1290	WATTON: ROCKELLS MANOR IN WATTON, 5 manuscript Court Baron Minute Books, circa 1673 to 1848, the first volume 29 May 1673-17 November 1721, bound in re-used vellum Deed; second volume 20 May 1729-29 November 1815, contemporary full calf; third volume 15 July 1749-27 March 1820, contemporary vellum wraps; fourth volume 3 July 1818-9 August 1923, contemporary full vellum; fifth volume 6 December 1825-15 August 1848, bound in re-used vellum Deed (5)
1293	SLOLEY: SLOLEY WITH THE MEMBERS, (cover title), Manor Court Rolls circa 1773-1924, 3 volumes; first volume "C" 27 October 1773 - 16 November 1820, 250+ manuscript pages plus index, folio, contemporary vellum worn; second volume "D" 8 November 1821-21 November 1865, 300+ manuscript pages plus index, folio, reverse calf worn, crimson morocco gilt label; third volume "E", 23 January 1866-25 April 1924, approx 300 manuscript pages, folio, reverse calf, crimson morocco gilt label (3)
1294	ELLINGHAM RECTORY MANOR, vellum Deed admission of Arthur Harvey 29th October 1885, folded in half, then in four, approx size 260 x 105mm
1295	SAHAM TONEY: MANORS OF SAHAM TONEY, INSOKEN AND OUTSOKEN, SCHEDULE OF TENANTS, prepared by Calthrop, 8 Whitehall Place [no dates], 14 sheets plus title sheet, twice folded to 340 x 115mm, pen and ink on paper with the schedule, other printed particulars of sale for the Lordship of the manors 5th April 1860
1296	HOCKWOLD AND WILTON INDENTURE WITH FIXED SCHEDULES AND RENTALS, William Heveningham of Heveningham to John Mason of Wilton 1644, 3 sheets of paper + 2 other pieces, 300 x 330mm
1298	HENRY GEORGE HUTTON: autographed letter signed to Jacob Henry Preston dated 12 February 1836 regarding the sale of Arminghall, 4 pages, approx size 330 x 207mm
1308	COLLECTION OF VELLUM AND OTHER TITLE DEEDS 1733-1805, re an estate at Wymondham purchased by Lord Wodehouse, 4th October 1808
1310	NORFOLK SADDLERS LEDGER with entries from 1908-11, containing account details of various East Anglian customers including Blomfield Family Dereham, Cooper Brown & Co Crown Brewery, Mr O Divers of Dunham, Messrs M & J Fish of Hockering and Tudenham, Mr J Fox of Castle Farm Swanton, Mr R W Kerrison of Dereham, Mr John Mayes of Billingford, Charles Pearse Esq of Gorgate Hall, Mr J W Parlett of Yaxham Mill, Mr A Ruston of Etling Green, Horace Riches of Mileham, Springall & Son Swanton etc, folio, half calf worn
1314	BOX: Hindringham, East, West and North Barsham, 31 vellum and 2 paper conveyances, mortgages and legal documents, 1790-1907

1316	PACKET: small lot, Feltwell vellum and other deeds from Charles I to 1815
1317	PACKET: small lot, Hockwold deeds, mainly 17th century Charles I period
1318	GUNTON, vellum deed of exchange between Lord Suffield and the Rector The Rev John Hepworth 1804, together with a related vellum terrier 1845
1319	PACKET: nine Upwell vellum deeds 16th century (Elizabeth I) and later
1322	PACKET: four early Stratton Strawless deeds, 1431-1468, 1508 and 1578, relating to the Marsham family with seals
1323	PACKET: good quantity Barton Turf, Irstead, Neatishead and Preston vellum and other family deeds, various dates
1328	PACKET: assorted papers re Cubitt of North Walsham, admissions, mortgages, family correspondence, legal abstracts etc, the Cubitt family owned houses and shops in North Walsham Marketplace and in Kings Arms Street with Montana House in the same town
1329	BOX: ten bound journals and diaries kept by Anthony Hamond, Thomas Astley, Horace Hamond and J A H Hamond 1872-1888, the journals and diaries combine to illustrate the workings of a medium Norfolk estate (Westacre) and particularly of the hunting and fishing activities at home and abroad of the writers, several include some interesting "ornithological notes" at the rear
1332	PACKET: small lot assorted papers 1880-83, re Daniel Spurrell and the Denham Trust of which Spurrell was a trustee, the Denham and Spurrell families were related
1333	PACKET: five vellum and some paper deeds with letters relating to the institution of John Gunton as Rector of Marsham, circa 1844, the documents combine to give an interesting account of how the Jex Blake family arranged for the purchase of the living by Catherine Charlotte Jex Blake and Edmund Telfer Yates using Catherine's sister Elizabeth's money, she being or intending to be married to John Gunton who it seems was kept in ignorance of it at the time lest he would refuse the help or charity, The purchase enabled Gunton to take the living on the death of the then incumbent William Goodall; it was an expensive purchase
1336	PACKET: 13 early 19th century Tunstead documents mainly Manor Court surrenders
1338	PACKET: two small copy letter books of Samuel Coleman Solicitor, St Lawrence, Norwich, covering the period 22 June 1842 to 8 April 1851
1339	PACKET: Pomeroy & Sons Solicitors Wymondham, letters received file 9 November 1899 to 6 January 1903, various sizes, mounted into a "Handy Volume Letter File", included in the file is a separate bundle relating to the demise of the Revd C H A Barling of Brooke Lodge, mainly made up of letters from Miss S C C Wright of the same address
1340	PACKET: 27 vellum and other 19th century deeds re Tingey family of Scoulton, includes details and a dispute regarding farms and mills at Barnham Broom and Hardingham owned by John Baron Wodehouse, the Scoulton material includes bound inventories and valuations of Wode Farm with printed sale particulars of household furniture dated 1855
1342	ENTIRE LETTER TO THE RIGHT HONOURABLE LORD VISCOUNT TOWNSHEND, dated 14 January 1780, from a Mr Shearing (presumably Townshend's agent) from Soham, regarding the recent flooding and the actions taken by the "Millmen", indistinct postal marking

