



Norfolk Record Office

NORFOLK RECORDS COMMITTEE

Date: **Friday, 27 October 2023**
Time: **10:30am**
Venue: **Council Chamber, County Hall, Martineau Lane,
Norwich NR1 2DH**

Membership

Cllr Michael Chenery of Horsbrugh		Norfolk County Council
Cllr Robert Kybird		Breckland District Council
Cllr Sue Sands		Norwich City Council
Cllr Kathryn Cross	<i>Substitute: vacancy</i>	South Norfolk District Council
Cllr Phillip Duigan		Norfolk County Council
Cllr Saul Penfold	<i>Substitute; Cllr Liz Withington</i>	North Norfolk District Council
Cllr Simon Ring		King's Lynn & West Norfolk Borough Council
Cllr Jo Bailey	<i>Substitute: Grant Nurden</i>	Broadland District Council
Cllr Alison Birmingham		Norfolk County Council
Cllr Rachel Everett		Norwich City Council
Cllr Michael Jeal		Great Yarmouth Borough Council
Cllr Ben Price	<i>Substitute: Cllr Marion Maxwell</i>	Norwich City Council

Non-Voting Members

Vacancy	Co-opted Member
Lady Dannatt	<i>Custos Rotulorum</i>
Dr G. Alan Metters	Representative of the Norfolk Record Society
Dr Victor Morgan	Observer
Prof. Carole Rawcliffe	Co-Opted Member
Rev. Charles Read	Representative of the Bishop of Norwich
Mr Alan Steynor	Co-opted Member

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Laine Tisdall on 01603 222053
or email committees@norfolk.gov.uk

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

We also welcome attendance in person, but public seating is limited, so if you wish to attend please indicate in advance by emailing committees@norfolk.gov.uk

Current practice for respiratory infections requests that we still ask everyone attending to maintain good hand and respiratory hygiene and, at times of high prevalence and in busy areas, please consider wearing a face covering.

Please stay at home if you are unwell, have tested positive for COVID 19, have symptoms of a respiratory infection or if you are a close contact of a positive COVID 19 case. This will help make the event safe for attendees and limit the transmission of respiratory infections including COVID-19.

A g e n d a

1. To receive apologies and details of any substitute members attending.

2 Minutes

To confirm the minutes of the meeting of the Norfolk Records Committee held on 28 July 2023

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3 Members to Declare any Interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends

- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare an interest but can speak and vote on the matter.

District Council representatives will be bound by their own District Council Code of Conduct.

4	Finance and Risk Report by the Director of Culture and Heritage	Page 8
5	Norfolk Records Performance Report Report by the Director of Culture and Heritage	Page 16
6	Future Meetings:	
	2 February 2024	10.30 am
	19 April 2024	10.30 am

**Tom McCabe
Chief Executive
County Hall
Martineau Lane
Norwich
NR1 2DH**

Date Agenda Published: 19 October 2023.



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Norfolk Records Committee

Minutes of the Meeting held on 28 July 2023 at 10.30 am at County Hall Norwich

Present:

Norfolk County Council

Cllr Michael Chenery of Horsbrugh (elected Chair)

Cllr A Birmingham

Cllr P Duigan

North Norfolk District Council

Cllr S Penfold

Borough Council of King's Lynn and West Norfolk

Cllr S Ring

South Norfolk District Council

Cllr K Cross

Broadland District Council

Cllr G Nurden

Breckland District Council

Cllr R Kybird (elected Vice-Chair)

Non-Voting Members

Observer

Dr G Morgan

Representative of the Norfolk Record Society

Dr G A Metters

1 To receive apologies and details of any substitute members attending

1.1 Apologies for absence were received from Cllr Ben Price, Lady Dannatt, Cllr M Jeal, Cllr S Sands, Rev'd C Read, Prof. C Rawcliffe and Mr A Steynor.

2. Election of Chair

2.1 Cllr Michael Chenery of Horsbrugh was duly elected for the ensuing year.

(Cllr Michael Chenery of Horsbrugh in the Chair)

2.2 The Chair welcomed those new Members who were attending their first meeting of the Records Committee.

2.3 The Chair agreed that the Committee should consider item 7 on the agenda before item 6, to enable new Members to better understand the mission of the Norfolk Record Office (NRO), and how it looked to meet its long-term aims, before they considered the risks that the NRO faced. *(For ease of reference, the minutes record agenda items in the order they appear on the agenda).*

3. Election of Vice-Chair

3.1 Cllr R Kybird was duly elected Vice-Chair for the ensuing year.

4 Minutes

4.1 The minutes of the meeting held on 14 April 2023 were confirmed as an accurate record of the meeting and signed by the Chair.

