

## Norfolk Records Committee

### Minutes of the Meeting held on 24 April 2015

#### Present:

##### Norfolk County Council

Michael Chenery of Horsbrugh

##### Norwich City Council

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 D Buck

##### Breckland Council

Mr R Kybird

#### Non-Voting Members

##### Co-Opted Member

Mr M Begley

Professor R Wilson

Professor C Rawcliffe

##### Representative of the Norfolk Record Society

Dr G A Metters

##### Representative of the Bishop of Norwich

Rev'd C Read

##### Observer

Dr V Morgan

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

- 1.1 Apologies for absence were received from Mr P Smyth, Mr J Bracey (substituted by Mr D Buck), Mrs A Claussen-Reynolds, Mr R Jewson, Mr D Bradford, Mrs M Wilkinson, Ms V Thomas and Ms K Robinson-Payne.

#### **2. Minutes**

- 2.1 The minutes of the meeting held on 8 January 2014 were confirmed as an accurate record of the meeting and signed by the Chairman.

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

- 3.1 There was no urgent business.

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

- 4.1 Mr D Busk declared an 'other' interest as he was a research student at the University of East Anglia.

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

- 5.1 The Committee received a report by the County Archivist which covered the forecast position and risk management for the Norfolk Records Committee in 2014/15 as at 28<sup>th</sup> February 2015.

- 5.2 The Committee heard that the Record Office had generated £110k income in the current financial year. However, with reduced budgets in forthcoming years, the ability to purchase documents would become limited.
- 5.3 The Committee noted that staff were to be congratulated on delivering such a great service on a reduced budget.
- 5.4 The Committee **RESOLVED**;
- To consider the performance with the revenue budget and reserves and provisions for 2014/15.
  - To consider the management of risk for 2014/15.
  - To note the approved budget for 2015/16.

## **6. Norfolk Record Office Service Performance Report**

- 6.1 The Committee received the report from the County Archivist. The report showed performance against the Service Plan for the whole year and provided more detailed information on the NRO's work from October 2014 to March 2015.
- 6.2 The County Archivist explained that work to increase the use of social media was being carried out, and it was suggested by the Committee to look at a Tumblr blog as they had a large following and created more responses.
- 6.3 Currently the NRO responds to written enquiries free of charge if the query relates to what the Record Office holds. However, they did not look into the contents of documents and for this there was a paid research service.
- 6.4 The Committee noted that the Norwich City Records project was dealing with one of the finest medieval collections in the country and possibly Europe , and that there should be some recognition for the catalogued collection.
- 6.5 The Committee suggested that District Councils should be asked for election material once they had disposed of it, as they only held it for a certain period of time.
- 6.6 The Committee **RESOLVED**;
- To consider the contents of the report.
  - To consider performance against the 2014/15 service plan.

## **7. Norfolk Record Office 2015-2016 Service Plan Report**

- 7.1 The Committee received a report from the County Archivist which provided information on the planned work of the Norfolk Record Office in the year 2015-2016. It also provided information on the long term strategy that the Record Office is adopting to develop the service over the coming years.
- 7.2 The Committee heard how the Record Office was over-subscribed with volunteers. There were role descriptions in place for projects and volunteers were matched to these.
- 7.3 The Committee **RESOLVED**;
- To consider the contents of the report.
  - To agree the adoption of the Service Plan.

## 8. Future Meetings

The dates of future meetings were noted.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
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 11.55am.

Dr C. J. Kemp, Chairman of the Committee



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