



NORFOLK RECORDS COMMITTEE

Date: **Friday 23 November 2012**

Time: **10.30am**

Venue: **The Green Room, The Archive Centre
County Hall, Martineau Lane, Norwich**

Please Note:

Arrangements have been made for committee members to park on the county hall front car park (upon production of the agenda to the car park attendant) provided space is available.

Persons attending the meeting are requested to turn off mobile phones.



'Southtown near Yarmouth. Mrs Phillips', n.d. [possibly 1814]. Pencil sketch by Elizabeth Phillips (née Fraser, 1782-1856), wife of Thomas Phillips (1770-1845), portrait painter, both of whom were friends of Dawson Turner, the banker, botanist and antiquary, of Great Yarmouth, and whom they visited in 1814 (Norfolk Record Office, MC 2847/T4 (Turner, Palgrave and Barker papers)).

Membership

Mr J W Bracey

Ms D Carlo

Mrs A Claussen-Reynolds

Mr P J Duigan

Dr C J Kemp

Mr D Murphy

Mrs E A Nockolds

Ms K S Robinson-Payne

Mr M Sands

Ms V Thomas

Mr T Wright

Vacancy

Broadland District Council

Substitute: Mr D Ward

Norwich City Council

North Norfolk District Council

Breckland District Council

Substitute: Mrs S Matthews

South Norfolk District Council

Substitute: Mr T Blowfield

Norfolk County Council

Substitute: Mrs J Leggett

King's Lynn and West Norfolk Borough Council

Great Yarmouth Borough Council

Norwich City Council

Norwich City Council

Norfolk County Council

Substitute: Mrs J Leggett

Norfolk County Council

Substitute: Mr J Joyce

Non-Voting Members

Mr M R Begley

Mr R Jewson

Dr G A Metters

Dr V Morgan

Prof. C Rawcliffe

Revd C Read

Prof. R Wilson

Co-opted Member

Custos Rotulorum

Representative of the Norfolk Record Society

Observer

Co-opted Member

Representative of the Bishop of Norwich

Co-opted Member

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

Kristen Jones on 01603 223053
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 1)

To confirm the minutes of the meeting of the Norfolk Records Committee held on 22 June 2012.

3. **Matters of Urgent Business**

4. **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 such an interest but can speak and vote on the matter.

5. **Norfolk Record Office - Performance and Budget Report 2012/13**

(Page 19)

Report by the County Archivist

6. **Service and Budget Planning 2013-15 for the Norfolk Record Office**

(Page 25)

Report by the County Archivist

7. Risk Register (Page 35)

Report by the County Archivist

8. Periodic Report, 1 April - 30 September 2012 (Page 38)

Report by the County Archivist

9. Exclusion of the Public

The committee is 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 involves 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 outweighs the public interest in disclosing the information.

The committee will be presented with the conclusion of the public interest test carried out by the report author and is recommended to confirm the exclusion.

10. Periodic Report: Appendix - Manuscripts Purchased, 1 April -30 September 2012 (Page 81)

Report by the County Archivist.

11. Future Meetings

Date	Time	Venue
Friday 11 January 2013	10:30am	The Green Room, Archive Centre
Friday 26 April 2013	10:30am	The Green Room, Archive Centre
Friday 28 June 2013	10:30am	The Green Room, Archive Centre
Friday 22 November 2013	10:30am	The Green Room, Archive Centre

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

Date Agenda Published: 15 November 2012



If you need this document in large print, audio, Braille, alternative format or in a different language please contact Kristen Jones on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Norfolk Records Committee

Minutes of the Meeting held on 22 June 2012

Present:

Norfolk County Council

Mr T Wright

North Norfolk District Council

Mrs A Claussen-Reynolds

Breckland District Council

Mr P Duigan

Norwich City Council

Ms D Carlo

Mr M Sands

Ms V Thomas

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

South Norfolk District Council

Dr C J Kemp (Vice-Chairman)

Non-Voting Members

Co-Opted Member

Mr M Begley

Prof C Rawcliffe

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Revd C Read

Also in attendance:

Mr T Blowfield

South Norfolk District Council

1. Apologies for Absence

- 1.1 Apologies for absence were received from Mr J Bracey, Ms K Robinson-Payne, Mr D Murphy, Mr R Jewson, Dr G Metters, and Prof R Wilson.

2. Election of Chairman

- 2.1 In his absence, Mr Murphy was elected Chairman of the Norfolk Records Committee for the ensuing year.

3. Election of Vice-Chairman

- 3.1 Dr Kemp was elected Vice-Chairman of the Norfolk Records Committee for the ensuing year.

Dr C Kemp in the Chair.

4. Minutes

- 4.1 The minutes of the previous meeting held on 27 April 2012 were confirmed by the Committee and signed by the Vice-Chairman.

5. Matters of Urgent Business

- 5.1 There were no items of urgent business.

6. Declarations of Interest

- 6.1 There were no declarations of interest.

7. Appointment of Co-Opted Members and Observer

- 7.1 The annexed report (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 2012-2013.

8. Norfolk Records Urgent Business Sub-Committee

- 8.1 The annexed report (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 which were urgent.

RESOLVED

- 8.2 To appoint Mr Murphy, Mr Wright, Dr Kemp, and Mr Duigan to serve on that Sub-Committee.
- 8.3 For the Norfolk Records Urgent Business Sub-Committee to exercise all the powers of the main Committee in dealing with matters which are urgent (having been agreed as such by the Head of Democratic Services and the Chief Officer(s) concerned) and which fall, partly or wholly, within the Terms of Reference of the Committee.

9. Archive Education and Outreach

- 9.1 The Archive Education and Outreach Officer delivered a PowerPoint presentation to Members. This presentation is attached at [Appendix A](#) of these minutes.

- 9.2 During the discussion the following points were noted:

- Members congratulated the Archive Education and Outreach Officer on the work she carried out across Norfolk, particularly the work carried out with the Sound Archive around the Second World War.
- Members felt the education and outreach work was imaginative and creative. They also suggested work around practical skills, including specialised building skills such as thatching.
- Members asked if there was evidence that schools were downloading the

information provided on the Record Office website. The Archive Education and Outreach Officer replied that officers were able to record web hits, but not whether the information was downloaded. Previously they had put a password on the materials so that when the password was requested they would know how many schools were using the information. However, this practice had been stopped as it was felt that it hindered the use of the materials.

RESOLVED

- 9.3 To note the work carried out around the Norfolk Record Office's work on Education and Outreach.

10. Norfolk Record Office - Performance and Budget Report 2011/12

- 10.1 The annexed report (10) by the County Archivist was received. This report provided information on performance against service plans and budget out-turn information for 2011/12 for the Norfolk Record Office (NRO). Section 1 covers service performance information in the context of delivering service plans, and Section 2 covers financial performance. The report was presented by the Business and Development Manager.
- 10.2 The main issues for consideration by this Committee were:
- At the 31 March 2012 the NRO achieved a break-even position for the revenue budget.
 - Performance indicators for the Norfolk Record Office showed that during the year The Archive Centre had continued to increase its range of audience participation, although numbers were down compared with the same period in 2010/11.
 - Performance against the 2011/12 service plans had been good and was reported in more detail in the accompanying report.
- 10.3 The Norfolk Record Office was on track to achieve a break-even budget position for 2011/12. Progress with service plans pointed to some continuing improvement.
- 10.4 During the discussion the following points were noted:
- Members asked about the new conservation technique, using gelatine mousse for the repair of parchment documents, and how this was being used to bring in funds to the Record Office. The County Archivist responded that officers had demonstrated this in Canada and had been invited to Australia to demonstrate this as well. Costs were fully covered by the archive institutions in the respective countries, but the Record Office was not in a position to bring in regular funds this way.
 - It was noted that at 2.3.1 'Townhouse' should read 'Town Close'.

RESOLVED

- 10.5 To note performance with the 2011/12 service plans.

- 10.6 To note performance with the revenue budget and reserves and provisions for 2011/12.

11. Norfolk Records Committee: Annual Accounting Statements 2011/12

- 11.1 The annexed report (11) by the Head of Finance was received. This report introduced the Annual Return required by the Accounts and Audit (England) Regulations 2011. The Chief Internal Auditor presented the report to Members.

RESOLVED

- 11.2 To approve the accounting statements as set out in Appendix A, Section 1 and approve its signing by the Vice-Chairman (in the absence of the Chairman);
- 11.3 To approve the Annual Governance Statement as set out in Appendix A, Section 2 and approve its signing by the Vice-Chairman (in the absence of the Chairman) and County Archivist;
- 11.4 To note the Annual internal audit report as set out in Appendix A, Section 4, together with the note set out at Appendix B.

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.

- 12.2 The County Archivist presented the following conclusion of the public interest test:

The NRO bids at auctions and acquires by private treaty sales documents of relevance to Norfolk, which fit within its Collections Policy. The prices of documents are increasing all the time, particularly because dealers' attitudes are "to charge what the market will pay". If prices paid by the NRO for documents were to become generally known publicly, this will have the effect of inflating the market. Since public funds are involved in its purchases, the NRO operates a strict value for money policy and strives to pay no more than is necessary, while, at the same time, trying to ensure that no important documents are lost to Norfolk. Releasing information about prices paid for documents would have a significant detrimental impact on NCC's commercial revenue and might put documents out of the NRO's financial reach, thereby losing part of the county's written heritage. It was therefore not in the public interest to release information about prices paid for document purchases.

RESOLVED

- 12.3 That the public be excluded from the following item.

13. Exempt Minutes

- 13.1 The exempt minutes of the meeting held on 27 April 2012 were agreed as a correct record and signed by the Vice-Chairman.

14. Future Meetings

Date	Time	Venue
Friday 23 November 2012	10:30am	The Green Room, Archive Centre
Friday 11 January 2013	10:30am	The Green Room, Archive Centre
Friday 26 April 2013	10:30am	The Green Room, Archive Centre
Friday 28 June 2013	10:30am	The Green Room, Archive Centre
Friday 22 November 2013	10:30am	The Green Room, Archive Centre

The meeting concluded at 11:30am.

Dr C Kemp, Vice-Chairman



If you need this document in large print, audio, Braille, alternative format or in a different language please contact Kristen Jones on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Education and Outreach at the Norfolk Record Office

A Presentation by Victoria Draper

Education and Outreach Officer

**Norfolk Record Office - Performance and
Budget Report 2012/13**

A report by the County Archivist

Executive Summary

This report provides information on performance against service plans and budget out-turn information for 2012/13 for the Norfolk Record Office (NRO). Section 1 covers service performance information in the context of delivering service plans, and Section 2 covers financial performance.

The main issues for consideration by this Committee are:

- At the end of September 2012, the NRO is predicting a small budget underspend of £0.034m, which is housed in The Archive Centre and managed by the County Archivist.
- Performance indicators for the Norfolk Record Office show that during the year The Archive Centre has continued to increase its range of audience participation, although numbers are down compared with the same period in 2011/12.
- Performance against the 2012/13 service plan has been good and is reported in more detail in the accompanying report.

Action Required

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

- Performance with the 2012/13 service plan
- Performance with the revenue budget and reserves and provisions for 2012/13.

1. Performance against Service Plan

1.1 Performance Summary

- 1.1.1. In the period April-September 2012, visits to the Record Office have been made by 10,081 people (compared with 11,904 in the same period in 2011), and the service has continued to attract new audiences among all age groups.

1.2 Norfolk Record Office (NRO): some example of progress

1.2.1. *American Connections* Exhibition

On 6 July, Councillor Derrick Murphy, the Leader of Norfolk County Council and Chairman of the Norfolk Records Committee opened the NRO's exhibition, *American Connections*, in the Long Gallery at The Archive Centre. The exhibition explored, through archives and artefacts, the links between Norfolk and North America over a period of 400 years. Subjects ranged from some of America's first settlers in the 17th century who hailed from Norfolk (including those who sailed on the *Mayflower* and became known as 'the Pilgrim Fathers') to the so-called The 'Friendly Invasion' of the 1940s, which saw around 50,000 United States 8th Army Air Force personnel stationed in the county at any one time during World War Two. Part of a wider Norfolk Cultural Services' project which celebrates these strong transatlantic links, the exhibition marked the official start of four months of events and activities across the county, which included festivals, family and children's activities, talks, films and musical performances. Events connected with this exhibition continued into September. Councillor Murphy gave the final lecture in the series of lunchtime talks held in conjunction with this exhibition, in which he explored the myth of Pocahontas, before an audience of over 50 people. There were also activity sessions for children which involved creating nose-art, influenced by examples from B-24 aircraft of the 2nd Air Division, USAAF, and making a Plains Indian headdress and 'dream catchers'.

1.2.2. 'History Alive!' at King's Lynn Town Hall

In July, the NRO participated in 'History Alive!' at King's Lynn Town Hall, an historic building which has been at the centre of town life for over 800 years. The event, organized jointly by the Borough Council of King's Lynn and West Norfolk, the NRO and Norfolk Museums and Archaeology Service (NMAS), aimed to bring this important building to life, by enabling the public to explore it and to find out more about its collections. Visitors were also given the opportunity to have their say about current proposals to redevelop the displays and facilities in the building. Among the day's activities were special tours through the building, including the Borough Archives, together with a series of talks about the Borough Archives and Town Hall collections by members of staff from the NRO and NMAS. The NRO also ran activities for children, which involved writing with quill pens and ink on facsimiles of eighteenth-century apprenticeship indentures, and 'Creating a Medieval Town', which involved sticking velcro-backed copies of images from NRO documents on to a riverine landscape made of felt.

1.2.3. Heritage Open Days (HOD)

The NRO held two events for the Heritage Open Days in September. One was a trip through the archives, while the other included a talk on conservation at the Record Office, with a chance to see the work being carried out on the early sixteenth-century Aylsham Lancaster Court Roll, which is referred to at 1.2.5 below. In connexion with HOD and the associated Shaping 24 project, lectures about the work of the Norfolk Record Office (by the County Archivist) and about archives in Ghent (by the Ghent University Librarian) were held in Ghent, then repeated in The Archive Centre. Funding for the international lectures was provided through the European Union's INTERREG 'Two Seas' programme *via* Norwich HEART (Heritage Economic and Regeneration Trust).

1.2.4. **Great Yarmouth Maritime Festival**

In early September, over 2,000 people visited the NRO's stand at the Great Yarmouth Maritime Festival, where they saw an archive display on the history of St Nicholas's Church, now Great Yarmouth Minster, and the fishing industry. They also had a go at creating their own medieval town.

1.2.5. **Aylsham Lancaster Manor Court Roll, 1509-47**

The National Manuscripts Conservation Trust has awarded the NRO a grant of £15,340 towards the costs of conserving the Aylsham Lancaster Manorial Court Roll, 1509-36. This large roll is one of a long series of records of the court of this manor which extend from 1446 to 1846, but is the only court record which is currently unavailable through condition, thus denying researchers access to information about Aylsham during the whole of Henry VIII's reign. As a consequence, the NRO had received a request from researchers participating in a project on the history of Aylsham for the document to be conserved, thereby permitting access to it for the first time in centuries. However, in order to undertake specialist treatment of the document's extensive deterioration, external funding had to be sought, hence the NRO's approach to National Manuscripts Conservation Trust. The NRO has also received substantial matched funding from members of the group. Conservation treatment, which began in September, will take place over 69 weeks in the NRO's purpose-built conservation studio.

