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## AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 16 SEPTEMBER 2016, 2.00 PM
Venue	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
Membership	Councillor Mansbridge (Chair) Councillors Griffiths, Clarke, Smith, Forehead, Higgs, Cowan, Robson, Huw Thomas, Rosser, Ward, Jones, Birch, John and K Thomas CVO, JP

### 1 Apologies for Absence

To receive apologies for absence.

### 2 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

### 3 Minutes *(Pages 1 - 4)*

To approve as a correct record the minutes of the previous meeting.

### 4 Report for the period 1 June - 31 August 2016 - report of the Glamorgan Archivist *(Pages 5 - 36)*

### 5 2016-2017 Budget Monitoring Report *(Pages 37 - 44)*

### 6 2015-2016 Wales Audit Return *(Pages 45 - 58)*

### 7 Any Other Business

### 8 Date of next meeting

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 16 December 2016 at 2.00pm.

**Davina Fiore**

**Director Governance & Legal Services**

Date: Monday, 12 September 2016

Contact: Andrea Redmond, 029 2087 2434, a.redmond@cardiff.gov.uk

***This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg***

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 Records Office - Clos Parc Morgannwg, Leckwith, Cardiff on 24 June 2016 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff  
Councillor Griffiths, Rhondda Cynon Taff (Vice-Chair)  
Councillor Lomax, Cardiff  
Councillor Robson, Cardiff  
Councillor Jones, Rhondda Cynon Taff  
Councillor Mansbridge, Merthyr (Chair)  
Councillor Clarke, Bridgend County Borough Council  
Officers in Attendance Susan Edwards, Glamorgan Archives Cardiff Council

Apologies: Councillor John, Vale of Glamorgan  
Councillor Higgs, Caerphilly  
Councillor Ward, Rhondda Cynon Taff  
K Thomas CVO, JP, Co-Optee  
Grigg, Legal Services  
Jones, Caerphilly  
Councillor Rosser, Rhondda Cynon Taff County Borough Council  
Councillor Smith, Bridgend County Borough Council

### 1 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Smith, J Rosser, G John, J Ward, A Higgs, Mrs K Thomas, R Grigg, J Jones

### 1 : DECLARATIONS OF INTEREST

No declarations of interest were received.

### 3 : MINUTES

Minutes of the meeting held on 18 March 2016 were agreed as a correct record and signed by the Chairperson.

### 4 : REPORT FOR THE PERIOD 1 MARCH - 31 MAY 2016 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 March 2016 to 31 May 2016.

The Chairperson invited questions and comments from Members:

- Members noted the great success of the exhibition at Whitchurch Hospital which had integrated different charities and asked if there would be a permanent home

for the exhibition. Members were advised that this was something that the Cardiff Story would take forward and Members would be provided with an update on this at the next Joint Committee meeting.

- Members noted that Glamorgan Archives was included in the Hidden Gems of Cardiff on Wales Online.
- Members congratulated the Glamorgan Archivist on the tone of the Annual Report which they considered was just right.

RESOLVED: To note the report.

## 5 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2015/2016

Members were advised that the report presented a brief overview of the financial results for the year, together with the unaudited draft WAO return for the year ended 31<sup>st</sup> March 2016. Section 3 of the return, 'Approval by the Body', required completion but the unaudited draft financial statements were presented to the Committee meeting for information only.

The Glamorgan Archives Joint Committee had previously approved a proposed budget of £681,690 for the financial year 2015/2016, to be financed by contributions from each of the six member local authorities. The proposed budget was subsequently agreed and ratified by each member local authority.

The final net expenditure position at year end was balanced following a transfer of £4,058 to the General Reserve. In line with the 2016/17 Budget Report, it was agreed that future underspends would be retained within the service to ensure a suitable level of reserves going forward. This is in contrast to the previous approach of drawing down £100,000 per annum to fund running costs.

Savings were achieved on premises, transport and support services but costs on employees, supplies and services and third party payments all exceeded budget. Significant variations include utility bills costing considerably less than budgeted and conservation expenditure and income were both higher than anticipated. Any additional costs were offset by reduced support costs including Service Accountancy, ICT and vehicle recharges. There was also £43,065 income from grants which was not budgeted for in 2015/16.

With reference to the WAU return Members were advised that the draft Annual Return for the year ended 31<sup>st</sup> March 2016 was unaudited at this stage. The Wales Audit Office had yet to begin their audit of the accounts. In accordance with the 2005 Regulation the Annual Return will be available for public inspection for 20 full working days from Monday 27<sup>th</sup> June 2016 to Friday 22<sup>nd</sup> July 2016.

To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 30<sup>th</sup> September immediately following the end of the financial year. If at this time the audit of the accounts has not concluded, then the accounts must be approved as soon as

reasonably practicable. Once the audit is complete and the Annual Return has been signed by the Wales Audit Office then it would be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by the Wales Audit Office.

The Chairperson invited questions and comments from Members:

- Members noted that when grants come in for projects undertaken by the Archives staff then costs of consumables etc. also go up. Members were advised that they do, the budget is set before they know what grants are coming in therefore it was possible to adjust specific lines in year but not the bottom line; it was noted that the information should be as transparent as possible to the public and that an appendix could be added to show the variances – especially for the larger Grants.
- Members noted the balance of the reserves and asked if this could be used for potential redundancies. Members were advised that if this was the case then agreement would need to be sought from all member authorities to do so.

RESOLVED:

1. That the outturn position for 2015/16 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2015/16 be noted.

## 6 : DATES OF NEXT MEETINGS

Members were advised of the dates of the forthcoming meetings as:

16 September 2016  
16 December 2016  
17 March 2017  
16 June 2017

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**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH  
COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL,  
RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
16 September 2016**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO
<p align="center"><b>REPORT FOR THE PERIOD 1 June – 31 August 2016</b></p>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives (GA) for the period 1 June to 31 31 August.

## **2. BACKGROUND**

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

Members are asked to note the content of this report.

## **3. ISSUES**

### **A. MANAGEMENT OF RESOURCES**

#### **1. Staff**

##### *Maintain establishment*

An extension has been agreed for Kate Boddy's sabbatical leave. A full-time temporary Records Assistant has been recruited to cover her absence. Rebecca Head, previously employed through Cardiff Works in Cardiff Council's Library Service, will be in post from 5 September. Laura Russell, Archivist, returned from maternity leave. Hannah Price, Archivist, returns in September on reduced hours. Funding has ended for Andrew Booth, former CLOCH trainee, who has been employed on a continuation project. He has returned as a volunteer undertaking indexing and digitisation tasks.

### *Continue skill sharing programme*

During the quarter 51 volunteers and work experience placements contributed 1647 hours to the work of the Office. Of these, 31 came from Cardiff, 11 from the Vale of Glamorgan, 6 from Bridgend, 2 from Rhondda Cynon Taf, and 1 from Caerphilly. Tours were provided for 4 prospective volunteers. A new placement has been arranged through Quest Supported Employment Agency. David, who is from Barry, is contributing to the data entry programme. Students on work experience placements have given positive feedback. Beth Carter, an undergraduate history student at Birmingham University commented; *"It has introduced me to all the different opportunities that fall under archive work, has confirmed my interest in working in a research environment and enhanced my love of all things old and interesting."*

In Conservation, Mona Tian, a student on Cardiff University's conservation course, has completed her volunteer placement and returned to China. She made excellent progress with repairs on a Pontypridd Workhouse register, images from which will be submitted with her portfolio. NADFAS volunteers have cleaned the small volumes from the National Coal Board (NCB) collection and moved on to the medium volumes. The work is being done in preparation for the appointment of the Wellcome Trust funded Project Archivist so that the cataloguing can progress smoothly. Other volunteers continue cleaning and reboxing the Crew Agreements.

