



Norfolk County Council

Norfolk Records Committee

Date: Friday, 02 November 2018

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

Cllr D Bradford		Norwich City Council
Cllr J Brociek-Coulton		Norwich City Council
Cllr D Buck	<i>Substitute: Cllr S Dunn</i>	Broadland District Council
Cllr S Button		Norwich City Council
Cllr A Claussen-Reynolds		North Norfolk District Council
Cllr M Coleman		Great Yarmouth Borough Council
Cllr P Duigan (Vice-Chairman)	<i>Substitute: Cllr B Iles</i>	Norfolk County Council
Cllr R Hanton		Norfolk County Council
Cllr C J Kemp (Chairman)	<i>Substitute: Cllr M Gray</i>	South Norfolk District Council
Cllr R Kybird		Breckland District Council
Cllr E A Nockolds		King's Lynn and West Norfolk Borough Council
Cllr D Rowntree	<i>Substitute: Cllr M Sands</i>	Norfolk County 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
Mr A Steynor	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

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

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 held on the 29 June 2018

3. 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, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management. 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.

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

5. Metadata Migration and Management

Page 11

A report by the Assistant Director for Culture and Heritage

- 6. Finance and Risk** **Page 23**
A report by the Assistant Director for Culture and Heritage
- 7. Performance Report – 1 April 2018 to 30 September 2018** **Page 34**
A report by the Assistant Director for Culture and Heritage
- 8. Appointment of Co-opted Members** **Page 48**
A report by the Assistant Director for Culture and Heritage

Date of Future Meetings

Date	Time	Venue
11 January 2019	10:30	The Green Room, the Archive Centre, County Hall
5 April 2019	10:30	The Green Room, the Archive Centre, County Hall

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

Date Agenda Published: 25 October 2018



If you need this document in large print, audio, Braille, alternative format or in a different language please contact Customer Services on 0344 800 8020, or Text Relay on 18001 0344 800 8020 (textphone) and we will do our best to help.