1.2.6. **'Connecting Communities and Arts in Parliament' Project**

In 2009, the NRO was a regional partner in the Parliamentary Archives' outreach project, 'People and Parliament: Connecting with Communities'. Inspired by the success of that project, the Parliamentary Archives have now launched the 'Connecting Communities and Arts in Parliament' Project, in conjunction with two of its regional partners from the earlier project (the NRO and Glamorgan Archive Service) and Parliament's 'Arts in Parliament' programme. The project has commissioned two artists in residence (one in the NRO and one in Glamorgan) to produce new digital visual interpretative works.

Nicola Naismith, the NRO's resident artist, is a visual artist who uses analogue and digital technologies to make connexions between historical and contemporary contexts. She is basing her interpretative work on research into the impact on Norfolk of the Land Tax, 1821 which was carried out by carried out in the original project by the 'History Detectives'. The team of 'Detectives' has been reassembled and is working closely with Nicola. The outcome of the commission will be shown on the Parliamentary website in late 2012.

1.2.7. **Phase 2 of The National Archives' (TNA) Manorial Documents Register (MDR) for Norfolk**

The second phase of this joint project, involving the NRO and TNA, began in October, with the appointment of two project archivists on one-year contracts. The MDR is a national resource, hosted by TNA, which gives online access to catalogues of manorial records relating to England and Wales. Norfolk was the second English county to go live on the MDR, with Phase 1 being completed in December 2002. Phase 2 will enable the creation of authority files for each Norfolk manor.

1.2.8. ***NR3: An Urban Photographic Exploration Exhibition***

This exhibition, funded by Arts Council England, opened on 5 October in the Long Gallery at The Archive Centre and continues until 19 January 2013. It is a show of entirely new work by documentary photographer, Chris Skipworth, on the area of

Norwich around Anglia Square, and, as such, represents a radical departure in the NRO's exhibition programme. It is, however, linked both to the NRO's history (the NRO was temporarily based in Gildengate House in the NR3 postal district between 1995 and 2003) and its future, because one aspect of the project is the creation of a significant archival record about the area. The exhibition will be accompanied by a series of lunchtime lectures in the Green Room, from October through to December. In conjunction with the exhibition, the East Anglian Film Archive is showing in the Long Gallery a silent film, *The Changing Face of Norwich 1970-4*, which deals with the demolition and construction around Anglia Square and Gildengate House, as well other developments within Norwich during this period. It was filmed by amateur film-maker, Charles Scott, born 1900.

1.3 Conclusion

- 1.3.1 Our conclusion is that this has been a good year for performance so far and the delivery of Record Office service plans are benefitting the people of Norfolk.

2. Budget Out-turn 2012/13

2.1 Revenue Budget

- 2.1.1 At the end of September 2012, the NRO is predicting a £0.034m underspend. This relates to vacancies within the Corporate Freedom of Information Service managed by the County Archivist and which is housed in The Archive Centre. The budget out-turn is summarised in the table below.
- 2.1.2 The budget has been reduced by £0.009m during the year. This was due to the claw back of the budgeted 1% pay award.
- 2.1.3 2012/13 revenue budget savings agreed as part of the Big Conversation consultation are on track to be achieved for a total of £0.057m from a combination of reductions to staffing and energy efficiencies.
- 2.1.4 The table below sets out the net revenue service budgets and out-turn for the NRO.

Service	Approved budget £m	Forecast Outturn £m	+Over/- Underspend £m	Variance since last report £m
Record Office	1.438	1.438	0	0%
Corporate Data Protection	0.054	0.025	-0.029	-46%
Corporate Freedom of Information	0.096	0.091	-0.005	-5%
Total	1.588	1.554	-0.034	-2%

- 2.1.5 For 2013/14 revenue budget savings, also agreed within the Big Conversation consultation, amount to £0.065m and will also come from staffing reductions (£0.045m), archive storage services (£0.010m) and energy savings (£0.010m). We

will report progress with these savings targets in future Performance and Finance reports.

2.2 Capital programme

2.2.1 There are two capital projects for The Archive Centre that will be completed in 2012/13:

- £0.007m Inverters for Fan Speed Control funded from the Carbon Energy Reduction Fund (CERF).
- £0.008m CCTV System upgrade funded from an 11/12 revenue contribution.

2.3 Reserves and Provisions

2.3.1 The table summarising the 2012/13 position appears below.

- The Unspent Grants and Contributions Reserve balance of £0.073m has been reduced by £0.003m for 12/13 contributions for multi-year projects. A balance of £0.070m is expected at 31st March 2013 with the main funders being Town Close Estates and The National Archives. Residual Insurance Reserve funds of £0.109m will be used for the Manorial Records and Accessioning Projects and the Cresswell Gurney purchase.

Reserves and Provisions 2012/13	Balances at 01Apr12	Forecast Outturn at 31Mar13	Change
	£M	£M	£M
Norfolk Record Office			
Residual Insurance and Lottery Bids	0.373	0.264	-0.109
Manuscript Reserve	0.000	0.000	0.000
ICT Reserve	0.000	0.000	0.000
Unspent Grants & Contributions Reserve	0.073	0.070	-0.003
Service Total	0.446	0.334	-0.112

3. Resource implications

3.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 2 of this report.

4. Other Implications

4.1 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

5. Equality Impact Assessment (EqIA)

- 5.1 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief, and sexual orientation.

6. Section 17 – Crime and Disorder Act

- 6.1 There are no direct implications for Crime and Disorder within this report.

7. Conclusion

- 7.1 The Norfolk Record Office is on track to achieve a small budget underspend position for 2012/13. Progress with service plans points to some continuing improvement.

8. Recommendation or Action Required

- 8.1 The Norfolk Records Committee is asked to consider and comment on:
- Performance with the 2012/13 service plans
 - Performance with the revenue budget and reserves and provisions for 2012/13.

Officer Contact

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

John Perrott
Finance and Business Support Manager
Cultural Services
Community Services Department
Tel: 01603 222054
Email: john.perrott@norfolk.gov.uk

Dr John Alban
County Archivist, Norfolk Record Office
The Archive Centre, County Hall
Norwich, NR1 2DQ
Tel: 01603 222599
Email: jr.alban@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact *Jill Blake* on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Service and Budget Planning 2013-15 for Norfolk Record Office

Report by the County Archivist

Summary

In September a contextual scene setting report marking the formal start of the Council's service and financial planning cycle was taken to Cabinet. This set out the final year of the authority's three year savings programme and considered the financial outlook and initial preparedness for 2014 and beyond.

This report sets out the financial and planning context for the authority and gives specific service information for the Norfolk Record Office (NRO) for the next financial year.

This report sets out the demographic, socio-economic and environmental context for the Council, and highlights specific known impacts of new national policy initiatives which are likely to impact on the way the Service does its business and plans its future priorities.

In the absence of detailed information from the Government beyond the current spending review period ending in 2014-15, the Council's prospects beyond that year are less certain but are expected to require further reductions in spending as the Government seeks to balance the public finances.

Action Required

Members of Norfolk Records Committee are asked to consider and comment on the following:

- a. The revised service and financial planning context and assumptions
- b. The revised spending pressures and savings for the Norfolk Record Office

1 Background

- 1.1 Following the Council's largest ever consultation, the Big Conversation, undertaken in autumn 2010, the Council agreed in February 2011, a three year programme of work to reshape the role of the County Council and to deliver savings needed to meet the Government's planned spending reductions. In 2011-12, the Norfolk Record Office delivered £0.76m of savings and in the current financial year, 2012-13, the service is planning to deliver savings of £0.057m.
- 1.2 Most of this programme of work was embedded into the existing Norfolk Forward programme of work, which covers all organisational, service transformation and efficiency projects. As part of last year's planning cycle the forward plans were reviewed and changes were reflected in the budget plans approved in February 2012 by the County Council.
- 1.3 This paper marks the formal start of the Council's service planning cycle, for the time horizon 2013-15, which will consider in detail the plan for 2013 -14 (the final year of the Council's three year financial savings programme developed from the Big Conversation) and any known service priorities for the two years beyond. It

reports the planning context for future years to enable the service to prepare and support early development of longer term work plans and reflects on the progress made so far in the agreed three year programme of work. It also reports changes affecting the context for this year's medium term planning.

1.4 This paper brings together for Committee Members the following:

- a. Revised financial and planning assumptions agreed by Cabinet in September to inform the Council's budget proposals
- b. A review of the progress made to date by the Norfolk Record Office within the planned three year programme. The revised budget position for the Norfolk Record Office based on updated financial forecasts and budget proposals for emerging cost pressures, new savings and revisions to future savings currently within the three year plan
- c. A detailed list of the updated costs and pressures facing the Norfolk Record Office
- d. A detailed list of updated proposals for savings
- e. Information about new capital bids and funding
- f. Known priorities for the service within the next service planning round 2013-15.

2 Financial and planning context

2.1 The context for the County Council's three-year planning was set out by Cabinet in its report in September 2012, when it also confirmed its commitment to the Council's core role and strategic objectives. The themes are largely unchanged from previous years, since they reflect on-going long-term challenges and issues, however there are some national policy changes, set out below, which are likely to impact on the work of the County Council:

- a. Healthy lives, healthy people – The Public Health update which was released in July 2011 outlines the leadership role that local authorities will have to play in public health. The paper describes the services that local authorities will commission and how they will inform and advise commissioning across the public health system. Delivery of this important service will continue to present a challenge for some time, especially as the authority and health colleagues develop ways of working alongside maintaining a consistent level of service
- b. Open Public Services White Paper –The paper sets out the vision for public services in the future. It aims to open public services up to more competition and a variety of providers, including the private sector, in order to give more choice and control to service users. At a time when budgets are reducing and the strain on services is increasing, this represents a significant challenge to the way in which services are delivered and communicated to ensure that customers are fully informed to be able to choose service delivery that is right for them
- c. Welfare Reform Act – The Act which was passed in March 2012 makes provision for the abolition of the discretionary Social Fund, currently administered by Jobcentre Plus. As a result, Community Care Grants and Crisis Loans for general living expenses will be abolished from April 2013 and replaced by new local assistance administered by local authorities. This will

be a new challenge for the authority and represents a significant shift in the welfare system. Work is currently underway to determine a system that will be both fair and sustainable, ensuring that vulnerable people are not endangered through loss of benefits at a time when it is most needed in their lives. This system will need to be carefully balanced against the need to reduce budgets and get people back in to work where possible. In addition, administration of the system will need to be carefully designed, planned and costed as the Council can expect several thousand more customer contacts

- d. 'Caring for our Future' White Paper - The paper on social care was published, along with other key documents, on the 11 July 2012. It covers various elements of social care including a commitment to introducing a Universal Deferred Payment scheme whereby the cost of care is reclaimed from a person's estate once they have died, ensuring that they don't have to lose their home during their lifetime. Although the paper has not been released for long, the challenge around Norfolk's ageing population and the popularity of the county as a place to retire are well known, therefore any change to the way in which the Council needs to support them will have a significant impact upon the authority. The Council has had a deferred payments scheme in place for a number of years
- e. The introduction of a new local government funding system from 2013-14, which will replace the existing Formula grant. The proposal is for a system based on local retention of business rates, which would see increases in funding linked directly to local growth in business rates
- f. A confirmation of the move away from centralised performance and financial monitoring, and towards the self-publication of data to facilitate local public scrutiny of how the Council delivers services. The Localism Act 2012, outlining a strengthened approach to devolving specific environmental and democratic involvement, and introducing the Community Right to Challenge
- g. The Government is keen to embrace payment on results, whether services are provided by the public or private sector. This may affect the way the authority currently plans and monitors budgets and services

2.2 The financial context for the Council's future planning remains the medium term financial strategy for the Council. This was developed during 2010 to address the anticipated downturn in the prospects for public sector spending and was confirmed in setting the 2012-13 budget. The key elements of the high level strategy focus the Council on:

- a. Developing the Council's finances alongside the Council's changing role in order to ensure it is sustainable within continuing reducing resources
- b. Providing funding to manage transformation of services, including managing a reduction in staffing
- c. Managing capital borrowing to ensure that future financing costs are affordable and sustainable
- d. Managing finances tightly and efficiently so that the Council spends the money it has wisely and well.

2.3 Financial Prospects

- 2.3.1 As reported to Cabinet in September 2012, the authority's financial forecasts remain focussed around the national financial framework for 2011-15 set out in the Spending Review 2010 (SR10). In addition, a number of the Government's policies to review Local Government funding will be implemented from 2013-14, which will impact on our financial plans. No indicative funding settlement has been announced in advance for 2013-14 and the Council is not expecting any further announcements until November or December this year, when a two year finance settlement for 2013-14 and 2014-15 is due to be announced.
- 2.3.2 Currently the Council's main source of funding comes from locally raised Council Tax and Government Formula Grant. From 2013-14, the Council will no longer receive formula grant. In its place the Government is introducing a new local retention of business rates scheme. The aim of the scheme is to provide local financial incentives to increase business rate income by enabling councils to keep an element of the business rates collected. However, there will be constraints on how much additional business rates can be retained, and critically the scheme is still designed to operate within the departmental expenditure limits set within the SR10 to ensure that overall local government spending is in line with the deficit reduction plan. Therefore, despite funding changes, the spending review totals set in SR10 remain the Council's best indication of future funding.
- 2.3.3 Based on these national forecasts, and after making allowance for top sliced funding, such as New Homes Bonus grant, the Council is forecasting reductions in retained business rates funding of 1.7% in 2013-14 and 8% in 2014-15. As reported to Cabinet in September 2012, the current projected shortfall for 2013-14 is some £36.9m and the preliminary forecast is for a future shortfall in 2014-15 of £51m. A two year settlement is expected in December 2012, providing more certainty of the future funding position for 2014-15. Once the two year settlement is received a review of future plans will be undertaken, which will be subject to future reports to Cabinet, Scrutiny Panels and Joint Committees.
- 2.3.4 The Local Government Association (LGA) has recently undertaken a review of all future sources of council revenue, including increasing council tax and service spending demand. Their conclusion is that nationally, local government will be faced with a funding gap of £16.5 billion a year by 2019/20, or a 29% shortfall between revenue and spending pressures. The key message from the wide range of information available from the LGA and other commentators is that spending reductions are here to stay for the foreseeable future.
- 2.3.5 A review of the Council's financial assumptions and cost pressures has been undertaken and revisions to the original financial forecast were set out in the paper to Cabinet in September. The key financial assumptions are:
- a. A 1% pay award in 2013-14 and 2014-15; 2% general inflation and 4% for social care transport costs. Revision of inflation forecasts based on the 2012-13 budget
 - b. Some revised forecasts of demographic and legislative costs. However, forecasts are likely to be modified over the coming months as more information becomes available, including quantifying the impact of recent Government announcements such as the transfer of funding for central services to schools
 - c. Inclusion of known changes to core grants
 - d. Some provision for uncertainty due to significant funding changes in 2013-14,

including the business rates retention scheme, localisation of council tax support and council tax reforms

e. Continued planning for a council tax freeze in 2013-14

2.3.6 Overall, the savings required in 2012-13 of nearly £45m are on track to be delivered.

2.3.7 Since 2011-12, Government support for capital funding has been via capital grant the majority of which is not ringfenced. So far, indicative future year capital grant announcements have only been received for Transport (£25.853m in 2013-14). Capital grant announcements are also expected in December and January.

