

# Norfolk Records Committee

Date: **Friday, 06 April 2018**

Time: **10:30**

Venue: **Green Room, Archive Centre, 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
Mrs C Herries		Norwich City 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

## 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
Mr A Steynor	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 confirm the minutes of the meeting held on 12 January 2018

- 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 own District Council Code of Conduct.**

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

5. **Finance and Risk**

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A report by the Executive Director of Community and Environmental Services

6. **Performance 1 October 2017-28 February 2018**

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A report by the Executive Director of Community and Environmental Services

7. **Service Plan 2018-19**

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A report by the Executive Director of Community and Environmental Services

**Date of Future Meetings**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
29 June 2018	10:30	Green Room, Archive Centre, County Hall
02 November 2018	10:30	Green Room, Archive Centre, County Hall
11 January 2019	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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