

NORFOLK RECORDS COMMITTEE

Date: Friday, 01 April 2022

Time: 10:30am

Venue: Council Chamber, County Hall, Martineau Lane,
Norwich NR1 2DH

Membership

Cllr Michael Chenery of Horsbrugh (Chairman)		Norfolk County Council
Cllr Robert Kybird (Vice-Chairman)		Breckland District Council
Cllr Vivien Thomas		Norwich City Council
Cllr Barry Duffin	<i>Substitute: Cllr Libby Glover</i>	South Norfolk District Council
Cllr Phillip Duigan		Norfolk County Council
Cllr Virginia Gay	<i>Substitute; Cllr Saul Penfold</i>	North Norfolk District Council
Cllr Elizabeth Nockolds		King's Lynn & West Norfolk Borough Council
Cllr David King	<i>Substitute: Grant Nurden</i>	Broadland District Council
Cllr Alison Birmingham		Norfolk County Council
Cllr Ash Haynes		Norwich City Council
Cllr Trevor Wainwright		Great Yarmouth Borough Council
Cllr Alan Waters	<i>Substitute: Cllr Marion Maxwell</i>	Norwich City Council

Non-Voting Members

Vacancy	Co-opted Member
Lady Dannatt	<i>Custos Rotulorum</i>
Dr G. Alan Metters	Representative of the Norfolk Record Society
Dr Victor Morgan	Observer
Prof. Carole Rawcliffe	Co-Opted Member
Revd. Charles Read	Representative of the Bishop of Norwich
Mr Alan Steynor	Co-opted Member

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

Tim Shaw on 01603 222948
or email committees@norfolk.gov.uk

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and, in view of Covid-19 guidelines, we would encourage members of the public to watch remotely by clicking on the following link:

https://www.youtube.com/channel/UCdyUrFjYNPfPq5psa-LFIJA/videos?view=2&live_view=502

However, if you wish to attend in person it would be most helpful if, on this occasion, you could indicate in advance that it is your intention to do so. This can be done by emailing committees@norfolk.gov.uk where we will ask you to provide your name, address and details of how we can contact you (in the event of a Covid-19 outbreak). Please note that public seating will be limited.

Councillors and Officers attending the meeting will be taking a lateral flow test in advance. They will also be advised to wear face masks all times unless they are speaking or are exempt from wearing one. We would like to request that anyone attending the meeting does the same to help make the event safe for all those attending. Information about symptom-free testing is available [here](#).

A g e n d a

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

2 Minutes

Page 5

To confirm the minutes of the meeting of the Norfolk Records Committee held on 28 January 2022

3 Members to Declare any Interests

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

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

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

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

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

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

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

- 4 To receive any items of business which the Chair decides should be considered as a matter of urgency**

- 5 Finance and Risk** **Page 9**
Report by the Director of Culture and Heritage

- 6 Performance Report** **Page 18**
Report by the Director of Culture and Heritage

- 7 Future Meetings:**

22 July 2022	10.30 am
28 October 2022	10.30 am
3 February 2023	10.30 am
14 April 2023	10.30 am

Tom McCabe
Head of Paid Service
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 24 March 2022



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Norfolk Records Committee

Minutes of the Meeting held on 28 January 2022 at 10.30 am at County Hall Norwich

Present:

Norfolk County Council

Cllr Michael Chenery of Horsbrugh (Chair)
Cllr A Birmingham
Cllr P Duigan

Norwich City Council

Cllr A Haynes
Cllr M Maxwell (sub for Cllr A Waters)

Borough Council of King's Lynn and West Norfolk

Cllr E Nockolds

Breckland Council

Cllr R Kybird (Vice-Chair)

North Norfolk District Council

Cllr V Gay

South Norfolk District Council

Cllr B Duffin

1 To receive apologies and details of any substitute members attending

- 1.1** Apologies for absence were received from Rev'd C Read, Lady Dannatt, Cllr D King, Dr G A Metters, Dr V Morgan, Prof. C Rawcliffe, Mr A Steynor, Cllr V Thomas, Cllr T Wainwright and Cllr A Waters.

2 Minutes

- 2.1** The minutes of the meeting held on 29 October 2021 were confirmed as an accurate record of the meeting and signed by the Chair.