3 Service Specific Context

3.1 Norfolk Record Office Priorities

3.1.1 The following covers the main priorities for the Community Services Department that will form the basis of service planning and budget proposals for 2013 -15.

3.1.2 Norfolk Record Office priorities for 2013-15 are principally contained within the Priorities listed at 4 and 7. However the NRO supports overall Community Services priorities through its service plans wherever possible. Priorities are not ranked in any particular order.

Priority	This involves:
1. Deliver budget savings as set out in the County Council Plan	<ul style="list-style-type: none">• Delivering the last year of the Big Conversation savings
2. Work closely with health services to provide and commission community focused services around GP surgeries	<ul style="list-style-type: none">• Planning services together with Clinical Commissioning Groups• Health and social care integration• Commissioning the right services in the right local places
3. Provide all people eligible for self directed support a choice through personal budgets	<ul style="list-style-type: none">• Making sure that everyone who would benefit from one, and at least 70% of all social care service users overall, have a personal budget• Making sure people have a choice
4. Deliver high quality, accessible cultural services	<ul style="list-style-type: none">• Maintaining current high levels of performance in Cultural Services• Ensuring services are accessible to all people in a range of ways
5. Promote opportunities for people to be independent and active within their community	<ul style="list-style-type: none">• Making sure our services are focused on keeping people independent• Promoting community-based services and community-driven initiatives to

	support vulnerable people <ul style="list-style-type: none"> • Supporting people with better information
6. Target interventions to make sure vulnerable people are safe	<ul style="list-style-type: none"> • Our key safeguarding responsibilities • Promoting Community Safety and working with the Police & Crime Commissioner
7. Promote the economic wellbeing of Norfolk by supporting the delivery and ongoing legacy of major sport and cultural events	<ul style="list-style-type: none"> • Continuing support of events in Norfolk including the Tour of Britain • Building on the legacy of the Olympics

3.1.3 The priorities will be used to drive planning through the service. Practically this means that, when developing more detailed service, locality and team plans, managers will be required to demonstrate how they are delivering the priorities.

3.1.4 The priorities will also continue to shape how we manage and report our performance. The Norfolk Record Office reports performance with regular updates to the Norfolk Records Committee.

3.2 Service specific drivers

3.2.1 In developing our plans we conduct a 'contextual review' which looks at all of the things that might affect our customers and services, and try to anticipate their impact. Where there are clear risks, we plan actions to mitigate these. The following summarises the main issues and changes that we have identified.

3.3 Changes in demand

3.3.1 Norfolk's demographic and economic challenges are well documented and understood. In planning our services and expenditure we consider these trends to take account of:

- a. The changing economic climate which impacts on employment and consumer spending, the reducing availability of funding from external sources for projects, and
- b. Competition from the wider cultural sector and increasing access to the cultural digital 'economy'.

4 Financial and service planning for 2013-15

4.1 In evaluating the progress made so far in delivering current year savings and putting in place actions to deliver planned future savings, Cabinet agreed that the Chief Officers planning for 2013-14 should continue to implement the final year of the three year programme of work approved by the County Council in February 2011.

4.2 Cabinet also asked Chief Officers to continue to seek opportunities for new efficiencies and improved ways of working to deliver the Council's new core role. Where Chief Officers identify additional cost pressures and/or changes to savings for 2013-14 these will need to be reported to Cabinet, Scrutiny Panels and Joint Committees in November together with the implications for the overall funding

position.

- 4.3 Where the 2013-14 Budget is concerned, the Council is required to consult on savings proposals in the agreed three year financial strategy that have not previously been consulted on in detail during 2011-12, or 2012-13 (if a two year matter) and which, through their implementation, would represent significant service change for service users. Norfolk Record Office will work closely with stake holders and relevant consultees where appropriate.

5 Review of progress within the current three year programme and proposed changes

- 5.1 The progress made by Norfolk Record Office towards delivery of savings for 2012-13 has been reported to the Community Services Overview and Scrutiny Panel/ this committee within the integrated Performance and Finance Monitoring reports, and the service is currently forecasting £0.057m of savings achieved and also a small expected under spend of £0.034m. This is the reported position as at September 2012. Savings that are forecast to be made for 2012/13 are made up of reduced staffing at the NRO £0.017m and energy savings of £0.040m.

- 5.2 Looking ahead the service has revised forecasts of future year cost pressures as part of the overall council wide review.

- 5.3 Revised cost pressures are detailed in Appendix A.

5.4 Pressures and changes to budget

- 5.4.1 Norfolk Record Office Big Conversation savings for 2013/14 have been reviewed and the savings of £0.065m reported to this Committee on 13 January 2012 are unchanged. 2013/14 proposed savings are set out in Appendix A. A further £0.09m of budget will be returned in respect of budget available for pay awards that is not required for 2012/13 which brings the total savings to £0.074m.

- 5.4.2 There are risks within the NRO budget:

- a. As mentioned in the Service and Budget Planning reports for previous years, the NRO relies on visitors to generate income from the various services it provides and charges for. Any reduction in visitor engagement with the NRO could impact adversely on income targets making savings harder to achieve.
- b. By March 2014 we will have saved £0.098m from staffing budgets, achieved £0.070m of energy savings and increased income targets by £0.030m. As the NRO budget is primarily made up of fixed costs it will become more difficult to make savings that don't impact directly on service provision.

6 Resource Implications

6.1 Finance

- 6.1.1 Finance implications are covered in section five of the report.

6.2 Staff

- 6.2.1 The financial implications of reductions in staffing levels for all services was assessed corporately as part of the overall budget proposals for 2011-14 reported in January 2011.

6.3 IT

- 6.3.1 The successful delivery of NRO services day to day relies on the appropriate IT resources being available and if not can cause loss of service, increased administration with the potential for loss of income.

7 Other Implications (where appropriate)

7.1 Equality Impact Assessment (EqIA)

- 7.1.1 Individual Equality Impact Assessments were carried out in 2010-11 on all the Council's budget proposals for 2011-14 that would potentially have an impact on identified groups with protected characteristics. The budget proposals have not changed since then, except for the reduction in savings to be made from the Re-design of Day Services and the consequent savings in Transport, which were agreed in 2011.
- 7.1.2 The legislation and statutory codes of practice informing the Council's work on equality impact assessments recommended that consultation with relevant groups should form a core part of the evidence used to prepare an equality impact assessment. These consultations were carried out from October 2010 to January 2011.
- 7.1.3 A full equality impact assessment report was published alongside the Cabinet budget papers in January 2011. In all their decisions and functions public authorities must give due weight to the need to promote disability equality in relation to the six parts of the general duty:
- a. Promote equality of opportunity between disabled people and other people
 - b. Eliminate unlawful discrimination
 - c. Eliminate harassment of disabled people that is related to their disabilities
 - d. Promote positive attitudes towards disabled persons
 - e. Encourage participation by disabled people in public life
 - f. Take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others.
- 7.1.4 Where the Council identifies potential adverse impact on protected groups, it must do two things. Firstly, it must consider whether to go ahead with the proposal, or amend it in some way, with a view to promoting equality and tackling disadvantage for the protected group affected. There is action in place to mitigate the adverse effects. See full Equality Impact Assessment for details.
- ### **7.2 Section 17 – Crime and Disorder Act**
- 7.2.1 The NRO is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. The NRO provides services that are accessible to local people, encourage participation in cultural activities by people who are at risk of offending. Through these and many other projects the NRO is using its resources to contribute towards reducing crime and disorder in Norfolk.

8 Risk assessment

- 8.1 The main risks and issues associated with these proposals have been highlighted in Sections Three and Five.

9 Action Required

- 9.1 Members of the Norfolk Records Committee are asked to consider and comment on the following:
- a. The revised service and financial planning context and assumptions
 - b. The revised spending pressures and savings for the Norfolk Record Office

Officer Contact

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

Dr John Alban	01603 222001	j.r.alban@norfolk.gov.uk
John Perrott	01603 222054	john.perrott@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact Jill Blake, Tel: 0344 800 8020, Textphone 0344 800 8011, and we will do our best to help.

Proposed budget changes for 2013/14 – Norfolk Record Office

		2013-14
		£'000
Ref	ADDITIONAL COSTS	
	Basic Inflation - Pay (1% for 13-14)	10
	Basic Inflation - Prices (General 2%, School and social care passenger transport 4%)	12
	Sub Total Additional Costs	22
Ref	BUDGET SAVINGS	
C07	Reduced staffing in Record Office	45
	Big Conversation proposals	45
	<u>Other savings proposals within Medium Term Financial Plan</u>	
	NRO: Energy savings	10
	NRO: New income from archive storage services	10
	Removal of 2012-13 1% pay award	9
	New savings proposals	29
	Total Savings Proposals	74
	NET CHANGE	(52)

RISK REGISTER

Report by the County Archivist

Summary

<p>This report asks the Norfolk Records Committee to note the latest version of the Norfolk Record Office's risk register and invites any comments</p>
--

1. Introduction

- 1.1. The Accounts and Audit (Amendment) (England) Regulations, 2006 require the reporting of an Annual Governance Statement. The Governance Statement provides assurance that the organisation's governance framework is adequate and effective.
- 1.2. The Annual Governance Statement is a wide statement, covering not only financial control, but the whole internal control environment. The Norfolk Records Committee has to take responsibility for internal control (including risk management), and also the Statement on Internal Control.
- 1.3. The Norfolk Records Committee is responsible for ensuring that there is an adequate system of internal control in place (including risk management arrangements).
- 1.4. Members of the Norfolk Records Committee attended a training session on Risk Management on 16 July 2010.

2. Risk Management

- 2.1. The Norfolk Records Committee's aims and objectives are achieved through the Norfolk Record Office (NRO).
- 2.2. The NRO has a risk register which its Management Team reviews on a three-monthly basis, taking into account new control measures and target risk scores. The risk register is recorded on the Council's performance and risk management software, PRISM.
- 2.3. The last quarterly review of the NRO Risk Register was on 11 October 2012. There are currently five risks, three assessed at 'medium' level and two at 'low' level. Three of the risks are shown as on schedule to meet their targets and actions are in place to mitigate these risks. The other two risks have met their target scores, but continue to remain on the Risk Register for future monitoring up until their target dates.

- 2.4. A summary of the NRO risk register, as revised on 26 October 2012 is appended to this report for consideration by the Committee. This follows the agreed process for reporting key risks to members.
- 2.5. In addition to the NRO Risk Register, the Cultural Services Risk Register will also include any significant risks which relate to the NRO, as well as any cross-cutting risks which may apply uniformly across services within Cultural Services.
- 2.6. In this way, the NRO complies with corporate reporting requirements relating to Risk Registers.

3. S17 Crime and Disorder Act

The Norfolk Record Office takes account of the need to address the issues of social exclusion, one of the key triggers for crime and disorder, and consistently works to ensure that services are accessible to everyone. Identification is made of those target groups who are less likely to benefit from services due to different factors, and services are tailored so that they can participate on an equal basis.

4. Equality Impact Assessment (EqIA)

The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief and sexual orientation.

5. Any other Implications

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

6. Recommendation

That the Committee notes the NRO's Risk Register, as revised on 12 April 2012, and makes any comments, as necessary.

Officer Contact:

Dr John Alban, County Archivist

Tel.: 01603 222599; e-mail: jr.alban@norfolk.gov.uk



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.

Risk Number	Risk Name	Risk Description	Current Likelihood	Current Impact	Current Risk Score	Target Likelihood	Target Impact	Target Risk Score	Target Date	Prospects	Risk Owner
RM13959	Loss of or reduction in funding	Loss of or reduction in levels of external funding through changes for archives at a national level could lead to a reduced capacity to deliver the service, or threaten business viability.	3	3	9	2	3	6	31/03/2013	Green	John Alban
RM13960	A lack of clarity in roles and responsibilities	A lack of clarity in roles and responsibilities in our working relationships with other organisations could lead to capacity issues and potential drains on business as usual. This results in negative reputation and knock-on effects in relation to funding	2	3	6	2	2	4	31/03/2013	Green	John Alban
RM13963	Long-term staff shortage	Due to our low levels of staff any long term shortage in key areas for whatever reason could lead to premises closure, support service downtime, increased backfill costs and loss of income. This could result in public services being unavailable and would negatively impact on our reputation.	2	4	8	1	4	4	31/03/2013	Green	John Alban
RM13964	A lack of effective site security	A lack of effective site security could lead to vandalism resulting in loss of building, collections and concerns for staff safety. This could result in prosecution and poor reputation.	1	2	2	1	2	2	31/03/2013	Met	John Alban
RM14077	Failure to follow data protection procedures	Failure to follow data protection procedures can lead to loss or inappropriate disclosure of personal information resulting in a breach of the Data Protection Act and failure to safeguard service users and vulnerable staff, monetary penalties, prosecution and civil claims.	1	4	4	1	4	4	31/03/2013	Met	John Alban

NORFOLK RECORDS COMMITTEE

23 November 2012

Item No.: 8

Report by the County Archivist

Periodic Report, 1 April-30 September 2012

This report, which the Committee is asked to note, informs the Committee in detail about the activities of the Norfolk Record Office during the period, giving Performance Indicators and listing the accessions received during the period.

Accessions

- 1 There have been 182 (175 in the equivalent period in 2011) deposits, gifts and purchases during the six months covered by this report, including 19 (16) to the Norfolk Sound Archive.

The new accessions include five medieval deeds, relating to land in Little Melton, c. 1285, Sisland, 1288, Shropham, 1317, Longham, 1411, and West Newton and Appleton, 1453, and a Great Witchingham manorial rental, 1496. Outstanding among the pre-Reformation documents received, however, is a stray from the fifteenth-century Paston correspondence: a letter from Sir John Fastolf to John Paston, [1455].

A substantial archive of papers of the related Turner, Palgrave and Barker families, 1652-1968, includes papers of Dawson Turner (1775-1858), banker, botanist, art and manuscript collector and antiquary of Great Yarmouth, of Sir Inglis Palgrave (1827-1919), banker, third and longest-surviving son of Sir Francis Palgrave (1788-1861), archivist, and (through his mother, Elizabeth) grandson of Dawson Turner, and of the Reverend Rowland Vectis Barker (1846-1926), who, in 1883, married Elizabeth, daughter of Sir R.H. Inglis Palgrave, banker and economist.

More modern records received include business records of Wades' builders, Long Stratton, 1885-1933, an unusually long-running set of personal diaries kept by two sisters, Kathleen and Irene Johnson of Norwich, 1939-2010, Great Yarmouth and District Film Society records, 1950-1978, and memoirs of Baedeker raids on Norwich in April 1942, recorded in 2012.

Full details of the accessions received are given in Appendix 1 to this report.

Inspections and surveys of records

- 2 Surveys have been carried out by archivists in the last six months at Norwich City Hall, where refurbishment plans have prompted a 'Clear the clutter' exercise, Reepham High School, Dereham Antiquarian Society's store at East Dereham, Church House in The Close, Norwich, to survey a series of bishop's files, at Wroxham, to survey the surviving archives of Roys Bros and their place and conditions of storage, and at a family house in Kettlestone to see and advise on some family papers. All these visits have resulted either in deposits of records or in recommendations to deposit, currently being considered.

