

Norfolk Records Committee

Minutes of the Meeting held on 22 April 2016

Present:

Norfolk County Council

Michael Chenery of Horsbrugh

Norwich City Council

Ms J Henderson

Ms C Herries

Broadland District Council

Mr S Dunn

South Norfolk District Council

Borough Council of King's Lynn and West Norfolk

Mrs E Nockolds

Breckland Council

Mr P Duigan

Non-Voting Members

Co-Opted Member

Mr M Begley

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 Mr D Buck (substituted by Mr S Dunn), Mr C Kemp, Ms V Thomas, Prof. R Wilson, Mr P Smyth, Ms D Carlo (substituted by Ms J Henderson) and Mr R Jewson.

2. Minutes

- 2.1 The minutes of the meeting held on 7 January 2016 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 There was no interests declared.

5. Finance and Risk Report

- 5.1 The Committee received the annexed report (5) from the Executive Director of Communities and Environmental services which covered the forecast position and risk management for the Norfolk Records Committee as at 29th February 2016.

- 5.2 The Committee, having considered the report, **RESOLVED** to;
- Note the performance with the revenue budget and reserves and provisions for 2015/16.
 - Note the management of risk for 2015/16.
 - Note the proposed budget savings for 2015/16 and beyond.

6. Performance Report

- 6.1 The Committee received the annexed report (6) from the Executive Director of Communities and Environmental Services which provided information on the activities of the Norfolk Record Office (NRO) and its performance against its service plan during the period between 1 October 2015 and 31 March 2016.
- 6.2 It was reported that the conference was well attended from all over the County. For future note, it would be beneficial to have one arranged in Kings Lynn.
- 6.3 It was noted that there had been a slight amendment to the plans for the building works to accommodate the registration service. A central desk in the search room was no longer needed. The Committee noted that there was an excellent service provided by the search room staff.
- 6.4 A short discussion was held regarding the etiquette of the searchroom. The improvement which were due to be made to the Archive Centre such as the glass box and the informal corridor would help reduce loud conversations.

It was agreed that this minute be amended and was corrected at the committee meeting on 1st July 2016. Please view the minutes of that meeting in order to note the correction made.

- 6.5 #Thanks and appreciation were given to the Norfolk Record Office for the work carried out on the Norwich City cataloguing project and on behalf of Kings Lynn Borough Council for the work at Town Hall with the new Record Office. #
- 6.6 The Committee, having considered the report, **RESOLVED** to;
- Note the performance against the 2015/16 service plan and comment accordingly.

7. Service Plan 2016-17

- 7.1 The Committee received the annexed report (7) by the Executive Director of Communities and Environmental services which provided information on the Norfolk Record Office (NRO) Service Plan for 2016.
- 7.2 The Committee, having considered the report, **RESOLVED** to;
- Note the contents of the report.
 - Approve to adopt the service plan for 2016-2017.

8. Future Meetings

The dates of future meetings were noted.

Date	Time	Venue
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Friday 1 July 2016	10:30am	King's Lynn Record Office, Town Hall
Friday 28 October 2016	10:30am	Green Room, Archive Centre, NRO

The meeting concluded at 11.35am.

Dr C. J. Kemp, Chairman of the Committee



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