3 Declarations of Interest

- 3.1** There were no declarations of interest.

4 Items of Urgent Business

- 4.1** There was no urgent business.

5 Finance and Risk

- 5.1** The Committee received a report outlining the Norwich Record Office revenue budget for 2020/21, capital programme and reserves and provisions and an update on the service risk register.
- 5.2** The following points were discussed and noted:
- The Record Office was currently forecast to achieve a balanced budget position for 2020/21.
 - It was pointed out that only minor adjustments were made in the risk register since this matter was last reported to the Committee in October 2021.
 - The Record Office would reopen in Kings Lynn on a pre-booking basis on 1st February 2022.

- It was noted that increasingly records were born digital and had to be preserved on servers in a digital format that enabled them to be easily accessed in the future. New procedures, tools and staff training were being used to enable digital deposits to be ingested and managed by the Norfolk Record Office in a widely accessible format that met with international standards.

5.3 The Committee **CONSIDERED** and **COMMENTED** on:

- 1. Forecast position of the revenue budget, capital programme, reserves and provisions.**
- 2. Management of risk for 2021/22.**

6 Norfolk Record Office Projects Report

6.1 The Committee received a report that provided information on the Norfolk Record Office's progress towards delivering two externally funded projects that were in their final stages: Community Archives: Skills Support and Sustainability (CA3S) and Unlocking Our Sound Heritage. The report also provided details about an application to the National Lottery Heritage Fund for the next stage in the development of the Change Minds project.

6.2 The following points were discussed and noted:

- The County Archivist explained the objectives of the Norfolk Record Office's externally funded projects, the targets, the progress made in meeting them, how projects were extended beyond their original completion dates, some highlights, and the legacy the projects would leave.
- Members were pleased to hear that the Community Archives: Skills, Support and Sustainability Project had met the objectives set out in the report and delivered the community archives toolkit, a series of training sessions, a YouTube training channel, the Norfolk Archives Network Forum, project support, networking opportunities, loans of digitisation kit and had led to the creation of a new heritage group.
- In reply to questions, the County Archivist explained how the community archives toolkit comprised of guides to various archive processes such as cataloguing, digitisation, and preservation. Using the tool kit enabled those who looked after small heritage projects and community archives to catalogue their collections to a level consistent with professional standards. It was pointed out the project emphasises the use of cataloguing standards which enables community groups to share their data. In line with this, they were being encouraged to upload catalogues of their collections to the national archives discovery catalogue which acts as a national gateway to archives. Training had been provided to community groups on this.
- In reply to further questions, it was pointed out that while it was a long-term aspiration of the Norfolk Record Office to have the Norfolk Heritage Explorer catalogue integrated with Norfolk Record Office catalogues many other sources of heritage information were also available. Training was provided to Norfolk Record Office staff about the complexities of the law on copyright which varied considerably depending on content.
- The County Archivist explained how as part of the Unlocking Our Sound Heritage project, the Norfolk Record Office had digitised more than 4,000 sound archives. Sound archives were stored on a variety of formats and included a wide range of subjects. The NRO was one of ten regional hubs

and covered an eastern region which included Suffolk, Lincolnshire, Cambridgeshire, Hertfordshire, and Bedfordshire. Volunteers continued to play an important role in cataloguing the sound archives. Information about the project was available on the British Library website and a link to this would be placed on the Norfolk Record Office website.

- The County Archivist also provided details of an application that had been submitted to the National Lottery Heritage for the next stage in the development of the Change Minds project. This was a joint submission, made with the Restoration Trust, the NRO's partner in Change Minds. The results of the application were expected early in 2022. If successful, the project would run until 2024 and enable the existing project to expand its work in Norfolk and beyond, thereby providing wellbeing support services to extend the benefits of this high-quality project to a larger audience.
- This would include looking at opportunities to put in place a new hybrid (in person and on-line) way in which the NRO could help those who benefit from completing Change Minds courses.
- In addition to the wide range of stakeholders mentioned in the report it might also be possible for the project, after project resources were created, to expand. Interest had been expressed by potential partners from across the UK, Ireland and Belgium.

6.3 The Committee CONSIDERED and COMMENTED on the contents of the report and APPROVED the continued implementation of the Record Office Service Plan.