5 Declarations of Interest

- 5.1 The Chair declared an “other interest” as a trustee of NORAH (Norfolk Archives and Heritage Development Foundation).

6 Finance and Risk

- 6.1 The Committee received a report that covered the Norwich Record Office revenue budget for 2023/24, capital programme and reserves and provisions and gave an update on the service risk register.

- 6.2 The following points were discussed and noted:

- The Record Office was currently forecast to achieve a balanced budget position.
- The Risk Register contained six key risks: one had a risk rating of red, four were amber and one was green.
- All the risks on the register were core risks and some remained long-term risks. The risk scores changed depending on the perceived level of risk at a point in time.
- The risk entitled “discoverability of catalogue records did not always meet user needs” (RM14345) was being mitigated against by collaboration with a student undertaking a PhD at the UEA. The collaboration centred on the opportunity the PhD research offered the Norfolk Record Office for the generation of metadata.
- The risk entitled “the collection at risk through unexpected events” (RM14167) had a green risk rating, however, it remained on the register because this important risk needed to be continually managed.
- The County Archivist explained the NRO staffing structure which comprised of 20.5 FTEs. The impact that staffing reductions had had in recent years on the NRO exhibition programme was documented in the minutes of previous meetings.
- It was noted that user expectations regarding access to archives was continually evolving and this was recognised in the risk scores.

- 6.3 The Committee **CONSIDERED** and **COMMENTED** on:

1. Forecast position of the revenue budget, capital programme, reserves and provisions.

2. Management of risk for 2023/24.

7 Norfolk Record Office Service Plan

- 7.1 The Committee received a report that introduced the mission of the Norfolk Record Office (NRO) and how it sets out to advance these through a set of long-term aims. The report also provided details of the 2023-24 NRO Service Plan.

The following points were discussed and noted:

- It was noted that approximately 20 cubic metres of accessions were received each year, with new accessions received most days from a wide range of individuals and organisations.
- There was no age restriction on the records that could be deposited with the

NRO.

- It was suggested that records about the recent coronation of King Charles should be deposited with the NRO at an early date.
- There were estimated to be some 10 million documents in the NRO, the earliest of which dated back to the 11th century.
- Members of the Records Committee were welcome to undertake a tour of the NRO after the meeting or later by request.
- The County Archivist explained the set of objectives and benefits for addressing the NRO's digital storage needs and how these were being developed along with the benefits they would deliver.
- The NRO made extensive use of metadata for cataloguing purposes.
- In reply to questions, it was pointed out that work on the migration and collection of metadata to improve its long-term sustainability and future use continued to take place. One of the advantages of the NRO complying with metadata standards was the sharing of data on the National Archives Discovery Catalogue which acted as a national portal.
- It was pointed out that the NRO had greatly increased its income generation in recent years. The NRO generated around a third of its running costs through the charges it provided for its services. This income came from the issue of certified copies of birth death and marriage certificates, with additional income coming from licencing of images for online use, sale of conservation service and archive boxes, archival storage and project work.
- The County Archivist explained the wide range of work that continued to be done to make the Norfolk Record Office more accessible to new audiences.
- Educational outreach activities were run for adults, and activities were run for schools =.
- The Norfolk Record Office continued to develop the Change Minds project across the UK in conjunction with the Restoration Trust. The Change Minds project had been shown to have a qualitative impact on mental wellbeing.
- It was noted that NORAH (Norfolk Archives and Heritage Development Foundation) raised money from public appeals and from Government sources which were not available to the NRO. NORAH did not collect or preserve any records itself, however it did raise funds, and distributed them to support the NRO, and other organisations who did the preserving and provision of access. Previous beneficiaries, in addition to the NRO, included Girlguiding Norfolk's Archive Resource Centre and the Norfolk Heritage Centre. NORAH also held an interesting wide range of events for members of the Norfolk Archives Supporter Scheme which it maintained.

7.2 The Committee CONSIDERED and COMMENTED on the contents of the report and the proposed service plans and APPROVES the adoption of the Service Plan for 2023/24.

8 Concluding Remarks and Dates of Future Meetings

8.1 At the end of the meeting the Committee noted the following:

- Cllr Robert Kybird said that he had recently attended Hampton Court for a blue plaque unveiling for the Princess Sophia Duleep Singh, the daughter of the last Maharajah of the Punjab and goddaughter to Queen Victoria. Princess Sophia had been commemorated with a blue plaque by English Heritage. The plaque would mark Faraday House, which had been granted to Princess Sophia and her sisters as a grace and favour apartment in

Hampton Court by Queen Victoria. Princess Sophia had historical links with the Ancient House Museum in Thetford and had been a great campaigner for women's suffrage.

