

These minutes are subject to approval as an accurate record at the next meeting of the Glamorgan Archives Joint Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 11 December 2015 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan
Councillor Cowan, Cardiff
Councillor Griffiths, Rhondda Cynon Taff (Vice-Chair)
Councillor Lomax, Cardiff
Councillor Robson, Cardiff
Councillor Ward, Rhondda Cynon Taff
Councillor Mansbridge, Merthyr (Chair)
Councillor Clarke, Bridgend County Borough Council

16 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Forehead, Higgs, Smith and Rosser; and also Mrs K Thomas.

17 : DECLARATIONS OF INTEREST

No declarations of interest were made.

18 : MINUTES

The minutes of the meeting held on 11 September 2015 were agreed as a correct record and signed by the Chairperson.

19 : REPORT FOR THE PERIOD 1 SEPTEMBER -30 NOVEMBER 2015 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 September 2015 to 30 November 2015.

The Chairperson invited questions and comments from Members:

- Members expressed interest in the externally commissioned conservation report on the Agatha Christie Archive. The Glamorgan Archivist confirmed that conservation is a growth area for income generation.
- Members sought clarification on whether the South Wales Miners Library was still accepting deposits. The Archivist offered to check with the Archivist at Swansea University and report back to Members; it was further noted that potential deposits could be held at Glamorgan Archives pending a decision.

- Members sent their congratulations to Hannah Price, Archivist, who safely delivered a daughter in November and to Rhian Phillips who had recently married and was now Mrs Diggins.

RESOLVED: To note the content of the report.

20 : 2015-2016 BUDGET MONITORING AND 2016-2017 BUDGET PROPOSALS - REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVIST

Members were advised that this report provided the projected full year revenue outturn for the 2015/16 financial year; it also detailed the proposed revenue budget for 2016/17.

The Finance Officer provided an overview of the key points from within the report including Projected Outturn Position for Financial Year 2015/16 – including spend on employees, premises, supplies & services, support services, income, local authority contributions; proposed Budget for Financial Year 2016/17 – detailing employees, premises, transport, supplies & services, support services, income and local authority contributions.

The Chairperson invited questions and comments from Members:

- Members sought further information on the cost of the vending machine situated in the public area of the Archives. Officers advised that the annual cost was £3k, and was currently the best deal that could be found; it covered the hire cost and the Archives were currently tied into a contract for the machines. Members considered that since the surrounding area is now established and there are many places to buy refreshments, that this cost was not needed and asked Officers to investigate leaving the contract and ceasing the hire of the machines.
- Members asked if the increase in service charges had been taken in account; including salaries and advertising. Officers confirmed that service charge increases and salaries had been accounted for. It was noted however that there were no advertising costs as there was no budget for advertising; social media was widely used to advertise as was the website and professional networks. It was also noted that most training was provided free of charge by Welsh Government which enabled the training budget to be kept low.
- Members sought clarification on how costs associated with the conservation work had been identified as a potential saving. Officers explained that it was mainly to do with being able to buy supplies in bulk for conservation work and then being able to use those supplies for other projects and recharging for them. It was also noted that this could happen occasionally with catering supplies and for employees where grants are received. Members asked for such information to be separated out to see if these savings were realistic.

RESOLVED to:

- Note the projected full year position for the 2015/16 financial year as presented in paragraphs 2 to 10 of the report.
- Recommend that the proposal regarding the retention of any underspend in 2015/2016 is accepted, as outlined in paragraph 10 of the report.

- Recommend the draft budget proposals for 2016/17 are accepted, as presented in paragraphs 11 to 29 of the report.

21 : DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for the 11 March 2016 at 2.00pm at Glamorgan Archives.