7 Future Meetings

7.1 The dates of future meetings were noted:

1 April 2022 10.30 am
22 July 2022 10.30 am
28 October 2022 10.30 am
3 February 2023 10.30 am
14 April 2023 10.30 am

The meeting concluded at 11.20 am.

Cllr Michael Chenery of Horsbrugh, Chair of the Committee



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Norfolk Records Committee

Item No:5

Decision making report title:	Finance and Risk
Date of meeting:	1 April 2022
Responsible Cabinet Member:	Councillor Margaret Dewsbury (Cabinet Member for Communities and Partnerships)
Responsible Director:	Steve Miller (Director of Culture and Heritage)
Is this a key decision?	No

Executive Summary

This report covers the NRO revenue budget for 2021/22, capital programme and 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, capital programme and Reserves and Provisions indicates that the service is forecasting a balanced position.
- Progress with risk management for NRO.

Recommendations:

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

- 1. Forecast position of the revenue budget, capital programme, reserves and provisions**
- 2. Management of risk for 2021/22**

1. Revenue Budget

1.1 The budget for 2021/22 is £607,730 and is summarised in the table below.

Service	Current budget £	2021/22 forecast Outturn £	Forecast +Over/ -Underspend £
Salary	978,480	958,716	(19,764)
Premises	3,960	5,712	1,752
Travel	2,240	1,130	(1,110)
Supplies & Services	47,870	71,190	23,320
Support Services	27,430	26,692	(738)
Capital	272,070	272,070	
Income			
Grant Income	(303,420)	(342,331)	(38,911)
Sales fees and Charges	(222,530)	(230,668)	(8,138)
Other Income	(201,730)	(158,141)	43,589
Total	604,370	604,370	0

1.2 We are currently forecasting an overall balanced position for the 2021/22 revenue budget.

1.3 Reserves and Provisions

1.3.1 The table summarising the position appears below.

Reserves and Provisions	Balances at 01Apr 21	Forecast Balance at 31 Mar 22	Planned Change
	£	£	£
Norfolk Record Office			
Residual Insurance and Lottery Bids	(80,886)	(41,558)	39,328
Unspent Grants & Contributions Reserve	(49,618)		49,618
Service Total	(130,504)	(41,558)	88,946

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 reviews appears at Appendix A.
- 2.2. The Register contains six key risks, three 'high' level, two of which are currently assessed as a 'medium' level risk, while one is assessed as 'low'.
- 2.3. All risks are being well managed. One of the risks is assessed as being met and is shown as green whilst another is shown as 'Green – on schedule' progress towards achieving target risk score, 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'. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
- 2.4.2 For RM13963 'Inability to continue collecting archives', an increased level of accessions would reduce the available space more quickly than planned. Additional space has been created by the installation of a new shelving system in part of one strongroom and long-term plans are being prepared. The risk is classified as Green as it will not have an impact on the financial position in the coming year and so will have no impact on the revenue position.
- 2.4.3 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 and the benefits of using archives not be realised. This has been mitigated through entering into commercial partnerships for access to some parts of collection and information on holdings is constantly updated and improved. This risk is classed as 'green' and is not expected to occur

in 2019-20, and so will have no impact on the revenue position.

- 2.4.4 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 taking action to ensure the infrastructure and skills are in place.
- 2.4.5 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, are trained. This risk is classed as 'Met' but will continue to be reviewed.

3. Issues, risks and innovation

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

4. Background

- 4.1. There are no other documents to refer to.

Officer Contact

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

Officer name : Andrew Skiggs, Finance Business Partner **Tel No. :** 01603 223144

Email address : andrew.skiggs@norfolk.gov.uk

Officer name : Gary Tuson, County Archivist **Tel No. :** 01603 222003

Email address : gary.tuson@norfolk.gov.uk



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Risk Number	RM13959					Date of update		25 October 2021		
Risk Name	Loss of or reduction in funding									
Risk Owner	Gary Tuson					Date entered on risk register		31 March 2009		
Risk Description										
Loss of or reduction in levels of external funding (including NCC) and income generation, could lead to a reduced capacity to deliver the service, threaten business viability and infringe National Lottery Heritage Fund conditions of grant.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	5	3	15	4	3	12	Mar-22	Amber
Tasks to mitigate the risk										
Covid-19 has had a significant impact on income generation in a number of areas. NCC are aware of this and taking it into account in their overall budget planning.										
Progress update										
Central government grants breceived to cover some of the impact of failing to meet income generation targets										
Plans to support increase in income generation included in 2021-22 planning										
Revenue levels rising with increases in remote orders and demand for birth, death and marriage certificates										

