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9.

Mrs A Burnard
Clerk to Redgrave Parish Council
Woodhouse Farm
Botesdale
Diss
IP22 1LG

Your reference

Our Reference

Please ask for

Direct Line/Extension No

Date

PAR.5 SKS/GB

Dr S.K. Soni

264542

18th April 1991

Dear Mrs Burnard

LOCAL GOVERNMENT ACT 1972 s. 224
CIVIL PARISH RECORDS SURVEY

In order to fulfill its statutory obligations under the above Act, the Arts and Libraries Committee of the Suffolk County Council decided in 1986 to carry out a survey of local authority records on a regular basis in the county. I was appointed to undertake this survey.

A limited survey of civil parish records was carried out in the 1960s by the former East and West Suffolk County Councils. During the last decade or so, your Council may have deposited non-current records in one of the branches of the Suffolk Record Office, and you should have a list of them in your custody.

My present aim will be to list records retained by you. In this connection I enclose a list of the types of records which I will be looking for during the survey.

I will be visiting your parish within the next few weeks, and I will contact you again either by letter or by telephone, nearer the date to arrange a visit. In the meantime, if you need any further information, please do not hesitate to get in touch with me.

Yours sincerely,

Sushil K. Soni
Senior Survey Archivist.

List of parish council records for permanent retention

- Minute books
- Declaration of acceptance of office by parish councillors
- Letter books
- Receipts and payment books
- Audited financial statements
- Correspondence and papers re public enquiry
- Correspondence and papers re public footpaths and bridleways
- Minutes and accounts of any special event: e.g. street parties
- Scrap books containing newspaper cuttings on parish activities
- Burial registers and other cemetery papers
- Charity records: e.g. minute books; account books; charity commission (if responsible for the management of non-parochial charities) schemes; charity terrier, audited balance sheets etc.
- Village hall and playing field records: e.g. minutes of management committee; (if responsible for the management of village hall and the playing field) audited balance sheet; title deeds etc.
- Allotment papers: e.g. Regulations and account books
- Any 19c. poor law records which may be still in the care of the parish council.