- It was noted that on 29 September 2023 there would be a series of lectures held at the NRO about the connections between Norfolk and the low countries from the 14th to the 17th centuries; Members of the Records Committee were welcome to attend.
- The Committee placed on record thanks to Tim Shaw, Committee Officer, who would shortly be retiring from the County Council. Tim was attending his last meeting of the Committee after serving as Committee Officer to the Record Committee for many years.

8.2 The dates of future meetings were noted:

27 October 2023	10.30 am
2 February 2024	10.30 am
19 April 2024	10.30 am

The meeting concluded at 12.10 pm

Cllr Michael Chenery of Horsbrugh, Chair of the Committee



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Norfolk Records Committee

Item No:4

Decision making report title:	Finance and Risk
Date of meeting:	27 October 2023
Responsible Cabinet Member:	Councillor Margaret Dewsbury (Cabinet Member for Communities and Partnerships)
Responsible Director:	Steve Miller (Director of Culture and Heritage)
Is this a key decision?	No

Executive Summary

This report covers the NRO revenue budget for 2023/24, capital programme and reserves and provisions. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service is forecasting a balanced position.
- Progress with risk management for NRO.

Recommendations:

The Norfolk Records Committee is asked to consider and comment on:

- 1. Forecast position of the revenue budget, reserves and provisions**
- 2. Management of risk for 2023/24**

1. Revenue Budget

- 1.1. The budget for 2023/24 is £696,040 and is summarised in the table below. Within this budget a £27,000 saving. These have been identified as coming from staff savings which have been achieved through management of staff vacancies and a reduction in searchroom opening hours.

Service	Current budget £	2023/24 forecast Outturn £	Forecast +Over/ Underspend £
Salary	819,400	819,400	0
Premises	4,470	4,470	0
Travel	2,250	2,250	0
Supplies & Services	48,340	48,340	0
Support Services	1,470	1,470	0
Capital	318,580	318,580	0
Income			
Grant Income	(56,290)	(56,290)	0
Sales fees and Charges	(250,450)	(250,450)	0
Other Income	(191,730)	(191,730)	0
Total	696,040	696,040	0

- 1.3. We are currently forecasting a nil over / under-spend on the 2023/24 revenue budget.

2. Reserves and Provisions

2.1. The table summarising the position appears below.

Reserves and Provisions	Balances at 01 Apr 23	Forecast Balance at 31 Mar 24	Planned Change
	£	£	£
Norfolk Record Office			
Residual Insurance and Lottery Bids	80,886	80,886	0
Unspent Grants & Contributions Reserve	29,191	29,191	0
Service Total	110,077	110,077	0

3. Risk Management

- 3.1. The Service continues to manage the risks to its objectives both internal and external. The Risk Register is reviewed and updated on a quarterly basis and was last reported to this Committee at the previous meeting. A summary of the Risk Register based on the most recent reviews appears at Appendix A. All risks are being well managed.
- 3.2. The Register contains six key risks: one has a red current risk rating, four amber and one green. The latter (RM14167) relates to emergency planning and is kept on the risk register to highlight its importance.
- 3.3. The red rated risk (RM13959) relates to a loss or reduction of funding, including that from income generation which accounts for around 30% of the service's funding. Measures have been introduced ensure that this income generation is maintained and, where possible, increased. This leaves a residual risk for the year rated as amber.
- 3.4. The green risk (RM 14167), relating to emergency preparedness is kept on the risk register because of the nature of the service.
- 3.5. The remaining risks are rated as amber

4. Issues, risks and innovation

- 4.1. Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

5. Background

5.1. There are no other documents to refer to.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Finance Business Partner **Tel No. :** 01603 306305

Email address : thomas.galer@norfolk.gov.uk

Officer name : Gary Tuson, County Archivist **Tel No. :** 01603 222003

Email address : gary.tuson@norfolk.gov.uk



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Appendix: NRO Risk Register

Risk Number	RM13959		Date of update		29 September 2023					
Risk Name	Loss of or reduction in funding/income generation means that there are insufficient									
Risk Owner	Gary Tuson		Date entered on risk register		31 March 2009					
Risk Description										
Loss of or reduction in levels of external funding could lead to a reduced capacity to deliver the service and generate income, meet legal targets for provision of services, and infringe National										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
5	5	25	5	4	20	4	3	12	Apr-24	Amber
Tasks to mitigate the risk										
Review of charges in autumn 2023										
Progress update										
Metadata live on one family history website in Nov 2022. Another to go live in autumn 2023 Links added to NRO catalogue pages										

Risk Number	RM13963		Date of update		29 September 2023					
Risk Name	Inability to continue collecting archives									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	3	6	4	3	12	3	4	12	Mar-27	Amber
Tasks to mitigate the risk										
Capital bid to be completed										
Progress update										
Collections survey and data analysis complete Options appraisal presented to Records Committee on 14 April 2023.										