At the Archives and Records Association (ARA), Wales conference, the Conservator presented a paper on the Of Mouse and Manors National Manuscripts Conservation Trust (NMCT) project with Chris Wilkins from Cardiff University, who carried out pigment tests on the plans before conservation could begin.

The Assistant Conservator advised Cardiff Story Museum on the storage of a gas mask. Guidelines for sampling local authority building control files were shared with Cambridgeshire Archives. An officer from Cardiff Council's Adult Services team visited to discuss the volunteer programme and placements for vulnerable adults via Quest and Elite agencies. Advice on storage and cataloguing has also been given to trustees of Butetown History and Arts Centre.

A trainee archivist from France, on holiday in Cardiff, was given a full tour and is maintaining contact through social media.

### *Continuing professional development*

A provisional date has been agreed for the Investors in People 18 month review.



Staff continue to comply with the requirements of Cardiff Council's Bob's Business training modules, most recently on data protection.

Louise Hunt, Archivist, attended the European Axiell Users Conference in Manchester. Overnight accommodation was funded by a small grant from ARCW. It was a good opportunity to learn about the latest developments with the CALM software through a variety of case studies. Issues arising from the planned integration with Digital Preservation systems were raised and discussed.

*Maintain commitment to good health and safety practices*

Regular checks of the building are carried out and the fire alarm call points tested on a weekly rota.

Additional smoke detectors have been installed in Taff and Llynfi following the division of the room to meet fire regulations.

Deliveries of the Carmarthenshire archives from Harwell are continuing. Random checks have revealed some old mould remaining after cleaning. All boxes are now routinely examined and additional protocols have been negotiated with the company and Carmarthenshire CC. Customised boxes are being made for items in non-standard boxes which have not been repackaged after cleaning.

**Budget**

*Manage to best advantage*

Regular meetings of the Resources Team address issues arising with the budget. Building issues are monitored to align repairs with planned preventative maintenance visits where possible to avoid additional call out charges.

An internal audit has produced a satisfactory assurance rating. Actions are being taken as recommended in the auditor's report and discussed with the audit team. Options for remote payments have been identified and are being evaluated.

*Maximise benefit from income generation*

The Director of the National Conservation Service met the Glamorgan Archivist and Conservator to discuss future projects and potential developments for the partnership.

Cardiff University Special Collections and Archives (SCOLAR) is applying for an NMCT grant to conserve a small printed collection. The Conservator has provided an assessment of the volumes. If the application is successful the work will be carried out by the Archives.

With the reduction in the transfer period for public records from 30 to 20 years the National Archives has established a fund to assist local places of deposit. Each year statistics of additional deposits are submitted and a sum of money, called New Burdens Funding, is divided among the receiving institutions. The money will be spend on improvements to environmental controls in the repositories and on appropriate packaging for the collections received.

Training organisations booking Rhondda have given notice that they will no longer be ordering catering.

Cardiff Story Museum is renting a small office in the Archives for work on their collection. The counsellor previously located at Grangetown Library has continued to rent a room on-site after the library's reopening.

#### *Promote partnerships*

##### *National*

The Glamorgan Archivist accompanied the Chair and Vice Chair of the Joint Committee to an event in the Senedd marking new inscriptions into the UNESCO Memory of the World Register for the United Kingdom. Jon Elliott, Head of Public Affairs for ARA, attended and later visited the Archives for an introduction to facilities and procedures and a discussion with the Glamorgan Archivist.

The Glamorgan Archivist attended a meeting of the Archives and Records Council Wales.

She attended a performance of Ffatri Vox by Inge Thompson, a musical interpretation of the oral history records for the Women's Archive Wales project, Voices from the Factory Floor.

##### *Local*

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team. She has met newly appointed staff of Governance and Legal Services, including the Delivery Officer to discuss improvement and information management and the new Director. She represented the service at the Employee Voice event.

She is a member of the advisory panel on Cardiff Library's collections development and has also met potential receiving institutions to discuss the collection.

The Glamorgan Archivist has attended both the Fusion Learning Group and the local Pioneer Area project board, From Fort to Pit to Port. The Board is planning heritage activities linking Communities First Pioneer Areas in Cardiff and North Merthyr

Tydfil and is led by Cardiff University. A network event was held at Cardiff University, bringing together community groups and service providers. A number of potential partnership projects resulted.

One project arising from From Fort to Pit to Port is Trek to Connect, a geocached trail between Merthyr Tydfil and Cardiff. The Merthyr group visited for a tour and to consult appropriate documents.

The Art Shell 'Out of the Box' artist residency has received funding from Arts Council Wales. 16 artists responded to the call for applications, most of whom visited and talked to staff in preparing their proposals. Following a selection process involving Art Shell, the Senior Archivist, Made in Roath and WARP at g39, Simon Fenoulhet was appointed to the 8 week residency, starting on 5 September.

The Head4Arts 'Who Do I Think I Was?' project culminated in August with an exhibition of work produced by participants inspired by their research at Glamorgan and Gwent Archives. Content ranged from creative writing to visual artwork, needlework to ukulele music. The exhibition launch was attended by participants from Merthyr Tydfil, Joint Committee members and representatives from the Heritage Lottery Fund which supported the project. The exhibition was on show for the first fortnight in August.

The Time to Learn project based in Llanrhymney ended with an exhibition, partly based on maps from the Collection. The Glamorgan Archivist attended the closing event in the John Reynolds Centre. The exhibition transfers to the Archives in September.

Glamorgan Archives continues to work in partnership with VCS Cymru on the 'Chronicle' project, which is looking at the history of volunteering in Cardiff since 1914. Volunteers on the project regularly visit the searchroom to undertake research and digitise items from the Collection for inclusion on the project website. The Senior Archivist is liaising with the Project Officer and relevant copyright holders regarding permission to publish images. A further training day in archive research was held for new volunteers introducing them to searchroom procedures, document handling and use of the catalogue.

The Church in Wales Diocese of Llandaff is in the initial stages of a collaborative project with Atlantic Geomatics, implementing cutting edge technology to map parish burial grounds. Initially four burial grounds are being mapped, in Penarth, Pontypridd, St Nicholas and Ystrad Mynach. Representatives of the diocese and

of the company have met Archives staff to progress the addition of digitised parish registers images within the resulting resource.

The Senior Archivist attended the summer meeting of the South Wales Record Society committee, held at the Archives.

#### *Potential partnerships*

'Kidz Exhibition' was a major event organised by Disabled Living at the House of Sport. The charity's Director is keen to use its history in Wales for an exhibition at next year's Cardiff event.

