

## Norfolk Records Committee

Minutes of the Meeting held on 28 January 2022 at 10.30 am at County Hall Norwich

### Present:

#### Norfolk County Council

Cllr Michael Chenery of Horsbrugh (Chair)  
Cllr A Birmingham  
Cllr P Duigan

#### Norwich City Council

Cllr A Haynes  
Cllr M Maxwell (sub for Cllr A Waters)

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

Cllr E Nockolds

#### Breckland Council

Cllr R Kybird (Vice-Chair)

#### North Norfolk District Council

Cllr V Gay

#### South Norfolk District Council

Cllr B Duffin

### **1 To receive apologies and details of any substitute members attending**

**1.1** Apologies for absence were received from Rev'd C Read, Lady Dannatt, Cllr D King, Dr G A Metters, Dr V Morgan, Prof. C Rawcliffe, Mr A Steynor, Cllr V Thomas, Cllr T Wainwright and Cllr A Waters.

### **2 Minutes**

**2.1** The minutes of the meeting held on 29 October 2021 were confirmed as an accurate record of the meeting and signed by the Chair.

### **3 Declarations of Interest**

**3.1** There were no declarations of interest.

### **4 Items of Urgent Business**

**4.1** There was no urgent business.

### **5 Finance and Risk**

**5.1** The Committee received a report outlining the Norwich Record Office revenue budget for 2020/21, capital programme and reserves and provisions and an update on the service risk register.

**5.2** The following points were discussed and noted:

- The Record Office was currently forecast to achieve a balanced budget position for 2020/21.
- It was pointed out that only minor adjustments were made in the risk register since this matter was last reported to the Committee in October 2021.
- The Record Office would reopen in Kings Lynn on a pre-booking basis on 1st February 2022.

- It was noted that increasingly records were born digital and had to be preserved on servers in a digital format that enabled them to be easily accessed in the future. New procedures, tools and staff training were being used to enable digital deposits to be ingested and managed by the Norfolk Record Office in a widely accessible format that met with international standards.

**5.3** The Committee **CONSIDERED** and **COMMENTED** on:

- 1. Forecast position of the revenue budget, capital programme, reserves and provisions.**
- 2. Management of risk for 2021/22.**

## **6 Norfolk Record Office Projects Report**

**6.1** The Committee received a report that provided information on the Norfolk Record Office's progress towards delivering two externally funded projects that were in their final stages: Community Archives: Skills Support and Sustainability (CA3S) and Unlocking Our Sound Heritage. The report also provided details about an application to the National Lottery Heritage Fund for the next stage in the development of the Change Minds project.

**6.2** The following points were discussed and noted:

- The County Archivist explained the objectives of the Norfolk Record Office's externally funded projects, the targets, the progress made in meeting them, how projects were extended beyond their original completion dates, some highlights, and the legacy the projects would leave.
- Members were pleased to hear that the Community Archives: Skills, Support and Sustainability Project had met the objectives set out in the report and delivered the community archives toolkit, a series of training sessions, a YouTube training channel, the Norfolk Archives Network Forum, project support, networking opportunities, loans of digitisation kit and had led to the creation of a new heritage group.
- In reply to questions, the County Archivist explained how the community archives toolkit comprised of guides to various archive processes such as cataloguing, digitisation, and preservation. Using the tool kit enabled those who looked after small heritage projects and community archives to catalogue their collections to a level consistent with professional standards. It was pointed out the project emphasizes the use of cataloguing standards which enables community groups to share their data. In line with this, they were being encouraged to upload catalogues of their collections to the national archives discovery catalogue which acts as a national gateway to archives. Training had been provided to community groups on this.
- In reply to further questions, it was pointed out that while it was a long-term aspiration of the Norfolk Record Office to have the Norfolk Heritage Explorer catalogue integrated with Norfolk Record Office catalogues many other sources of heritage information were also available. Training was provided to Norfolk Record Office staff about the complexities of the law on copyright which varied considerably depending on content.
- The County Archivist explained how as part of the Unlocking Our Sound Heritage project, the Norfolk Record Office had digitised more than 4,000 sound archives. Sound archives were stored on a variety of formats and included a wide range of subjects. The NRO was one of ten regional hubs

and covered an eastern region which included Suffolk, Lincolnshire, Cambridgeshire, Hertfordshire, and Bedfordshire. Volunteers continued to play an important role in cataloguing the sound archives. Information about the project was available on the British Library website and a link to this would be placed on the Norfolk Record Office website.

- The County Archivist also provided details of an application that had been submitted to the National Lottery Heritage for the next stage in the development of the Change Minds project. This was a joint submission, made with the Restoration Trust, the NRO's partner in Change Minds. The results of the application were expected early in 2022. If successful, the project would run until 2024 and enable the existing project to expand its work in Norfolk and beyond, thereby providing wellbeing support services to extend the benefits of this high-quality project to a larger audience.
- This would include looking at opportunities to put in place a new hybrid (in person and on-line) way in which the NRO could help those who benefit from completing Change Minds courses.
- In addition to the wide range of stakeholders mentioned in the report it might also be possible for the project, after project resources were created, to expand. Interest had been expressed by potential partners from across the UK, Ireland and Belgium.

**6.3 The Committee CONSIDERED and COMMENTED on the contents of the report and APPROVED the continued implementation of the Record Office Service Plan.**

## **7 Future Meetings**

**7.1** The dates of future meetings were noted:

**1 April 2022 10.30 am**  
**22 July 2022 10.30 am**  
**28 October 2022 10.30 am**  
**3 February 2023 10.30 am**  
**14 April 2023 10.30 am**

The meeting concluded at 11.20 am.

**Cllr Michael Chenery of Horsbrugh, Chair of the Committee**



**If you need this document 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.**