

Norfolk Records Committee

Minutes of the Meeting held on 16 July 2010

Present:

Norfolk County Council

Mr D Murphy
Mr R Rockcliffe
Dr F Williamson

North Norfolk District Council

Mrs V Gay

Breckland District Council

Mr P Duigan

Norwich City Council

Mr S Jeraj

Great Yarmouth Borough Council

Mrs M Coleman

South Norfolk District Council

Dr C J Kemp

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

Broadland District Council

Mrs S Hayes

Non-Voting Members

Co-Opted Member

Prof. C Rawcliffe

Representative of the Bishop of Norwich

Revd C Read

Officers Present:

Dr John Alban
Susan Maddock
Jennifer Holland

John Perrott
Nicholas Sellwood
Yuki Uchida

Others Present by Invitation:

Amy Beeson, Development Manager for Archives for the 21st Century, The Museums, Libraries and Archives Council/ The National Archives (MLA/TNA).

David Prior, Assistant Clerk of the Parliamentary Archives

Members attended a training session/presentation on Risk Management prior to the commencement of the meeting.

1. Apologies for Absence

Apologies for absence were received from Mr M Begley, Mr J Bracey – Mrs S Hayes substituted, Dr G A Metters, Mr P Offord, Mr R Jewson, Dr V Morgan and Prof. R Wilson.

2 Election of Chairman

Mr Derrick Murphy was elected Chairman of the Norfolk Records Committee for the ensuing year.

3 Election of Vice-Chairman

Mrs Elizabeth Nockolds, King's Lynn and West Norfolk Borough Council, was elected Vice-Chairman of the Norfolk Records Committee for the ensuing year.

4 Minutes

The minutes of the meeting held on 23 April 2010 were confirmed by the Committee and signed by the Chairman.

5 Matters of Urgent Business

There were no items of urgent business.

6 Declarations of Interest

There were no declarations of interest.

7 Archives for the 21st Century

7.1 The Chairman welcomed Amy Beeson, Development Manager for Archives for the 21st Century, The Museums, Libraries and Archives Council/The National Archives (MLA/TNA), to the meeting and asked her to provide a brief summary of the Command Paper, *Archives for the 21st Century* and its action plan, *Archives for the 21st Century in Action*.

7.2 During the summary, the following points were noted:

- Norfolk was already delivering the actions contained within the action plan and Amy asked the Committee to let her know of any gaps, where more could be done and where her support could be given.
- MLA/TNA were currently scoping possibilities for an archives accreditation scheme.
- A copy of the booklets entitled *Archives in the 21st Century* and *Archives in the 21st Century in Action* could be obtained from Amy Beeson. The booklets are also available to view by using the following link:
<http://www.nationalarchives.gov.uk/information-management/policies/archives-century.htm>
- More general information could be obtained from the website at:
<http://www.nationalarchives.gov.uk/>
- Mr Duigan stated that the Norfolk Record Office were keen to place their archive facility on-line. However, Norfolk currently has a poor broadband reception and we would look to the National Government and, in particular, the Department, for support in getting a decent broadband facility for Norfolk which would allow the Record Office to offer a comprehensive on-line service.

7.3 The following comments were raised by the Committee:

- Mrs Nockolds thanked Amy for the interesting presentation and stated that

partnership working was an excellent idea, since it was very important to promote the work of record offices around the county.