VCS Cymru is applying for Heritage Lottery funding for a new project, Discovering The Home Front in Cardiff, 1914-1918. The aim of the project is to investigate how the First World War affected the everyday lives of the people of Cardiff by recruiting young people as volunteers to create activities for three family engagement days, one of which will be held at Glamorgan Archives. A letter of support for the application has been provided.

Representatives from the Innovate Trust met the Senior Archivist to discuss their proposed project exploring the closure of Ely Hospital in Cardiff and the resettlement of residents in the community. The Trust, then known as Cardiff University Social Services (CUSS), was instrumental in this process. Records of CUSS, along with those of Ely Hospital, are held at Glamorgan Archives and would be used to inform the project.

The Glamorgan Archivist met the Director and members of Cardiff People 1<sup>st</sup> at the Cardiff Story Museum to initiate a new project between the partners. She also held initial discussions with the recently appointed Salisbury Librarian at Cardiff University's SCOLAR on potential future collaborations.

## **2. Building and systems**

### *Maintain building*

Maintenance contractors continue to carry out maintenance checks and to replace failing components as required.

A power failure in one of the repositories which activated an alarm was traced to the electrical mains inlet and corrected. The floor covering on one of the rear stairs' landings has been damaged. Options for repair are being explored. The metal doors and roller shutters at the back of the building need to be cleaned and repainted. Quotes have been requested.

The building management system (bms) has been resurveyed by the maintenance contractor and a controls engineer. Work identified by the report is scheduled for completion in September to ensure full management of the system before the winter.

#### *Ensure compliance*

The Senior Archivist attends Cardiff Council's Welsh Language Co-ordinators Group where compliance with the Welsh Language Standards is monitored and discussed. The Glamorgan Archivist and Stefan Walker, Records Assistant, contributed to Bilingual Cardiff's 5 year strategic plan at an event in Yr Hen Llyfgell.

#### *Archive Accreditation*

Nothing further was required under this task to complete the year.

### **3. Governance**

#### *Review options*

As reported last quarter this task is on hold until Welsh Government's position on NNDR in heritage institutions is clarified.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

As part of a thorough maintenance check the air samplers for the fire suppression system in all the strong rooms have now been upgraded. The work was delayed due to contractual negotiations in previous years.

The environmental conditions have continued to be relatively stable with slight fluctuations due to adverse weather conditions. BMS reports on the temperature and humidity are confirmed by Conservation staff with daily manual monitoring. Passive control was sufficient to meet the required parameters until the very end of the quarter.

The storage plan is 40% complete. The target for the year is 25%. Much of the work was achieved during Collections Week. Additional possible improvements have been identified and will be added to next year's plan.

To test a hypothesis floated in last quarter's report, pest traps were placed both outside and inside the door to one strongroom. It was possible that pheromones in the traps were attracting insects into the rooms. As none have been found inside since, the system has been repeated for all the strongrooms.

#### *Conservation and preservation plans*

Packaging and bench work are prioritised according to demand, both current and anticipated, and condition. Ahead of the anniversary of the disaster, items relating to Aberfan have been

examined and repackaged, apart from those in the NCB collection which will be part of the Wellcome Trust project.

Priority has been given to repackaging the Quarter Sessions Deposited Plan series now that cleaning has been completed. The plans are difficult to produce because of the heavy board with which they have been supported. This is being removed and replaced with a lighter card. An additional benefit is that fewer boxes are needed, freeing shelf space for new accessions.

Poor Law Union registers and Cardiff Borough Police Force criminal photographic registers are heavily used both for research and for display. These series have been identified as priorities for bench work by the Conservators and appropriately qualified and supervised volunteers.

## **2. Cataloguing**

### *Strategies and plans*

Collections days are held monthly for staff to dedicate time solely to the Collection. The focus this quarter has been on court records deposited following the closure of several magistrates courts.

A Collections Week was held in June. The searchroom was closed, groups discouraged from visiting and volunteers asked not to attend so that staff and space could be reserved for large scale cataloguing. Several series of records were addressed, including a large transfer of local authority minutes, and the week proved very productive. The next Collections Week will be held from 28 November to 2 December.

The application to the Wellcome Trust for funding to catalogue and conserve the National Coal Board records has been successful. The £203,456 award is the second largest Research Resources Grant awarded in the UK, and the largest ever awarded in Wales. Glamorgan's Blood: Dark Arteries, Old Veins - Cataloguing and Conserving the Records of the National Coal Board, will employ an archivist for 3 years to undertake the cataloguing and a conservator for 2 years to address the preservation needs of the collection. Conservation materials are included in the grant.

Work continues to translate descriptions of Welsh language material, and cataloguing templates have been updated to comply with Welsh language standards.

Two banners from the South Wales Peace Festival, 1984, a banner displayed at the Greenham Common Peace Camp in 1984 and a blanket from the Camp have been transferred to the Cardiff Story Museum. The items were accepted through the Women's Archive of Wales as a temporary deposit until an

appropriate location could be found. They will be featured in the Cardiff Story's forthcoming exhibition on Greenham Common.

Following a meeting with IT a better solution was explored for a back-up standalone version of the catalogue database. Previously a very old laptop was used for this but now standalone versions can be run on designated staff PCs without requiring network access.

#### *Collection development*

Receipts were issued within the target time of 15 working days for 67% of the new accessions received during this quarter. Those that missed the target have either been completed since or will be progressed in the near future. Accessions received during the quarter are listed in *Appendix I* below.

Three SEN students and two staff members from Cantonian High School visited with a large deposit of records from the school. One of the students, Edward, had previously completed a supported work experience placement at the Archives. The students had spent time sorting through the archives of the school, sorting them prior to their deposit and learning about the history of the school in the process. The group enjoyed a tour and looked at some of the previously deposited early records of the school.

Work on cataloguing the records of South Wales Police (SWP) and the South Wales Police Authority (SWPA), funded by an ARCW small grant, continues. An additional deposit of records for SWPA was received this quarter from the Police and Crime Commissioner's Office and has been processed as part of this project.

Mr Tertius Threipland visited in July and was given a tour of the building. Additions to the existing Murray Threipland deposit (DMTH) are anticipated.

Charlotte Hodgson has resigned her position as Diocesan Archivist. A successor has been nominated and has met the Glamorgan Archivist to discuss the post. An formal appointment will follow.

#### *Digital preservation*

Louise Hunt, Archivist, sits on the ARCW Digital Preservation Project Board, contributing usually via teleconference. Following her attendance at an Axiell training event she reported to the Board the discussions on integrating CALM with digital preservation systems.

Appointments have been made at the National Library of Wales for a project officer and developer for the work outlined in this year's MALD funded project on an all Wales solution to digital preservation. A National Digital Preservation Policy is in preparation and test cases are being explored for import of council records from electronic records management systems into Archivematica. A tutorial video has been created on how to upload content into Archivematica.

A student at Aberystwyth University is undertaking research into defining SIPs (submission information packages) for ingest into CALM. Louise Hunt completed a survey to assist in her research, the results of which will be fed back to the Project Board.

The issues relating to the preservation of high resolution images remain unresolved despite a useful meeting with Cardiff Council's IT Customer Supplier and Relationship officer. A number of solutions were proposed and are being explored.