Cataloguing

- 3 208 (86 in the equivalent period in 2011) new catalogues or new sections of existing ones, representing approximately 25 cubic metres of records, have been added to the Record Office's online catalogue, NROCAT, since 1 April. These new additions fall into three categories:
 - 145 detailed, multi-level, catalogues, representing 12 cubic metres of records. Much the largest among them is the final catalogue of the Eaton collection (1,546 catalogue entries, including the final catalogue of the Eaton collection (1,546 catalogue entries, describing 7.8 cubic metres of records), completed in August at the end of an 11-month cataloguing project in partnership with the Town Close Trust.
 - 22 summary catalogues, most to collection level only, representing 2 cubic metres of records.
 - 41 summary descriptions of 'uncatalogued' accessions, representing 13 cubic metres of records, mainly of present and former local authorities in the Breckland and North Norfolk areas, of water and environmental bodies and the diocese of Norwich. Although these have not been catalogued in any detail, and do not have final references, information about them is now much more readily accessible to the public, *via* the NROCAT catalogue interface.

Among the newly accessible catalogues are:

Personal and official papers of T.C. (Tom) Eaton (1918-2010) of Norwich and Eaton family papers, 1441-2012 (ETN).

Deed to a piece of land called Croweoc in Little Melton, c. 1285 (MC 2842).

Deed to a piece of arable land at 'Dovehowseburne' in Longham, 1411 (MC 2845).

Harbord of Gunton family papers, 1557-1916 (GTN 5).

Family papers of the Wade, Spencer, Bulwer and Earle families of Heydon and elsewhere, 17th-19th centuries, including some records of the Wade family estates in St Kitts (MC 2782).

Family, estate and historical papers of the Rolfe and Ingleby families relating mainly to Heacham, 1663-1919 (MC 2767).

Norfolk Protestant Dissenter Benevolent Society minutes, accounts and other papers, 1800-1983 (SO 261).

Records of the Mack family of Tunstead and Witton, farmers, 1817-1984 (BR 361).

Records of Diss Public Library and Scientific Institution, later Diss Public Reading Room and Library, 1826-1923 (SO 287).

Wayland Agricultural Society records, 1851-2011 (SO 288 summary catalogue).

Wilson family of Colney Old Hall: farm labour books, deeds, and other papers, 1869-1959 (MC 2846).

William Myhill, farmer at Fundenhall: farm diary, labour accounts, and other papers, 1876-1911 (BR 367).

Accounts of the Wade family of Long Stratton, builders, 1885-1933 (BR 374).

Photographs, notes, records and correspondence of Theodore W. Fanthorpe relating to Holt Hall, 1906-2007 (MC 2824 summary catalogue).

School records of Dersingham St George's C of E Junior School and its predecessors, Dersingham Church of England School and St George's Secondary Modern School, 1891-1994 (C/ED 147 summary catalogue).

Records of South Denes Power Station, Great Yarmouth, including minutes, photographs of construction and plans of machinery and buildings, 1921-90 (EE 7 summary catalogue).

Diary of a boating holiday on the Broads by Conwy Llewellyn Morgan and Frank Conwy Morgan of Hastings, 1935 (MC 2814).

Personal diaries of Kathleen M. Johnson (1911-2011) and Irene Ellen Johnson (d. 2007) of Norwich, sisters, 1939-2010 (MC 2830 summary catalogue).

Records of Diss Branch Library, 1947-70 (C/L 6).

Soroptimist International of King's Lynn records, 1975-99 (SO 285)

Norfolk Public Transport Users Consultative Committee minutes, 1998-2002, and accounts, 1984-2004 (SO 292 summary catalogue).

Norwich Arts Centre: recorded memoirs relating to Norwich's Baedeker raids in 1942, 2012 (AUD 69).

At the end of September, the total number of catalogue entries in CALM was 718,600 (compared with 707,808 at the end of March), of which 686,730 (678,358) are accessible to the public *via* the internet (<http://nrocat.norfolk.gov.uk>).

As part of the NRO's long-term retro-conversion programme, further progress has been made in checking and expanding draft catalogue entries relating to records acquired by Norwich Public Library before 1963, for which the only public finding aids were, for half a century, cards in the searchroom, filed by place, person and subject. Approximately 70% of the descriptions are now available *via* NROCAT.

A software patch was successfully applied in July to prevent CALM and NROCAT from crashing.

Stocktaking and storage improvements

- 4 The ongoing stocktaking and repackaging of archives has continued to progress in the last six months through a series of several thousand boxes with miscellaneous contents for a fifth year. A further 907 boxes (110 linear metres) have been checked and repackaged, bringing the running total of boxes dealt with to 10,241.

Electronic archives have been transferred from multiple external hard drives to secure networked storage with automatic backup. Images of NRO documents digitized by the Genealogical Society of Utah have also been transferred.

Conservation

- 5 In the last six months, 1,881 paper and 44 parchment documents, seven maps, 560 photographs and six volumes received treatment in the conservation studio. They included a parchment map of an estate in Seething, 1790, and a Shouldham field book, 1440-1, which incorporates diagrammatic maps of field strips.

The conservation section has prepared 152 items for display in exhibitions and installed *Royal Norfolk and Norfolk's American Connections* in the Long Gallery. A long (two metres) map of the Mississippi River from Iberville to Yazous, 1779, was repaired and mounted before being exhibited.

The studio continues to be a centre for training conservators. The NRO hosted a one-day training event on parchment repair for conservators run by the Archives and Records Association, at which Antoinette Curtis and Yuki Uchida gave a presentation entitled 'Gelatine poultice and adhesive uses for parchment'.

There have been 39 visits to the conservation studio, by individuals and by groups, most as part of an Archive Centre tour. They included a group of volunteers from the Jarrold's Printing Museum and a group from the Czech Information Society. The Czech National Archives have a 'World Museum of Archive Boxes' at Rajhrad near Brno, and an example of the NRO's charter storage packaging system was donated to the box museum, following the visit.

Work has begun on conserving Bergh Apton tithe map, a large one measuring about two metres square, with financial support from the Parish Council. Advice has been given in response to eight enquiries, including a Canadian who subsequently deposited a volume from his family collection.

A long-term project, expected to take eighteen months, has begun to conserve the Aylsham Lancaster Manor Court roll 1509-46. This has again been funded by outside agencies with monies coming from The National Manuscripts Conservation Trust and Aylsham local historians. The roll is the only one in a series extending from 1446 to 1846 which is currently unavailable because of its poor condition, thus denying researchers access to information about Aylsham during the whole of Henry VIII's reign.

Norfolk Sound Archive (NSA)

- 6 The Norfolk Sound Archive's digitization programme saw 126 master preservation files, 171 access files, and 173 production master files created. Analogue and early digital recordings which have been converted into the NSA's chosen preservation file format include interviews and a documentary about the BBC's *Roundabout East Anglia* programme, interviews featuring the Norfolk dialect, memoirs of the bombing of Norwich during the Second World War, memoirs of Tom Eaton's Second World War experiences, and interviews relating variously to Whissonsett, the Women's Land Army and Timber Corps; and the archaeology profession. Many of these are among 183 access copies which have been linked to catalogue entries in NROCAT, thus providing immediate access from online descriptions to the recordings.

Over a hundred people have listened to the holdings of the Norfolk Sound Archive through talks given on the recorded memoirs of Ethel George and the treasures of the Sound Archive. Members of the public have also requested copies of the BBC's *Village Voice*, *Roundabout East Anglia* and *This is East Anglia*.

Jonathan Draper, Senior Archivist (Sound Archive) also provided advice on oral history to several groups and individuals. They included the Wherry Yacht Charter Charitable Trust, the Rescue Wooden Boats project, St Seraphim Chapel in Little Walsingham, Farm Conservation Limited, Norwich Living History, the Carnival Archive Project, a University of East Anglia student who is researching the history of office design, young people researching black rôle models; Africa Health Organization regarding a proposed project working with Congolese refugees, and the Eighth in the East project. In addition, The Archive Centre hosted a temporary exhibition in September by local artist, Lydia Martin, which featured photographs and recorded interviews with local people.

Visits to the Norfolk Record Office at The Archive Centre

- 7 Visits to the Record Office have been made by 10,081 people (compared with 11,904 in the same period in 2011). They include individual searchroom users, visitors to the Long Gallery and to NRO and other events in the Green Room and other meeting rooms and groups on prearranged tours of The Archive Centre.

Official visits, including tours of The Archive Centre, were made by the Czech Information Society (*Česká informační společnost*) based at the Czech National Archives (*Národní Archiv*), a group of historians from Ghent and East Flanders, the Towne Family Association from the USA, a group of distance-learning archive students from the University of Dundee and delegates attending an East of England Regional Archive Council (EERAC) meeting, an Archives and Records Association (ARA) and the British and Irish Sound Archive (BISA) conference. Individual tours were also given to the new Chapter Steward at Norwich Cathedral and the University of East Anglia Librarian

Searchroom, enquiries and research service

- 8 There were 3,427 (3,952 in the same period in 2011), individual visits to the searchroom in The Archive Centre. 8,515 original documents (10,173 in 2011) were produced in the searchroom, to visiting groups, for copying or to answer enquiries.

Family historians remained the largest category of searchroom users, at 61% (63% in the equivalent period last year). Local historians accounted for 20% (22%) of visits, while visits for first degree or postgraduate research and publication totalled a further 10%. The remaining 9% were studying the history of a house or property, carrying out work for A-level courses, or engaged in an official search.

The total number of recorded enquiries was 4,576, compared with 4,678 in the same period in 2011. Of these, 2,396 (2,306 in 2011) were by e-mail, 180 (191) by post, 1,901 (2,181) by telephone and 99 via Twitter.

There were 70 (84 in 2011) requests for paid searches, totalling 63 (73) hours' work plus and two for 1½ hour's transcription work.

34,161 visits were recorded to the NRO's website (<http://archives.norfolk.gov.uk>) and 118,153 page views (the overall figure of 50,537 during the same period in 2011 is not comparable, having been collected by a different route). In addition, there were 21,246 visits to NROCAT, and 333,918 page views. The Gunton Archive blog recorded 2,176 hits in the two months before it closed at the end of May.

Copying services

- 9 There have been 158 (200 in the same period in 2011) orders for 831 (1,427) photocopies and 194 (192) orders for printout copies from microfilm, amounting to 837 (1,288) sheets. A new scanner was acquired in the spring, to enable staff to enhance images on microfilm in order to produce better copies.

211 (318) self-service printout cards have been sold. Each card enables users to make up to ten printout copies from microfilm and fiche. 236 (194 in 2011) visitors to the searchroom took their own photographs.

62 orders (51 from April to September 2011) were received for digital photographs, resulting in 1,759 (1,127) images supplied. The largest single order (1,275 images) was a request from the Norwich Society to photograph 28 of their own scrapbooks covering the years 1965-98. In addition, the Norwich Bomb Map, which contains information of great interest but is unfit for production, was digitally photographed. The images are now accessible on one of the searchroom computer terminals.

There were no orders from the public (two during the same period in 2011) for 35mm microfilm, but, filming of the Great Yarmouth parish registers continued as part of the NRO's preservation programme to copy on to microfilm records which are unfit for production or at risk of damage through repeated use. A survey carried out during the early part of the year had established that 33 of the unfit registers could be filmed without compromising their current condition. The registers filmed cover baptisms, 1868-72, 1883-90, 1901-16 and 1922-40, marriages, 1851-55, 1875-77, 1905-21, 1925-32 and 1940-43, burials, 1903-05, 1909-20 and 1924-37, and banns, 1902-12. Another 26 twentieth-century Yarmouth parish registers which are not unfit for production were filmed in order to limit further stress on the originals. Overall, this project produced 7,936 frames (1,640 during the same period in 2011).

Nine orders (eight in 2011) were received for 60 (12) duplicate microfilms. 34 of these, requested by Birmingham University Library, comprised Norwich Consistory Court will registers for the period

1370-1558. A further seven reels, ordered by the Grant MacEwan University Library in Alberta, Canada, contained Mayor's Court books, 1549-1666. Six (11) orders were placed for 70 (142) fiches.

Norfolk Heritage Centre

- 10 Five new NRO parish register and probate microfilms were received and processed during the reporting period. Three orders were received for printouts of NRO sources, and the two archive specialists responded to 29 e-mail enquiries (from a total of 260) and three postal enquiries (total of 13) within the reporting period. Statistics are not collected for visits, nor for telephone or personal enquiries. The County Archive Research Network (CARN) readers' ticket scheme was introduced at the Heritage Centre from 1 August. The regular 'Heritage Hour' programme of lunch-time talks at the Norfolk and Norwich Millennium Library on Wednesdays was expanded from September to include a new series of 'twilight' talks. Every Thursday evening, talks on key sources for family and local history are alternated with 'Ask an Archive Specialist' drop-ins. In addition, from September, a new format is being tried out for the regular introductory family history mini-courses at the Library: sessions on civil registration and census returns are being delivered separately over two weeks, but with the presentation and internet workshop elements combined.

Eve Read continued to update the Norfolk Heritage Centre web pages, on the Library website, to highlight new accessions, provide local history information and promote events. The pages attracted 6,954 visits and there are now almost 900 subscribers to Heritage Centre e-mail updates. Elizabeth Budd has continued 'tweeting' regularly, in tandem with Claire Bolster at the NRO, to promote events and sources at the Norfolk Record Office and Heritage Centre.

The archive specialists continued to deliver regular introductory family history sessions, in partnership with the community librarians' team. Details of these and other talks by the two archive specialists are in Appendix 2. Tours of the Heritage Centre were provided for the Nickerson Family group (visiting from the USA) and Hoxne History group.

The archive specialists also initiated a programme of training sessions, covering key NRO resources, for library assistants at the Heritage Centre and provided material for two NRO Local History school packs within the reporting period.

King's Lynn Borough Archives

- 11 77 visits were made to King's Lynn Borough Archives, compared with 76 in the same period last year. They included Richard Leventhall, who continued his part-time voluntary work until mid-June. 278 (155 in 2011) original documents were produced for consultation by

members of the public or by staff researching for talks and enquiries. 15 (13) telephone, postal and e-mail enquiries were received at Lynn.

In July, the NRO contributed to a 'History Alive!' event at King's Lynn Town Hall. Organized jointly by the Borough Council of King's Lynn and West Norfolk, the Norfolk Museums and Archaeology Service and the NRO, this free event aimed to bring the building to life, by enabling the public to explore it and to find out more about its collections. Visitors were also given the opportunity to have their say about current proposals to redevelop the displays and facilities in the building. Among the day's activities, were tours through the building, including the Borough Archives, together with a series of talks about the Borough Archives and Town Hall collections by members of staff from the NRO and NMAS. The NRO also ran activities for children, which involved writing with quill pens and ink on facsimiles of eighteenth-century apprenticeship indentures, and 'Creating a Medieval Town' by fixing removable copies of images from NRO documents on to a riverine landscape made of felt.

The NRO's *King's Lynn and the Hanse* facsimile exhibition, was installed in the Custom House at King's Lynn for International Hanse Day on 19 May and then transferred to the Hanse House for a fundraising event on 8 June and for the benefit of people visiting the building by special arrangement.

The Record Office has continued to contribute towards a revised scheme to seek Heritage Lottery Fund support for a project to improve public access to the Town Hall complex and its contents, including the archives.

Some recent publications which draw on Record Office sources

12 These include:

J.R. Alban, 'An Armorial Seal of Richard, Duke of Gloucester, 1481', *The Norfolk Standard. Magazine of the Norfolk Heraldry Society*, 3rd series, iii, part 12 (May 2012), 646-9.

