

Historic minutes

Background

In the handover of council files, I was given the historic minutes for the council, going back to when the Council was established in 1894. These minutes need to be deposited with the Norfolk Records Office¹.

The old minutes are in bound books. The more recent years of minutes are in plastic wallets, in folders. It is recommended (but not essential) before they are deposited that the minutes are bound in books as they will store better in the archive.

Costs

Peartree (Norwich) book binding – cost approx. £45.00 per volume, with up to 400 pages per volume.

Minutes books need depositing in person (Norwich) – mileage 45p, est £45.00

Decision needed from Council

Whether to have the minutes bound in books before they are taken to the Records Office (one maybe 2 books will be needed). I am aiming to deposit them at the archive during the summer months.

¹ Reasons to deposit documents:

- **Preservation:** Safeguards the historical record of the parish council's decisions and events.
- **Accessibility:** Makes the minutes available to researchers, historians, and the public.
- **Long-Term Storage:** Ensures proper care and maintenance for future generations.
- **Cultural and Educational Value:** Provides insights into community history and governance.
- **Risk Mitigation:** Reduces the risk of loss or damage to valuable documents.