

Norfolk Records Committee

Minutes of the Meeting held on 15 January 2010

Present:

Norfolk County Council

Mr D Murphy (Chairman)

Mr R Rockcliffe

Dr F Williamson

Breckland District Council

Mr P Duigan

Broadland District Council

Mr J Bracey

Great Yarmouth Borough Council

Mrs M Coleman

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

North Norfolk District Council

Mrs V Gay

Norwich City Council

Ms J Divers

Mr S Jeraj

Ms R Makoff

Non-Voting Members

Co-Opted Member

Mr M Begley

Prof. R Wilson

Representative of the Bishop of Norwich

Revd C Gay

Observer

Dr V Morgan

Representative of the Norfolk Record Society

Dr G A Metters

1. Apologies for Absence

Apologies for absence were received from Mr R Jewson, Dr C Kemp, and Prof. C Rawcliffe.

2. Minutes

The minutes of the previous meeting held on 13 November 2009 were confirmed by the Committee and signed by the Chairman.

3. Matters of Urgent Business

There were no items of urgent business.

4. Declarations of Interest

There were no declarations of interest.

5. Norfolk Record Office – Performance and Budget Monitoring Report

- 5.1 The annexed report (5) by the County Archivist was received. The report provided Members with an update of performance, together with a budget update for the

period 30 November 2009. Members were asked to consider and comment on the contents of the report.

5.2 During the discussion the following points were made:

- The Finance and Business Support Manager stated that the increase in the Education and Outreach visits indicated almost a threefold increase (285%), but that this exceptional increase was likely a one-off, resulting mainly from the work on the 'Connecting with Communities: People and Parliament' project, which had attracted a national audience.
- The Finance and Business Support Manager explained that electricity costs stood at £133k and gas at £33k for a total of £166k for energy costs. There were £50k savings from renewing the energy contracts which means that the revised total energy costs were £116k. Out of the £50k saved through contract renewal, £10k of this was reserved for the conservation budget.

5.3 **Resolved**

To note the performance for the Norfolk Record Office, together with revenue, capital programme and reserves and provisions budget monitoring position for 2009/10.

6. Service and Budget Planning 2010-13

6.1 The annexed report (6) by the County Archivist was received. The report updated Members on further information and changes affecting the proposals set out in the previous report brought to the committee in November 2009. The current report included confirmation of the Provisional Grant Settlement, information from the recent Pre-Budget Report 2009, updated information on revenue budget proposals and capital funding bids, and the latest information on the cash limited budget for services relevant to the committee. Members were asked to consider and comment on the proposals contained within the report and to consider the prioritised bids for capital funding, in order to inform the Cabinet's discussion at its meeting on 25 January 2010.

6.2 During the discussion the following points were made:

- The Finance and Business Support Manager noted that the Norfolk Record Office had a 'clean sheet' as it went into the 2011/12 and 2012/13 budget round and did not need to make any savings for 2010/11. The additional cost pressures outlined in the original budget (£121k) discussed at the meeting in November 2009 had been reduced to £18k and met from the proposed budget uplift. Members thanked officers for their work in achieving this outcome for the service.
- The County Archivist replied to a query, saying that 93% of fire damaged documents were conserved from the fire in the Norwich library in 1994.
- It was noted that REFCUS stood for 'Revenue Expenditure Funded from Capital Under Statute'. The Finance and Business Support Manager explained that these were deferred charges, but would gladly send the full description of the term to Members, as necessary.

6.3 **Resolved**

To note the report.

7. **Date and Time of Next Meeting**

The next meeting of the Norfolk Records Committee will be held at 10:30 a.m. on Friday, 23 April 2010, in The Green Room, The Archive Centre, Martineau Lane, Norwich.

Members were reminded that at 2:30 p.m., the Speaker of the House of Lords, the Rt. Hon. Baroness Hayman, would be present to officially open the exhibition *norfolk, People and Parliament* in the Long Gallery at The Archive Centre.

The meeting ended at 10:55 a.m.

Mr D Murphy, Chairman



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