- A way to promote the work of The Archive Centre was to work with potential partners, eg tourism and schools, in order to promote school visits.
- Norfolk Record Office had formed an integral part of the Norfolk Olympiad offer for the 2012 Olympic games in conjunction with Norfolk Arts Forum, Museums Service, Theatre Royal amongst others. It was hoped to promote The Archive Centre to raise awareness of their opening hours and the sorts of records they held, etc.
- The *Norfolk: Connecting with Communities* exhibition, held in the Long Gallery at The Archive Centre between January and March 2010, the focal point of which had been the loan of the first Act of Parliament in the Parliamentary Archives (an Act for regulating Apprentices in the Worsted trade in the County of Norfolk, 1497), had generated some excellent publicity for the Norfolk Record Office.
- The Norfolk Record Office was considering producing a series of booklets promoting its work, entitled 'English History from Norfolk Sources'. Any money raised from sales of the booklet would go to support The Archive Centre.
- The excellent relationship between officers at Norfolk County Council and Members of the Committee was acknowledged and also the fact that all Members of the Committee were interested in the subject.
- Norfolk has an excellent Record Office and its work/exhibitions should be promoted at every opportunity.
- Archives were considered a tool for social inclusion, as demonstrated by the Record Office's projects and exhibitions on, for example, refugees in Norfolk and the abolition of slave trade, which had also served as invaluable means for promoting The Archive Centre and the Record Office.
- The District Councils and the County Council all worked well together and had already shown some significant efficiency savings, although it was noted that further savings were likely to be required during the coming year.
- The Borough Council of King's Lynn and West Norfolk has an excellent archive. It was hoped that the Red Register of Lynn (currently on exhibition at The Archive Centre) and the medieval records of the Great Hospital in Norwich would be considered by UNESCO for inclusion in their UK Register of the Memory of the World in 2011.

- Podcasts giving information on archives and case studies will be available on the *Archives for the 21st Century* website in the near future. The Committee wished for it to be noted that Broadband provision in rural areas of Norfolk was minimal and careful consideration needed to be given to how people with difficulties obtaining Broadband could access these services.
- The Committee asked Amy to express its views that it would be a false economy if 2011 were the last year in which a national census would be taken.

The Chairman thanked Amy for attending and said that it was very heartening to hear Norfolk was considered a flagship Archive service by TNA and MLA.

8 The Norfolk Record Office's Conservation Unit as a Training Centre

- 8.1 A presentation was given by Nicholas Sellwood, Senior Conservator on the work of the Conservation Unit as a major centre for training in archive conservation. A copy of the presentation is attached at Annex A.
- 8.2 The Committee noted the excellent work of the Conservation Unit and the great opportunities it provided.
- 8.3 The Committee also viewed some of the work undertaken by Yuki Uchida, Conservator in the Conservation Unit, which was on display after the meeting.

9 Accounts Approval and Urgent Business Sub-Committee

- 9.1 The annexed report (9) by the Head of Democratic Services was received. The report requested the Committee to appoint four Members on to the Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee.
- 9.2 **Resolved:**

The following Members were appointed to the Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee:

- Mr Derrick Murphy, Norfolk County Council
- Mr Richard Rockcliffe, Norfolk County Council
- Dr C Kemp, South Norfolk District Council
- Mr Philip Duigan, Breckland District Council

10 Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee

- 10.1 The annexed report (10) by the Director of Community Services was received. This report gave an account of the Norfolk Records Committee Accounts Approval and Urgent Business Sub-Committee meeting held on 24 June 2010.
- 10.2 **Resolved**

- To note the report.

11 Audit of the Statement of Accounts 2008-09

11.1 The annexed report (11) by the Head of Finance was received. This report detailed the outcome of the audit of the 2008-09 Statements of Accounts by the Audit Commission.

11.2 Resolved

- To note the report.

12 Norfolk Record Office – Performance and Budget Year-end Report 2009/10

12.1 The annexed report (12) by the County Archivist was received. This report provided a summary of performance against service plans and budget out-turns for 2009/10 for the Norfolk Record Office (NRO).

12.2 Resolved

- To note the report.

13 Date and Time of Next Meeting

13.1 The next meeting of the Norfolk Records Committee will take place at 10.30am on Friday 26 November 2010 in the Green Room, The Archive Centre.

The Chairman thanked everyone for attending.

The meeting ended at 11:30 a.m.