Risk Number	RM13963					Date of update		25 October 2021		
Risk Name	Inability to continue collecting archives									
Risk Owner	Gary Tuson					Date entered on risk register		27 February 2014		
Risk Description										
The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more efficient but this is not a long term solution. There is also the risk that actions to rationalise storage elsewhere in the council will lead to an increased rate of deposit in the NRO.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	3	6	4	3	12	3	2	6	Mar-22	Green
Tasks to mitigate the risk										
Work on reorganization of space was delayed in 2020 but has resumed in 2021										
Work on specifying long-term storage needs started										
Progress update										
Installtion of new shelves in strong rooms complete. This provides in excess of 75 cubic metres of storage. Sufficient for 3 years of collection accumulation.										

Risk Number	RM14164			Date of update			14 January 2022			
Risk Name	Failure to meet growing public expectations on access									
Risk Owner	Gary Tuson			Date entered on risk register			27 February 2014			
Risk Description										
Public are not able to access collections as easily as they expect through modern technologies										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	3	9	4	4	16	3	3	9	Mar-22	Green
Tasks to mitigate the risk										
Enhancement of metadata in selected areas										
Restricted access due to need for social distancing is reducing access to collections										
Progress update										
Searchroom reopened in-line with Covid risk assessment and new arrangements introduced in October to further increasing access										
Import of data into new system completed										

Risk Number	RM14165		Date of update		25 October 2021					
Risk Name	Failure to collect, preserve and make accessible new formats of archive									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a position to fully managed digital records in line with the OAIS model.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	3	5	15	2	5	10	Mar-22	Amber
Tasks to mitigate the risk										
Proceedures and tools in place to enable digital deposits to be ingested and managed										
Progress update										
Staff training continuing										

Risk Number	RM14167					Date of update			25 October 2021	
Risk Name	Collection at risk through unexpected events									
Risk Owner	Gary Tuson					Date entered on risk register			27 February 2014	
Risk Description										
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
1	5	5	1	5	5	1	5	5	Mar-22	Green
Tasks to mitigate the risk										
Disaster / emergency plan training to be rolled out										
Progress update										
New starters at Record Office all trained in Emergency Plan procedures										
This risk needs to be constantly managed.										

Norfolk Records Committee

Item No: 6

Report Title: Performance Report

Date of Meeting: 1 April 2022

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Steve Miller (Director of Culture & Heritage)
Is this a Key Decision? No

Executive Summary / Introduction from Cabinet Member

Recommendations:

That Committee:

- 1. Note the contents of the report and comment accordingly**

1. Background and Purpose

- 1.1 This report outlines progress towards delivering the Norfolk Record Office (NRO) Service Plan between 1 October 2021 and 31 March 2022 September.

2. Proposal

That Committee:

- 2.1 Note the contents of the report and comment accordingly.

3. Evidence and Reasons for Decision

Aim: Enable New Audiences to Benefit from the Use of Archives

- 3.1 The Norfolk Record Office has continued to work on making information on archives available online. The Education and Outreach team, the Unlocking Our Sound Heritage project and the Community Archives project, have created a further 32 videos which have been added to the Record Office videos on YouTube. During this period, the Record Office videos were viewed over 7,000 times.
- 3.2 The Record Office also works with volunteers to create posts for its blog. During this period, a further 22 posts were added, and the blog was read just under 19,000 times. Recent blogs written by volunteers have included:
- An Enigmatic Diarist as Ever Was Known: The Syleham Diary 1784 – 1824
 - Bomber Command Medical Officers During the Second World War at RAF Marham
 - Great Yarmouth's Early Modern Astrology
- 3.2 Groups visits to the Archive Centre have included:
- Volunteers from the Castle Acre Heritage Project. This National Lottery Heritage Fund supported project works with local volunteers to discover more about the history and wildlife of Castle Acre. Most of those who visited had never been to a record office before.
 - Apprentices on the Library, Information and Archive Services Assistant course who received training at the NRO.
- 3.3 The programme of events has included the new hybrid events, along with some in-person and online events. Our five most recent lunchtime talks attracted over 600 people, including online attendees from all over the world: Peru, South Africa, Australia, the Philippines, India, Estonia, Spain, Germany and Romania. Of the 277 attendees that completed an evaluation form, 131 had not previously attended an NRO event. Several respondents stated how much they appreciated being able to access events online, some because of distance, others because they were still shielding.
- 3.4 Workshops were run for Norfolk County Council's Winter Wellbeing programme. These are for County Council employees over the winter months and tie in with the Five Ways to Wellbeing: Connect, Take Notice, Be Active, Learn and Give.
- 3.5 Archive Skills sessions have also been popular. These give people the skills to discover, read and understand archives. Sessions included courses on palaeography and title deeds run as part of the Paston Footprints project in partnership with the UEA and Paston Heritage Society, and sessions on using