Risk Number	RM14165		Date of update		17 March 2023					
Risk Name	Failure to collect, preserve and make accessible new formats of archive									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	3	5	15	2	5	10	Mar-24	Amber
Tasks to mitigate the risk										
Proceedures and tools in place to enable digital deposits to be ingested and managed										
Progress update										
Staff training continuing.										

Risk Number	RM14167		Date of update		29 September 2023					
Risk Name	Collection at risk through unexpected events									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
1	5	5	1	5	5	1	5	5	Dec-23	Green
Tasks to mitigate the risk										
Disaster / emergency plan training to be rolled out										
Progress update										
New starters at Record Office trained in Emergency Plan procedures. Staff refresher courses autumn 2023.										

Risk Number	RM14345		Date of update		29 September 2023					
Risk Name	Discoverability of catalogue records does not always meet user needs									
Risk Owner	Gary Tuson		Date entered on risk register		21 September 2022					
Risk Description										
Catalogue data is created in line with archive standards but many users require lower level data (names, places, subjects etc.)										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Mar-24	Amber
Tasks to mitigate the risk										
Volunteer projects generating metadata										
Progress update										
Progress ongoing in all mitigation areas.										

Risk Number	RM14346		Date of update		29 September 2023					
Risk Name	Extent of catalogue as barrier to discovery									
Risk Owner	Gary Tuson		Date entered on risk register		21 September 2022					
Risk Description										
As more data is added to the catalogue there is a risk that users will not have the skills required to sort and search data										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Dec-24	Amber
Tasks to mitigate the risk										
Training and instruction provided in the forms of training videos available online and in-person training										
Progress update										
Staff training to support public using new PCs in searchroom which enable onsite browsing of images										

Risk Number	RM13959		Date of update	29 September 2023						
Risk Name	Loss of or reduction in funding/income generation means that there are insufficient staff to operate public remote services.									
Risk Owner	Gary Tuson		Date entered on risk register	31 March 2009						
Risk Description										
Loss of or reduction in levels of external funding could lead to a reduced capacity to deliver the service and generate income, meet legal targets for provision of services, and infringe National Lottery Heritage Fund conditions of grant.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
5	5	25	5	4	20	4	3	12	Apr-24	Amber
Tasks to mitigate the risk										
Review of charges in autumn 2023										
Progress update										
Metadata live on one family history website in Nov 2022. Another to go live in autumn 2023 Links added to NRO catalogue pages										

Risk Number	RM13963		Date of update	29 September 2023						
Risk Name	Inability to continue collecting archives									
Risk Owner	Gary Tuson		Date entered on risk register	27 February 2014						
Risk Description										
The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more efficient but this is not a long term solution. There is also the risk that actions to rationalise storage elsewhere in the council will lead to an increased rate of deposit in the NRO.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	3	6	4	3	12	3	4	12	Mar-27	Amber
Tasks to mitigate the risk										
Capital bid to be completed										
Progress update										
Collections survey and data analysis complete Options appraisal presented to Records Committee on 14 April 2023.										

Norfolk Records Committee

Item No:5

Report Title: Performance Report

Date of Meeting: 27 October 2023

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Steve Miller, Director of Culture and Heritage

Is this a Key Decision? No

Executive Summary / Introduction from Cabinet Member

Recommendations:

That the Committee:

- 1. Note the contents of the report.**
- 2. Comment accordingly**

1. Background and Purpose

1.1 This report outlines delivery of Norfolk Record Office (NRO) services and improvements made between 1 April and 30 September 2023.

2. Evidence and Reasons for Decision

Aim A: Enable New Audiences to Benefit from the Use of Archives

The latest programme of events has included:

- 2.1. In May, the NRO hosted an event looking at the life and background of Julian of Norwich as part of the celebrations to mark the 650th anniversary of her 'showings' or visions. The event included two talks, one by a local historian and the other by a member of the Friends Julian alongside a display of documents held by the Record Office.
- 2.2. Nine students took part in our Working in a Heritage Environment Day, to provide work experience for those interested in joining the profession in the future. Throughout the day the young people worked with a bundle of

18th century documents containing cures and recipes which they catalogued, transcribed and photographed. In addition, they also tried their hands at map cleaning and wrote about their experiences for NRO's social media channels.