1343	PACKET: 14 19th century vellum and other deeds and documents relating to the Manor of Sporle with Palgraves + nine Swaffham vellum and other deeds and documents, one 18th century, the others 19th century + 2 Feltwell 19th century vellum, copy admissions to the "Chief Manor"
1346	PACKET: 42 Ashill 18th-19th century vellum and other deeds and documents mainly relating to the Boughen family and the stores in Church Street
1347	PACKET: 24 Redenhall 18th-19th century vellum and other abstracts of title and Manor Court surrenders
1348	PACKET: 7 assorted Alburgh 19th century deeds and documents
1349	BOX: large archive of Great Hospital Norwich deeds and documents, late 17th century to early 21st century, circa 240 items, chiefly in the manner of leases mostly of holdings in Norwich but with others in the county and beyond, on vellum and paper, some dirty and dusty with water-staining although text perfectly legible, the deeds benefit by a large number of plans and maps showing the extent of the hospital's ownership
1350	OX: small archive Hubbard family interest including family correspondence, wills, accounts, photograph albums and a volume presented to William Hubbard of South View Lodge, St Clements Hill, Norwich, recording his Civic and Social Engagements during his year as Sherriff of Norwich 1922-23
1351	BOX: 50+ assorted vellum and other Norfolk documents, various dates
1352	PACKET: assorted deeds and papers relating to the Press family, millers of North Walsham, Roughton etc
1355	PACKET: assorted deeds and papers relating to the Boston family Pawnbrokers of Norwich etc
1356	BOX: good quantity assorted deeds and papers relating to the Blake family of Bramerton
1357	BOX: assorted deeds and papers relating to the Rev William Busby of St John Maddermarket, Norwich, Welborne, Dereham etc
1365	CARBROOKE: VELLUM APPORTIONMENT OF THE RENT CHARGE IN LIEU OF TITHES IN THE PARISH OF CARBROOKE IN THE COUNTY OF NORFOLK, 37 folios, side stitched with overlapping canvas protective wrap, 600 x 480mm, signed "A true copy by the Tithe Commissioners 1 December 1844" (a loose manuscript slip dates the apportionment to 6-11-1841)
1367	CROWNTHORPE INCLOSURE AWARD OR INSTRUMENT AND FINAL DETERMINATIONS, 28 March 1778, nine parchment membranes without maps, signed and dated by the Commissioners
1368	WORTWELL LAND DISPUTE, five large membranes, written answers of defendants, Thomas Johnson and Sarah, his wife, Joshua Say, Elizabeth Wells, John Girling and Mary, his wife and Elizabeth Say, against the complaint of Philip Meadows 1763
1369	NORWICH GUILDHALL: THE PRACTISE IN THE GUILDHALL COURT OF NORWICH OR AN INTRODUCTION TO THE KNOWLEDGE OF THE PRACTISE OF THAT COURT AS IT NOW STANDS ON THE REGULATION OF EDMUND HOOKE ESQUIRE AND DETERMINATIONS OF THE SAID COURT IN 1743 WITH USEFUL AND CURIOUS PRECEDENTS BILLS OF COSTS ETC 1756, 18th century manuscript, 191 manuscript pages followed by some blank leaves with manuscript index at end, old calf morocco gilt label
1371	AGNES SALLY CUBITT Commonplace Book, 1824

