

## Joint Archives Board

**Date:** Wednesday, 8 November 2023  
**Time:** 11.30 am  
**Venue:** Dorset History Centre, Bridport Road, Dorchester, DT1 1RP

**Members (Quorum: 2)**

Cllrs Laura Beddow, Richard Biggs, Simon Christopher, Lesley Dedman and Marion Le Poidevin

**Chief Executive:** Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services Meeting Contact 01305 224710 - [joshua.kennedy@dorsetcouncil.gov.uk](mailto:joshua.kennedy@dorsetcouncil.gov.uk)

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda.

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### Agenda

Item		Pages
1.	<b>APOLOGIES</b>	
	To receive any apologies for absence.	
2.	<b>DECLARATIONS OF INTEREST</b>	
	To disclose any pecuniary, other registrable or non-registrable interest as set out in the adopted Code of Conduct. In making their disclosure councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration.	
	If required, further advice should be sought from the Monitoring Officer in advance of the meeting.	
3.	<b>MINUTES</b>	5 - 6
	To confirm the minutes of the last meeting held on 16 January 2023.	

#### 4. PUBLIC PARTICIPATION

Representatives of town or parish councils and members of the public who live, work, or represent an organisation within the Dorset Council area are welcome to submit either 1 question or 1 statement for each meeting. You are welcome to attend the meeting in person or via MS Teams to read out your question and to receive the response. If you submit a statement for the committee this will be circulated to all members of the committee in advance of the meeting as a supplement to the agenda and appended to the minutes for the formal record but will not be read out at the meeting. **The first 8 questions and the first 8 statements received from members of the public or organisations for each meeting will be accepted on a first come first served basis in accordance with the deadline set out below.** Further information read [Public Participation - Dorset Council](#)

All submissions must be emailed in full to [Joshua.kennedy@dorsetcouncil.gov.uk](mailto:Joshua.kennedy@dorsetcouncil.gov.uk) by 8.30am on Friday 3 November 2023.

When submitting your question or statement please note that:

- You can submit 1 question or 1 statement.
- A question may include a short pre-amble to set the context.
- It must be a single question and any sub-divided questions will not be permitted.
- Each question will consist of no more than 450 words, and you will be given up to 3 minutes to present your question.
- when submitting a question please indicate who the question is for (e.g., the name of the committee or Portfolio Holder)
- Include your name, address, and contact details. Only your name will be published but we may need your other details to contact you about your question or statement in advance of the meeting.
- Questions and statements received in line with the council's rules for public participation will be published as a supplement to the agenda.
- All questions, statements and responses will be published in full within the minutes of the meeting.

#### 5. QUESTIONS FROM COUNCILLORS

To receive questions submitted by councillors.

Councillors can submit up to two valid questions at each meeting and sub divided questions count towards this total. Questions and statements received will be published as a supplement to the agenda and all questions, statements and responses will be published in full within the minutes of the meeting.

The submissions must be emailed in full to

[Joshua.kennedy@dorsetcouncil.gov.uk](mailto:Joshua.kennedy@dorsetcouncil.gov.uk) by 8.30am on Friday, 3 November 2023.

[Constitution - Dorset Council](#) – Procedure Rule 13

**6. 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.

**7. JOINT ARCHIVES SERVICE: BUDGET MONITORING AND BUDGET 2024/25 REPORT** 7 - 12

To consider a report from the Service Manager for Archives and Records and the Service Manager (Finance).

**8. CAPITAL PROJECT UPDATE** 13 - 22

To consider a report by the Service Manager for Archives and Records.

**9. JOINT ARCHIVES SERVICE DEVELOPMENT PLAN (2021-26) MONITORING REPORT** 23 - 52

To consider a report from the Service Manager for Archives and Records.

**10. JOINT ARCHIVES SERVICE: REVIEW OF FEES AND CHARGES** 53 - 60

To consider a report by the Service Manager for Archives and Records.

**11. JOINT ARCHIVES SERVICE: REVIEW OF POLICIES** 61 - 126

To consider a report from the Service Manager for Archives and Records.

**12. EXEMPT BUSINESS**

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph x of schedule 12 A to the Local Government Act 1972 (as amended). The public and the press will be asked to leave the meeting whilst the item of business is considered.

**There are no exempt items scheduled for this meeting.**