

Norfolk Records Committee

Minutes of the Meeting held on 28 June 2013

Present:

Norfolk County Council

Michael Chenery of Horsbrugh
Mr P Smyth
Mrs D Gihawi

Broadland District Council

Mr D Buck

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

Great Yarmouth Borough Council

Mrs K Robinson-Payne

Norwich City Council

Ms D Carlo

South Norfolk District Council

Dr C J Kemp

Non-Voting Members

Co-Opted Member

Mr M Begley
Professor C Rawcliffe
Professor R Wilson

Representative of the Norfolk Record Society

Dr G A Metters

1 Election of Chairman

1.1 Dr Kemp was elected as Chairman for the ensuing year.

2 Election of Vice Chairman

2.1 Michael Chenery of Horsbrugh was elected as Vice Chairman for the ensuing year.

3. Apologies for Absence

3.1 Apologies for absence were received from Mr J Bracey, Mrs A Claussen–Reynolds, Mr R Kybird, Mrs M Chapman-Allen, Ms V Thomas, Mr R Jewson and Dr V Morgan.

4. Minutes

4.1 The minutes of the meeting held on 26 April 2013 were confirmed as an accurate record of the meeting subject to the following amendment:-

Professor Wilson to be added to the list of apologies.

The spelling of Custos Rotulorum to be corrected.

5. Matters of Urgent Business

5.1 The Chairman thanked Members for their contributions towards buying a leaving

gift for the former County Archivist.

5.2 The Chairman welcomed new Members to the Committee.

6. Members to Declare any Interests

6.1 Mr Buck declared an Other interest in item 11 as his PhD would involve studying the records held at the King's Lynn Borough Archives.

7. Appointment of Co-Opted Members and Observer

7.1 The report (item 7) by the Head of Democratic Services was received. The Constitution of the Norfolk Records Committee provided for the co-option of three Co-opted Members and one Observer Member. Members were asked to make these appointments for the coming year.

RESOLVED

7.2 That the Committee re-appoint Mr M R Begley, Prof C Rawcliffe and Professor R Wilson as Co-opted Members and Dr V Morgan as Observer Member for the period 2013-2014.

8. Norfolk Records Urgent Business Sub-Committee

8.1 The report (item 8) by the Head of Democratic Services was received. The Norfolk Records Committee was asked to appoint Members to the sub-committee to exercise all of the power of the main Committee when a matter was urgent.

RESOLVED

8.2 To appoint Dr Kemp, Michael Chenery of Horsbrugh, Mrs Nockolds and Mr Smyth to serve on the Sub-Committee.

9. Norfolk Record Office – Performance and Budget Report 2012/13

9.1 The Norfolk Record Office Performance and Budget report 2012/13 (item 9) by the County Archivist was received. The report provided information on performance against service plans and budget out-turn information for 2012/13.

9.2 During the ensuing discussion the following points were noted:-

- The 2012/13 revenue budget had broken even at the end of March 2013. There would have been a slight underspend but the funding had been transferred to support the implementation of the Information Management Shared Service. The capital programme had completed two capital projects - £0.007m for inverters for fan speed control and £0.008m for CCTV system upgrade.
- The Finance and Business Support Manager would provide a breakdown of the energy costs of The Archive centre on his next report.
- Staffing reductions savings of £0.045m would be made in 2013/14. Some of this had already been achieved by means of careful vacancy monitoring. The impact of the vacancies had had minimal impact on service users so

far, but there were concerns that it could start to affect the service offered to the public. The new County Archivist would commence his new role in August 2013; until then the work had been absorbed by the existing team of archivists.

- Members congratulated staff for completing all of the conservation work required on documents identified as having been damaged in the aftermath of the Norwich Library fire in 1994.

RESOLVED that:-

- 9.3
- The performance with the 2012/13 service plans be noted
 - The performance with the revenue budget and reserves and provisions for 2012/13 be noted.

10 Norfolk Records Committee: Annual Accounting Statements 2012/12

10.1 The Norfolk Records Committee Annual Accounting Statements 2012/13 (item 10) by the Head of Finance was received. The report introduced the annual return which was required by the Accounts and Audit (England).

10.2 During the ensuing discussion the following points were noted:-

- The annual return had been completed in line with accounting and audit regulations.
- The Committee had received regular financial updates throughout the year. A financial audit in 2010/11 had shown that good financial regulations were in place, and no changes had been made to the systems since that date.

RESOLVED that:-

- The accounting statements be approved
- The annual governance statement be approved
- The annual internal audit report be noted.

11 King's Lynn Borough Archives and King's Lynn Town Hall Project

11.1 The King's Lynn Borough Archives and King's Lynn Town Hall Project report (item 11) by the Principal Archivist was received. The report outlined the current status of King's Lynn Borough Archives and summarised the efforts made over recent years to improve the archive facilities. It also described proposals which were currently being developed as part of a "Stories of Lynn" project.

11.2 During the ensuing discussion the following points were noted:-

- The Principal Archivist was based in the King's Lynn Borough Archives one day per week.
- The centre was only open for 5 hours per week and so received limited visitors. At the moment it would not be possible to open for longer hours due to both lack of funding and a shortage of archivists to provide cover. It was acknowledged that the Borough Archives might be used more if it had

longer opening hours, but that many of the key series of records there were microfilmed and available in The Archive Centre in Norwich.

- There were events planned in the King's Lynn Town Hall in August – details of these would be circulated.
- Thanks were passed to the Principal Archivist and the former County Archivist for the amount of work which they had put into the King's Lynn Borough Archives, and Members noted that without their assistance the facility would not be open for one day a week.
- Heritage Lottery funding had been applied for in order to carry out works in the Town Hall, including the Borough Archives, which would move to a newly converted part of the Town Hall complex. The application has passed stage 1. If it were successful at Stage 2, these works would be completed by 2015. Currently there would be a £600k shortfall between the funding and the full project costs of £2.3m. The responsibility on closing the funding gap would belong to the Borough Council.
- The new building would be multi-purpose. In terms of conditions for an archive facility this would not be as ideal as a dedicated archive building, but it would still be possible to carry out a good conversion.
- If the new archive facility came to fruition the Borough Council of King's Lynn and West Norfolk had indicated that they may offer support in order to extend the opening hours.
- It was not accepted practice to bring archives from King's Lynn to Norwich as the documents would be at risk of damage in transit.

RESOLVED

11.3 To endorse the report.

12. Exclusion of the Public

12.1 The Committee was asked to consider excluding the public from the meeting under Section 100A of the Local Government Act 1972 for consideration of the item below, on the grounds it involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

RESOLVED

12.2 That the public be excluded from the following item.

13. Exempt Minutes

The exempt minute was discussed and agreed.

13. Future Meetings

Date	Time	Venue
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Friday 22 November 2013 10:30am The Green Room, Archive Centre
Friday 3 January 2014 10.30am The Green Room, Archive Centre

The meeting concluded at 11:45am.

Dr C. J. Kemp, Chairman of the Committee



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