1372	REV GEOERGE COLBEBY OF THE RECTORY OF COLBY< NORFOLK, small bundle assorted mid-19th century miscellaneous papers including rent books, bank books and legal papers
1375	WELLS NEXT THE SEA: MANOR COURT ROLL, manuscript 1691-1744 in Latin and English circa 380 manuscript pages, folio, rebound, reversed calf, spine gilt titled "Curia Baron Wells juxta Mare/Court Baron Wells Next The Sea
1381	WILLIAM CUBITT & RICHARD TAYLOR: COPY REFERENCE BOOK TO THE PLAN OF THE PROPOSED NAVIGATION OF SHIPS FROM THE FOUNDERY BRIDGE IN THE CITY AND COUNTY OF NORFOLK TO THE SEA OPPOSITE LAKE LOTHING AT LOWESTOFT IN THE COUNTY OF SUFFOLK CONTAINING A LIST OF THE NAMES OF THE OWNERS OR REPUTED OWNERS AND OCCUPIERS OF THE LAND ON EACH SIDE OF THE INTENDED LINE OF NAVIGATION, manuscript, 1825, folding frontis engraved plan backed onto linen of the proposed navigation for ships from the Foundery Bridge..., and folding engraved backed onto linen section of the proposed ship navigation from Norwich to the sea at Lowestoft, 63 manuscript oblong folios, title page endorsed "Richard Taylor, Norwich received from Mr Richard Taylor, 26th Novr 1825 Elisha de Hague, Clerk of the Peace", folio, modern cloth, spine gilt titled
1388	SAVORY FAMILY OF SPARHAM, 5 manuscript volumes of essays of local interest neatly written in ink on line paper interspersed with mid-nineteenth century prints and bound in hand made paper covers, one with watermark 1833, + ALAN SAVORY: NORFOLK FOWLER, 1953, advance proof, original wraps
1389	WILLIAM WINDHAM (1750-1810): autographed letter signed, probably a draft to Mrs [Sarah] Siddons (1755-1831) dated Oct 10th 1784 "I sincerely congratulate you on the victory obtained... nothing has pleased me more than the style of your address... I regret I was [not] in the house at the time... I hope that the matter shall end, and that nothing shall provoke you to further explanation..."
1390	WILLIAM TAYLOR (1765-1836), autographed letter signed to Mr Serjeant Firth dated 6th January 1820 "...I am obliged by your attention in forwarding to me the particulars of Elson Hammond's melancholy & awful end...had his ambition been early directed into professional rather than commercial pursuits, he would probably have avoided this fatal shipwreck..."
1391	JACOB ASTLEY: autographed letter signed to Lord Townshend dated Novbr 14th 1747
1392	ANON: A THANKSGIVING SONG APPOINTED TO BE USED BY ALL THE FEMALE INHABITANTS OF NORWICH ON THURSDAY THE 29TH DAY OF JULY 1784, contemporary manuscript naughty verse, 5 manuscript verses
1393	AN ALPHABETICAL LIST OF FREEMEN OF THE BOROUGH OF KINGS LYNN IN THE COUNTY OF NORFOLK PREPARED IN JULY 1802, manuscript listing names, trade, and residence, and dates of admission, the earliest date is 1737, latest 1812, signature of one of the Ffolkes family, contemporary marbled paper wraps
1394	PACKET: seven vellum and other deeds 1705-72 re Lyng, Norfolk (7)

1396	CARPENTER FAMILY OF TOFT MONKS NORFOLK, extensive vellum indenture dated 15th May 1830 between Edward John Carpenter Esq a Captain Commander in the Royal Navy, Philip Samuel Carpenter, Henry Carpenter, Mary Carpenter, and Thomas Carpenter, all of Toft Monks, and George Carpenter of Lincoln's Inn on the one part, and Sir Edward Berry of the City of Bath, Somerset, Bart, Rear Admiral in the Royal Navy, James Clubb of East Soham, Suffolk, William Tiptod of Beccles, Suffolk, Jant and Louisa Carpenter of Toft Monks, widow and relict of William Carpenter late of the same place esq, the exors and extrics and trustees for sale named and appointed in the will of William Carpenter of the other part, the lands were situated at Aldeby, Burgh, St Peter Haddisco, Toft Monks, seemingly were at least £33,000, Sir Edward Berry is well known from his naval actions under Rear Admiral Horatio Nelson ("Here comes Berry now we shall have a fight"), outside his naval career he was wealthy having inherited a considerable sum from an uncle, He appears here because his sister Louisa, cited in the indenture, married William Carpenter whose death brought about the division of the estate
1397	PACKET: twenty-two 19th century vellum and paper deeds and documents relating to the Manors of Paston Sacre including the Manors of Knapton, Bromholme, Mundesley and Bacton Keswick, with the conveyance of the estate dated 11 October 1866, between Lt Col Custance and John Mack Esq is a full membrane map of the estate
1401	BRANDON, DRAINAGE DISPUTE: NORFOLK SUMMER ASSIZES, NORWICH, AUGUST 9-10TH 1867. BEFORE THE LORD CHIEF JUSTICE AND A SPECIAL JURY. CRACKNELL V THE MAYOR, ALDERMEN AND BURGESSES OF THETFORD, 2 volumes, transcript of shorthand notes, 118 and 69 manuscript pages, the plaintiff, Cracknell claimed his land was severely flooded due to the Corporations failure to meet their statutory duties to maintain the river. The verdict is not given but the Lord Chief Justice was clearly for the plaintiff, folio, contemporary marbled paper wraps, manuscript titles on lower wraps, side stitch with lawyers tape (2)
1410	CONFIRMATION AND PATENT BOOK OF THE DEAN AND CHAPTER OF THE CATHEDRAL CHURCH AT THE HOLY AND UNDIVIDED TRINITY OF NORWICH, an important manuscript 1621-1675, 232 manuscript pages, leases, patents, etc, water staining, a very few leaves at end damaged with small part loss, folio, old limp vellum reinforced and re-backed, Some of the transactions occur during the English Civil War which causes the recorder to show his relief in a short footnote
1412	WATTON ROCKELLS MANOR RENTALS, 2 manuscript volumes, folio, paper wraps with manuscript titles, 1730-1739, 1761-1772, 1784-1798, 1822-1836 (2)
1417	BEECH FAMILY OF HEMSBY, NORFOLK, brickmaking (1897-1909) and printing (1918-1920), two items: a ruled cashbook with manuscript label "Hemsby Printing Co receipts 1918-1920", old boards, very worn, + a small ruled notebook pasted up with print type samples, oblong, cloth backed boards worn, The printing firm was run by George Beech, author of "A History of Hemsby" (2)
1418	Packet Curtis family, pedigrees, transcripts and notes including quantity of the papers by Goddard Johnson (1776-1860)
1419	VELLUM WILL OF RALPH CARR OF DURHAM 1787, ancestor of the Carrs of Ditchingham Hall, Norfolk, 22 manuscript vellum pages, oblong, folio, old half calf
1421	METHWOLD: brief inclosure notes of a meeting held at The George Hotel, Methwold, 1st February 1803, the notes or minutes occupy only one page on the verso of a ten sheet Will, undated but identified by mention of his brother, Sir Thomas Saunders Sebright of Beachwood, Herts and his sister, Lady Ann Buck, as