J.R. Alban, 'The Will of a Norfolk Soldier at Bosworth', *The Ricardian. The Journal of the Richard III Society*, xxii (2012), 1-7.

J.R. Alban, 'An Eighteenth-Century Imperial Grant of Arms in the Norfolk Record Office', *The Norfolk Standard. Magazine of the Norfolk Heraldry Society*, 3rd series, iii, part 13 (September 2012), 668-74.

M. Coleman, *Fruitful Endeavours: the 16th-Century Household Secrets of Catherine Tollemache at Helmingham Hall* (Chichester, 2012).

M. Gooch, *Little Yarmouth* (Great Yarmouth, 2012).

D. Higgins, *Winterton Remembered* (King's Lynn, 2012).

C. Joby, 'Early Modern Records in Dutch at the Norfolk Record Office', *Dutch crossing*, vol. 36 no. 2, July, 2012, 132–42

A. Macgregor, *Animal Encounters* (London, 2012). Includes images of the late fifteenth-century Broadland swan roll and Methwold Warren map, 1699.

Mr Marten's Travels in East Anglia, ed E. Larby (Cromer 2012).

D. Meadows and G. Evans, *Nothing but the Truth. A History of Norwich Magistracy* (Norwich, 2012).

C.F.B. Meeres, *Strangers. A History of Norwich's Incomers* (Norwich, 2012).

S. Spooner, *Sail and Storm - The Aylsham Navigation* (Aylsham, 2012).

S. Stevens, *Quakers in Northeast Norfolk (England) 1690-1800* (Lampeter, 2012).

M. Welland, *The History of the Inns and Public Houses of Wells* (Wells, 2012).

The Whirlpool of Misadventures. Letters of Robert Paston, First Earl of Yarmouth, 1663-79, ed. J. Agnew (Norwich, 2012).

Education and outreach

- 13 7,187 people (5,696 between 1 April and 30 September 2011) attended one of the 149 events (118 in the same period in 2011) held during the period. Of these, 1,049 (888) attended talks, workshops and other events at The Archive Centre, with the remaining 6,138 (4,808) attending events elsewhere in the county. In addition, over 7,000 people saw exhibitions provided by the NRO across the county: these are reported in the next section of this report.

Activities and new online resources aimed at children have been provided during the last six months, as follows:

Eight school holiday activities have taken place, in which 253 people participated. Among them were 'Creating Hidden Gardens' (a newly designed activity), and four in conjunction with the *Norfolk's American Connections* project, creating Nose-Art, head-dresses and dream-catchers.

In May, the first NRO resources created for extended schools and non-school youth organizations were added to the NRO website. The six resources, created as part of the Harbord of Gunton project, make use of documents from the Gunton estate archive to

inform activities such as making ginger beer and a model look-out tower.

A new activity resource went online in June during Refugee Week. Entitled *Detective Work: the Case of the Strangers in Norfolk*, it is aimed at youth and community groups in Norfolk.

24 school workshops have been provided for 555 pupils during the last six months, and a new schools resource added to the NRO website. Details are as follows:

- In early April, a resource to celebrate the Queen's Diamond Jubilee was made available to every school in Norfolk. Created by the County Council's Integrated Education Advisory Service, it includes material from Norfolk Record Office as well as Norfolk Museums and Archaeology Service and Norfolk Library and Information Service.
- Our latest schools resource, 'What was the impact of the Second Air Division in East Anglia during the Second World War?', went online at the end of the summer term. Aimed at Key Stage 2 pupils, the resource has already received positive feedback from a number of local schools.
- A number of tailor-made workshops have been run for schools which celebrating their anniversaries. These workshops focus on why we keep documents, in addition to looking into the history of the individual schools. In June, 74 Year 5 and 6 pupils from Diss CE VC Junior School had a workshop for their 160th anniversary. The 200th anniversary of Dereham St Nicholas Junior School has prompted a substantial project, as part of which gifted and talented pupils from each of the four Year 5 classes visited The Archive Centre in September to start work on their historical timeline.

Events provided for adults included a number of prearranged group visits to The Archive Centre, and programmes of talks across the county. A few examples are listed below (for full details of talks delivered by staff, see Appendix 2):

In September, 40 members of the Towne Family Association visited the Record Office from North America to see documents relating to their ancestors. This formed part of a week-long visit to England for a tour of ancestral sites in Norfolk and Suffolk. The group viewed the marriage record of William Towne and Joanna Blessing (in St Nicholas's church, Great Yarmouth, in 1620), which took place before the Towne family emigrated to America around 1635. William's daughters were hanged as witches in the Salem Witch trials in 1692. The group also took the opportunity to view the *Norfolk's American Connections* exhibition.

A group from Julian Support, for people with past or present mental health problems, visited The Archive Centre at the end of May.

Four talks on how to trace your family tree were given to over 700 people at Pensions Forums in April. The four events took place in Norwich (over two days), Great Yarmouth and King's Lynn.

In September, staff worked with 'Under One Roof', a group providing learning and training for people in St Martin's Housing, emergency accommodation, care, support and development for homeless people. A total of seven people participated in three sessions looking at the history of Norwich Cathedral.

Several workshops were provided in May as part of the BBC's 'Great British Story' programme. They included a workshop on 'Tracing the History of your House' and a walk around Cromer. This walk made use of documents catalogued during the Gunton project, such as plans for the old and new lighthouse and the building of the Hôtel de Paris – Edward Harbord's one-time marine residence.

In September, the Leader of the County Council, Derrick Murphy, gave the final talk in the series of lunch-time talks in conjunction with the *Norfolk's American Connections* exhibition. Councillor Murphy explored the myth of Pocahontas for an audience of over 50 people.

Exhibitions

- 14 Three exhibitions have been shown in the Long Gallery during the past six months. *A Norfolk Estate, its Places and People*, continued until 30 April and was replaced by *Royal Norfolk*, an exhibition in celebration of the Queen's Diamond Jubilee, which was opened by the Chairman of Norfolk County Council on 10 May and ran until 23 June. On 6 July, Councillor Derrick Murphy, the Chairman of the Records Committee, opened *Norfolk's American Connections*, which explored, through archives and artefacts, the links between Norfolk and North America over a period of 400 years. This closed on at the end of September, but online versions of all three exhibitions remain accessible on the NRO's website.

Exhibitions were provided for special events at the parish churches of Aldborough, Aylsham, Carbrooke, Ditchingham, North Elmham, Rockland St Peter, Salhouse and Shropham. These were seen by an estimated 2,455 people. The many favourable comments included, 'Great interest shown in records' and 'Thank you so much for the loan of the records ... They contributed considerably to the success of the weekend and were a very great help'.

The facsimile exhibition, *Lord Suffield's Cromer*, continued on show at Cromer Library until 5 April, where it was seen by approximately

1,380 people during April. *King's Lynn and the Hanse*, another facsimile exhibition, has been on show at Kings' Lynn in two venues since mid-May and has been seen by at least 900 people.

Publications and Publicity

- 15 Two issues of the NRO *Newsletter* were published, featuring *Royal Norfolk*, visits to The Archive Centre in May by UK and European archivists, recent accessions, including the Paston letter, Tom Eaton's newly catalogued archive and the Aylsham manor court roll conservation grant. Two new information leaflets were produced: *Nursing and Midwifery Records* and *Wills and other Probate Records*. This brings the number of Norfolk Record Office information leaflets to 68. All are available free of charge, and can be downloaded from the NRO's website or requested as paper copies from the Norfolk Record Office.

Two issues of the Archive and Records Association's monthly magazine, *ARC*, included features by NRO staff. These were 'Norfolk Record Office 'Goes Gay with Gaymer's Cider Records'', by Tom Townsend, and an article by Antoinette Curtis reflecting on a training workshop on analysing parchment degradation at The National Archives. The Gunton archive blog continued to be updated at least weekly until it was suspended at the end of the project. The NRO's website and Facebook page continue to be updated regularly.

The *Royal Norfolk and American Connections* exhibition launches both received excellent coverage in the local press, as did the acquisitions of the Paston letter and the First World War letters of Humphrey Mason. In August, a programme about the Old Manor, Saham Toney, in the BBC 2 documentary series, *Restoration Home* included footage inside and outside the NRO.

Staff and volunteers

- 16 Two long-serving archive assistants retired in the summer: Bill Monaghan, at the end of June, and Irene McLaughlin (who first joined the staff as a part-time typist in 1989) at the end of July. Gaps in this small team have been partly filled on a short-term basis by two people from the County Council's temporary register: Katie Topham, who started on a part-time basis in late May and Joan Lawson, who worked full-time in the office from late August onwards.

Peter Monteith, the Gunton project archivist, completed his 11-month contract at the end May and took up a permanent post as Assistant Archivist at the Archive Centre, King's College, Cambridge in June. Senior archivist, Lucy Purvis, completed her year's maternity leave in July, and is now taking an extended career break, during which she is working ten 'Keeping in Touch' days each year. John Brock, the corporate Data Protection Officer, retired at the end of August.

Three undergraduate students and one recent graduate, all with an interest in a career in archives, have undertaken part-time voluntary work experience in the last six months. They are Charlotte Hennings, a history student at the University of East Anglia, Sophie Leverington, a UEA third-year student studying history and history of art, Alexandra Healey, a student at Norwich City College, and John Preiss, a recent UEA graduate. They have worked on a variety of collections, including papers of a Great Yarmouth maritime enthusiast, additional records of the Diocese of Norwich, recorded interviews relating to Norwich's Baedeker Raids, recorded interviews collected by Friends of the Norfolk Dialect, and the recorded memoirs of Tom Eaton which relate to the Second World War.

Two other volunteers contributed several hours' work to the Gunton project in April and May: they were Bethany Elgood, a student, and the artist, Gerard Stamp.

Richard Riordan has continued to contribute his creative skills to the NRO's education and outreach programmes. Projects he has worked on include preparation of the dream-catcher children's activity and of new workshops and activities for adults and children to be delivered in the first part of 2013.

Two long-standing volunteers continued to contribute to the service: Al Parsons in the conservation studio and retired archivist, Dr Jean Agnew, as an experienced cataloguer. During the six months covered by this report, Dr Agnew completed catalogues of papers of the related Bulwer, Earle and Wade families and a small group of Townshend and other papers, and began work on the papers of the connected Turner, Palgrave and Barker families.

Helen Bainbridge, a Museum Archive and Library Intern under the 'Skills for the Future' programme at Gressenhall Farm and Workhouse spent five days' training and experience at the Record Office.

Jacob Stirling, a year-10 pupil from Hethsett High School, spent a week in the NRO on work experience in July. Three sixth-formers, George Norman, Angus Foster and Grace MacDougall each spent one day in the Record Office, to get a taste of working with archives.

Staff training and development

- 17 Jonathan Draper attended the Archives and Records Association's Annual Conference in Brighton where he gave a paper on audio formats. The theme of the conference was progression, innovation and new landscapes. One of the keynote presentations was given by Dr Bettina Schmidt-Czaia of the Historical Archives of the City of Cologne. She talked about the importance of networks and cooperation in their attempts to recover from the collapse of their archive building. Other topics covered during the conference were tackling cataloguing backlogs, documenting the Olympics, ways of

working with community archives, the future rôle of local authority record offices; and putting archives at the forefront of the creative industries at the BBC.

Jonathan Draper and Alison Barnard, project archivist, both attended the British and Irish Sound Archive's Annual Conference at The Archive Centre. Papers were given on various topics, including Europeana, the British Library's efforts to publish sound recordings on the internet, taxonomies, the UK Data Archive, genre theory and the British Antarctic Survey. Alison Barnard also started a ten-week beginners' Latin course at Wensum Lodge.

The County Archivist attended a half-day corporate health and safety training session, and also, with the Principal Archivist and Archive Support Services Manager, a one-day Business Process Re-engineering course.

Conservators Antoinette Curtis and Yuki Uchida attended a training workshop on analysing parchment degradation at The National Archives.

The County Archivist attended a half-day corporate health and safety training session, and also, with the Principal Archivist and Archive Support Services Manager, a one-day Business Process Re-engineering course.

Partnership projects and external representation

- 18 Partnership projects with external partners in which the Record Office is has been actively engaged during period include the Gunton Archive project , the T.C. Eaton Archive cataloguing project, Phase 2 of The National Archives' Manorial Documents Register for Norfolk, the Aylsham Lancaster manor court roll conservation project, and a 'Connecting Communities and Arts in Parliament' project.

The Gunton Archive project, supported by the National Lottery through the Heritage Lottery Fund and by grants from the MLA/V&A Purchase Grant Fund, and the Friends of the National Libraries, was successfully concluded in May. The T.C. Eaton Archive cataloguing project, supported by Norwich Town Close Estate Charity, ended in late August with the completion of an online catalogue.

The other three projects were all either new, or new phases of previous collaborations. In June, news was received that the National Manuscripts Conservation Trust had awarded the Record Office a grant of £15,340 towards the costs of conserving the Aylsham Lancaster manorial court roll, 1509-46. Together with a generous contribution by local historians in Aylsham, this enabled work to begin in September.

In 2009, the NRO was a regional partner in the Parliamentary Archives' outreach project, 'People and Parliament: Connecting with

Communities'. Inspired by the success of that project, the Parliamentary Archives launched a 'Connecting Communities and Arts in Parliament' Project, in conjunction with two of its regional partners from the earlier project (the NRO and Glamorgan Archive Service) and Parliament's 'Arts in Parliament' programme. The project has commissioned two artists in residence (one in the NRO and one in Glamorgan) to produce new digital visual interpretative works. Nicola Naismith, the NRO's resident artist, is a visual artist who uses analogue and digital technologies to make connexions between historical and contemporary contexts. She is basing her interpretative work on research into the impact on Norfolk of the Land Tax, 1821, which was carried out by in the original project by a group of volunteer 'History Detectives'. The outcome of the commission will be shown on the Parliamentary website in late 2012.

A second phase of the joint Manorial Documents Register (MDR) for Norfolk project, involving the NRO and The National Archives, was agreed in the summer, and the recruitment of temporary project staff put in hand. The MDR is a national resource, hosted by TNA, which gives online access to catalogues of manorial records relating to England and Wales. Norfolk was the second English county to go live on the MDR, with Phase 1 being completed in December 2002. Phase 2 will enable the creation of authority files for each Norfolk manor.

The County Archivist continues to serve on EERAC (the East of England Regional Archive Council), MAPLE (Major Archive Projects Learning Exchange), the Norfolk Record Society Council, the NAHRG (Norfolk Archaeological and Historical Research Group) Committee, the Bishop's Books and Documents Committee (as Secretary for Documents), Norwich Cathedral Advisory Committee, the Centre of East Anglian Studies Committee, the East Anglian Film Archive Advisory Board, the Knowledge Transfer Advisory Group of the Arts and Humanities Research Council (AHRC)-funded Henry III Fine Rolls Project and (with other NRO staff) on the Edith Cavell 2015 Commemoration Norfolk Partnership. In addition he is now also on The National Archives' Manorial Documents Register Advisory Panel, the Connecting Communities and Arts in Parliament Project Board, the 'Masterpieces' Board co-ordinated by the Sainsbury Centre and the Edith Cavell 2015 Commemoration Norfolk Partnership.

