

## **Norfolk Records Committee**

### **Minutes of the Meeting held at the Norfolk Records Office on 11 January 2019 at the Archive Centre, County Hall**

#### **Present:**

##### **Norfolk County Council**

Cllr P Duigan, Vice-Chairman  
Cllr D Rowntree

##### **Norwich City Council**

Cllr D Bradford  
Cllr S Button

##### **Broadland District Council**

Cllr D Buck

##### **South Norfolk District Council**

Cllr M Gray

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

Cllr E A Nockolds

##### **Breckland Council**

Cllr R Kybird

##### **Great Yarmouth Borough Council**

Cllr M Coleman

#### **Non-Voting Members**

##### **Co-Opted Members**

Mr M R Begley

##### **Representative of the Norwich Record Society**

Dr G A Metters

##### **Observer**

Dr V Morgan

##### **Representative of the Bishop of Norwich**

Revd C Read

#### **Others Present**

Mr G Tuson, the County Archivist  
Cllr V Gay, North Norfolk District Council

- 1. To receive apologies and details of any substitute members attending**
  - 1.1 Apologies were received from Cllr C Kemp (Cllr Gray substituting), Cllr Brociek-Coulton, Cllr Claussen-Reynolds, Cllr Hanton, Sir Richard Jewson, Professor Rawcliffe and Mr Steynor.
  - 1.2 Vice-Chairman Cllr P Duigan in the Chair.
  - 1.3 The Chairman welcomed Cllr Gay as an observer at the meeting.
- 2. Minutes**
  - 2.1 The minutes of the meeting held on the 02 November 2018 were **AGREED** as an accurate record and signed by the Chairman.
  - 2.2 Matters arising from the minutes:  
MODES, the system used by the Museums service had been looked into by the County Archivist and the information exchange group. The relationship between hierarchical catalogues in MODES did not work in the same way as with archive catalogues. It may be possible to obtain data from MODES to combine with other data in the future.

### **3. Items of Urgent Business**

- 3.1 There were no items of urgent business discussed.

### **4. Declarations of Interest**

- 4.1 No interests were declared

### **5. Proposed Changes to the NRO (Norfolk Record Office) Public Service**

- 5.1 The Committee considered the report outlining proposed changes to the Public Service at the Norfolk Record office to achieve the required £75,000 savings for 2019-20.
- 5.2 The County Archivist introduced the report
- The income generation target was up to £220,000 in 2019-20
  - Income generation had been increased through digital access and issuing birth, death and registration certificates
  - The County Archivist discussed the proposals outlined in the report to reduce the searchroom opening hours.
  - Across all record offices, reduction in use of search room services related to lower use of microfilm and increased use of digital cameras
  - Timescales for long-term objectives varied, for example, issues related to building space would be addressed over 5 years while objectives related to metadata would be ongoing
- 5.3 Consultation feedback was discussed
- The County Archivist discussed the main issues and suggestions raised during consultation as shown on page A2 and A3 of the supplementary report
  - Approximately 30,000 images had been made available online for free by the Kings Lynn Archive Centre, including medieval documents
  - A discussion was held over photography permits and it was suggested that the fee could be waived considering the change in opening times; preservation ramifications for charging a photography licence fee were noted
  - A report on fees and charges would be brought to a future Committee meeting
  - The Record Office would meet requirements by operating at “reasonable times”
  - NORAH would encourage depositors to join the supporter scheme; there was a minimum annual charge, with many people choosing to pay more
  - It was suggested NORAH could provide funding towards photography permits
  - NORAH had a grant from the Freemen to help with digitisation; alternative funding schemes would continue to be looked at
  - NORAH’s strategy for 2019-20 included fundraising around deposition books to support conservation work
  - The County Archivist updated the Committee that he had looked into conditions of the Lottery Grant obtained for building the Archive Centre; there was a 25-year contract on the grant. The Lottery Heritage Fund had been written to, and acknowledged being kept up to date
  - The main issues raised during consultation were out of hours opening and car parking
  - Early opening so people could order documents ready for study at opening time was suggested as a mitigation for car parking issues; a discussion was held

over carparking on the County Hall site

- Opening one Saturday a month had been calculated to cost £7,500
- The County Archivist confirmed the proposals with the least impact on service users and with the best savings were the original proposals; a 9.30 opening time for pre-ordering documents would have the lowest cost.
- A saving of £58,000 would also be made by reductions of temporary staff; further savings would be made through cutting other costs including IT
- It was suggested that promoting walking, cycling and bus routes to the Archive Centre might be beneficial as a mitigation to the parking issues

5.4 The Records Committee **CONSIDERED** the results of the public consultation and **APPROVED** changes to the public service provided by the Norfolk Record Office. They **AGREED** recommendation 1:

1. The changes proposed in the consultation, and **AGREED** that opening should be Tuesday to Friday, opening at 10, and one Thursday a month

## 6. Finance and Risk Report

6.1 The Committee received the report setting out the forecast financial out-turn for the Norfolk Record Office for 2018/19, the NRO revenue budget for 2018/19, reserves and provisions.

6.2 During discussion the following points were noted

- Second Air Division Trust digitization and web mounting would bring around £30,000 of income
- There was anticipation of additional income in 2022 when the 1921 census was released
- Recognition was given to the income being generated by the service to support Norfolk County Council's budget and the the amount of extra income now being generated; the Committee were grateful to the County Archivist and the service for this work

6.3 The Committee **CONSIDERED** and **APPROVED**:

- Forecast position of the revenue budget, reserves and provisions for 2018/19
- Management of risk for 2018/19

### Future Meetings:

Date	Time	Venue
05 April 2019	10:30	Green Room, Archive Centre, County Hall

The meeting ended at: 11:27

**Christopher Kemp,**  
**Chairman of the Committee**