	Edward Saunders, who was murdered in 1723 at Calais while on tour (vide Burke's Peerage 1847, p.882), ten manuscript leaves tied together
1422	PACKET: assorted Happisburgh and environs documents mainly relating to the White family beginning with Richard White of North Walsham (1718-1790) and closing with John White of Chevington, Suffolk, includes surrenders and admissions of Happisburgh, Kerdiston and Netherhalls in East Ruston and Walcott, East Hall, West Hall with Masons including a brief pedigree, 3 hand drawn maps and copy of sale particulars 21 July 1902 re coastal estates in Happisburgh, Lessingham, Palling, North Walsham and Knapton
1428	WILLIAM BRASIER, LAND SURVEYOR TO HIS ... DUKE OF MONTAGUE: A MAP OF THE DEMESNE LANDS IN THE MANORS OF WHINBURGH, WESTFIELD AND CARBROOKE IN THE PARISHES OF WHINBURGH, GRISTON, YAXHAM, WESTFIELD AND CARBROOKE WITH TWO FARMS IN THE PARISH OF CRANWORTH AND ONE PIECE IN HARDINGHAM, ALL IN THE COUNTY OF NORFOLK, ALL WHICH APPERTAINS TO SIR WILLIAM CLAYTON, BART, SHEWING THE BOUNDARIES AND BOUNDARY FENCES AS TAKEN ANNO 1735, detailed albeit faded map with tabular lists of tenants, two pieces of parchment glued together 1615 x 750mm
1609	HON FREDERICK WALPOLE (1822-1976): INCOMPLETE MANUSCRIPT DRAFT for a novel, much edited by Augustus Jessopp, 200+ manuscript pages mainly folio, the characters in the novel are those that appear in Walpole's three-decker " May and September" but it is not clear whether this was an early draft or an intended sequel, together with Augustus Jessopp's manuscript transcripts and notes towards his "One Generation of a Norfolk Family", 120+ mainly folio pages, loosely inserted in folio quarter calf folder
1621	HORATIO WILLIAM WALPOLE, LATER 4TH EARL OF ORFORD: COLLECTION OF HIS POCKET DIARIES FOR THE YEARS 1826, 1831, 1848-50, 1853, 1860, 1863-65, 1868-72, 1882 AND 1884 TOGETHER WITH HIS JOURNAL FOR THE YEARS 1836-39 WITH SOME LATER ADDITIONS, A REMARKABLE SERIES OF MANUSCRIPT DIARIES RECORDING THE LIFE OF A DISSOLUTE RAKE, FROM HIS SCHOOL DAYS TO HIS RETURN HOME TO CONTEMPLATE THE WASTE OF HIS LIFE. By symbol, the diaries record his early sexual encounters and his resultant disease and treatment, together with his gambling at which he appears hopelessly inadequate. Gaps in the diaries and the journal indicate removal of the more revealing ones in particular his adulterous affair with Lady Lincoln, whose child he fathered, various sizes and bindings including quantity morocco, together with the last Will and Testament of the Rt Honourable Lady Susan Harriet Catherine Hamilton, lately Countess of Lincoln '...bequeath all my estate and effects... unto the Rt Hon Horatio Lord Walpole, his heirs, executors, administrators and assigns absolutely and for ever but in trust for the use and benefit of my dear child, Horace Walpole Laurence, born at Verona on the 2nd day of August One Thousand Eight Hundred and Forty Nine...' + THE POCKET MAGNET OR ELEGANT PICTURESQUE DIARY FOR 1812..., crimson morocco with original pencil. This item originally acquired with the diaries and journal (20)
1664	A LETTER ON THE ASPECT OF TIMES ADDRESSED TO THE FREEHOLDERS OF NORFOLK (not on COPAC) 1820 and REPLY TO MR COBBETT TO THE OWNERS AND OCCUPIERS OF LAND IN THE OUNTY OF NORFOLK 1823

