

**JOINT ARCHIVES COMMITTEE**

A meeting of the Joint Archives Committee was held on 26 July 2012.

**PRESENT:** Councillors Councillors S Clarke (Substitute - Redcar & Cleveland Council) and K Dixon (Stockton Council) and C Rooney (Middlesbrough Council).

**PRESENT AS OBSERVERS:** J Nicholson (Friends of Teesside Archives).

**OFFICIALS:** J Brittain, M Freeman, R Hobbins, C Lunn, S Vickers, M Walker and D Worthington.

12/1 **INQUORATE MEETING**

A formal notice had been issued to all concerned of a meeting of the Joint Archives Committee to be held on 26 July 2012.

The agreed protocol of the Joint Archives Committee states that 'all member representatives (or their substitutes) must be in attendance for the purposes of the quorum for transaction of business at Joint Committee meetings.'

The Council's Constitution (Part 4, paragraph 6) states that 'if after a period of five minutes there is still not a quorum, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair.' Those members present requested that the meeting be reconvened at a time and date to be agreed by the Chair.

The following items would be considered at the next meeting of the Committee:

12/2 **APPOINTMENTS OF CHAIR AND VICE-CHAIR FOR 2012/2013**

Inquorate meeting - item deferred to the next meeting.

12/3 **MINUTES - JOINT ARCHIVES COMMITTEE - 26 APRIL 2012**

Inquorate meeting - item deferred to the next meeting.

12/4 **REVISED SERVICE LEVEL AGREEMENT FOR THE JOINT ARCHIVES COMMITTEE - REPORT OF THE LIBRARY SERVICES MANAGER**

Inquorate meeting - item deferred to the next meeting.

12/5 **BUDGET UPDATE REPORT - REPORT OF THE LIBRARY SERVICES MANAGER**

Inquorate meeting - item deferred to the next meeting.

12/6 **PERFORMANCE REPORT FOR APRIL 2012 - JUNE 2012 - REPORT OF THE ARCHIVES MANAGER**

Inquorate meeting - item deferred to the next meeting.