

## **Staffordshire and Stoke-on-Trent Joint Archives Committee**

Thursday, 21 November 2013

**11.00 am**

City Central Library, Bethesda Street, Hanley, ST1 3RS (Please go to Floor 1 where a member of staff will indicate the meeting room to you)

### **Note to Members:**

Arrangements have been made for a quick tour of the Stoke Archives Reading Room and stores at the conclusion of this meeting

John Tradewell  
Director of Democracy, Law and Transformation  
13 November 2013

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## **A G E N D A**

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 20 June 2013** (Pages 1 - 4)
4. **Predicted Outturn 2013-14** (Pages 5 - 12)

Joint report of the Director of Finance and Resources and the City Director of Corporate Services

5. **Review of Fees and Charges 2014-15** (Pages 13 - 24)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

6. **Award of Contract for Digitisation of Key Family History Collections** (Pages 25 - 28)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

7. **Collection Policy and Strategy** (Pages 29 - 40)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

8. **Digital Preservation Policy** (Pages 41 - 50)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

9. **Date of next meeting - 20 February 2014**

The meeting will be held in the County Record Office, Eastgate Street, Stafford.

10. **Exclusion of the public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

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**PART TWO**

(All reports in this section are on pink paper)

11. **Exempt minutes of the meeting held on 20 June 2013** (Pages 51 - 52)

(exemption paragraph 3)

12. **Staffordshire and Stoke-on-Trent Archive Service: Staffordshire Record Office Extension** (Pages 53 - 56)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

**Membership**

Janine Bridges (Vice-Chairman)  
Ian Parry  
Mike Lawrence (Chairman)  
Michael Greatorex (Observer)

**Substitutes**  
Ben Adams  
Mark Winnington  
Andy Platt