1673	REMARKS RESPECTING THE NORFOLK COUNTY JAIL WITH SOME GENERAL OBSERVATIONS ON THE SUBJECT O PRISON DISCIPLINE 1820
1674	A CHARGE DELIVERED AT THE QUARTER SESSIONS , MARCH 1830
1687	PACKET OF THREE NORWICH POLITICAL SQUIS 1790
1688	PACKET OF SIX NORWICH POLITICAL SQUIBS comprising EXTRACT FROM CANDOUR, A POEM ADDRESSED TO UNBIASSED FREEMEN AND FREEHOLDERS OF THE CITY OF NORWICH, [Norwich] Payne circa 1790, single sheet + "A WARNING VOICE": A WORD TO THE BLUES, Norwich, Burks & Kinnebrook, circa 1800, single sheet, "A LOYAL DISSENTER": TO THE FREE AND INDEPENDENT ELECTORS OF THE CITY AND COUNTY OF NORWICH, PARTICULARLY TO THOSE DENOMINATED DISSENTERS, Norwich, Bacon 1807, single sheet + "THOMAS WILLIAM PERPETUAL DICTATOR": PROCLAMATION, Norwich, Bacon, circa 1806, folio single sheet, MR COKE'S INFLUENCE, EXTRACT FROM THE SPEECH OF THE LATE RT HON WM WINDHAM..., Dereham Barker circa 1806, single sheet + NORFOLK ELECTION AT A MEETING OF THE FRIENDS OF THE RT HON W WINDHAM AND T W COKE ESQ HELD AT THE QUEEN'S HEAD IN HOLBORN..., Norwich, Stevenson & Matchett, 1806, folio, single sheet (6)
1689	PACKET OF SEVEN ASSORTED NORWICH ELECTION NOTICES 1806-07 RE ROBERT FELLOWES AND WILLIAM SMITH, plus one other, 1807, re John Patteson, all single sheet, various sizes (8)
1690	PACKET OF FOUR NORWICH EARLY 19TH CENTURY ELECTION SQUIBS, comprising THE TRIUMPHAL ENTRY OF BILLY THE BULL - BAITER [WILLIAM WINDHAM] INTO NORWICH WHERE HE INTENDS IN A SHORT TIME TO EXHIBIT THE FEROCITY OF HIS BULL-DOGS, Norwich, Payne, THE POLITICAL BEGGARS, A NEW SONG, no place, folio single sheet, THE WEATHER-COCK, Norwich, Stevenson & Matchett, single sheet, SONG SONS OF NORFOLK BLITH AND FREE, FILL YOUR GLASSES BRIMMERS, SPITE OF MY GOOD LORD CASTLEREAGH, OUR COUNTY SENDS NO TRIMMERS..., no place, single sheet, (4)
1691	PACKET OF THREE ITEMS circa 1818 re The Affair of Richard Hanbury Gurney and Mary Muskett (wife of Joseph Salisbury Muskett) comprising THE NEW SONG OF DICK AND HIS MUSQUETT, Norwich, S Lane, printed on flimsy, folio single sheet, A NEW SONG, A MAN ABOUT THREE MILES FROM HENCE, A MUSKET ONCE POSSESS'D, ALTHOUGH A MAN OF WORTH AND SENSE THIS GUN HE MUCH CARESS'D, Norwich, J Jungius, single sheet split at fold, part loss not affecting text, laid down, + WANTED IMMEDIATELY A MANSERVANT OF ALL WORKS... WHO UNDERSTANDS KEEPING GAME AND CAN HANDLE A MUSKET OR ANY OTHER PIECE WELL..., Norwich, Berry, single sheet (3)
1692	PACKET OF TWENTY-SEVEN Great Yarmouth election squibs/broadsides, mainly early 19th century, including THE BLUE ALPHABET, THE RED ALPHABET SECOND EDITION!, A REPLY TO THE SECOND EDITION OF THE RED ALPHABET! (laid down), THE INNOCENT ACQUITTED OR FACTIONS DEFEATED, A SONG, SUNG WITH GREAT AND MERITED APPLAUSE, BY PARTIES CONCERNED IN THE LATE BASE PERJURIES, "A TRUE AND INDEPENDENT CRIMSON": DEFIANCE DEFIED OR, CRIMSONS VERSUS BLUES, "A TRUE BLUE": YARMOUTH ELECTION OR THE BREWERS AND PIGEONS, (laid down), "AN OBSERVER": EPIGRAM ON THE MEETING OF A MOTLEY GROUP ASSEMBLED AT THE HALF MOON, YARMOUTH, MAY 18TH 1818, (laid down) etc, (27)