the new NRO catalogue. New workshops to tie in with the release of the 1921 census were also held. These included short sessions - known as Small Bites - on using school and business records, and a longer workshop on tracing First World War ancestors.

Change Minds

- 3.6 In January, the partnership between the Restoration Trust and the Norfolk Record Office was awarded a £249K National Lottery Heritage Fund grant for the Scaling Up Change Minds project, details of which were reported to the January committee.
- 3.7 The project has been given permission to start and work is underway to appoint a project officer along with evaluation, web development and educational consultants.
- 3.8 In March, Richard Johnson, who has been a part of Change Minds since 2018, won the Heritage Alliance's Heritage Hero Award. He first participated in Change Minds in 2018, when he became profoundly impressed by this life, work and character of Dr William Hills, Medical Superintendent of Norfolk County Asylum from 1861 to 1887 and began research that revealed new evidence about the history of mental health treatment. This was central to the previous Change Minds project: Dr Hills' Casebook, where Richard's research and support for participants was invaluable. And now Richard is integral to the new Scaling Up Change Minds project.

Volunteers

- 3.9 Onsite volunteering resumed in late November, when five volunteers returned to indexing projects based in the searchroom. As spring progresses, we expect more volunteers will choose to come back on site. The Seal Sock Sewing group, who meet and prepare materials for use in conservation, met in December. Plans to resume regular meetings were delayed by the resurgence in Covid-19 cases, but sessions will restart after Easter.
- 3.10 Other volunteers continue to volunteer from home on the Norwich registration indexes project, and on our new project to index the St Andrew's Hospital case books. All seven places on this new project were quickly filled, with two people on the waiting list. The Education and Outreach team have recruited a new cohort of volunteers to research and write posts for the NRO blog.

Aim: Ensure Archives are Accessible Now and in the Future

On-Site Access

- 3.11 The searchroom service was extended in mid-October, as Covid-19 restrictions were relaxed. The microform section of the searchroom re-opened, with places for up to four microfilm users. The number of seats available in the manuscript searchroom increased from six to ten. Whilst we continue to encourage people to book, this allows us to accommodate people who arrive without pre-booking, as well as providing space for NRO volunteers. Searchroom opening hours continue to be Tuesdays-Fridays 10am-12.30pm and 2pm-4.30pm.
- 3.12 In addition, on-demand document ordering has now resumed. Researchers are asked to order their first documents in advance, but if more documents are required, they can now be ordered on the day. This increases the number of documents each person may request from 4 to 12 per half-day session.
- 3.13 In February, the King's Lynn Borough Archive reopened on an advance booking basis.

Preservation

- 3.14 The Record Office continues to provide services to support the preservation of archives outside of the NRO which also generate income. Recently, 375 boxes have been made and delivered to Nottingham University Rare Books department and ten pieces of parchment have been flattened and digitised for Holkham Hall. The parchment was originally used as end leaves for a set of incunabula Bibles, but it is believed to be an earlier medical text.
- 3.14 Work has been completed on a plan of public houses (ref Y/TC 71/12) required for the Great Yarmouth Heritage Action Zone project.
- 3.15 Work has under way on cleaning, flattening and repairs to two bundles of Consistory Court Penances (ref DN/CON 86/1). This work is being supported by NORA H (for further details, see below).