Susan Maddock, Principal Archivist, continues to act as a member of the Carnival Archive Local Advisory Group for Norfolk. Jonathan Draper, the senior archivist responsible for the Norfolk Sound Archive, continues to act as Secretary to the British and Irish Sound Archive group, a committee member of the Archives and Records Association's Film, Sound and Photography Section, a member of the Oral History Society's Regional Network; a member of the Reminiscence Network East; and as a member of Dragon Hall's King Street Community Voice's project board. He has also joined the Project Board of the Eighth in the East, which is in the process of preparing a bid to the Heritage Lottery Fund.

Equality Impact Assessment (EqIA)

- 19 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief and sexual orientation.

S.17 Crime and Disorder Act

- 20 There are no implications of the report for the Crime and Disorder Act.

Financial Implications

- 21 All financial implications in this report are covered by existing budgetary provision.

Other Implications

- 22 Officers have considered all the implications of which members should be aware. There are no other implications to take into account

Recommendation


- 23 Members are asked to note this report.

Officer Contact:

Dr John Alban, County Archivist

Telephone: 01603 222599

E-mail: jr.alban@norfolk.gov.uk

	<p>If you need this Agenda 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.</p>
---	---

Appendix 1

Norfolk Record Office Accessions, 1 April – 30 September 2012

Local Authority and Official records

Creator of the records	Summary description	Reference	Covering dates	Quantity
Norfolk County Council Clerk's Department/Chief Executive's Department, Legal Services	Additional deeds to properties owned by Norfolk County Council (following registration with Land Registry)	ACC 2012/122, ACC 20120/123	17th-20th centuries	18 boxes
Norfolk County Council Planning Department	Stray additional record: County Development Plan: Report of the Survey, 1952, with annotated maps and a plan of land use	ACC 2012/163	1949-1952	1 gathering, 11 maps
Norfolk County Council Highways Department (later Planning and Transportation Department)	Additional records: files relating to Southtown Railway Station, Great Yarmouth, 1974-80, and West Norfolk District Council Downham Market Draft District Plan proposals map, c. 1981	ACC 2012/136	1974-1981	1 box
Antingham and Southrepps School	Photographs, mainly of groups of pupils and teachers outside the school building	C/ED 149	19th-20th centuries	8 photographs. 2 papers
Dersingham St George's C of E Junior School and its predecessors, Dersingham Church of England School and St George's Secondary Modern School	School records, including log-books, 1910-94, admission registers, 1909-87, honours book, 1891-1955, punishment book, 1900-86, letter-book, 1914-37, and accident book, 1983-89	C/ED 147	1891-1994	4 boxes
Gresham Primary School	Managers' minutes, 1874-1991, and punishment book, 1902-74	ACC 2012/109	1874-1991	4 volumes
Knowland Grove Community First School, Norwich	Additional school governors' minutes-	ACC 2012/142	2004-2006	3 folders

Lakenham Middle School Norwich (closed 2007)	Additional school records, used in an exhibition to mark the school's closure	ACC 2012/61	1883-2006	2 boxes, 1 roll of 18 plans
Reepham High School and College	School governors' minutes and papers	C/ED/148	1960-2009	39 boxes
South Norfolk District Council	Pre-registration title deeds to former gravel pits in Bergh Apton	ACC 2012/128	1952-1987	1 bundle
Great Yarmouth Borough Council	Additional building control records	ACC 2012/49	20th century	27 drawers
Bradwell Parish Council	Additional records, including council minutes, 1997-2002, and <i>The Bradwellian</i> (twice-yearly magazine), 1998-2012	ACC 2012/48	1997-2012	3 boxes
Felthorpe Parish Council,	Parish Council and Parish Meeting minutes, 1894-1994, accounts and other records	ACC 2012/105	1894-2008	2 boxes
Hethersett Parish Council	Documents collected by the Parish Council, including manuscripts, deeds, maps and some published material	PC 193	c. 1670-c. 2000	10 boxes
Newton Flotman Parish Council	Parish Council minutes 1977-96, accounts, charity records and papers relating to village hall and allotments	ACC 2012/87	1935-2011	3 boxes
Ormesby St Margaret with Scratby Parish Council	Additional Parish Council minutes, 1918-92, and papers relating to burial ground fees, 1957-92	ACC 2012/54, ACC 2012/80	1918-1992	4 volumes
Postwick with Witton Parish Council	Parish Council minutes, 1962-97, accounts, 1896-1995, and other records, including Fuel Allotment charity papers, 1923-2003	PC 192	1896-2003	6 boxes
Pulham St Mary Parish Council	Minutes 1894-2004, accounts, 2004-8, allotment records 1966-2010, and papers relating to grounds maintenance work, 1996-98	ACC 2012/39	1894-2010	7 boxes
Pulham Market Parish Council	Additional Parish Council and Parish Meeting minutes	ACC 2012/40	1995-2011	23 files and papers
Salhouse Parish Council	Parish Council minutes, accounts, declarations of acceptance of office and other records	ACC 2012/118	1894-2009	3 boxes
Long Stratton Parish Council	Parish Council minutes	ACC 2012/137	1935-1990	9 volumes

Wreningham Parish Council	Additional Council minutes and accounts and the Wreningham Parish Plan, 2009	ACC 2012/127	2000-2012	1 CD, 1 booklet
Yaxham Parish Council	Parish Council minutes 1966-2008, cash books, register of electors 1981-92, deeds and other papers	ACC 2012/90	1946-2008	2 boxes

Public records and statutory bodies

Creator of the records	Summary description	Reference	Covering dates	Quantity
Queen Elizabeth Hospital Chapel, King's Lynn	Registers of services	ACC 2012/101	1981-2001	2 volumes
Mundesley Sanatorium, built in 1899, later Mundesley Hospital	Register of patients, 1904-12, accounts, 1955-7, photographs and historical notes	ACC 2012/41	c. 1900-c. 1990	3 boxes
Trinity House Engineering Office. East Cowes	Additional records: architect's drawings and details of Great Yarmouth Depot and Quay extensions and additions	ACC 2012/133	1953-1989	1 roll of plans

Parish and ecclesiastical records

Creator of the records	Summary description	Reference	Covering dates	Quantity
Aldborough ecclesiastical parish	Additional parish records: copies of documents relating to the wedding of Margaret Gay of Aldborough to Revd Christopher Lilly, 1914, with papers relating to an exhibition at Aldborough church, 2012	PD 220/6/3	1914, 2012	5 papers
Felthorpe ecclesiastical parish	Additional burial register, 1913-2012, and service register, 1970-2000	PD 45/79-80	1913-2012	2 volumes

Haddiscoe ecclesiastical parish	Additional parish record: Haddiscoe, Toft Monks and Thorpe-next-Haddiscoe calendar, produced jointly by the three churches	PD 208/183	2012	1 gathering
Hedenham ecclesiastical parish	Additional marriage register, 1837-1996, and other records	PD 302/89-94	1837-1996	4 volumes
St Giles, Norwich, ecclesiastical parish	Additional Parochial Church Council records	PD 192/129-130	2006-2012	1 volume, 1 booklet
Overstrand ecclesiastical parish	Additional marriage registers	PD 600/39-43	1966-2010	5 volumes
Stanhoe with Barwick ecclesiastical parish	Additional parish records: two reports on the restoration of stained glass from Stanhoe church	PD 36/59	September 2012	1 folder
Tasburgh ecclesiastical parish	Additional baptism register	PD 297/133	1870-1980	1 volume
Diocese of Norwich	Additional records of Diocesan Advisory Committee for the Care of Churches and quinquennial inspection reports, 2001	ACC 2012/10 (DN)	c. 1995-c. 2006	58 boxes
The Bishop's Office, Diocese of Norwich	Additional correspondence files, household and other accounts	ACC 2012/3 (DN)	1976-c. 2008	16 boxes
Dean and Chapter of Norwich Cathedral	Additional records, including Chapter minute book, 1998-9	ACC 2012/12 (DCN)	1979-2010	2 boxes

Free Church records

Creator of the records	Summary description	Reference	Covering dates	Quantity
Methodist Church, Aylsham Circuit	Smallburgh Methodist Church records, 1984-2011, 'The Newsletter' (for the churches of Cromer, Overstrand, Gresham, East and West Runton), 1995-2005, and North Walsham and Aylsham Circuit mission statement and policy document, 2001	ACC 2012/147	1984-2011	1 box

Methodist Church, East Anglia District	Synod papers, conference papers, committee minutes, youth reports and papers, and District Youth Council minutes, 1951-61	ACC 2012/145	c. 1945-2012	3 boxes
King's Lynn and Downham Market Methodist circuits	Additional records of King's Lynn and Downham Market Methodist circuits, including churches etc. at Clenchwarton, Gayton, King's Lynn, North Lynn, West Lynn and Methwold	ACC 2012/34	1927-2002	3 boxes
Methodist Church, Norwich Circuit	Additional records of various Methodist circuits and churches, including Norwich St Peter's Methodist Circuit, Wymondham, Attleborough and Watton Circuit, and churches at Hempnall, Great Hockham, Morley St Botolph, Sutton and Wrenningham	ACC 2012/32	1825-2010	3 boxes
Methodist Church, Norwich Circuit	Additional property and finance records, quinquennial inspection reports, 1990-2005, log-books, 1982-2003, Coltishall church accounts, 1959-99, Norwich Circuit plan, magazines and newsletters	ACC 2012/148	1959-2012	3 boxes
Methodist Church, Thetford, Diss and Mildenhall Circuit	Records relating to Brandon, Mundford and Hockwold, including baptism registers, trust accounts and journals	ACC 2012/146	1923-2004	1 box
Methodist Church, Wymondham, Watton and Attleborough Circuit	Additional records, including minutes, quinquennial inspections, property records and accounts	ACC 2012/116	1929-2006	2 boxes
Society of Friends, Beccles	Description by Arthur Eddington of the re-starting of the Friends in Beccles	ACC 2012/131	1932-1933	6 papers
Surrey Chapel, Norwich, undenominational church	<i>The Dawn</i> monthly magazine, issues 1 to 374	ACC 2012/97	1925-1955	3 boxes

Societies and Associations

Creator of the records	Summary description	Reference	Covering dates	Quantity
------------------------	---------------------	-----------	----------------	----------

Barford, Wramplingham and District Women's Institute	Minutes, 1923-2007, and other records, including Jubilee scrapbook, 1965	ACC 2012/58	1923-2011	3 boxes
Belton Village Institute (from 2005 the John Green institute), members of	Records including photographs, newspaper cuttings, and history of the institute	SO 291	c. 2004-2010	2 files
The Costessey Society	Millennium (Photographic) Record of Costessey	MC 2820	2000	6 ring-binders
Council for British Archaeology, East Anglia Group	Additional records: correspondence, conference papers, financial records, newsletters, minutes and annual reports	ACC 2012/76 (SO 21)	1986-2011	7 files
Cromer Women's Institute	Records, including minutes, annual reports, meeting programmes, Diamond Jubilee diary, sound recording and programme for opening of Cromer WI Hall	ACC 2012/157	1938-2008	3 boxes; 1 disc
Dereham Antiquarian Society	Additional collected records of and relating to local families, businesses and societies; building control plans and other documents relating to East Dereham	ACC 2012/46, ACC 2012/84 (DAS)	1648-2003	18 boxes, 1 roll
Diss Decorative and Fine Arts Society Recording Group	NADFAS record of St Leonard's church, Billingford near Diss	SO 163/24	2010-2012	1 folder
Little Ellingham and Rocklands Branch of South Norfolk Conservative Association	Minutes, secretary's file, accounts and financial papers	SO 289	1964-1991	1 box
Knapton Men's Club, a social club, founded, 1933; closed, 2011	Minutes, accounts and notes on the history of the club	SO 283	1938-2012	1 box
Loddon and Chedgrave Playing Field Committee	Correspondence, accounts and other papers	ACC 2012/59	1953-1977	3 boxes
Norfolk and Suffolk Boating Association	Additional record: printed year-book	ACC 2012/17	2012	1 volume

Norfolk Archaeological Trust	Additional records: correspondence and files relating to individual properties	ACC 2012/47	1919-c. 1995	2 boxes
Norfolk Record Society	Additional records: Council minutes, 1987-2001 and chairman's and editors' correspondence files, 1987-2007	ACC 2012/69	1987-2007	4 files
North Arlington Residents' Association, Norwich	Correspondence, minutes and other papers	SO 290	1978-1980	1 folder
Poppyland Partnership (2007-2012), one of seven local area partnerships based on market towns in the North Norfolk area; centred around Cromer	Minutes, 2005-11, with administrative and subject files	SO 286	c. 2004-c. 2011	20 boxes
Joanna Scott (Charity School) Trust	Register of 'presbyterian scholars' admitted to the City of Norwich School, with related correspondence	MC 2821	1910-1915	1 volume
Soroptimist International of King's Lynn., founded 1975	Additional records, including housing committee minutes 1981-95, society history, and visitors' book 1975-2010	SO 285	1975-2010	3 boxes
Stalham with Happing Partnership, a local area partnership which evolved from a regeneration committee and was formalized as a Local Area Partnership in 2005	Records including minutes, reports, newsletters, business plans, project and survey papers	SO 284	c. 2004-2011	8 boxes
Wayland Agricultural Society	Minutes, accounts and other records relating to membership of the society and the running of the Wayland Agricultural Show	SO 288	1851-2011	8 boxes

Great Yarmouth and District Film Society and Edward Charles Hunt founder member and secretary	Records including minutes, programmes and correspondence	ACC 2012/56	1950-1978	2 boxes
Paul Scruton of Norwich, as a member of Mousehold Heath Conservators Committee	Minutes of Norwich City Council's Mousehold Heath Conservators Committee	ACC 2012/45	2001-2012	1 ring binder and some loose papers
Central Norwich Citizens Forum (established, 2004; closed 2012)	Records including minutes; reports; resource/display items and correspondence	ACC 2012/134	c. 2004-2010	21 boxes (repacked to 68 boxes, 1 file)
First Norwich Sea Scout Group and predecessors	Additional record: letter of thanks from 1st Norwich Troop Boy Scouts (Capt. Bower's Own) to Mrs Edward Coe for making and presenting colours, signed by members of the troop	ACC 2012/138	n.d. [1924]	1 parchment
2nd Air Division Memorial Library and Virginia Foley Reynolds	Memoir by Virginia Foley Reynolds about her service as an American Red Cross worker at the 231st Station Hospital, Morley, Wymondham, with a forward by Anne Hoare, written 2012, and related papers	ACC 2012/152	c. 2012	1 folder
2nd Air Division Memorial Library and Anne Hoare	Draft of a scrapbook made by Anne Hoare relating to the 231st Station Hospital, Morley, Wymondham	ACC 2012/153	c. 2011	1 volume
2nd Air Division Memorial Library and Col. Paul T. Burton	Second World War papers and documents of Col. Paul T. Burton, 1943-5, including official papers, photographs, and personal letters, with typescript draft of his book, 'Escape from Terror', c. 1994	ACC 2012/154	1943- c. 1994	1 box
2nd Air Division Memorial Library and RAF Sculthorpe	Papers sent from 7375th Combat Support Group at RAF Sculthorpe to the 2nd Air Division Memorial Library relating to arrangements for the Library's opening in 1963, including original design for the memorial fountain	ACC 2012/155	1963-1964	1 folder

2nd Air Division Memorial Library and Bruce Helmer	Venue list for the <i>Het Cats</i> dance band, 1944-5, with copies of related articles about the band, correspondence with the 2nd Air Division and copy of a photograph of Jimmy Stewart playing the piano	ACC 2012/158	1944-c. 1970	1 folder
--	---	--------------	--------------	----------