- 2.3. NRO ran four events for this year's Heritage Open Days. Tailoring sessions to the theme 'Creativity Unwrapped' staff ran an online Mindful Monday session, enabling people to colour facsimiles of our documents, an archive ambulation comparing the landscape of Norwich today with drawings from the archives. In addition, staff gave a talk at the Forum looking at the creative process of surveying and producing some of the maps in our collection and a 'Skills with Quills' workshop to help people create illuminated parchment bookmarks, by taking inspiration from material held within the NRO.
- 2.4. In September, in partnership with NorAH (Norfolk Archives and Heritage Development Foundation) and the Norfolk Record Society, the NRO hosted the Norfolk and the Low Countries conference. The Conference featured six presentations on Norfolk's links to the low countries from 14th to 17th centuries. This event was free to members of NorAH's Supporter Scheme and the Record Society. It delivered as hybrid event with people able to attend in-person and online. The event was fully booked with a total of 46 people attended.

Scaling Up Change Minds

- 2.5. A total of 9 young people took part in the 12-session Change Minds project run in King's Lynn as part of Scaling Up Change Minds. Participants were recruited through partners who recommended attendance to their clients as a means of improving their mental wellbeing. Six came from College of West Anglia, one from a local mental health trust, and two from youth groups. Participants carried out research, visited the NRO in Norwich and then produced creative responses to their learning. The latter was featured in a display case in the Stories of Lynn exhibition and featured as part of Heritage Open Days. Funding for the project was provided from the National Lottery Heritage Fund and NorAH.
- 2.6. Evaluation of the project was positive with good feedback from both participants and their parents.
- 2.7. As part of the project, an iteration of Change Minds is currently running at Dundee University. In January, another iteration is due to start in Bristol.

Volunteers

- 2.8. To help with collection preparation, a Volunteer Archive Packaging Group has been formed. Currently they are working on Churches Trust record and have completed 31 boxes of record. This involves removing ferrous fastenings, putting the papers into archive-quality folders and re-boxing them into standard-sized boxes to make best use of strongroom space.
- 2.9. In June during Volunteers Week, an event was held in the Green Room to celebrate our volunteers. The occasion was used to both thank volunteers for the contribution they make and to showcase our volunteer projects to members of the public. Further to this, in September, twenty volunteers visited the Holkham archives.

Aim B: Ensure Archives are Accessible Now and in the Future

Opening Hours

- 2.10. In April, the NRO began a six-month trial of opening on a Friday with a restricted service with all documents requiring advance booking. This enables the searchroom to run on minimal staffing.
- 2.11. A review of Friday opening has been undertaken and this shows that the searchroom has received an average of 3 visitor on a Friday (as opposed to 12.3 from Tuesday to Thursday when a full service is on offer).
- 2.12. One of the motives for opening on a Friday in this way was to enable academics visiting Norfolk to have increased access. Feedback from such users is that they find the existing Friday arrangements extremely helpful and might not be able to justify their trip to Norfolk without it.
- 2.13. Therefore, the Friday arrangements will continue beyond the trial period.

Conservation and Preservation

- 2.14. Conservation work has included NorAH funded work on two documents relating to Eccles (by the Sea). The money was raised in memory of

David Stannard, one of NorAH's founding trustees. These documents were classed as unfit for production in the searchroom. The completed work will be displayed in the Long Gallery.

- Rental for manors of Eccles next the Sea, Repps with Bastwick, Oby and Thurne, 1486-1486. (Ref EVL 673)
- Two folders of papers and deeds relating to the 'Eccles wreck'. Includes a deed of Inquisition at Eccles before the sheriff of Norfolk, Robert Hereward, dated 33 Ed I. [1305] re the right of 'wreck' and the manor of Eccles (next the Sea) and a related letter signed by the Duke of Suffolk and Elizabeth of York (late 15th c), as to ownership. (Ref HNR 723/1a)

Accessions

2.15. During this period there have been 120 accessions. A full list of accessions is included as an appendix. Where purchases were made, these were supported by a £2100 grant from NorAH.

2.16. Highlights include:

- Sketchbook of Hilda Zigomala (nee North) of Rougham Hall, Norfolk, Jan 1885 (ACC 2023/44)
- Papers of Ken Tunstall-Turner, shoe designer, c 1968-1974 (ACC 2023/42)
- Design portfolios of Helen Hoyte for Claxton Opera productions, 1979-1999 (ACC 2023/86 and ACC 2023/102)
- Minutes of Swaffham Town Council, 1928-2021 (ACC 2023/110)
- Records of Broadland District Council, 1955-2014 (ACC 2023/94)

Aim D: Enable Norfolk Record Office to Continue Receiving Accessions

2.17. A capital funding bid is currently being prepared. This includes provision to extend storage capacity in the short term to enable the start of construction in 2027.