Aim: Enable the Norfolk Record Office to continue receiving accessions

Accessions

3.16 During this period there have been 115 accessions. These include:

- Cruso and Wilkin valuation books, 1860-1980s (ACC 2021/138)
- Soroptimist International of Norwich, 1961-2019 (ACC 2021/184)
- Blofield and District Gardening Club, 1971-2016 (ACC 2021/188)
- Records of Norfolk Plant Heritage, 1989-2010 (ACC 2021/189)
- Records of Royal British Legion Women's Section Thorpe, 20th century (ACC 2021/232)

A full list of accessions is included as an appendix.

Aim: Support Norfolk's Archive Ecology

Community Archives: Skills, Support and Sustainability Project

3.17 The Heritage Lottery supported project is working with the final cohort of partners to provide training and support work on creating collection inventories, cataloguing collections, planning digitisation programmes, and curating online image galleries. These partners are:

- Carleton Rode History Group
- Walsingham Village Archive
- New Buckenham Society
- Friends of Waterloo Park
- Norfolk and Norwich Horticultural Society
- Bressingham Steam and Gardens

3.18 The first sessions of a new programme of online training sessions on Archiving the Pandemic have been delivered and new sessions have been created on Volunteer Management and Recruitment. Both workshops are being recorded for inclusion on the NRO YouTube channel, and the content added to the Community Archives Toolkit website.

Aim: Provide an Environmentally and Economically Sustainable Archive Service

- 3.19 The Trustees of the Norfolk Archives and Heritage Development Trust (NORAH) have met twice during this period.. They agreed to a request by the Norfolk Record Office to fund the purchase of a 1432 deed of gift relating to property in Flordon (NRO MC 3600). The trustees have also agreed to grant the NRO £600 towards the conservation of a series of eighteenth-century penance records within the archive of the Diocese of Norwich. Once repaired, these documents will be the focus of a volunteer project to catalogue the documents down to transaction level. This will mean names, places and misdemeanours will be noted and added to the NRO catalogue. The final grant made by the Charity during this reporting period was for £3,000 to the Restoration Trust towards the Scaling up the Change Minds project. The Charity's annual report and accounts for 2020-2021 have been submitted to the Charity Commission for England and Wales and at the trustees meeting of 18 January, it was reported that the Charity has £28,325, of which £9,099 is unrestricted and unallocated funds.
- 3.20 During this reporting period, the NRO started work as a partner on a project led by the National Centre for Writing and supported by the National Lottery Heritage Fund. Called *Rooted: Stories from the Quarter*, the project aims to celebrate Norwich's Bengali community. The NRO will support the gathering of oral history interviews with the intention of adding them to their permanent holdings and will provide tours of the NRO to the project participants.
- 3.21 At the end of March, Rachel Farmer, Support Services Manager, who has been with the Record Office for over three decades, retired. Her post has been replaced with a new role: Remote and Support Services Manager and other members of the NRO management team have taken on new responsibilities for building management, health and safety, and public services management.

4. Other Implications

4.1 Equality Impact Assessment (EqIA):

It is not envisaged that there will be any adverse impacts from these proposals.

4.2 Data Protection Impact Assessments (DPIA):

No data defined as special category data under the UK GDPR which relates to living people is included in the work detailed in this report. Information about a deceased person does not constitute personal data and therefore is not subject to the UK GDPR.

4.3 Health and Safety implications:

All changes to public access are subject to risk assessment process

4.4 Sustainability implications (where appropriate):

Continued delivery of online courses instead of in-person reduces the need for travel.

5. Recommendations

That Committee:

- 5.1 Note the contents of the report and comment accordingly
- 5.2 Approve the continued implementation of the Record Office Service Plan

Officer Contact

If you have any questions about matters contained within 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 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix

Accessions, 1 October 2021-31 March 2022

An asterisk denotes a purchase.