## **C. ACCESS**

### **1. On-site use**

*Monitor service and implement improvements*

*Ask the Experts* family history advice sessions are offered weekly, with 7 attending this quarter. The sessions are all delivered by an expert volunteer.

Family history students on the 'Live Local Learn Local' course, delivered by Cardiff University's Centre for Lifelong Learning through Action Caerau Ely, visited for two sessions in June. During the first session they were given a tour of the building, introduced to family history resources and the catalogue then returned to further their own family history research and for digitisation training from People's Collection Wales staff.

Feedback forms are available to all visitors to the searchroom. Comments this quarter include:

*...thanks for all of your help – and that of your colleagues, this week. It's a really nice archive to work in and I hope to get down to Cardiff again in September to look at these files.*

*Programme of user events*

Elizabeth Belcham presented 'Bad Girls: Crime and Prostitution 1870-1914', based on her recently published book exploring the lives of women imprisoned at Swansea during this period. These women came from across Glamorgan, and many received treatment at the Glamorgan Asylum. Records from the Collection were referenced in the book and a selection were displayed



following the talk. The event was well attended and very well received.

### *Education*

The project to create digital education resources, funded by an ARCW small grant, has been completed. The bilingual resources are now available on the Education pages of the Archives website and will be publicised in early-September, the beginning of the new school year.

Students from Michaelston Community College visited as part of Cardiff University's CAER initiative and related projects. They worked with Archives and University staff to explore the history of the Ely and Caerau housing estates. One of the students who attended, a 15 year old boy currently educated off curriculum and at risk of exclusion, said of the visit: *'It was sick. I want to go here again.'*

Students from Michaelston College also visited as part of the Art Tells the Story of World War One project, facilitated jointly by community arts organisation People Around Here and Action Caerau Ely. The project sought to explore visual representations of the war, in particular propaganda, along with the impact of the war on the home front. This was their second visit. With older people from Ely and Caerau, all members of the Healthy Wealthy and Wise group, they looked again at the documents they saw previously, using them to develop conversations between the participants, especially about the First World War experiences of the parents, aunts and uncles of the older community members.

The project resulted in an exhibition, Art Tells the Story of World War One. The Senior Archivist attended the launch at the Dusty Forge in Ely. From August to early September the exhibition was hosted at the Archives.

Discussions have been held with staff from Action Caerau Ely who work as part of the Step Three programme at Michaelston College regarding potential provision of visits and placements for students.

The Glamorgan Archivist attended the John Hopla Society local history awards for schools ceremony at Rhondda Cynon Taf County Borough Council's Clydach Vale headquarters.

The Headteacher of Hendreforgan Community Primary School visited the searchroom to research the history of the school for its centenary celebrations. An exhibition was held in the summer term and has resulted in the further deposit of records, including a punishment book from 1919.

Statistics of use are given in *Appendices II* and *III* below.

## **2. External events**

### *Contribute to heritage events*

The Senior Archivist attended the Rhondda Historical Society's inaugural History Day, held at Trehafod Community Centre. There were several speakers on local topics, all of whom had used the Archives during their research.

The Archives' stand at Pontypridd Museum's Somme Commemoration event displayed WW1 indexes produced by volunteers.

The centenary of the Battle of Mametz Wood was commemorated by the 'Lads of Wales to War' community exhibition facilitated by Craft of Hearts, Tonypandy, and Rhondda Remembers. The exhibition was held at the Pierhead Building, Cardiff Bay. The Archives had a stand at the event, with staff attended on one day to advise visitors on researching WW1.

The Senior Archivist and volunteer Rosemary Nicholson were invited to speak at the service for the unveiling of the Cardiff City War Memorial at Hendre Park, St. Mellon's, on 7 July, the actual centenary of Mametz Wood. Rosemary has researched Cardiff Corporation employees killed at Mametz Wood and a selection of the stories she uncovered were read out at the Service. The Memorial was unveiled by the Lord Mayor of Cardiff.

The Archives worked with local officials of the RMT Union to display an early minute book of the predecessor union ASRW's Llantrisant branch at the RMT AGM in Cardiff.

### *Identify and respond to major anniversaries*

The blog this quarter has commemorated the Spanish Civil War, which began 80 years ago in 1936. A final post on the General Strike of 1926 appeared. The centenary of the Battle of Mametz Wood was featured, highlighting the work undertaken by volunteer Rosemary Nicholson. The march from Cardiff to Greenham Common was also commemorated. It began 35 years ago in August 1981 and led to the establishment of the Peace Camp.

In June, as the Euro 2016 tournament began in France, the French Connection was celebrated. The Document of the Month for August reflected the opening of the Olympic Games in the carnival city of Rio de Janeiro with a feature on the SWICA Carnival records, which include photographs of several carnivals across south Wales.

A meeting has been held with partners to discuss celebrations in 2017 of the 90<sup>th</sup> anniversary of Cardiff City FC winning the FA Cup.

### **3. Remote access**

#### *Monitor service and implement improvements*

The 15 working day target on remote enquiries is met. Feedback received this quarter includes:

*I am so excited to receive the Family Tree of Richard Snead. I am so very thankful to you for your wonderful, professional help.*

An increasing number of enquiries are received from the enquiry form on the new web site. Many request information which is available elsewhere on the site. Signposting from this page is being considered.

The Wellcome Library is engaged in a major project to digitise and web mount printed Medical Officer of Health reports. The reports date from the mid-19<sup>th</sup> century to the 1970s and provide a fascinating insight into the public health of local districts. The reports for Glamorgan authorities are included in the project which began in July and runs for 2 years.

#### *Publicity*

A film crew from the BBC's Newyddion 9 interviewed the Senior Archivist and filmed documents from the National Coal Board collection in connection with the award of Wellcome Trust funding to the Glamorgan's Blood: Dark Arteries, Old Veins project. The Glamorgan Archivist spoke about the project on BBC Radio Wales' Good Evening Wales programme.

BBC Wales Today filmed the deposit of records from Glamorgan Angling Club. Archivist Laura Russell described the work of the service and Club members were shown fishing, browsing the documents and touring the building.

Pupils from Ysgol Pwll Coch took over Made in Cardiff TV's Cardiff News for a day in June. They visited Glamorgan Archives to produce a report for the programme, interviewing the Glamorgan Archivist and filming in the Studio and strongrooms. The film was shown over the summer.

Glamorgan Archives has been nominated for an international film award. During the 2016 International Council on Archives (ICA) Congress in Seoul, Korea, the ICA Section of Professional Associations (SPA) is hosting a Film Festival on Archives and Records Management. Nine films have been nominated out of 66 entrants in three categories. Glamorgan's is the only UK entry. The film shows Cardiff People First members explaining their

work at the Archives researching the history of Ely Hospital and is nominated in the *Importance and Value of Archives* category. It was produced for Explore your Archive week. In addition to the category winners there will be a People's Award, voting for which is on-line at [www.arkivrad.no/the-spa-film-festival-peoples-award](http://www.arkivrad.no/the-spa-film-festival-peoples-award). All the winners will be announced in the final ICA Programme Commission Closing Plenary in Seoul on Friday 9 September.