Aim E: Support Norfolk's Archive Ecology

2.18. In April, the NRO organized and took part in the NorAH Community Archives Fair at the Forum. Ten community archives joined the Norfolk

Record Society, NRO and NorAH to run stalls during the day-long event. The NRO stand was visited by nearly 300 people.

Aim F: Provide an Environmentally and Economically Sustainable Archive Service

- 2.19. The NRO is a primary partner in the *Norfolk Archaeological Trust: Its Centenary and Beyond* project. Funded by the National Lottery Heritage Fund, the NRO is employing an archivist to catalogue the archive of the Norfolk Archaeological Trust (NAT), which is held by the NRO, and to curate an exhibition which will be hosted at The Archive Centre in Norwich from late January 2024 onwards. The exhibition will focus on the work of NAT, its sites, and the challenges it faces in the future.

Norfolk Archives and Heritage Development Foundation (NorAH)

- 2.20. Following a recruitment process, three new trustees have been recruited to NorAH: Geoff Doggett, Helen Green and India Sowe. These new trustees bring skills in fundraising, marketing and community youth work.
- 2.21. Membership of the NorAH Supporters Scheme continues to grow. One of the benefits that Supporters receive is an invitation to special events. In the summer Supporters visited the archives at the John Innes Centre in Norwich.

Staff Development

- 2.22. The NRO secured funding from the Archives and Records Association for the Remote and Support Services Manager to complete the Records Management at Dundee University by distance learning.

Equality Impact Assessment (EqIA) (this must be included):

It is not envisaged that there will be any adverse impacts from these proposals.

Data Protection Impact Assessments (DPIA):

No data defined as special category data under the UK GDPR which relates to living people is included in the work detailed in this report. Information about a deceased person does not constitute personal data and therefore is not subject to the UK GDPR.

3. Recommendations

- 1. Note the contents of the report.**
- 2. Comment accordingly**

Officer Contact

If you have any questions about matters contained within this paper, please contact:

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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix

Norfolk Record Office Accession, 1 April to 30 September 2023

* = purchased

Hopton on Sea Parish Council addl records	1995-2020	ACC 2023/1
Election campaign posters and other papers	1878-1979	ACC 2023/2
Photograph of Wymondham Casuals Cricket Club, with names	nd [? 1960s]	ACC 2023/4
Norwich Labour Party archives addl: Papers of Bernard Smith	1966-2010	ACC 2023/3
Book of condolence for HM Queen Elizabeth II	2022	ACC 2023/5
Additional church surveys relating to the churches of St Mary's, Middleton and St George's, South Acre	2021-2022	ACC 2023/6
Additional Wood Dalling Ecclesiastical Parish records	1880-1976	ACC 2023/7
Norfolk Title Deeds purchased from Keys Auction May 2022	1577-1930	ACC 2023/8
Briningham Parish Council	1946-2023	ACC 2023/9
Records of the Shepherd family, farmers of Erpingham, Banningham, and Tunstead	1777-1840	ACC 2023/10
Additional AGM minutes and other records of the Cromer Society	1987-2018	ACC 2023/11
Records of W.F. Smith & Co (solicitors) of Watton	1620-19th century	ACC 2023/12
Norfolk County Council, Valuation and Estates Department	1970s-1990s	ACC 2023/13
Manorial Court Books for Grimston Rectory and Walsoken	1802-1925	ACC 2023/14 *
Norfolk Lawn Tennis Association addl records	late 20th century	ACC 2023/15
Records of St Margaret's , Drayton	1973-2016	ACC 2023/16
Register of youth court appearances	1972-1986	ACC 2023/17
Bowthorpe High School and Norfolk Education Welfare Service	1900-1990	ACC 2023/18
Bell family of Norwich's collection of photographs of Miss N C Bell, schoolteacher at the Lonsdale House School, Earlham Road, Norwich	c 1940-c 1957	ACC 2023/19
Roughton parish churchwardens' accounts and rate book	1798-1864	ACC 2023/20
Records of Norfolk Older People's Forum	1998-2011	ACC 2023/21
Reedham ecclesiastical parish records	1961-1995	ACC 2023/22
Blofield Deanery Synod	1971-1998	ACC 2023/23
Norfolk Education Committee: 'Common Faults in Fruit Preservation'	nd [?1940s]	ACC 2023/25

