



Norfolk Record Office

Norfolk Records Committee

Date: Friday, 03 November 2017

Time: 10:30

Venue: Cranworth Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mrs J Brociek-Coulton		Norwich City Council
Mr D Buck	<i>Substitute: Mr S Dunn</i>	Broadland District Council
Mrs A Claussen-Reynolds		North Norfolk District Council
Mrs M Coleman		Great Yarmouth Borough Council
Mr P Duigan (Vice-Chairman)	<i>Substitute: Mr B Iles</i>	Norfolk County Council
Mr R Hanton		Norfolk County Council
Dr C J Kemp (Chairman)	<i>Substitute: Dr M Gray</i>	South Norfolk District Council
Mr R Kybird	<i>Substitute: Cllr M Chapman-Allen</i>	Breckland District Council
Mrs E A Nockolds		King's Lynn and West Norfolk Borough Council
Mr D Raby		Norwich City Council
Mr D Rowntree	<i>Substitute: Mr M Sands</i>	Norfolk County Council
Ms V Thomas		Norwich City Council

Non-Voting Members

Mr M R Begley	Co-opted Member
Mr R Jewson	<i>Custos Rotulorum</i>
Dr G A Metters	Representative of the Norfolk Record Society
Dr V Morgan	Observer
Prof. C Rawcliffe	Co-Opted Member
Revd. C Read	Representative of the Bishop of Norwich
Prof. R Wilson	Co-opted Member

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

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

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

2. Minutes

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To agree the minutes of the Meeting held on the 30 June 2017

3. Declarations of Interest

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 such an interest but can speak and vote on the matter.

District Council Representatives will be bound by their District Council's Code of Conduct

4. **Any items of business the Chairman decides should be considered as a matter of urgency**

5. **Appointment of Co-opted members**

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A report by the Executive Director of Community and Environmental Services

6. **Finance and Risk**

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A report by the Executive Director of Community and Environmental Services

7. **Performance report**

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A report by the Executive Director of Community and Environmental Services

Date of Future Meetings

Date	Time	Venue
12 January 2018	10:30	Green Room, Archive Centre, County Hall
6 April 2018	10:30	Green Room, Archive Centre, County Hall
29 June 2018	10:30	Green Room, Archive Centre, County Hall

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

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