

# Joint Archives Advisory Board

**Date:** Friday, 5 February 2021

**Time:** 10.00 am

**Venue:** Please note that, due to the current coronavirus pandemic the Council has reviewed its approach to holding committee meetings. This meeting will be held remotely and can be accessed by using the link below.

**Membership: (Quorum 3)**

Mohan Iyengar, Richard Biggs, Simon Christopher, Lesley Dedman, Matthew Hall, Jill Haynes, Nigel Hedges and Marion Le Poidevin

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**Chief Executive:** Matt Prosser, South Walks House, South Walks Road, Dorchester, Dorset DT1 1UZ (Sat Nav DT1 1EE)

**For more information about this agenda please telephone Fiona King 01305 224186 - [fiona.king@dorsetcouncil.gov.uk](mailto:fiona.king@dorsetcouncil.gov.uk)**

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Due to the current coronavirus pandemic the Council has reviewed its approach to holding committee meetings. Members of the public are welcome to attend this meeting and listen to the debate either online by using the following link:-

<https://youtu.be/M33u0U9IsOU>

**Members of the public wishing to view the meeting from an iphone, ipad or android phone will need to download the free Microsoft Team App to sign in as a Guest, it is advised to do this at least 30 minutes prior to the start of the meeting.**

**Please note** that public speaking has been suspended. However Public Participation will continue by written submission only. Please see detail set out below.

Dorset Council is committed to being open and transparent in the way it carries out its business whenever possible. A recording of the meeting will be available on the council's website after the event.

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# A G E N D A

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## 1 ELECTION OF CHAIRMAN

To elect a Chairman for the year 2021.

(Note: In accordance with the established protocol of the Board, the chairmanship rotates amongst the contributing authorities, with the Vice-Chairman, from a different authority to the Chairman, normally succeeding to the Chairmanship the following year).

## 2 APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman for the year 2021.

(Note: On the basis of the established protocol the Vice-Chairman should be a representative from a different authority to the Chairman).

## 3 APOLOGIES

To receive any apologies for absence.

## 4 DECLARATIONS OF INTEREST

To receive any declarations of interest.

## 5 MINUTES

5 - 8

To confirm and sign the minutes of the meeting held on 6 December 2019.

## 6 PUBLIC PARTICIPATION

To receive questions or statements on the business of the Committee from town and parish councils and members of the public.

**The deadline for submission of the full text of a question or statement is 8.30am on Wednesday 3 February 2021.**

Details of the Council's procedure rules can be found at: [Public Participation at Dorset Council meetings](#).

- 7 BUDGET MONITORING REPORT 2019/20 AND BUDGET 2021/22** 9 - 16
- To consider a report by the Service Manager for Archives.
- 8 SERVICE PLAN (2018-21) MONITORING REPORT** 17 - 50
- To consider a report by the Service Manager for Archives.
- 9 JOINT ARCHIVES SERVICE: REVIEW OF FEES AND CHARGES** 51 - 58
- To consider a report by the Service Manager for Archives.
- 10 URGENT ITEMS**
- To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4)b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.
- 11 EXEMPT BUSINESS**
- To move the exclusion of the press and public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 3 of schedule 12A to the Local Government Act 1972 (as amended).
- The public and press will be asked to leave the meeting whilst the item of business is considered.