Mr D Murphy, Chairman



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Conservation Training

Nick Sellwood
Senior Conservator

- Tours
- Document handling
- Volunteers
- SHARE
- University of the Arts London, Camberwell
- ICON (Institute of Conservation)
- Society of Archivists (Archives and Records Association)

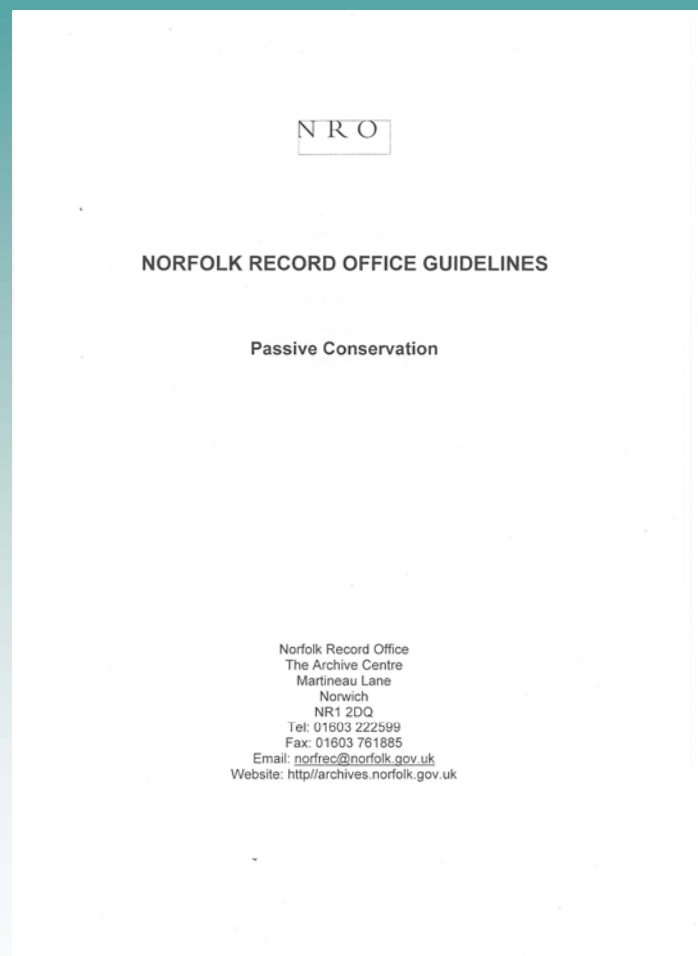


Tours

- 73 visits to studio in the last year.
- Schools, W.I.s, PROBUS, Heritage open days, local history groups, Parliamentary Detectives, Members, conservation students and conservators from other institutions.

Document handling

- All new starters to the Record Office.
- Passive conservation guidelines.
- Introduction to preservation and packaging.



Norfolk Record Office
The Archive Centre
Martineau Lane
Norwich
NR1 2DQ
Tel: 01603 222599
Fax: 01603 761885
Email: norrec@norfolk.gov.uk
Website: <http://archives.norfolk.gov.uk>

Volunteers

- All undertake document handling.
- Each volunteer is trained as their abilities and interests allow.
- Training museum volunteers.



SHARE

- Support, help and advice from Renaissance East of England
- SHARE is a Renaissance funded project to improve collections in the East of England.
- SHARE is a flexible framework which enables the sharing of time, expertise and resources across museums in the East of England.
- SHARE creates the means for people to find practical solutions to common concerns by building on strong partnership and developing mutual interest.



University of the Arts London, Camberwell



- Rachel Greenwood
- Paper conservation
- Book conservation
- Work placements
- Future plans



ICON Conservation technician qualification

- A qualification recognised by leading employers and promoted by the national professional body.
- A flexible structure which allows units to be taken individually or combined to fit in with pattern of working.
- Equivalent to A-level, NVQ 3 and national diploma.



Society of Archivists' Conservators' training scheme



- National scheme
- Running for 40 years
- Post-fire knowledge
- Professional development
- Instructors

