

PROJECT 2020 - ESTABLISHING AND MAINTAINING AN EFFECTIVE/ENDURING PARISH ARCHIVE FOR KELSEA-CUM-CARLTON



Version 1.0 - Tuesday, 23 July 2019 - TER

1. Key aims

- I. Bring together our existing materials **coherently** in order to preserve what we have
- II. Assemble the **key people** (stakeholders) who will start to build the archive and begin to drive the programme longer-term
- III. Establish an **initial, central data collection** point which can be simply accessed, but is secure and on which cataloguing process can commence or training thereon
- IV. Establish a **coherent project team reflecting all the various interests** (in effect these projects are best managed under the auspices of a "*historical society*" which will outlive the current stakeholders, plus this route provides additional traction (i.e. communication and research capability)
- V. Define **key success measures** and a **timetable** leading to a fully catalogued, **publicly accessible** (NB download and upload) archive

Executive summary

This suggested model/approach is based on best practice as developed and promoted by the *Community Archives and Heritage Group* (CAHG) which operates across the UK and Ireland. Creating a parish archive is **not** a simple task that one person can take on alone. Experience continually shows that it requires proper resourcing, careful thought/planning and, potentially, for a high-quality end-product, significant funds of, perhaps, between £5,000 to £10,000 in total. Fortunately, tailored funds are readily available from the *National Heritage Lottery Fund* which can match these budgets, especially if we can show our whole community will benefit.

The key tests of success are a long-term vision, aiming to create a **permanent** resource professionally; careful planning; starting light in terms of data and building it through accurate cataloguing and the careful assembly of new data (much of which may require scanning), and which will include collecting and archiving local stories and film or video.

A key observation is that such archive sites become an important and living resource which underline community pride. **The initial budget sought is £350 including VAT.**

Please visit this exemplar site: <https://www.ourwarwickshire.org.uk/>

2. The key, logical steps

These comprise:

- a) Placing our archive project **under the auspices of a local group, not** an individual, to help with its sustainability and any future fund-raising (our local Alde Valley Suffolk family history society would appear to be the obvious candidate)
- b) **Recruiting a core team** of people (ideally between three to six) to work on the project
- c) **Creating a listing of the archive** using the CAHG guidelines as a starting point.
- d) Completing the listing in an MS *Excel* spreadsheet, not a *Word* document, in order that the data can be exported

- e) **Digitising files** (at high-resolution) and storing the content on a single PC which all key stakeholders (and this council) can access while maintaining a hard disk/cloud-based back-up at a separate location
- f) **Providing online access to the archive**, which we might achieve by either:
- **Going down the free-ware, low-cost route** for an online catalogue, which involves making use of catalogue software such as *Omeka* at www.omeka.net or *ATom* <https://www.accesstomemory.org/en/> (choice of software depends on the approach to the catalogue taken – see the CAHG guidelines). We will need a technically enthusiastic volunteer (Chris!) to help with the set-up of this. Alongside this, we might create a low-cost website using open-source software such as *WordPress* as a showcase for some of the material, **OR**
 - **Going down the higher-cost, funded route**, in which case we would typically make an application to the *Heritage Lottery Fund* at www.hlf.org.uk and bid for funds to set up an integrated website/catalogue of the sort provided by www.communitysites.co.uk (background information attached) who created the Warwickshire archive. There are other companies as well such as Surface Impression <https://surfaceimpression.digital/> and 38 Digital <https://thirty8.co.uk/>). Our funding bid would also usefully cover community engagement activities linked to the new catalogue project such as school projects, talks, walks, bring-and-scan sessions etc as well as link to our **2020 APM**, hence suggested project title!

Either way, we would also create lower-resolution ‘reference copies’ of our digital material to upload on to our online catalogue (larger files will not work on a website), which can be done with the help of freeware such as www.irfanview.com.

3. The initial, suggested team

A number of known, interested people have been approached and they have expressed an *initial* interest in assisting with the development of a proper archive, although each person will need a fuller understanding once initial PC sign-off has been obtained. They comprise:

Manager – Chris Burslem

Archivist – Maggie Strutt

Village historian – Fran Rowe

IT (hard- and software, and scanning capability and support) – Tim Roberts/Chris Burslem

Other support resources will be approached by this core team, including Saxmundham and Ipswich Museums; the County Archive; Suffolk Libraries; local schools; the BBC and NFI; neighbouring parishes and other local interest groups. It is hoped that with this council’s support and its communication resources, additional personnel will be recruited to support this project long-term

4. Next steps

In order to catalyse this project, I am prepared to provide and donate the following resources which are suggested to be sited in the committee room for ease of access by all stakeholders, and once approved by our VHC:

- a) A high-powered Dell Precision laptop with adequate storage and a full suite of Microsoft Office 365 software, docking station with complete, desk-top accessory range and cables - £100 (year one – other/future software might then be licenced by our PC)
- b) A large screen - £90 including VAT
- c) A new large (2TB) hard drive for back-ups (£60 including VAT)

- d) A full colour Dell multi-function device (MFD – scans, prints, faxes etc) with Nuance scanning software with a supply of print cartridges – FOC
- e) Consumables, communications and initial project start-up expenses (£100 excluding VAT)

The **total, initial budget required is therefore £350.00**, which I understand might also be part-funded by locality grants as a one-off, important community project of high value.

5. Potential issues/solutions

Too big a project for us – share with Yoxford (not Saxmundham?) for obvious “liaison” reasons?

Potential costs long-term - investigate and apply for Heritage Funding and investigate other sources?

Sustainability – see above re bandwidth of stakeholding sought, now and long-term, including recruiting younger people from our community?

Project completion – both CAHG and associated professional firms have huge experience in this area, plus our stakeholders will be recruited on basis of their competence and dedication

Project tracking – it is suggested that this archive project is adopted by our PC and that its project team will report progress at each council meeting, as required

Tim Roberts - Tuesday, 23 July 2019

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