A former Document of the Month feature on Bleddyn Williams will be added to the National Sports Museum Online website [www.nationalsportsmuseumonline.org.uk](http://www.nationalsportsmuseumonline.org.uk). The article includes images from his collection of the 1950 British Lions tour to Australia and New Zealand the famous wins by Cardiff and Wales over the New Zealand All Blacks in 1953.

Wales Online and the South Wales Echo have used articles on the Battle of Mametz Wood, the Wellcome Trust grant award, and an appeal for support in the public vote for the ICA SPA Film Festival People's Award.

National Volunteers Week in June was celebrated on social media. A post each day highlighted the varied and valuable work undertaken by volunteers in the Archives. The Archives contributed to the International Archives Day social media campaign on 9 June and the Museum Wales #lgbqt treasures campaign celebrating Pride Cymru in August. Other posts featured items from the Collection relating to the centenary of the Battle of the Somme, Wimbledon, International Cat Day and National Allotment Week. Social media is also used to highlight new accessions and to publicise items for sale.

## **SUMMARY**

Pressure on staffing resources is beginning to lessen as staff return and temporary replacements are arranged. The benefit of long term planning and networking is being felt as offers of collaborative projects accrue; the collaboration with Cardiff University's on-going CAER project has been particularly fruitful as has work with HLF community grant projects. Publicity runs itself with regular calls from local media. All staff are thanked for their commitment to service provision without which the impact of restricted resources would be much more severe.

## **4. LEGAL IMPLICATIONS**

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11

April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

## **5. FINANCIAL IMPLICATIONS**

Any direct financial implications arising from this report have been accounted for in the 2016-2017 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Susan Edwards**  
**Glamorgan Archivist**  
**7 September 2016**

**Local Government Act 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item** : WORK OF THE ARCHIVES  
1 June – 31 August 2016

**Background Papers**

CALM database.

**Officer to Contact: Susan Edwards – 029 2087 2202**

## Appendix 1

City United Reformed Church Records			
<b>Accession No:</b>	2016/87, 109	<b>Reference No:</b>	D957/1/42
City Link magazines Date of records: Jun-Aug 2016			
Cowbridge Amateur Dramatic Society Records			
<b>Accession No:</b>	2016/88	<b>Reference No:</b>	D1211
Programmes and photographs Date of records: 1990s-2013			
Glamorgan Family History Society Records			
<b>Accession No:</b>	2016/89	<b>Reference No:</b>	D37/1/122
Journal number 122 Date of records: Jun 2016			
Papers relating to Cowbridge Rural District Council			
<b>Accession No:</b>	2016/90	<b>Reference No:</b>	D1343
Photographs of past chairmen of Cowbridge Rural District Council, 1922-1955 Date of records: 1922-1955			
Papers relating to Cowbridge High School for Girls			
<b>Accession No:</b>	2016/91	<b>Reference No:</b>	D1344
Photographs showing pupils of Cowbridge High School for Girls Date of records: c.1956			
Papers relating to Hensol Castle			
<b>Accession No:</b>	2016/92	<b>Reference No:</b>	D1346
Letter written from Park Lodge, Binfield, Berkshire to Sir Rose Lambart Price, Hensol Castle, 30 Apr 1878; bill for cost of building pair of cottages, 1878. Date of records: 1878			
Deed relating to 56 High Street, Cowbridge			
<b>Accession No:</b>	2016/93	<b>Reference No:</b>	D1347
Lease to vest possession: John David Roberts gent., Jamaica to Samuel Salmon of Hadleigh, Suffolk, cleric. Date of records: 1803			
Morgan and Thomas Families of Aberthin and Cowbridge Arms Papers			
<b>Accession No:</b>	2016/94	<b>Reference No:</b>	D1349
Papers and photographs relating to the Morgan and Thomas Families of Aberthin and Cowbridge Arms, including full notes on the histories of the families. Date of records: c.1873-1920s			

<b>Papers relating to Cowbridge Grammar School</b>			
<b>Accession No:</b>	2016/95	<b>Reference No:</b>	D1345
Photograph of pupils of Cowbridge Grammar School Date of records: 1934			
<b>Collection of postcards of Penlline, St. Hilary, Cowbridge and Chepstow</b>			
<b>Accession No:</b>	2016/96	<b>Reference No:</b>	D1348
Postcards of Penlline, St. Hilary, Cowbridge and Chepstow written by Robert Homfray to Miss Maude Sims of Victoria, Australia, along with a transcription of the messages on the postcards. Date of records: c.1912-2015			
<b>David and Russell Families of the Westgate Inn, Cowbridge Papers</b>			
<b>Accession No:</b>	2016/97	<b>Reference No:</b>	D1350
Papers relating to the David and Russell Families of the Westgate Inn, Cowbridge. Date of records: c.1900-1991			
<b>Cardiff People First Records</b>			
<b>Accession No:</b>	2016/98	<b>Reference No:</b>	D1351
Ely Hospital Resettlement Team, Core Project Groups and the Resettlement Process Manual. Date of records: 14 Sep 1994			
<b>Porth English Congregational / United Reformed Church Records</b>			
<b>Accession No:</b>	2016/99	<b>Reference No:</b>	D1220
Photographs, membership lists, baptism certificates, minutes of elders meetings, minutes of organisation meetings, correspondence, history of the church. Date of records: 1885-2016			
<b>Radcliffe Estate Records</b>			
<b>Accession No:</b>	2016/100	<b>Reference No:</b>	DAU
Deeds Date of records: 19th-20th century			
<b>Plans of Penarth Docks</b>			
<b>Accession No:</b>	2016/101	<b>Reference No:</b>	D1352
Plans of Docks and surrounding area Date of records: 1950s			
<b>Information of William Collier in the case of Benjamin Meredith</b>			
<b>Accession No:</b>	2016/102	<b>Reference No:</b>	D1353
Date of records: 27 Nov 1807			



<b>Mortgage of an estate in Glamorgan called Castella</b>			
<b>Accession No:</b>	2016/103	<b>Reference No:</b>	D1354
Morgan Popkin Traherne Esq to the trustees named in the settlement made on his marriage to Miss Jenkins. Mortgage for raising £3000 and interest upon the trusts detailed in the settlement. Date of records: 25 Nov 1808			

<b>Lease of possessions</b>			
<b>Accession No:</b>	2016/104	<b>Reference No:</b>	D1355
John Jones, Clerk of the parish of Coity to Matthew Lewis, Yeoman of the parish of Margam Date of records: 5 Aug 1805			

<b>Records of Hopkin John, Solicitors, Cardiff</b>			
<b>Accession No:</b>	2016/105	<b>Reference No:</b>	DHJ
Legal papers Date of records: 20th century			

<b>Arts Council Wales Records</b>			
<b>Accession No:</b>	2016/106	<b>Reference No:</b>	SGCC
Background files relating to an audit of works commissioned by South Glamorgan County Council, carried out by Mr Cox who was working for the Art Council Wales Date of records: 1999			

<b>Rhymney Valley Women's Aid Records</b>			
<b>Accession No:</b>	2016/107	<b>Reference No:</b>	D1356
Annual reports Date of records: 1999-2004			