Business records

Creator of the records	Summary description	Reference	Covering dates	Quantity
Averill's Garage, of Norwich and Stoke Holy Cross (founded 1922) and a predecessor, Harry R. Fiske, motor engineer, Stoke Holy Cross (fl. 1937-1964)	Deeds and papers relating to Averill's Garage premises, Cattle Market Street, Norwich, and work receipt books of Harry R. Fiske at Stoke Holy Cross, from premises purchased by Averill	BR 365	19th-20th centuries century	2 boxes
Peter Codling, architect, Norwich, fl. 1970s	Photographs of buildings, including 56-64 King Street, Norwich, terraced houses at Rose Valley, Norwich, St Philip's church, Heigham, Mundesley Holiday Camp; Beeston, Bressingham and Thursford Halls, and a commercial property in Great Yarmouth	BR 373/1/1	N.d. [1970s]	3 photographs, 26 slides; 4 strips of contact prints; 19 strips of negatives, 6 papers
Greens (Norwich) Ltd, tailors, hosiers and outfitters	Accounts, 1898-1962, and staff register, 1900-64	ACC 2012/63, ACC 2012/120	1898-1964	2 volumes, 1 box
Jarrold and Sons Ltd	Additional record: printing machine log book	ACC 2012/79	Feb 1992-June 1994	1 volume
Parker Brothers (Mildenhall) Ltd, Mill Street ,Mildenhall, Suffolk	Sale catalogues relating to buildings, fittings and machinery at aerodromes and camps in Feltwell, Harling and Thetford	BR 366	1920-1922	6 booklets
Reckitt and Colman Ltd	Block plan of Carrow Works	ACC 2012/64	n.d. [post 1938]	1 roll

John Stimpson (1890-1975), farmer, and the Stimpson family of Great Witchingham, East Tuddenham, New Buckenham and elsewhere	Additional farming and family records: papers relating to farm and other properties, including Frans Green Farm (now Walnut Tree Farm), East Tuddenham, and Mill Farm, Great Witchingham, with transcripts of sound recordings, family biographies, accounts and papers relating to New Buckenham and Buckenham Castle	ACC 2012/143	1710-2012	4 boxes
F.A. Stone and Sons, tailors, Timberhill, Norwich, founded 1874	Order books	BR 371	1903-1973	20 volumes
Sidney Tunbridge, a partner in the firm Tunbridge, Lacey and Barnard (later Tunbridge and Lacey), accountants, of Great Yarmouth,	Business and personal accounts	BR 368/1	1905-1952	2 boxes
Wade family of Long Stratton, builders, fl. 1880s-1930s	Business records, mainly accounts	BR 374	1885-1933	12 boxes
White and Pomeroy, solicitors, Wymondham	Strays from files of White and Pomeroy, solicitors, Wymondham	ACC 2012/62	1879-1920	1 folder

Deeds, manorial and estate papers

Creator of the records	Summary description	Reference	Covering dates	Quantity
Howlett and Edrich of Acle, land agents and auctioneers	Additional records: deeds relating to the sale of marshland in Acle	MC 2775/2	1800-1934	1 bundle

A Norwich solicitor, possibly Blake	Statement concerning parts of the Colton Estate mortgaged in 1839 and 1841 in Colton, Bickerstone, Barnham Broom, Barford, East Tuddenham and Honingham, with related copy letter from Henry Blake, The Chantry, Norwich to Messrs Blake and Heseltine, 1882, and papers relating to issue of bail bond for Charles Loftus of Billingford, Major in Norfolk Yeomanry, 1847	ACC 2012/112	1847-1882	1 folder
Unknown	Sale particulars for estates in Colby, Banningham and Erpingham, with five maps	MC 2810	1849	1 gathering
Unknown; probably a single, unidentified, solicitor	Deeds relating to Erpingham, Irmingland and Wickmere	MC 2836	1824-1873	2 gatherings, 2 papers
Estate in Deopham; W. Barker of Royal Exchange Assurance	Papers relating to property called The Firs in Deopham	MC 2818	1883-1920	2 rolls
Unknown	Deed relating to one and a half acres of arable land lying at Duffowsherne in the field of Longham	MC 2845	16 May 1411	1 parchment
Estate in South Lynn	Title deeds relating to land in South Lynn	ACC 2012/141	1802-1803	3 parchments
Duffield, Forster and Barrett families of Great Massingham	Deeds to copyhold property in Gayton and Great Massingham and related family papers, including records relating to the Barretts' grocery business at Great Massingham	MC 2843	1694-1982	1 box
Unknown	Deed to a piece of land called Croweoc in Little Melton	MC 2842	N.d. [late 13th century]	1 parchment
Estate in Norwich	Deeds relating to property in the parishes of St Michael at Thorn and St John Maddermarket	ACC 2012/130	1696-1889	2 boxes
Estate in St Peter Mancroft, Norwich	Abstract of title relating to estate at the back of the Inns	MC 2831	1891	1 gathering
Various estates in Wellington Road, Norwich	Deeds relating to 48 Wellington Road, Norwich, includes abstract of title from 1861	MC 2848	1880s-1995	1 box
Estate of Steward and Patteson Ltd in Poringland	Deed of conveyance of the Dove public house in Poringland	MC 2837	1816	2 parchments

Unknown/various	Deeds to land in Sisland and Shropham	MC 2832	1289, 1318	2 parchments
Estate at Long Stratton	Title deeds, plans and papers relating to a pharmacy at Long Stratton	MC 2819	1725-1980	1 bundle
Unknown/various	Deeds relating to North Tuddenham, 1593, Harleston, 1603, and Elsing and Hoe, 1659, with a Tunstead Lancaster manor court paper, 1774	MC 2806	1593-1774	3 parchments, 1 paper
Unknown	Great Witchingham manorial rental	MC 2745/4	1496	1 roll
Unknown/various	Miscellaneous deeds, Townshend militia papers and other, miscellaneous, Norfolk documents	MC 2802	1491-1800	1 box
Unknown	Miscellaneous deeds and papers relating to Morley Hall estate, Pulham St Mary, Wreningham and Ashwellthorpe, Wrampingham, Wymomndham and elsewhere	ACC 2012/85	1612-1908	1 box

Personal and family papers

Creator of the records	Summary description	Reference	Covering dates	Quantity
Victor Charles Ames (1859-1934) of Thornham	Natural history notes and related letters, recording observations on shooting, ornithology and meteorology	MC 2828/1	1888-1922	1 volume
Arthur W. Bishop of Great Yarmouth, churchwarden of St George's church, Great Yarmouth (?1902-1942)	Papers relating to St George's church, Great Yarmouth, including churchwarden's diaries, notebooks, church yearbooks, press cuttings and leaflets	ACC 2012/71	1889-1958	4 boxes
Cobb family of Norwich, Aylsham and Felbrigg	'Family Writings 1742', containing letters, notes, and family papers, many relating to a claim to an estate in Northington, Hampshire	MC 2829	1742-1898	1 volume

Jeremiah James Colman and the Colman family of Norwich	'Bibliotheca Norfolciensis': manuscript catalogue of the printed books, pamphlets etc. relating to Norfolk and Norwich in the Library of J.J. Colman, MP, Norwich	COL 11/48/1-2	1881	2 volumes
Mrs [Laura Elizabeth] Stuart [née Colman] of Carrow Abbey	Correspondence concerning the sale of the Carrow Psalter in 1920 and (unsuccessful) efforts to acquired it for the city of Norwich	MC 2844	1919-1920	1 file
William Henry Cooke (1841-1930) of Stalham, newspaper correspondent and local historian	Manuscript notes on churches and other historical buildings in eastern Norfolk, around Stalham, with line-drawings and maps	MC 2835	n.d. [c. 1912]	1 volume
Crane Family of Morningthorpe	Photographs taken by Dorothy Crane (née Wake), granddaughter of Robert Doggett of Church Farm, Morningthorpe, and related papers	ACC 2012/159	1934-2012	1 envelope
Denny family of West End, Costessey: Monica Smith née Denny and her father, Arthur Denny (d. 1975), who served in the 65th Norfolk Yeomanry Anti-Tank Regiment and was taken prisoner of war at Stalag 4B	Correspondence between Monica Denny (aged about 11 years old) and her father, and other personal papers, including Monica's identity card and some post-war documents, including a photograph of Arthur Denny and note of the floral tributes at his funeral, 1975	MC 2811	1942-1975	1 folder
Tom Eaton (1918-2010) of Norwich and the Eaton family of Norwich and Eaton	Additional papers, including photographs and press-cuttings books	ETN 1/1/155-156, ETN 6/, ETN 13/1/1-4, 6, ETN 13/2	1904-2011	1 box, 5 volumes, 1 bundle, 3 papers, 1 photograph
Theodore W. Fanthorpe (d. 2012), deputy warden and/or headteacher of Holt Hall Field Study Centre, 1992-2006.	Photographs, notes, records and correspondence relating to Holt Hall, used as research material for <i>The Story of Holt Hall</i> (2007), by Theo Fanthorpe and Alan Childs	MC 2824	1906-2007	3 boxes
Edward Meyrick Goulburn (1818-97), Dean of Norwich	Letters written to Goulburn during the early years of his deanery, mainly from senior clergy and other public figures	MC 2834	1866-1869	1 folder

Victor Samuel Hills, employee at the BT Telephone Exchange in Norwich, 1919-2003	Photograph album, including photographs of the event to marking his leaving work, showing other staff and parts of the interior of the Exchange	ACC 2012/88	1984	1 volume
Hinde family of Norwich	Letter from Dr E.B. Hinde of Norwich to his son in Bulawayo, Leading Aircraftman Robert A Hinde	MC 2850	2012	1 paper
Kathleen May Johnson (1911-2011) and Irene Ellen Johnson (1923-2007) of Norwich, sisters and local government officers	Personal diaries, 1939-2010, and other personal and family papers	MC 2830	Late 19th century-2010	6 boxes
Geoffrey Hewitt Lamb (1922-Dec 2009), pupil at Warwick Boys' School; history teacher at Paston Grammar School	Class registers, class notes and news cuttings relating to Paston Grammar School and his own school exercise book from Warwick School	MC 2812	1948-1981	9 boxes-
Samuel Lock (1794-1869), born Reymerton; emigrant to New Zealand	Typed copy of the memoir of Samuel Lock describing his life in Norfolk before he emigrated to New Zealand with his son, Samuel, 1867	MC 2822	1867-late 20th century	1 file, 1 folder
Michael Frederick Marais (1923-1980) of Norwich, employee of RAC	Family papers, including rent cards, air raid precaution publications and receipts	ACC 2012/144	1938-1968	1 folder
Captain Arthur Humfrey Mason (d. 1915) of Necton Hall and the Mason and Ward families of Necton	Correspondence, with modern transcripts, of Captain A.H. Mason, relating to his army service at Colchester and <i>en route</i> to Gallipoli, his service at Gallipoli, letters of condolence to his parents and school exercise books	ACC 2012/78	1893-1915	2 boxes
Jean Matthews (c. 1930-), volunteer at Gressenhall Farm and Workhouse Museum	Research notes regarding Wade family of Long Stratton, builders	MC 2849	N.d. [c 2000-2010]	1 box

James William Offley of Northwold and Carbrooke and his wife, Florence, daughter of Richard William Bryant (1862-1909) of Terrington St Clement, schoolmaster and horticulturalist	Additional photographs and papers, mainly relating to Richard Bryant	ACC 2012/27	1909-2012	1 envelope
Paston family of Norfolk and Charles John Palmer (1805-1888), Norfolk historian	Letter to John Paston from Sir John Fastolf relating to rents due from Norwich priory for lands held of his manor of Hellesdon, acquired by Palmer in 1839	MC 2833	c. 1455-1939	1 paper
Pegg family of Norwich	Title deeds, sales particulars to properties in Heigham, photographs and assorted family papers	ACC 2012/31	1833-1955	1 box
Thomas Rayson of Oxfordshire, architect	Drawings of various Norfolk buildings	MC 2838	1908-1961	9 papers
Frederick Roy of Hoveton St John	Frederick A. Roy's photographs and printed ephemera relating to Hoveton and Wroxham and Norwich Natives Cricket Clubs	ACC 2012/24	1938-1977	1 bundle
Norman Smith (1919-2010) maritime pilot, and his wife Jean Smith, née Bent (1927-, both of King's Lynn	Household bills, correspondence and photographs	ACC 2012/70	c. 1946- c. 2005	2 boxes
Charles Gordon Taylor (c. 1915-), Deputy Chief Constable of Norfolk, 1964-1975, and Chief Constable 1975-1980	Presentation copy of <i>The Norfolk County Council, 1889-1974</i> (Norwich, 1974), with related letter from William John Hayden, Chairman of Norfolk County Council	MC 2808	1974	1 paper, 1 volume
Townshend family of Rayham and others	Papers relating mainly to the lord lieutenancy of Horatio, Lord Townshend, and the estate of the earl of Home at Ormesby, 1638-1829,	MC 2840	1638-1829	1 box

Turner, Palgrave and Barker families, including Dawson Turner (1775-1858), banker and antiquary of Great Yarmouth, Sir Inglis Palgrave (1827-1919), banker, Sir Francis Palgrave (1788-1861), archivist, and Revd Rowland Vectis Barker (1846-1926), who married Elizabeth, daughter of Sir R.H. Inglis Palgrave, banker and economist	Family papers, predominantly 1794-1935	ACC 2012/73	1652-1968	32 boxes
Wilson family of Colney Old Hall	Farm labour books, 1893-99, deeds and sales particulars, records relating to the King's own Regiment Norfolk Yeomanry, including a photograph album, and other family papers	MC 2846	1869-1959	1 box

Historical and miscellaneous

Creator of the records	Summary description	Reference	Covering dates	Quantity
Unknown/various	Deed to land in West Newton and Appleton, 1453, lease of land formerly belonging to the Blackfriars in Great Yarmouth, 1592, and a letter from Samuel Davis, Yarmouth, to Thomas Pengelly concerning the ship <i>Return</i> , 1668	ACC 2012/28	1453-1668	2 parchments, 1 paper
Unknown/various	Three letters from Oliver Le Neve to his brother Peter le Neve, 1688, with a deed of Roger Townshend of Raynham confirming a grant for life to his brother-in-law, Michael Stanhope, of an annuity from his manor of South Raynham Scales, 1586, and a return of prisoners removed from Norwich Castle to other prisons before trial, 1836-7	ACC 2012/60	1586-1837	2 parchments, 4 papers

