

Norfolk Records Committee

**Minutes of the Meeting held at the Norfolk Records Office
on 05 July 2019 at 10:30am at the Archive Centre, County Hall**

Present:

Norfolk County Council

Cllr Michael Chenery of Horsbrugh
Cllr Phillip Duigan

Norwich City Council

Cllr Alan Waters

Borough Council of King's Lynn and West Norfolk

Cllr Elizabeth Nockolds

South Norfolk District Council

Cllr Barry Duffin

North Norfolk District Council

Cllr Virginia Gay

Breckland Council

Cllr Robert Kybird

Non-Voting Members

Co-Opted Members

Mr Michael Begley
Prof Carole Rawcliffe
Mr Alan Steynor

Representative of the Norwich Record Society

Dr G A Metters

Others Present

Mr G Tuson, the County Archivist

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

- 1.1 Apologies were received from Victor Morgan and Cllr Trevor Wainwright
- 1.2 Also absent were Cllr David Rowntree, Cllr Nigel Utton and Revd Charles Read.

2. Election of Chairman

- 2.1 Cllr Elizabeth Nockolds proposed Cllr Michael Chenery of Horsbrugh seconded by Cllr Phillip Duigan.
- 2.2 Cllr Michael Chenery of Horsbrugh was **duly elected** as Chairman for the ensuing Council Year.
- 2.3 Cllr Michael Chenery of Horsbrugh in the Chair

3. Election of Vice-Chairman

- 3.1 Cllr Phillip Duigan proposed Cllr Robert Kybird, seconded by Cllr Elizabeth Nockolds.

- 3.2 Cllr Robert Kybird was **duly elected** as Vice-Chairman for the ensuing Council Year.

4. Minutes

- 4.1 The minutes of the meeting held on the 5 April 2019 were agreed as an accurate record and signed by the Chairman.

4.2 Matters Arising

- The County Archivist circulated a staff structure as requested in the last meeting. See appendix A.

- 4.3 Cllr Button arrived at 10:35

5. Declarations of Interest

- 5.1 The Chairman declared a non-pecuniary interest as a trustee of NORAH (the Norfolk Archives and Heritage Development Foundation)

6. Items of Urgent Business

- 6.1 There were no items of urgent business discussed.
- 6.2 Members of the Committee and Officers introduced themselves and their background working in archives, research and the record office
- 6.3 The Chairman gave his thanks to the outgoing Chairman, Christopher Kemp; Members felt that he went above and beyond in promoting Norfolk Record Office and the interests of the Committee. The County Archivist noted that Christopher Kemp was now a trustee of NORAH. The Chairman would write a letter of thanks to Christopher Kemp on behalf of the Committee for his work over the years.

7. Norfolk Record Office; A Briefing

- 7.1 The Committee heard a presentation by the County Archivist updating the committee on the functions of the Norfolk Record Office (NRO), work carried out over the past years and the plans for the future:
- The Record Office was built following a fire, during which none of the records were lost
 - The record office had a cultural and heritage role; for example, people could access records to prove they had been educated in Norfolk
 - Archives could be handwritten, digital or in other formats
 - There were between 8m and 12m documents stored in the strong rooms
 - The collection could not be ensured for replacement so there was a lot of emphasis on disaster planning
 - 30m³ of accessions were received each year, and new accessions were received most days
 - The strong room was built with environmental controls to preserve the documents as well as measures to protect the documents in the case of disaster
 - Acid free materials were used to package materials to help prolong their preservation
 - Digitising collections for clients helped create an income for the NRO

- Through deals with family history websites, parish registers and documents had been licenced to them, making these documents available online and bringing income to the Record Office
- Educational outreach activities were run for adults, and activities were run for schools
- The King's Lynn Borough Archive had been developed and relaunched as part of the Stories of Lynn project
- At-risk sound archives were being archived through the Unlocking our Sound Heritage Project in partnership with the British Library and funded through the National Lottery Heritage Fund
- Some rooms in the Record Office were rented out to the registration service to carry out registration of deaths, births and marriages; this provided income for the Record Office
- The search room had been reorganised to provide new education space, host the Norfolk and Norwich Archaeological Society library and locate staff on a single desk to provide more efficiency
- The Record Office now provided certified copies of birth, death and marriage certificates, which provided considerable income for the Record Office
- The Change Minds project had been shown to have a qualitative impact on mental wellbeing
- NORAH was a charity set up to raise money and issue grants for projects related to archives and heritage; the NRO had applied for and received a number of grants from NORAH
- Work continued to increase the space available in the strong room; further information would be brought to a future Committee meeting outlining the best option for securing a long-term storage solution
- Various projects were underway to help catalogue archives in greater detail. This included working with volunteers, MA history students from UEA and a collaborative PhD. Income generation targets had increased from £60k in 2013 to £220 this year, 2019.
- An information session for District and Borough Councillors was arranged for 25 July 2019 at 1:30 at the Archive Centre

7.2 The following points were discussed and noted:

- A discussion was held about location of documents; archives were kept in "fonds", collections from the area of origin; it was noted that the bulk of records related to Colman's of Norwich were owned by Unilever and therefore taken to Ellesmere Port
- The Chairman noted that there had been some high-profile visitors to the Record Office such as Tony Robinson and Mary Berry which provided good publicity
- Mr Begley noted that it had been informative to hear about the developments at the Record Office over the years
- Dr Metters noted the importance of taking into account that the Record Office had greatly increased its income generation over the past years, alongside possible future considerations of budget cuts
- Dr Metters felt it was important that the Committee expressed their support for continuation of the role of Custos Rotulorum; the County Archivist intended to invite Lady Dannatt to visit the Archive Centre
- The King's Lynn Borough Archives were part of the Norfolk Record Office; the archivist was funded by the district council and the Archive was a partnership between the District Council, Record Office and Museum.

7.3 The Committee **NOTED** the presentation

8. Finance and Risk Report

- 8.1 The Committee received the report outlining the financial out-turn for the Norfolk Record Office for 2018/19, including information on the revenue budget for 2019/20, capital programme and reserves and provisions, as well as an update on the service risk register.

The following points were discussed and noted

- The significant contribution of income to budget stability was noted
- The people most affected by the cuts in hours had been academics or those who had travelled to access the record office

- 8.2 The Committee **CONSIDERED** and **COMMENTED** on:
- Forecast position of the revenue budget, capital programme, reserves and provisions
 - Management of risk for 2019/20

Future Meetings:

Date	Time	Venue
08 November 2019	10:30	Green Room, Archive Centre, County Hall
07 February 2020	10:30	Green Room, Archive Centre, County Hall
03 April 2020	10:30	Green Room, Archive Centre, County Hall

The meeting ended at: 11:47

Cllr Michael Chenery of Horsburgh
Chairman of the Committee



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NORFOLK RECORD OFFICE MANAGEMENT STUCTURE