<b>Women's Archive of Wales/Archif Menywod Cymru Records</b>			
<b>Accession No:</b>	2016/108	<b>Reference No:</b>	DWAW8/8
Newsletter Date of records: Jun 2016			

<b>Cardiff Archaeological Society Records</b>			
<b>Accession No:</b>	2016/110	<b>Reference No:</b>	D717
Subscription ledger, 1962-1987; accounts books, 1962-1971, 1971-1987 Date of records: 1962-1987			

<b>South Wales Police Authority Records</b>			
<b>Accession No:</b>	2016/111	<b>Reference No:</b>	DSWPA
Minutes, agenda and reports; statements of account; plans; annual reports; SWPA newspapers. Date of records: 1970s-2000s			

<b>Canton High School Records</b>			
<b>Accession No:</b>	2016/112	<b>Reference No:</b>	D808
Prize giving programmes, school magazines, photographs, stock and purchase records, awards and registers, records relating to the memorial organ, plans, staff lists Date of records: 1912-2015			

<b>Penarth and Llandough Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2016/113	<b>Reference No:</b>	P46CW
Register of Services, St Augustine, 1999-2003; Parish bulletins, 2015; Parish magazines, 2015; Vestry Meeting Annual Meeting minutes, 2015; Vestry Meeting Annual Meeting report, 2016 Date of records: 1999-2016			

<b>Llandaff Diocese Mothers' Union Records</b>			
<b>Accession No:</b>	2016/114	<b>Reference No:</b>	DMUL
Llandough Branch minutes, 1913-1930s; Minutes of St Augustine's Branch and Deanery minutes, 2012-2015; 'In Touch' the Llandaff Magazine, 2012-2016; Year Books, 2011-2015 Date of records: 1913-2016			

<b>Melingriffith Co. Ltd War Veterans Photograph</b>			
<b>Accession No:</b>	2016/115	<b>Reference No:</b>	D1357
Photograph of Melingriffith employees returned from the Great War Date of records: 3 May 1919			

<b>Counterpart lease of two houses and premises at Aberdare in the County of Glamorgan</b>			
<b>Accession No:</b>	2016/116	<b>Reference No:</b>	D1358
The Ecclesiastical Commissioners for England to Mr Henry Thomas regarding a parcel of land and premises situated on the north east side of Whitcombe Street, Aberdare Date of records: 17 Mar 1864			

<b>Cardiff Magistrates Court Records</b>			
<b>Accession No:</b>	2016/117, 119	<b>Reference No:</b>	PSCBO
Court registers Date of records: 1980-1988			

<b>Alun Emlyn-Jones of Cardiff, Papers</b>			
<b>Accession No:</b>	2016/118	<b>Reference No:</b>	D1359
Papers of Cardiff Bay Business Forum, including newsletters and correspondence Date of records: 1990s			

<b>Coed-y-Brain School Records</b>			
<b>Accession No:</b>	2016/120	<b>Reference No:</b>	ECG/27
Log Books, Admission Registers, Punishment Book, School Compendium, Class Teachers Record Book, Plan of Infants Block, notes and correspondence			
Date of records: 1900-1989			

<b>Walker Family of Cardiff, Papers</b>			
<b>Accession No:</b>	2016/121	<b>Reference No:</b>	D1360
Scrapbook, album, photographs and papers including items relating to Richard Walker and research expeditions to the antarctic on Royal Research Ship Discovery II			
Date of records: c1920s-1950s			

<b>Miskin Lower Petty Sessions Records</b>			
<b>Accession No:</b>	2016/122	<b>Reference No:</b>	PSMLO
Court papers and registers, 1920s-1980s; Miskin Petty Sessions court register, May 1988, 'Miscellaneous Orders', 1926-1927, framed photographs of former magistrates, 1980s-2008;			
Date of records: 1920s-2008			

<b>Merthyr Tydfil County Borough Council Records</b>			
<b>Accession No:</b>	2016/123	<b>Reference No:</b>	CMT/C/2/128-141
Deeds to council properties			
Date of records: 20th century			

<b>Women's Archive of Wales/Archif Menywod Cymru/Tondu Girls' School, Bridgend Collection</b>			
<b>Accession No:</b>	2016/125	<b>Reference No:</b>	DWAW57
Collection of photographs and news cuttings relating to Tondu Girl's School, Bridgend			
Date of records: 20th century			

<b>Women's Archive of Wales/Archif Menywod Cymru/Olwen Thomas, Pontcymmer, Women's Auxiliary Air Force</b>			
<b>Accession No:</b>	2016/126	<b>Reference No:</b>	DWAW59
Royal Air Force Service and Release Book			
Date of records: 1942-1946			

<b>Women's Archive of Wales/Archif Menywod Cymru/</b>			
<b>Accession No:</b>	2016/127	<b>Reference No:</b>	DWAW58
Photograph of Gladys, a young woman in army band uniform			
Date of records: c1914			

<b>No 15 Branch of the Normandy Veterans Association (South Wales) Records</b>			
<b>Accession No:</b>	2016/128	<b>Reference No:</b>	D1242
Minutes of the South Wales Branch No 15, 1983-1996; Secretarial correspondence, 1986-1998 Date of records: 1983-1998			

<b>John Mahoney of Cardiff Collection</b>			
<b>Accession No:</b>	2016/129	<b>Reference No:</b>	D1342
Industrial records relating to south Wales Date of records: 19th-20th century			

<b>Publications commemorating the centenary of the Battle of Mametz Wood, 1916</b>			
<b>Accession No:</b>	2016/130	<b>Reference No:</b>	D1363
'1916-2016 100th Anniversary Remembering The Capture Of Mametz Wood By The 38th (Welsh) Division 7-12 July 1916'; 'Y Cymry yng Nghoed Mametz 1916: Y Gwasanaeth Coffa Cenedlaethol/ The Welsh at Mametz Wood 1916: The National Service of Remembrance'; 'Richard Thomas Policeman Sportsman Soldier' Date of records: 2016			

<b>Records of the Vale Centre for Voluntary Service</b>			
<b>Accession No:</b>	2016/131	<b>Reference No:</b>	D1361
Vista Magazines Date of records: 1997-2015			

<b>Hopkins Law Solicitors, Cowbridge, Records</b>			
<b>Accession No:</b>	2016/132	<b>Reference No:</b>	D1362
Deeds relating to properties in Cardiff and Taffs Well Date of records: 1885-1963			

<b>Ward Family of Cardiff Papers</b>			
<b>Accession No:</b>	2016/133, 138	<b>Reference No:</b>	D1364
Family papers accumulated by Mr Ward Date of records: 20th century			

<b>Newcastle and Ogmore Petty Sessional Division Records</b>			
<b>Accession No:</b>	2016/135	<b>Reference No:</b>	PSNEW
Court registers Date of records: c1985-1988			

<b>Hendreforgan School, Garden Village, Gilfach Goch, Records</b>			
<b>Accession No:</b>	2016/136	<b>Reference No:</b>	ELL17
Punishment book, admission registers and stock and inventory books Date of records: 1916-2003			

<b>Cardiff County Council Records</b>			
<b>Accession No:</b>	2016/137	<b>Reference No:</b>	CC
Order of Service for the unveiling of the Cardiff Great War Memorial Date of records: 7 Jul 2016			