1693	PACKET OF TWENTY-EIGHT Great Yarmouth election squibs/broadsides, mainly early 19th century including BLUE RUIN, OR GEORGE IN THE DUMPS!, BLUE MEGRIMS, A NEW SONG CALLED THE MONOPOLY OPPOSITION DEFEATED, "A JOLLY CORKER": SIMON COBB'S EMPLOYMENT FOR FREEMEN, "SIGMA": LACON, A PARODY, "ANSON AND RUMBOLD THE POOR MAN'S FRIENDS": BILLY THE NOMINEE TO HIS WORTHY FRIENDS AND PARTISANS RESIDING IN THE WARD OF GREAT WYMER, IN THE CITY OF GOTHAM, etc (28)
1695	PROPOSAL TO MURDER THE QUEEN!, Norwich, R Lane 1820 Broadside, plus "SIMON HOPEFUL": THE SECRET COMMITTEES' PEEPS INTO THE GREEN BAG OF CORRUPTION IN A LETTER TO MY LOVING COUSIN, TIM HOPEFUL, Norwich, R Lane, circa 1820 Broadside (2)
1696	PACKET: assorted Norfolk Election Notices, squibs etc, late 18th/early 19th century including SONG INTENDED TO BE SUNG AT THE PRESENTATION OF THE NORFOLK VASE TO THOMAS WILLIAM COKE ESQ, no place, 1804, plus SONG AT LYNN, THE 23RD OF JULY 1804 BEING THE DAY APPOINTED BY THE NORFOLK AGRICULTURISTS, TO DEMONSTRATE THEIR GRATITUDE TO, AND ESTEEM FOR THE MOST LIBERAL LANDLORD AND LAUDABLE PATRON, T W COKE ESQ, Lynn 1804 plus "A FREEHOLDER": NORFOLK ELECTION TO THE FREEHOLDERS ON THE EIGHTH DAY OF THIS INSTANT JULY COLONEL WODEHOUSE, BY HAND BILLS OFFERED TO COME FORWARD AS A CANDIDATE ... ON THE TENTH DAY OF THE SAME MONTH COLONEL WODEHOUSE CHANGES HIS MIND ... ON THE ELEVENTH DAY OF THIS MONTH COLONEL WOODHOUSE, REGARDLESS OF HIS FORMER RESIGNATION OFFERS HIMSELF AS A CANDIDATE ...", no place, [1802], plus 25+ others including Notices of Votes Cast
1697	PACKET: nine Norwich Election Notices, squibs etc, mainly 1830 including AN EXTRACT FROM THE STANDARD OF SATURDAY OCTOBER 16TH 1830 "MR COKE, OF NORFOLK IS CHARGED WITH HAVING PRONOUNCED THE FOLLOWING ATROCIOUS AND MOST FALSE LIBEL ON THE FATHER OF HIS PRESENT MAJESTY ... THIS SCANDALOUS OFFENCE WAS NOT COMMITTED IN THE CORNER BUT AT THE MAYOR'S FEAST, AT LYNN, ON THE 29TH ULT SIR JAMES CANNOT WANT WITNESSES", Norwich, Berry 1830, single sheet laid down, plus BLUE AND WHITE THEATRE, LARGE DUCK YARD, NORWICH BOBBY WAX, THE CELEBRATED TIPPLING SNUFFY SNOB, OF BRIGG'S LANE, BETTER KNOWN UNDER THE TITLE OF SNEAKING BOB, THE PRYING COBBLER, MOST RESPECTFULLY INFORMS THE PUBLIC THAT ON THURSDAY, JULY 29TH 1839 WILL BE PRESENTED, AN ENTIRE NEW PLAY, CALLED A TALE OF THE TIMES ..., Norwich, C Berry, 1830, single sheet plus GREEN FLAG AND TRUE BLUE FLAG THE CASTLEAIR OF 74 GUNS AND THE CAROLINA FRIGATE ..., Norwich, B Lane, no date, single sheet, plus WHO KILL'D COCK ROBIN? OLD STORY HERE LIES POOR NORWICH, BOUGHT AND SOLD, THE END OF THIS CITY IS VERY SOON TOLD ..., Norwich, Josuph Tungius, no date, fo, single sheet plus five others (9)
1698	PACKET: fifteen Norwich Election squibs etc mainly early 19th century including S LANE: THE PURPLES' TRIUMPH! OR, THE DOWNFALL OF THE BLUES, Norwich, G Stewardson, single sheet, printed on blue paper plus PEEL'S PROCESSION, Norwich, Walker, printed on blue paper, laid down plus DEFIANCE TO THE BLUES, Yarmouth, J H Purdy, plus WODEHOUSE AND LOYALTY, no place, plus SAINT GRUFFERY'S GUY OR, PUSEYISM RAMPANT, no place, plus ten others in mixed condition (15)