Bassingbourne Gawdy (d. 1590); of West Harling	Letter to Bassingbourne Gawdy, High Sheriff of Norfolk, concerning the imprisonment in Norwich of John Dade, a debtor	MC 2800	1579	1 paper
Unknown	Letter to Nathaniel Bacon from Roger North, Second Baron, Kirtling, Cambridgeshire	MC 2839	1589	1 paper
Unknown	Act of Parliament authorizing the trustees of the will of William Earle Bulwer to raise money to discharge encumbrances on his estates, 1827, and sale particular for cottages at Swanton Morley, 1862	MC 2805	1827-1862	2 gatherings
Anonymous man of Attleborough	Letter from Attleborough to an unidentified 'Jane', on the reverse of a printed flyer for a special train to the Yarmouth races, 1866	MC 2827/1	1866	1 paper
Tom Mollard, Norfolk librarian and resident of Erpingham	Records relating to Erpingham and the surrounding area, including notes, sales particulars and parish newsletters	ACC 2012/36	1903-2008	5 boxes
Norfolk (No. 2 Region) Auxiliary Unit	Memoranda and printed matter relating to membership and explosives training (restricted access to 2032)	ACC 2012/107	1939-1943	2 gatherings, 2 papers
Unknown member of the City of Norwich Fire Guard	Programme of the 'Au Revoir Gathering' of the City of Norwich Fire Guard	ACC 2012/161	1944	1 paper
Professor A. Hassell Smith of Norwich	The Hassell Smith Collection: additional research papers, mainly relating to the Bacon and Townshend families:	ACC 2012/72, ACC 2012/96, ACC 2012/124	Late 20th - early 21st century	62 boxes, 16 drawers of cards, 29 folders and files
Alan Whall (1918-2012) of Thorpe St Andrew, retired Norwich City Council officer	Photographic slides of village signs in Norfolk	ACC 2012/91	c. 1980-c 2000	4 boxes
John Pepperdine, Richard Smart, Mary Mitchell, Edmund Perry of Norfolk Family History Society	Monumental inscriptions for churches in the Stanford Military Training Area (STANTA): Langford St Andrew, Stanford All Saints, Sturston Holy Cross, Tottington St Andrew, and West Tofts St Mary	MC 2807/1	2008-2009	23 papers

Stephen and Gemma Wassell of Belton	Record of monumental inscriptions in the churchyard of All Saints, Belton	ACC 2012/132	2012	1 CD
-------------------------------------	---	--------------	------	------

Copies of records

Creator of the records	Summary description	Reference	Covering dates	Quantity
Family of Philip Burnham, valet at Gunton Hall, c. 1901	Copies of photograph of Philip Burnham, and of a note by him about the Burnham family	FX 374	c. 1901	1 photograph, 1 paper
Doggett family of Church Farm, Morningthorpe	Copies of photographs of Robert and Sarah Doggett and their family	ACC 2012/113	c 1910-c. 1925	1 envelope

Norfolk Sound Archive

Creator of the records	Summary description	Reference	Covering dates	Quantity
Ancient House Museum, Thetford (1924-)	Additional record: typescript memoirs of Brian Bert Mace (1937-) relating to the Second World War in Norwich.	AUD 11/8	2011	11 papers
Aylmerton School	Recording of harvest festival service	AUD 73/1	1958	1 coarse-groove instantaneous disc
Friends of Norfolk Dialect	Additional sound recordings	AUD 12	2006-2012	24 CDs
Records of Professor John Greenaway of Norwich	Additional records: unpublished article by A.E. Bryan Heading, 'Political and Social Change in Norfolk since 1945: Why Norfolk No Longer "Does Different"' (1984) and leaflets relating to the European parliamentary election	AUD 53/3-4	1984-1995	1 envelope

Paul Hayes, BBC Radio Norfolk producer	Copy of recording of the final episode of <i>Roundabout East Anglia</i> , broadcast 1980	AUD 67	1980, 2012	2 CDs, 11 WAV files, 1 text file, MPEG 1/2 Audio Layer 3
Brent Johnson of Ingworth	Memoir notes of John Everett's wartime experiences with the Norfolk 202 Auxiliary Unit	ACC 2012/108	[2012]	1 CD
Alice Mackay, fl. 2011	Recorded interview with Aude Gotto, founder of the King of Hearts Centre in Norwich	AUD 74	2011	2 CDs, containing 3 PCM WAV files
Norfolk Museums and Archaeology Service	Archaeology Oral History Project additional records: interviews with Peter Wade Martins and Brian Ayers	AUD 5/1/10, AUD 5/3/2	2012	2 WAV files, 1 JPEG
Norwich and Central Norfolk Mind (previously Norfolk and Norwich Association for Mental Health, reconstituted in 2007 as Norwich and Central Norfolk Mental Health Resources)	Audiovisual recordings resulting from work with people facing discrimination or social exclusion, including 'The Voices' and 'Young Voices' projects	AUD 70	2005-2011	1 CD, 1 volume, 1 paper
Norwich Arts Centre (1977-)	Memoirs of Baedeker raids on Norwich in April 1942	AUD 69	2012	1 paper

Appendix 2: Lectures, etc. by NRO staff

1 April-30 September 2012

John Alban

- 'The Map of the Manor of Diss, 1637', public lecture arranged by Diss Decorative and Fine Arts Society, at the Corn Hall, Diss.
- 'The Work of the Norfolk Record Office', talk at the AGM of the Norwich Society, Assembly House, Norwich.
- 'The Work of the Norfolk Record Office', talk to a delegation from the Czech Information Society, based in the National Archives of the Czech Republic, at The Archive Centre.
- 'The Norfolk Record Office', talk to University of Dundee archive students, during their visit to The Archive Centre.
- Two lectures on 'The King's Lynn Borough Archives', at the 'History Alive!' event at King's Lynn Town Hall.
- 'The Work of the Norfolk Record Office: *het Werk van het Provinciaal Archief van Norfolk*', talk to a group of historians from Ghent and East Flanders, at The Archive Centre.
- 'The Norfolk Record Office', talk to the Towne Family Association from the USA, during their visit to The Archive Centre.
- 'The Norfolk Record Office: *het Provinciaal Archief van Norfolk*', lecture at Sint-Pietersabdij, Ghent, Belgium.
- 'Raynham Archives', lecture at Raynham Hall Study Day, held in association with the Paul Mellon Centre for Studies in British Art.
- 'The Norfolk Record Office', lecture given at a two-lecture session entitled 'Norfolk and Ghent Archives', at the Archive Centre (the Ghent archives lecture was given by the Ghent University Librarian).

Victoria Draper

- Hidden Gardens' activities at Norwich Castle Museum and The Archive Centre.
- Nine 'Industries' workshops at Hellesdon High School.
- Three talks on tracing your family history at the Norfolk Pensions Forum, two in Norwich and one at Great Yarmouth.
- Four talks on the work of NRO Education and Outreach as part of the lunch-time talks programme, to a delegation from the National Archives of the Czech Republic, to students on the Dundee course and Norfolk Records Committee, all at The Archive Centre.
- Talk on tracing the history of your house at Gorleston Library.
- Group visits to The Archive Centre for Dereham Antiquarian Society members and the Julian Society.
- Workshop on tracing the history of your house at The Archive Centre.
- Talks on tracing your family tree for Adult Learners' Week at The Archive Centre and at Norse buildings on Fifers Lane.
- Workshop looking into black rôle models for CMedia at The Archive Centre.

- 'A Crawl through the Archives of Norwich's Pub Industry' talk for the Festival of Ale at Fusion, Norwich.
- Four workshops on creating illuminated manuscripts at the Festival of Art and Literature for Children in North Norfolk.
- Four workshops on the history of Diss C. of E. Primary School.
- Two workshops at Norwich Castle on Norfolk's connexions with the slave trade.

Elizabeth Budd (née Walne)

- 'Researching Your Victorian Terrace at the Heritage Centre', lunch-time talk at the Norfolk and Norwich Millennium Library.
- 'Genetic Genealogy', lunch-time talk at the Norfolk and Norwich Millennium Library.
- 'Parish Registers': two twilight-hour talks at the Norfolk and Norwich Millennium Library.
- 'Wills and Other Probate Records', two twilight-hour talks at the Norfolk and Norwich Millennium Library.
- 'Online and Offline Newspapers', twilight-hour talk at the Norfolk and Norwich Millennium Library.
- '1911 Census', lunch-time talk at the Norfolk and Norwich Millennium Library.
- 13 'Ask an Archive Specialist' sessions at the Norfolk and Norwich Millennium Library.
- 'An Introduction to Family History', talk and internet workshop at the Norfolk and Norwich Millennium Library as part of the BBC's *Great British Story* programme of events.
- Two 'An Introduction to Family history' courses, each of two sessions at the Norfolk and Norwich Millennium Library.
- 'Revd Thomas Lloyd of Happisburgh: the Man Behind the Sign', lunch-time lecture at The Archive Centre and also at the Norfolk and Norwich Millennium Library.
- 'An Introduction to Poor Law', talk at the Norfolk and Norwich Millennium Library.
- 'An Introduction to Basic Heraldry' talk at the Norfolk and Norwich Millennium Library.
- Two 'American Genealogy' talks at the Norfolk and Norwich Millennium Library as part of the *Norfolk's American Connections* programme.
- 'Nonconformist Records', lunch-time talk at the Norfolk and Norwich Millennium Library.
- 'An Introduction to Online and Offline Newspapers' talk at the Norfolk and Norwich Millennium Library.

Antoinette Curtis and Yuki Uchida

- 'Gelatine poultice and adhesive uses for parchment', as part of an Archives and Records Association Parchment Training Day at The Archive Centre.

Jonathan Draper

- 'Work and holdings of the Norfolk Sound Archive', to a delegation from the National Archives of the Czech Republic, at The Archive Centre.
- 'Work and holdings of the Norfolk Sound Archive', as part of the Annual Conference of British and Irish Sound Archives at The Archive Centre.
- Oral history training at The Archive Centre.to a group of six young people in connexion with a project run by CMedia and Future Radio.
- 'Norwich between the Wars: the recorded interviews of Ethel George', lunch-time talk at The Archive Centre, Norwich.
- Oral history training at The Archive Centre.to six volunteers working on the *Carnival Archive* project.
- 'Treasures of the Norfolk Sound Archive', to North Walsham University of the Third Age, at the Roman Catholic Church Hall, North Walsham.
- 'Audio Formats: Identification and Preservation', to delegates at the Archives and Records Association's annual conference, at the Grand Hotel, Brighton.

Victoria Draper

- 'Hidden Gardens' activities at Norwich Castle Museum and The Archive Centre.
- Nine 'Industries' workshops at Hellesdon High School.
- Three talks on tracing your family history at the Norfolk Pensions Forum, two in Norwich and one in great Yarmouth.
- Four talks on the work of NRO Education and Outreach as part of the lunch-time talks programme, to a delegation from the National Archives of the Czech Republic, to students on the Dundee course and Norfolk Records Committee, all at The Archive Centre.
- Talk on tracing the history of your house at Gorleston Library.
- Group visits to The Archive Centre for Dereham Antiquarian Society members the Julian Society, The Towne Family Association and the Strangers' Club at The Archive Centre.
- Workshop on tracing the history of your house at The Archive Centre.
- Talks on tracing your family tree for Adult Learners' Week at The Archive Centre and at Norse buildings on Fifers Lane, Norwich.
- Workshop looking into black rôle models for CMedia at The Archive Centre .
- 'A Crawl through the Archives of Norwich's Pub Industry' talk for the Festival of Ale at Fusion, Norwich.
- Four workshops on creating illuminated manuscripts at the Festival of Art and Literature for Children in North Norfolk.
- Four workshops on the history of Diss C. of E. Primary School.
- Ten workshops at Norwich Castle on Norfolk's connexions with the slave trade for Notre Dame High School, Beyton Middle School and Open Academy at Norwich Castle Museum.
- 'Nose-Art' school holiday activity at The Archive Centre.
- 'Escape and Invasion' school holiday activity at The Archive Centre.

- 'Norman Helmet' school holiday activity at Bignold Primary School.
- 'American Headdress' school holiday activity at The Archive Centre.
- 'Dream Catchers' school holiday activity at The Archive Centre.
- Talk on 'A Trip Down Memory Lane: Norwich in the Twentieth Century' at Horsham St Faith.
- Workshop for adult numeracy and literacy students from Great Yarmouth College at The Archive Centre.
- Three sessions for the 'Under One Roof' group at St Martin's Housing, Norwich Cathedral and The Archive Centre
- Tour of The Archive Centre during Heritage Open Days.
- Workshop at The Archive Centre for Dereham St Nicholas Primary School on the history of their school.

•

Kären Gaffney

- 'An Introduction to the Searchroom', Adult Learners' Week talk at The Archive Centre.

Susan Maddock

- 'A Beginner's Guide to Tracing Your Family History' at the Professional Development Centre, King's Lynn, for Norfolk Pensions Fund retired members.
- 'Trace the history of your house' stand and workshops at Ickworth House, Suffolk, as part of a BBC *Great British Story* event.
- 'History Alive!' family fun event at King's Lynn Town Hall.
- 'Women's Institute Year of Archives' talk to Norfolk WI members at an Autumn Federation meeting at Northrepps Village Hall.

Frank Meeres

- 'Norfolk in Two World Wars' talk to Brundall Historical Society at Brundall.
- 'Air Raids in Norwich' lunch-time talk at The Archive Centre.
- 'Norfolk in Two World Wars' talk to Brundall Historical Society at Brundall.
- 'Air Raids in Norwich' lunch-time talk at The Archive Centre.
- Group visit and AGM of the Bracondale Society at The Archive Centre, including a display of documents on Norwich defences and monastic houses.
- 'The Baedeker Raids' talk in Briningham.
- Archival walk at Great Yarmouth, highlighting cultural aspects of the town, for Glaven Arts and Decorative Society.
- Two walks for Suffolk members of the Art Fund: 'The Origins of Great Yarmouth' and 'Great Yarmouth seafront architecture'. YES
- 'Who really were the 'Strangers'', lunch-time talk at The Archive Centre.
- Two 'Incomers to Norwich' archival walks.

- Two Adult Education classes on 'Norwich Through My Eyes' at the Vauxhall Centre, Norwich.
- 'Incomers to Norwich', talk to a group of historians from Ghent and East Flanders, at The Archive Centre.
- 'Meet the curator' and 'Wings of Friendship' lunch-time talks at The Archive Centre in connexion with the *American Connections* exhibition.

Peter Monteith

- Historical walk at Cromer based on documents from the Harbord of Gunton estate archive.

Eve Read

- 'An Introduction to Family History', talk at the Norfolk and Norwich Millennium Library.
- 'Women's Lives in the Census', lunch-time talk at The Archive Centre.
- 'Archdeacons' and Bishop's Transcripts' lunch-time talk at the Norfolk and Norwich Millennium Library.
- Two 'Family History on the Internet' workshops at the Norfolk and Norwich Millennium Library.
- 'Surname and Place-name Origins' lunch-time talk at the Norfolk and Norwich Millennium Library.
- 'An Introduction to Family History', talk and internet workshop at the Norfolk and Norwich Millennium Library as part of the BBC's *Great British* Story programme.
- 'Manorial Records', lunch-time talk at the Norfolk and Norwich Millennium Library.
- 'Women in the Census', lunch-time talk at the Norfolk and Norwich Millennium Library.
- 'Freemen and apprenticeship records', lunch-time talk at the Norfolk and Norwich Millennium Library.

Athena Teli-Drou

- Hidden gardens school holiday activity at Norwich Castle Museum and at The Archive Centre.
- Nose-Art school holiday activity at The Archive Centre.
- 'Escape and Invasion' school holiday activity at The Archive Centre.
- Group visit to The Archive Centre for Strumpshaw and District Association.

Tom Townsend

- Evening workshop about Heigham local history sources at The Archive Centre for members of the Park Lane History Group.
- Talk about historical woodland management to the Brooke Thursday Club, at Brooke.

Hannah Verge

- 'Women's Institute Year of Archives' talk to Norfolk WI members at an Autumn Federation meeting at Northrepps Village Hall.