Blofield Deanery Magazine	1898-1921	ACC 2023/24
Plans and Papers of Thomas Anthony Cross, Architect, addl	20th century	ACC 2023/26
Norwich Theatre Royal Programmes and booklet re Sir J. and Lady Colman's Golden Wedding anniversary	1932-1972	ACC 2023/27
St Andrew's Ecclesiastical Church of England Parish, Quidenham, additional	1923-1997	ACC 2023/28
Album of photographs, script, programme and press cuttings re the Norwich St Peter Mancroft Pageant, 1912	June 1912	ACC 2023/29
Lodge of Perseverance (no. 213) Norwich	1848-2017	ACC 2023/30
Norfolk Armed Forces Covenant signed agreement and correspondence	2011-2015	ACC 2023/31
Additional Wickmere parish church records	1843-2023	ACC 2023/32
Aylsham & District Angling Society committee minutes and members subscription lists	1958-1968	ACC 2023/33
Digital images of a journal of photographs and drawings created by Hilda Zigomala (nee North) and her family	23 May 2023	ACC 2023/34
Papers re Kenninghall Wesleyan Methodist Church Burial Ground	1835-2020	ACC 2023/35
Records of Condolence on the Death of Her Majesty Queen Elizabeth II, collected by parishes in the Diocese of Norwich and collated by the Diocesan Office	8 Sep 2022	ACC 2023/36
Organ Music, Music Festival Programmes and Plan of Norwich	1902-1957	ACC 2023/37
Records of Adult Community Support Team	2000-2011	ACC 2023/38
The New Bridge magazines	2022-2023	ACC 2023/39
Itteringham Parish Magazines	2015-2023	ACC 2023/40
North Walsham Annual Parish Magazines	1893-1915	ACC 2023/41
Papers of Ken Tunstall-Turner, shoe designer	c 1968-1974	ACC 2023/42
Trade and family records of Walter Robert Jordan of Norwich, plumber	c 1920-c 1961	ACC 2023/43
Sketchbook of Hilda Zigomala (nee North) of Rougham Hall, Norfolk	Jan 1885	ACC 2023/44 *
Stow Bridge Board School records	1896-1904	ACC 2023/46 *
Heigham May Day Family Event organised by local churches additional records	1995-2019	ACC 2023/45
Architectural plans of Norwich Cathedral tower and spire	1750s-1964	ACC 2023/47
Title Deeds to Ye Olde Thatche Shoppe, Church Street, Great Ellingham	1952-1998	ACC 2023/48
Interview by Frances Morgan of Bob Ames	5 Aug 2013	ACC 2023/49

William Porter Baker's papers, mainly re Cromer Football Club	1908-1913	ACC 2023/50
Crimplesham Parish Council	1894-2017	ACC 2023/51
Welney Parish Council	1976-2019	ACC 2023/52
Ormesby St Michael burial register	1813-2015	ACC 2023/53
Various: Maddison Miles, auctioneers; Gorleston Holiday Camp; and Great Yarmouth minster	1759-1971	ACC 2023/54
Norfolk Archaeological Trust	2019-2023	ACC 2023/55
Deeds to 127 Norfolk Street, King's Lynn	1747-1855	ACC 2023/56
Catfield Parish Council	1894-2009	ACC 2023/57
Friends of the Hunter Fleet	1996-2022	ACC 2023/58
Scrapbooks created by Elizabeth Chaplin (former Archive Services Support Officer at Norfolk Record Office)	1994-1995	ACC 2023/61
Legal papers concerning West Bromwich Building Society vs Wilkinson mortgage debt collection	2008	ACC 2023/59
Montgomerie Lodge No. 1741 signature books	1878-2001	ACC 2023/60
Bacton Keswick Broomholme manor court book	1652-1660	ACC 2023/62 *
Additional records of William Porter Baker of Cromer, local businessman and amateur football administrator	1906-1968	ACC 2023/63
Additional papers of writer, Verily Anderson, nee Bruce	1926-2011	ACC 2023/64
Land Tax assessments	1744-1806	ACC 2023/65
Records of Tasburgh Parish Council	2002-2017	ACC 2023/70
Records of Framingham Earl Parish Council	2007-2022	ACC 2023/66
Records of Caistor St Edmund and Bixley Parish Council	2019-2023	ACC 2023/67
Records of Woodton Parish Council	1894-2023	ACC 2023/68
Records of Bramerton Parish Council	2010-2023	ACC 2023/69
Dougge and Phyllis Frost of East Harling, Norfolk Warrener and Village Post Lady in Conversation with David Bailey and Jane Edge	1930s-2023	ACC 2023/73
Photographic collection created as part of Norwich City Council's planning function	1960s-early 1990s	ACC 2023/75
Documents purchased at Keys sale 23 Feb 2023	1883-c 1908	ACC 2023/74
Various Methodist Circuit Records	19th century-20th century	ACC 2023/76
W.F. Smith & Co. of Watton, solicitors	c 1500-c 2000	ACC 2023/71
Minutes of Wayford Masonic Lodge 8490	1996-2008	ACC 2023/77
Documents collected by Julian Horn relating to Watton and area	19th century-20th century	ACC 2023/72
St George's Guildhall dedication	1951	ACC 2023/78
Alderman Norman Claimants Unity minute book	1929-1981	ACC 2023/80