1761	Blomefield Thetford volume, extra illustrated .
1762	CHARLES FIFTH LORD SUFFIELD OF GUNTON PARK MANUSCRIPT DIARY 1880, good quantity manuscript entries, folio calf gilt, ex Gunton Hall Sale 1980
1827	SIX VICTORIAN WELLS NEXT THE SEA POSTERS for Bijou Theatre for the Assembly Rooms (5) and Wells Church Restoration Fund, various sizes, mixed condition c1870 (6)
1930	The Intelligent Traveller and Picturesque Guide.
1958	Evolution of land use in the Breckland. Typescript With 2 further typescript dissertations.
1988	Packet of 15 Victorian Norwich tradesmen's puzzle cards.
1993	NORFOLK ASSOCIATION FOR THE PRESERVATION OF THE GAME etc
1994	THOMAS GIRDLESTONE: DR GIRDLESTONE'S ADDRESS TO THE INHABITANTS OF YARMOUTH, Bungay, P Mitchell, 1819, printed notice re vaccination, fo, laid down plus COURT OF REQUESTS EXTRACT FROM ACT OF PARLIAMENT PASSED 5TH SESS GEORGE II - AN "ACT FOR THE MORE EASY AND SPEEDY RECOVERY OF SMALL DEBTS WITHIN THE BOROUGH OF GREAT YARMOUTH, & THE LIBERTIES THEREOF", Yarmouth, Crisp, [1732]printed on yellow paper, fo plus NORWICH AT THE GENERAL QUARTER SESSION OF PEACE ... WE, THE JUSTICES ASSEMBLED, DO AGREE TO ADOPT THE ENGAGEMENT OF THE PRIVY COUNCIL BEARING DATE JULY THE 6TH 1795 RESPECTING THE PRESENT HIGH PRICE OF WHEAT, EXCEPT, THAT WE WILL USE ONLY WHOLE MEAL BREAD IN OUR FAMILIES INSTEAD OF THE STANDARD WHEATEN BREAD ..., Norwich, Crouse, Stevenson and Matchett, 1795, various manuscript annotations, fo, plus EAST NORFOLK ELECTION NOMINATION OF THE CANDIDATES AT THE SHIREHALL NORWICH, Norwich, Bacon & Kinnebrook, 1832, large fo folded sheet, plus TOTAL RETURN OF HORSES FOR ONE WEEK, Norwich 1800, printed sheet with copious manuscript entries for horses carts wagons etc, fo, double page folded sheet plus P S WOOD, 2 Titles: APPENDIX TO THE LETTER OF THE VERY REVD DEAN OF MIDDLEHAM TO THE ED OF THE MORNING POST, Lynn 1850, fo, folded sheet; THE LYNN AND NORFOLK CALL PART THE FIRST OF THE THIRD CALL VALUATIONS, PAROCHIAL ASSESSMENTS, LAND TAX AND TITHES A THIRD CALL WITH REF TO THE ABOVE SUBJECTS IN ILLUSTRATION OF WHAT ARE CALLED "DODGES" AS PRACTISED IN THE PARISH OF MIDDLETON, IN THE COUNTY OF NORFOLK, Lynn, T Garland, 1850, large fo, folded sheet plus LIST OF SUBSCRIBERS TO THE PATRIOTIC FUND HUNDREDS OF E AND W FLEGG, 1854, fo, folded sheet plus EDWARD GILLETT: URGENT APPEAL IN BEHALF OF THE PARISH CHURCH OF RUNHAM NORFOLK, circa 1860, single sheet plus LORD PALMERSTON'S SPEECH AT THE MANSION HOUSE, LONDON, MARCH 20TH 1857 ... THIS IS THE MINISTER WHOM SIR SAMUEL BIGNOLD APPOSED THIS IS THE MINISTER LORD BURY AND MR SCHNEIDER WILL SUPPORT, NORWICH 1857, fo, folded sheet plus MR SCHNEIDER - MR SCHNEIDER'S REPLY TO TORY CALUMNY, Norwich, Fletcher & Alexander 1857, 2 notices printed in blue, fo, folded single sheets plus AT A LARGE AND MOST INFLUENTIAL MEETING OF THE PRINCIPAL GENTLEMEN, MERCHANTS, TRADERS, AND CITIZENS OF NORWICH, HELD AT THE GUILDHALL, ON FRIDAY, THE 11TH OF MAY, 1866 ... THE FOLLOWING RESOLUTION WHICH WAS UNANIMOUSLY AGREED TO THAT THIS MEETING OF THE CITIZENS OF NORWICH, CONVENED BY THE MAYOR AT AN HOUR'S

	NOTICE DECLARED PUBLICLY AND UNHESITANTLY ITS UNBOUNDED CONFIDENCE IN THE HOUSE OF GURNEYS AND BIRKBECK, AND UNABATED RELIANCE IN ITS PERFECT FINANCIAL SECURITY, Norwich 1866, large fo, folded single sheet plus PICTURE HISTORY OF THE NORWICH MIMIC PARLIAMENT, [Norwich] no date, original wraps. In particular the traffic counts taken at the gates of Norwich appear to be unique
2002	REV. WILLIAM HENRY HENSLOWE, PERPETUAL CURATE OF WORMEGAY: A CALENDAR OF MEMORABLE DAYS IN THE FAMILY OF HENSLOWE, 1845 manuscript, 60+ manuscript pages including genealogical notes and pedigrees, contemporary half calf + PATRICK J F HENSLOWE: A DIARY ALBUM BEGUN 1 MARCH 1848, 130+ mainly manuscript pages with some engraved topographical prints pasted in. Patrick was the son of William Henry Henslowe and the diary was begun when he was 9 years old, the album is clearly intended to improve the despairing boys education particularly his extremely poor hand-writing. He was later tragically killed in India. Modern calf backed marbled boards
2088	THE LOG OF THE MARY DURING A VOYAGE ON THE NORFOLK AND SUFFOLK BROADS IN AUGUST 1861, manuscript log book written by Hill Mussenden Leathes (1829-1915) of Herringfleet Hall, a detailed and lively journal forming one of the earliest accounts of an excursion on the rivers and Broad of Norfolk and Suffolk, 241 pages of manuscript entries including a few pen and ink sketches, the front cover bearing the crest and name of H M Leathes and the final page with his signature, the identity of the members of the party on the excursion is difficult to decipher due to the use of pseudonyms - Leathes appears in the log under the pseudonym 'Tease' - but includes the following: 'The Reverend James Reprieve, Rector of Farnham, Norfolk, the originator and commodore of the voyage, sailed in 'The Hornet', lateen yacht with his two sons and 'Capt Cuttle' (alias Cutts) as its Master. 'Mr Freston' hired an un-named wherry from Lucas Bros fitted up with every convenience '... the hull has been fitted up as a cabin, tables, drawers and swinging cots, make the thing complete, whilst Bob and his wife... from their little separate cabin...' apart from the last named 'Master and Missus' Freston was accompanied by his son Penny? 'Mr White of Norwich in 'The Amateur' latteen yacht with assistant' most probably Fred Brown of Norwich, owner of 'The Amateur' which was built by Etteridge of Thorpe. 'Messrs Podges & Garnet' embarked on 'The Scorpion' with a something they called 'Boy' to assist them. 'Messrs Truesit & Tease' on board 'The Mary', a yacht of 10 tons drawing 5 1/2 feet of water which was usually quartered at The Royal Harwich Yacht Club (p235) of which Leathes was a member. They took with them 'a pug-nosed, bull-headed, black-eyed, brown-skinned, Suffolk brained little individual of 12 years of age as Acting Cabin Boy'. The rendezvous for the trip was 12th August 1861 at Beccles Water-Frolic and the voyage was to last 10 days. The wherry owners, Lucas Bros, are mentioned in Clarke's 'Black Sailed Traders', quarto, original limp leather gilt worn, printed paper label to cover housed in a modern Solander box, morocco lettered label to spine. This is one of, if not the earliest, surviving manuscript log books of a leisure trip on the Broad. It is earlier than those published by Walter White in 1865 (no.256 Herein- Lot No 2109) and by C.A. Campling in 1871 (no. 262 herein- Lot No 2114)