ACC 2021/127	Warship week posters	1942
ACC 2021/128	King's Lynn Charter Trustee inaugural meeting booklet	1974
ACC 2021/129	Matlaske Ecclesiastical Parish Records (additional)	1916-1996
ACC 2021/130*	Small collection of deeds and executors account book relating to property in Diss	1710-1834
ACC 2021/131	Methodist circuits additional	1872-2015
ACC 2021/132	Ted Thurston's memories of Cornor Farm, Forncett End 1916-1938	1990
ACC 2021/133	Records of the 'Minni House' Club	1995-c 2018
ACC 2021/134	Records of parish in the Mattishall and Tudd Valley Benefice	1923-2014
ACC 2021/135	Additional records of the Head Family	c 1818-2000
ACC 2021/136	Pat Everson Collection relating to Seething and Mundham	c 1900-c 2021
ACC 2021/137	Papers re Calthorpe and Erpingham	1802-1872
ACC 2021/138	Cruso and Wilkin valuation books	1860-1980s
ACC 2021/139	Deeds relating to Dickleburgh Baptist Church	1882-1997
ACC 2021/140	Registry record books	1924-2021
ACC 2021/141	[Bethel] Hospital periodic (? quarterly) statement of account (part only)	Jun-Jul 1887
ACC 2021/142	Lakenham Church additional records	1878-2001
ACC 2021/143	Additional Stalham Parish Council minutes	2003-2015
ACC 2021/144	Papers relating to Norwich Friends of the Earth	1980s
ACC 2021/145	Publications and Administrative Papers of the Norwich Green Party	1986-2021

ACC 2021/146	Rollesby Parish Council minutes and other records	1894-2017
ACC 2021/147	Records of Helhoughton parish council	1960-?
ACC 2021/148	Records of Pudding Norton Parish Council and Testerton Parish Council	1937-2015
ACC 2021/149	Records of Sculthorpe Parish Council	1977-2017
ACC 2021/150	Family papers and title deeds of the Manning Family and related families, formerly of Diss and elsewhere in Norfolk	c 1685-1965
ACC 2021/151	Certificates awarding honorary membership to several societies	1839-1904
ACC 2021/152	Photographs of Freethorpe and digital copy of the memoirs of Elsie Madge Brown	c 1900-2021
ACC 2021/153	Haddiscoe Parish Council minutes and accounts	1894-2003
ACC 2021/154	Records of Drayton Ecclesiastical Parish	1856-1993
ACC 2021/155	Records of Weston Longville Parish Council	1943-1981
ACC 2021/156	Research on Castle Rising and Old Hunstanton	1949-1990
ACC 2021/157	Records of the North West Norfolk Conservative Association	1900-1999
ACC 2021/158	Business bills of Ronnie Woods of East Dereham, basket maker	1942-1994
ACC 2021/159	Presentation notes to the Norfolk Joint Museums Committee	29-Oct-21
ACC 2021/160	Law Family Papers	1737-1854
ACC 2021/161	George Park esq and his trustees and Golding and King account current	1832-1833
ACC 2021/162	Sound recordings of Peter Handford	1966-1978
ACC 2021/163	Letters and aerograms of Frederick Cushing of Norwich	1942-1945
ACC 2021/164	Minute books of Lodge meetings (Albert Lodge No. 4320)	2014-2019
ACC 2021/165	Birth and Death Registers (additional)	21st century

ACC 2021/166	Additional records of The Grove	Nov 1942-Feb 1976
ACC 2021/167	Museum of Norwich additional recordings	1980-2009
ACC 2021/168	Norfolk Registration Service Birth and Death Registers (additional)	21st century
ACC 2021/169	Additional Methodist Circuit records	1803-2021
ACC 2021/170*	Great Yarmouth Savoy Hotel Register	1939-1943
ACC 2021/171	Map showing rail and coach routes and petrol stations	nd [? early 20th century]
ACC 2021/172	Norfolk, Langham, St Andrew and St Mary, The Church Recording Society Record 2019	2019
ACC 2021/173	Records relating to the transfer of housing stock from Breckland District Council to the Peddars Way Housing Association	1992-1993
ACC 2021/174	Records of Wreningham Parish Council	2014
ACC 2021/175	Papers relating to H.G. Head and Geraldine Maria Head	1920s-1930s
ACC 2021/176	Cruso and Wilkin valuation books, additional	c 1860-c 1995
ACC 2021/177	Estate of John Mack of Paston Hall	1712-1947
ACC 2021/178	Maids Head Lodge, no. 8588, Freemasons	1974-2018
ACC 2021/179	Title deeds relating to various addresses in Holt and in Mount Pleasant, Norwich	1747-1993
ACC 2021/180	School inspection report for Tibenham County Primary School	nd [1950s]
ACC 2021/181	Title deeds re Old Broad Row, Great Yarmouth	1777-1835
ACC 2021/182	Margaret Browning's notes on Norfolk organs	c 1950-c 1969
ACC 2021/183	Norfolk Registration Service Birth registers (additional)	Jan 2014-Sep 2021
ACC 2021/184	Soroptimist International of Norwich	1961-2019
ACC 2021/185*	Title deeds to properties in Toft Monks, Haddiscoe, Framlingham, Alington and East Poringland	18th century-19th century
ACC 2021/186	Orchid Society of East Anglia	1992-2016
ACC 2021/187	Horsford Afternoon Womens' Institute records	20th century-21st century