<b>Cardiff and the Vale of Glamorgan Boys' Brigade Battalion</b>			
<b>Accession No:</b>	2016/139	<b>Reference No:</b>	D1285
Orders of service, minutes, programmes, newsletters. Date of records: 20th century			

<b>Boys' Brigade in Wales District Records</b>			
<b>Accession No:</b>	2016/140	<b>Reference No:</b>	D1286
Handbooks, annual reports, orders of service, newsletters, programmes Date of records: 20th century			

<b>Bethany Baptist Church, Rhiwbina, Cardiff Records</b>			
<b>Accession No:</b>	2016/141	<b>Reference No:</b>	DBAP15
Annual General Meeting papers, monthly announcements, church magazines, members' directory, papers regarding repair to church roof Date of records: 2015-2016			

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2016/142	<b>Reference No:</b>	D127
Eighty-Third Annual Report 2015-2016 Date of records: 2015-2016			

<b>Llandaff Society Records</b>			
<b>Accession No:</b>	2016/143	<b>Reference No:</b>	DLDS/1
Newsletter 133 Date of records: 2015			

<b>Glamorgan Anglers Club</b>			
<b>Accession No:</b>	2016/144	<b>Reference No:</b>	D1366
Committee minutes and Annual General Meetings, 1925-1933, 1944-2015 Date of records: 1925-2015			

<b>Upper Boat Power Station, Treforest, Photographs</b>			
<b>Accession No:</b>	2016/145	<b>Reference No:</b>	D1365
Views of Power Station and equipment Date of records: 1903-1937			

## **Notable accessions**

### **Cardiff Magistrates' Court Records (PSCBO), Miskin Lower Petty Sessions Records (PSMLO), Newcastle and Ogmore Petty Sessions Records (PSNEW)**

The reorganisation of the local magistrates' court system and closure of the courts at Bridgend and Pontypridd in 2016 has resulted in a substantial amount of records being deposited. In addition to court registers for Cardiff, Miskin Lower and Newcastle and Ogmore divisions photographs of former magistrates in the Miskin Lower division were received.

### **Canton High School Records (D808)**

A large additional deposit of records was received from students and staff of Cantonian High School. The records cover a wide date period, 1912-2015, recording the history of the school, both at its original site in Market Road, Canton (now Chapter Arts Centre) and its current site in Fairwater. 17 boxes comprising prize giving programmes, school magazines, photographs, stock and purchase records, awards and registers, records relating to the memorial organ, plans and staff lists will add greatly to the material already held.

### **Walker Family of Cardiff Papers (D1360)**

A fascinating collection of records has been received relating to the career of Richard Walker of Cardiff, who spent time in the Antarctic in the 1930s on board the John Briscoe and Discovery II survey ships. In January 1937 he was reported missing in the Antarctic, with five colleagues, during a blizzard. The group was lost for twelve days and the British press eagerly followed the search for the men and their subsequent rescue. Richard Walker won the Polar Medal for helping to man-haul a sledge with three others, to rescue an American aviator, Lincoln Ellsworth who had crash-landed while attempting to become the first person to fly over the Antarctic in 1936. In January 1940 he was awarded the Bronze Medal of the Royal Lifeboat Institution for helping to rescue the crew of a trawler. He was at that time serving as Assistant King's Harbour Master at Dover. Richard Walker later became Harbour Master in Bristol. The collection includes an album and scrapbook with photographs of the Antarctic.

### **Hopkins Law Solicitors, Cowbridge, Records (D1362)**

A collection of property deeds has been donated by a firm of Cowbridge solicitors. Hopkins Law Solicitors specialise in family law, property and wills and probate. The deeds commence c1895 and refer to properties in Canton, Cardiff and Cardiff Road, Taffs Well.

### **Upper Boat Power Station, Treforest, Photographs (D1365)**

This small collection of photographs shows the Power Station and its equipment. The foundation stone was laid on April 30th 1902 and the station distributed steam to a large portion of the nearby Treforest Industrial Estate for heating and for use in industrial processes. Of particular interest are views of the Engine Room taken during the installation of the engines.

**Glamorgan Anglers Club (D1366)**

A substantial collection of records has been deposited from the oldest and largest angling Club in the country. Glamorgan Anglers Club was established in 1904 and has over 800 members. Records deposited by the Club Treasurer commence in 1925 and include Committee minutes, reports from Annual General Meetings and news cuttings. Such records provide a valuable insight into the sporting and social aspects of angling in south Wales and the Club's involvement with environmental issues. The deposit was featured on BBC Wales News.

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
June - Aug 2015	1875 (982)	43	2819
Sep - Nov 2015	2225 (1381)	65	2498
Dec 2015 - Feb 2016	1294 (676)	32	2563
Mar - May 2016	2105 (1270)	62	2742
June - Aug 2016	1821 (743)	46	2227

	<b>Remote Enquiries</b>	<b>Website Hits</b>
June - Aug 2015	806 (+53 un-printed thank-you emails)	9268
Sep - Nov 2015	751 (+73 un-printed thank-you emails)	10608
Dec 2015 - Feb 2016	733 (+77 un-printed thank-you emails)	**
Mar - May 2016	852 (+ 74 un-printed thank you emails)	11475
June - Aug 2016	766 (+ 65 un-printed thank you emails)	10437

## Interesting Enquiries

Police records, recently the beneficiary of an ARCW small grant to improve the catalogue and accessibility of the collection, are popular resources with researchers. This quarter saw a visit to the searchroom by an author who has published several books on policing in south Wales. He is currently working on a new volume which will trace 300 years of policing in Cardiff. He used the Cardiff Constabulary photographic registers and news cuttings books.

A local historian conducting research for an article on policing in Cowbridge was particularly interested in a photograph of Sergeant Thomas Thomas, the first police sergeant to be stationed in the borough. An ambrotype image was identified within the South Wales Police photographic collection and a digital copy provided.



Two local historians from Cardiff consulted the Collection in search of details of various historic buildings in Glamorgan, including the Norwegian Church. The information will be used to inform the ghost tours that they offer in the area.

Local historians from further afield have also received assistance. A New Zealand researcher hoping to confirm that an ancestor served as Lord Mayor of Cardiff and a Portland, Oregon, visitor who consulted log books of Dinas Powys National School, where his grandfather had been head teacher. Closer to home a Southampton enquirer, researching the history of the city's time ball, designed by the Cardiff born jeweller and watch maker John Blount Thomas, was seeking details of Blount Thomas' father, specifically his occupation and date of death.

Two scholars from the US spent a number of days in the searchroom over the summer. They are tracing the journey of two 18th century itinerant Quaker ministers who may have stayed in Wales during 1753 and 1754. They consulted a range of Society of Friends records, in particular those for the Wales meeting, the North Wales quarterly meetings and the South Division of Wales meetings.

A student from Princeton University in New Jersey, studying for a PhD in historical musicology with a focus on British musical theatre in the post-World War II period, visited the searchroom. She consulted a number of theatre programmes from the period along with photographs of productions of particular shows.

Another student was researching women's football clubs, both domestic and international. The catalogue produced two photographs, one showing an unidentified women's football team in Cardiff during the 1930s (ref.: DX28/3) and another showing a men's team and a women's team photographed together during the 1910s (ref.: D974/1/27).