Norfolk Records Committee

Item No.....

Report title:	Finance and Risk
Date of meeting:	28th October 2016
Responsible Chief Officer:	Tom McCabe – Executive Director Communities and Environmental Services
Strategic impact This report covers the forecast financial position and risk management for the Norfolk Records Committee in 2016/17 as at 30 th September 2016	

Executive summary

This report covers the financial forecast for the Norfolk Record Office (NRO) budget out-turns for 2016/17. Section 1 covers progress with the NRO revenue budget for 2016/17, reserves and provisions. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service should achieve a break-even position at the year-end
- Progress with risk management for NRO.

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

- **Performance with the revenue budget and reserves and provisions for 2016/17**
- **Management of risk for 2016/17**

1. Revenue Budget

1.1 Financial Performance 2016/17

- 1.1.1 At the end of 2016/17, the NRO expects to deliver an outturn balanced to budget. This is summarised in the table below.

Service	Approved budget £m	Forecast 2016/17 Outturn £m	+Over/- Underspend £m	Variance to budget
Salary	0.822	0.822	0	0%
Premises	0.004	0.024	0.020	500%
Travel	0.003	0.003	0	0%
Supplies & Services	0.063	0.093	0.030	47%
Support Services	0	0	0	0%
Capital*	0.206	0.206	0	0%
Income	-0.289	-0.339	-0.050	17%
Total	0.809	0.809	0	0%

* Local authority capital accounting adjustments that relate to historic capital expenditure

- 1.1.4 The additional premises and supplies and services costs relate to: building works at the Archive Centre, the digital preservation project and purchases made at the Morningthorpe Manor Sale. These are expected to be covered by additional income the source of which is grants from the East of England Regional Archive Council and from the Norfolk Archives and Heritage Development Foundation and a slightly higher level of income generation than anticipated through digitization projects.

1.2 Capital programme

- 1.2.1 There is no capital programme for 2016/17.

1.3 Reserves and Provisions

- 1.3.1 The table summarising the 2016/17 position appears below.

- The Residual Insurance reserve is planned to be used in the year to support project development and other income raising activities. This includes administrative support to the Norfolk Archives and Heritage Development Foundation and the development of joint funding applications.

Reserves and Provisions 2016/17	Balances at 01Apr 16	Forecast Outturn at 31Mar 17	Change
	£m	£m	£m
Norfolk Record Office			
Residual Insurance and Lottery Bids	0.205	0.205	0.000
Unspent Grants & Contributions Reserve	0.012	0.017	0.005
Service Total	0.217	0.222	0.005

2. 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 at the last meeting. A summary of the risk register based on the most recent review of October 2016 appears at Appendix A.
- 2.2 The register contains five key risks, four 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 three are showing 'Amber' and with further planning should be met.
- 2.4 The impact of the unmet 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 need to reduce spending in line with the reduction of funding. This risk is classed as 'Amber' however additional income streams have been identified in 2016/17. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
- 2.4.3 For RM13963 'Inability to continue collecting archives', an increased level of accessions would reduce the available space more quickly than planned. Records are kept of the amount of additions and available space and bespoke packaging is used to reduce the amount of space needed. There is also work which can be carried out to further increase the capacity of the King's Lynn strong room. This risk is classed as 'green' and is not expected to occur in 2016/17, and so will have no impact on the revenue position.
- 2.4.4 For RM14164 'Failure to meet growing public expectations on access', is the risk that the public can't access collections as easily as they expect to. This could mean demand for our services would reduce. This is mitigated through entering into commercial partnerships to improve access and planning for access to digital images in search room. Plans are in place to increase the amount of digital images available through commercial partnerships. This risk is classed as 'green' and is not expected to occur in 2016/17, and so will have no impact on the revenue position.
- 2.4.5 For RM14165 'Failure to collect, preserve and make accessible new formats of archive', NRO is not in a position to fully manage the preservation and continued accessibility of born digital records. This is mitigated through developing procedures, staff skills and exploring collaborative approaches. This risk is classed as 'Amber' however the NRO is now leading a collaborative regional project to address these issues.
- 2.4.6 For RM14167 'Collection at risk through unexpected events', due to the special nature of the NRO collection the usual NCC continuity planning has to be reviewed and adapted. This is mitigated through the roll out of specific Emergency Plan, in which all staff, including recent recruits, have been trained. This risk is classed as 'green' and is not expected to occur in 2016/17, and so will have no impact on the revenue position.

3. Financial Implications

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

4. Issues, risks and innovation

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. Background

There are no other documents to refer to.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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

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