

# Hixon Parish Council

15<sup>th</sup> October 2019

ARCHIVING REPORT Item ref 067/19

## 1 Purpose of Report

- 1.1 To recommend approval for Hixon Parish Council's (HPC) archiving strategy in accordance with this report.

## 2 Background Information and Key Issues.

- 2.1 Hixon Parish Council (and the former combined Hixon & Stowe Parish Council) has been lodging parish council papers at the Staffordshire Archives for over 100 years. These papers are archived at a building in Eastgate Street, Stafford and can be viewed by appointment. However, it is believed that Hixon Parish Council has not deposited any papers for archiving since 2001
- 2.2 In January 2019 Staffordshire Parish Council Association (SPCA) bulletin advised Parish Councils of the availability to deposit documents, for archiving purposes, with Staffordshire Record Office (SRO). SRO gave guidance as to what and what should not be presented for archiving at their depository. (See 5.1).
- 2.3 Following the advice from SRO it was decided at the meeting 16<sup>th</sup> April 2019 that HPC would start to put aside appropriate documents for archiving. It was also agreed to go through older documents stored in the portacabin ready to deliver to SRO.
- 2.4 All documents deposited with the SRO will be paper based, electronic data cannot be accepted at present.
- 2.5 Hixon Parish Council documents prior to the year 2001 have already been deposited with SRO for archiving. However, it is uncertain at this point if a list was made of the documents deposited.
- 2.6 Documents Types proposed for archiving with SRO.

General items:-

Agendas and agenda reports.

Minutes

Declaration of acceptance

Accounts (over seven years old)  
Newsletters  
Large Projects:-  
Neighbourhood Plan  
Creation of Allotments  
Creation of Multi Use Games Area (MUGA)  
Creation of Outside Gym  
HPC's documents regarding the Creation of St. Peter's View  
Surveys undertaken by HPC

Large Developments and Development Objections to Major Applications:-  
61 Houses Lea Road (Swansmoor)  
Composting on the Airfield  
Air & Ground Application on Airfield  
90 Houses at the back of Green Man  
Blenheim Manor Application  
30 Church Lane

2.7 A list of documents deposited with SRO to be created.

### **3 Financial, Resource and legal Implications.**

- 3.1 Financial: Nil financial costs for depositing documents with SRO.  
However, if documents are presented in an inappropriate state, such as with staples; contained in plastic wallets or document types not on SRO list, this may attract a charge.
- 3.2 Resources: There are no resource issues for collating the documents as from May 2019. **Recommend that this task to be undertaken by the Clerk**  
However, there will be resource implications for collating documents from previous years including documents stored in the portacabin. **Recommend that this task is undertaken by the Clerk and the IT Task Group and ALL councillors.**  
**The text above amended at the meeting 15<sup>th</sup> October 2019.**
- 3.3 There are no legal implications.

### **4 Report produced by:**

- 4.1 Susan McKeown

## 5 Appendices

### 5.1 See below extract from SPCA bulletin 3<sup>rd</sup> January 2019

#### **Staffordshire Record Office Guidance – issued to parish council clerks**

*For general guidance, the types of non-current records we would primarily look out for are your minutes, formal accounts or annual statements of account, declarations of acceptance of office, title deeds (where not required for current purposes) and selected correspondence about key local topics. The latter might include major planning issues or regeneration, the arrival of a new industry or major road, the closure of a local school, or about local customs and traditions. We would also wish to take records for subsidiary organisations where the Council acts as a trustee or de facto executive, such as charities, millennium events, allotments, village hall associations, or similar local organisations. Other types of records that we would be interested in might include maps and plans, and smaller amounts of more general annual correspondence. It occasionally happens that Parish Councils still possess important local maps such as the tithe or enclosure maps and their accompanying awards. Because of their importance these would certainly be items that we would wish to take in for safe-keeping. Because of their awkward size they are particularly prone to potential damage.*

*Types of records to be extracted would include all small planning material that is secondary to or duplicates the records of the local authority; large sequences of very basic correspondence, circulars from the district or county council, and ephemeral financial material such as receipts and invoices. Any financial records less than six full financial years old will also need to be retained by you for audit purposes. Normally we expect a deposit perhaps only every five or ten years, so it is advisable to have a system in place where you can identify material that does not need permanent retention so it can be easily separated and extracted, rather than keep everything together in huge files. Please also ensure that plastic sleeves are never used for material that requires permanent retention, plastic is extremely bad for paper, and is very time-consuming to remove in bulk.*