

## Norfolk Records Committee

### Minutes of the Meeting held on 8 January 2015

#### **Present:**

##### **Norfolk County Council**

Michael Chenery of Horsburgh  
Mr P Smyth  
Mrs M Wilkinson

##### **Norwich City Council**

Mr D Bradford  
Ms D Carlo

##### **King's Lynn and West Norfolk Borough Council**

Mrs E Nockolds

##### **South Norfolk District Council**

Dr C J Kemp

##### **Broadland District Council**

Mr J Bracey

##### **Breckland Council**

Mr R Kybird

#### **Non-Voting Members**

##### **Co-Opted Member**

Mr M Begley  
Professor R Wilson

##### **Representative of the Norfolk Record Society**

Dr G A Metters

##### **Observer**

Dr V Morgan

##### **Representative of the Bishop of Norwich**

Rev'd C Read

#### **1. Apologies for Absence**

- 1.1 Apologies for absence were received from Mrs A Claussen-Reynolds, Mr R Jewson and Prof. C Rawcliffe.

#### **2. Minutes**

- 2.1 The minutes of the meeting held on 28 November 2014 were confirmed as an accurate record of the meeting and signed by the Chairman, subject to the following amendment;
- Point 5.2; The words "and had received Cabinet approval" were removed from the sentence.

#### **3. Urgent Business**

- 3.1 There was no urgent business.

#### **4. Members to Declare any Interests**

- 4.1 No interests were declared.

#### **5. Norfolk Record Office Finance and Risk Report**

- 5.1 The Committee received a report by the County Archivist which covered the forecast Norfolk Record Office budget out-turns for 2014/15.
- 5.2 It was clarified that the reduction in budgets would have an impact on the

conservation work the NRO would do. It would be necessary to restrict projects in some years to those which required less equipment and materials.

5.3 The Committee **RESOLVED**;

- To note the performance with revenue budget and reserves and provisions for 2014/15.
- To note the management of risk for 2014/15.
- To note the proposed budget savings for 2015/16 and beyond.

**6. Norfolk Record Office Service Development Report**

6.1 The Committee received a report by the County Archivist which considered the ways in which the Norfolk Record Office could develop and attract new ways of funding activities.

6.2 The Norfolk Record Office had yet to fundraise for themselves, but the Committee acknowledge that in order for fundraising to be successful, individuals would like to know what the money was going towards, for example a specific project.

6.3 It could be possible for the Norfolk Record Office to make use of funds available for equalities agenda and exhibitions for history of council estates. It could be useful to speak to other Record Offices for their experiences in this area.

6.4 It was suggested that the premises and the services on offer at the Norfolk Record Office could be used by training schemes.

6.5 It was clarified by the County Archivist that the salary offered for the position mentioned in the report would be at the appropriate level to attract the right calibre of applicant, and would go through the job evaluation process. The training would be provided with support from the National Archives.

6.6 The reserves money mentioned in the recommendations is money from the residual insurance reserve. Although it once had an intended purpose, it was no longer needed for that purpose and therefore could be used for other needs.

6.7 The Committee **RESOLVED**;

- To consider the contents of the report.
- To approve the use of £85k from reserves to support the work in the report.

**7. Norfolk Record Office Opening Hours**

7.1 The Committee received a report from the County Archivist which reviewed the impact of changes to the opening hours since April 2014.

7.2 The identified savings for the year from closing the Norfolk Record Office on a Saturday totalled £10k. This was derived from staff costs and running costs of the strong room.

7.3 It was acknowledged that the closing of the Norfolk Record Office removes the opportunity to visit for those who live furthest away.

7.4 The Committee **RESOLVED**;

- To consider the contents of the report.

- To approve the continuation of late opening on a Thursday evening.

## **8. Future Meetings**

The dates of future meetings were noted.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday 24 April 2015	10:30	Green Room, Archive Centre, NRO
Friday 19 June 2015	10:30	Green Room, Archive Centre, NRO
Friday 30 October 2015	10:30	Green Room, Archive Centre, NRO
Friday 11 December 2015	10:30	Green Room, Archive Centre, NRO

The meeting concluded at 11.35am.

**Dr C. J. Kemp, Chairman of the Committee**



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