Photograph of headmaster and boys outside Alderman Norman's Endowed School, Norwich	1883-1884	ACC 2023/79
Photographs and photocopy documents relating to Alderman Norman's Endowed school and charity	1930-2023	ACC 2023/81
Norfolk Baptist Association records	1948-2002	ACC 2023/82
Draft deeds of enfranchisement (Manor of Buxton with the Members)	Feb 1867-Sep 1882	ACC 2023/83
Ledger accounts of William Cox of Alburgh, coachbuilder, wheelwright and carpenter	1895-1933	ACC 2023/84 *
Norfolk Registration Service Marriage Registers addl	20th century	ACC 2023/85
Design portfolios of Helen Hoyte for Claxton Opera productions	1979-1999	ACC 2023/86
Additional papers of writer/author, Verily Paget, formerly Anderson (nee Bruce)	c 1925-c 2011	ACC 2023/87
Transcript of recipe and cures book of Elizabeth Johnson of Raveningham and Newton Subcourse	1724-1749	ACC 2023/88
'Through The Year': School Notebook of Norman G. Leeder, Diss	1932	ACC 2023/89
Sale particulars of manors of North Creake and Creake Abbey with land at North Creake and Burnham Thorpe (Butcher) with plan (printed)	1860	ACC 2023/90
Additional Catfield Parish Council records	1992-2029	ACC 2023/91
Gooderstone Parish Council addl records	2015-2020	ACC 2023/92
Dora Cowton Papers	1677-1984	ACC 2023/93
Records of Broadland District Council	1955-2014	ACC 2023/94
Loddon Town Council	1995-2019	ACC 2023/95
Personal memoirs of Alec Charles Brock of Freethorpe, and of his mother, Anna Brock of Limpenhoe	c 1970	ACC 2023/96
King's Lynn Rotary Club	1992-2016	ACC 2023/97
Holme Hale Parish Council records	2011-2021	ACC 2023/98
Brisley Parish Council addl records	2005-2022	ACC 2023/99
Whissonsett Parish Council records	1895-2020	ACC 2023/100
Lives on the Lines	2021	ACC 2023/101
Additional portfolio of Helen Hoyte	1986	ACC 2023/102
Methodist sound recordings	1978-c 1985	ACC 2023/103
Ecclesiastical parishes of North Walsham and Worstead	1870-2019	ACC 2023/104
Albert Lodge No. 4320 (Freemasons) records addl	Oct 2019-Dec 2022	ACC 2023/105
Sale Auction Poster for Bedingham	20 Jul 1905	ACC 2023/106
Records of Dickleburgh VC Primary School	1900-2003	ACC 2023/107
Records of the Strangers' Club Ltd, Norwich	1927-c 2020	ACC 2023/108

Framed photographic prints of various groups of the Society of Friends in Norwich and elsewhere in Norfolk.	c 1900- 1927	ACC 2023/109
Minutes of Swaffham Town Council	1928-2021	ACC 2023/110
Norwich Private street work plans	1902-1927	ACC 2023/112
Deeds of Church Farm, Shelfanger	1843-1966	ACC 2023/111
Norfolk Estuary Company Register of Shareholders	Feb 1878	ACC 2023/113
Great Moulton Parish Council	1894-1939	ACC 2023/114
Digitized copy of the diary of James Philo, shoemaker, Swaffham, 1850	2023	ACC 2023/115
Editor's set of office copies of parish magazine, 'Chet News'	Mar 1967-Apr 2021	ACC 2023/116
Architectural drawing of Messrs Bloomfield's Ltd fishing premises in Great Yarmouth	1911	ACC 2023/117 *
Norwich diocesan records addl	1931-2019	ACC 2023/118
Yarmouth and Gorleston Wheelers Cycling Club records	1926-1965	ACC 2023/119
Oral history interview with Joseph Hope Williams, Norfolk toy theatre maker and tinseller	2023	ACC 2023/120