ACC 2021/188	Blofield and District Gardening Club	1971-2016
ACC 2021/189	Records of Norfolk Plant Heritage	1989-2010
ACC 2021/190	Singing Histories booklet and related sound recordings	2009
ACC 2021/191	Account of Edmund Cock of Norwich, receiver of the Norfolk and Norwich subscriptions to the voluntary present to Charles II	nd [1661-1662]
ACC 2021/192	Nancy Ives additional papers	20th century
ACC 2021/193*	Deed of gift relating to Flordon	1432
ACC 2021/194	Wymondham Food Bank interviews	2021
ACC 2021/195	Anglia Square Love Letters	2021
ACC 2021/196	Nar Valley Group marriage registers additional	1914-2020
ACC 2021/197	Family and estate papers of the Steward Family of East Carleton, Saxlingham, Swardeston and elsewhere in Norfolk	1575-1931
ACC 2021/198	Deeds relating to Ingham, Aylsham and Mundesley	1712-1900
ACC 2021/199	Records of various closed WI groups	1945-2021
ACC 2021/200	BBC Radio Norfolk additional	2020-2021
ACC 2021/201	Alderman Swindell Primary School, Gt Yarmouth, photographs of classes, staff, maypole dancing and opening ceremony	nd [c 1930s-1996]
ACC 2021/202	Scrapbook of photographs and cuttings re the erection and early life of St Michael's C. of E. Church, Hellesdon	1965-1969
ACC 2021/203	Additional diary blogs of Janet Ellis	2019-2021
ACC 2021/204	BBC Radio Norfolk 40th anniversary material	Feb 2020-Dec 2020
ACC 2021/205	Norwich Folk Club	1977, 1997
ACC 2021/206	Mulbarton Poor Law Papers	1850-1856
ACC 2021/207	Additional records of the North-West Norfolk Conservative Association	1945-1987
ACC 2021/208	Harpley Parish Council additional records	20th century
ACC 2021/210	Trunch Parish Council minutes	1894-1995

ACC 2021/211	Audio recordings relating to Norfolk history, recorded by David Cleveland, former director of the East Anglian Film Archive	1964-1983
ACC 2021/212	Particulars of the estate of Dr Joseph Denman	18th century
ACC 2021/214	Artist's illustrations of Yarmouth buildings used in Picture of Yarmouth Heritage Lottery Project 2019-2021	2019
ACC 2021/215	Norfolk and Norwich Ypres Association photograph album	1963-1976
ACC 2021/216	Stoke Ferry Parish Council	1904-2021
ACC 2021/217	Wereham Parish Council	1917 - 2021
ACC 2021/219	Shelton, Bates and Wolverson Collection (additional)	18th century-19th century
ACC 2021/220	Itteringham Church of England parish records	1969-2017
ACC 2021/221	Title deeds to 1 Jubilee Cottages, Gateley Road, Brisley, NR20 5LP	Mar 1841-Aug 2008
ACC 2021/222	Grimston County Primary School log book	Feb 1905-Dec 1974
ACC 2021/223	Title deeds, abstracts of title, sale particulars and letters re estates in Old Buckenham	1834-1934
ACC 2021/224	Records of the Farrow and Powell families	18th century-19th century
ACC 2021/226	Green Family of Norwich and Greens (Outfitters) of Norwich	1903-1938
ACC 2021/228	Published copy of The Ouse Outfall Act, 1860, with the incorporated clauses	1862
ACC 2021/230	Additional Tivetshall parish records	1975-1998
ACC 2021/231*	Letters and papers of Bishop Bertram Pollock	20th century
ACC 2021/232	Records of Royal British Legion Women's Section Thorpe	20th century