

## **Norfolk Records Committee**

### **Minutes of the Meeting held on 27 June 2014**

#### **Present:**

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

Michael Chenery of Horsbrugh  
Mr P Smyth  
Mrs M Wilkinson

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

Mr D Bradford  
Mrs J Henderson

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

Mrs E Nockolds

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

Dr C J Kemp

##### **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

#### **1. Election of Chairman**

- 1.1 Dr C J Kemp was elected Chairman for the ensuing year.

#### **2. Election of Vice-Chairman**

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

#### **3. Apologies for Absence**

- 3.1 Apologies for absence were received from Ms D Carlo (substituted by Mrs J Henderson), Mr J Bracey, Revd C Read, Professor R Wilson, Dr V Morgan, Mrs A Claussen–Reynolds, and Mr R Ginn.

#### **4. Minutes**

- 4.1 The minutes of the meeting held on 1 May 2014 were confirmed as an accurate record of the meeting and signed by the Chairman; subject to the following amendments;
- In 3.1, 'Maddox' was replaced by 'Maddock', and 'Miss Mace' was replaced with 'Miss Maddock'.
  - 10.2: Purchases under £500 would not be shown separately however they would be marked in the ascension list by an asterisk or some other note.

#### **5. Urgent Business**

- 5.1 The Chairman agreed to accept an item of urgent business to adopt the co-opted Members.

- 5.2 The Committee **RESOLVED** to adopt Mr M Begley, Professor C Rawcliffe and Professor R Wilson as co-opted members, and Dr V Morgan as observer.
- 5.3 The Chairman also agreed to accept a second item of urgent business to approve the Annual Return as required by the Accounts and Audit (England) Regulations 2011. The deadline for this was 30<sup>th</sup> June, and therefore there would not be another meeting until after the deadline.
- 5.4 During the discussion, the following point was noted;
- The Record Office did not have any petty cash and therefore this section of the return was not applicable. There was no need for petty cash as the transaction could be carried out at County Hall and an internal transfer carried out.
- 5.5 The Committee **RESOLVED** to;
- Approve the accounting statements as set out in Appendix A, section 1 and approve its signing by the Chairman.
  - Approve the Annual Governance Statement as set out in Appendix A, section 2 and approve its signing by the Chair and the County Archivist.
  - Note the internal audit report as set out in Appendix A, Section , together with the note set out at Appendix B.

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

- 6.1 No interests were declared.

## **7. Norfolk Record Office Finance and Risk Report 2013/14**

- 7.1 The Committee received a report by the County Archivist which provided information on performance against budget and risk for 2013/14 as at 31<sup>st</sup> March 2014 for the Norfolk Record Office (NRO), and included a breakdown of the 2014/15 revenue budget.
- 7.2 During the discussion, the following points were noted;
- The Revenue Budget had a £14k underspend and this was due to lower than expected cost of accommodation and the management of vacancies.
  - Heritage Lottery Fund money had been secured for the refurbishment of King's Lynn Town Hall. £1,850,000 had been given towards a project of £3 million. This would improve the access for the archives as well as developing an exhibition in the building. . It was suggested by Members that a future meeting of the Records Committee was held there to witness the developments.

The Committee **RESOLVED**

- 7.3
- To note the report.

## **8. Norfolk Record Office Policy Report**

8.1 The Committee received a report from the County Archivist which provided Members with information on a review of policy and strategy documents being undertaken by the Norfolk Record Office.

8.2 During the discussion, the following points were noted;

- Priority had been given to making the NRO catalogue available online in the first instance but as part of the service plan, it was an aim to have more images available online. Commercial contracts would play a large role in this.
- The Collection Care Policy would cover documents in any form.
- Records were selected for permanent preservation as archives on a regular basis. This meant that certain records were disposed of appropriately on a regular basis. This could mean confidential waste, offer to other counties or organisations..

8.3 The Committee **RESOLVED** to adopt the policies.

## 9. Future Meetings

The dates of future meetings were noted.

Date	Time	Venue
Friday 28 November 2014	10.30am	The Green Room, Archive Centre

The meeting concluded at 12.00pm.

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



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