An academic from the Wellcome Unit for the History of Medicine at the University of Oxford asked for help in his research into the life of Captain John Evans, who worked as a secret agent in Germany. He wanted to confirm Evans' age. Papers from when he joined British Intelligence state that he attended Barry County School. A student on work placement searched the register of fees for the school (ref.: BB/E/7/1) but could find no entry relating to him. She also searched for the address Evans gave for his father, which appears to be false! Although these findings were not positive they were helpful in eliminating certain avenues of enquiry.

Commercial development in and around Cardiff often leads researchers to the Archives. A representative from a construction company needed structural information on St David's House, Wood Street, in connection with demolition work. Building plans are held on microfilm and on visiting she found they provided exactly the information she required. Several copies were provided.

As part of the redevelopment of the former Cardiff bus station a designer has explored the Collection for images and information for a timeline of Cardiff's

history which will feature on the hoardings surrounding the Central Square area during construction. The initial design proposal includes an image provided of John Speed's map of Cardiff.

Hendreforgan Primary School in Gilfach Goch will be celebrating its centenary during 2017. The Head teacher visited the searchroom to conduct preparatory research. He used school log books and admissions registers (ref.: ELL17/1-2), plans of the building (ref.: GD/E/57-58) and aerial photographs of the area (ref.: D978). He has been invited to return during the new school year with some of his pupils so that they can investigate the resources themselves.

Volunteers from the Cardiff Story Museum have been conducting background research in the searchroom for their project Wild in the City, which looks at nature and wildlife within urban Cardiff. Several resources were recommended, including the diaries of Robert Drane, the Cardiff Naturalist Society records and the WI scrapbooks.

Staff from the Temple of Peace have been researching the construction and opening of the Temple. They have secured Heritage Lottery funding for this work and are planning an exhibition.

### **Appendix III**

<b><i>Local and Family History Groups</i></b>	
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Ask the Experts! family history sessions	7
VCS Cardiff workshop	7
People Around Here / ACE	12
Live Local Learn Local x2	14
Trek to Connect	6
<b>Professional Organisations</b>	
Glamorgan Archives Joint Committee	14
HLF Cymru	35
South Wales Record Society	12
<b>Events</b>	
Bad Girls: Crime and Prostitution 1870-1914	25
Head for Arts exhibition and launch	42
<b>Education</b>	
Michaelston Community College	37
Cantonian High School	5
<b>Filming</b>	
BBC Newyddion	3
BBC Wales Today	4
Ysgol Pwll Coch / Made in Cardiff TV	8
<b>Individuals Meeting Staff</b>	131
<b>Tours for prospective volunteers</b>	4
<b>Room Hire</b>	
Cardiff Council Training/Workshop x 34	683
UNICEF Training	22
Revitalyz Training	7

#### Appendix IV

Bench work		
UC/45/10	List of paupers and year book	Cleaned, repaired, re-backed reattached

		boards
UC/54	Cholera Returns	Cleaned, repaired, flattened and repackaged
UC/55	Evidence papers	Cleaned, repaired, flattened and repackaged
UC/57	Papers	Cleaned, repaired, flattened and repackaged
UC/59/1-4	Letters and Testimonials	Cleaned, repaired, flattened and repackaged
UC/94/1	Letter book (outward)	Re-bound
UC/99/5-7	Cadoxton water supply plans	Cleaned, repaired, flattened and repackaged
UC/104/1-6,8-12	Notices	Cleaned, repaired, flattened and encapsulated with archival polyester and microchamber
UM/63/2,3,	Admission and Discharge Registers	Cleaned, repaired, re-bound
DCC/18	Cardiff Collieries, Llanbradach, Output book	Cleaned, repaired and reattached into covers
DNUR/3/1	Llantrisant branch, ASRS, minute book and enclosed papers	Cleaned, repaired, re-sewn, re-backed and attached into old boards
DBR	Dyffryn Estate, Aberdare, Records	Assessed for conservation needs
DCB	Cory Brothers & Co. Ltd., Shipping Merchants, Records	Assessed for conservation needs
UC	Cardiff Poor Law Union, Records	Assessed for conservation needs
UPP	Pontypridd Poor Law Union, Records	Assessed for conservation needs
D29	St David's Roman Catholic Metropolitan Cathedral, Cardiff, Records	Assessed for conservation needs
Cardiff directory 1914		Re-backed
<b>Cleaning and Packaging</b>		
Crew Agreements	203 documents	Cleaned
OS Maps	114 plans	Hangers attached

DNCB	28 volumes	Cleaned
Court records	123 bankers boxes 132 volumes	Cleaned
P142CW/27/3-4	Photographs	Repackaged
2001/44	1 box	Repackaged
DWA/ABERFAN	3 boxes	Repackaged
CL/DEEDS/Sussex	32 documents	Cleaned
UC/99/4	plan	Cleaned and repackaged
Estate Maps	4 maps	Cleaned
Various	41 items	Repackaged
<b>Bespoke boxes made</b>		
Various	337 boxes	
<b>Barcoded and Relocated</b>		
Standard boxes/volumes	1942 items	Barcoded and located into the Collection
OS Maps	114 plans	Located into the Collection
Various	1844 items	Locations moved and database updated
<b>External Work</b>		
Local Archives	358 boxes made	
Private Individuals	50 boxes made	
Business	3 plans	Cleaned, pressure sensitive tape removed, repaired and repackaged
Private Individual	1 volume	Removal of adhesive label and repaired
Institution	55 boxes made	
Organisation	2 boxes made	
Business	100 boxes made	

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**THE CITY OF CARDIFF COUNCIL, COUNTY BOROUGH COUNCILS OF BRIDGEND,  
CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF  
GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
16th September 2016**

**REPORT OF:**

**THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE**

AGENDA ITEM NO.
<b>2016-2017 BUDGET MONITORING</b>

**PURPOSE OF REPORT**

1. This report provides members with the actual expenditure and income up to July 31<sup>st</sup> 2016 and projected full year revenue outturn for the current financial year 2016/2017.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2016/2017**

2. **Appendix 1** details the position for the financial year 2016/2017, as forecast at 31<sup>st</sup> July 2016. This is summarised in the Table below.

**Table 1: Projected Outturn 2016/2017 (at Month 4)**

	<b>Budget £</b>	<b>Actual to date £</b>	<b>Projection £</b>	<b>Variance £</b>
<b>Expenditure</b>				
Employees	450,440	151,746	452,146	1,706
Premises	288,200	213,014	276,892	-11,308
Transport	2,550	253	1,433	-1,117
Supplies & Services	39,110	13,514	37,364	-1,746
Third party Payments	0	0	1,155	1,155
Support Services	42,700	525	36,988	-5,712
<b>GROSS EXPENDITURE</b>	<b>823,000</b>	<b>379,051</b>	<b>805,978</b>	<b>-17,022</b>
Income	-87,000	-41,502	-97,780	-10,780
Contribution from reserves	-75,000		-75,000	
<b>NET EXPENDITURE</b>	<b>661,000</b>	<b>337,549</b>	<b>633,198</b>	<b>-27,802</b>

3. The full year spend is projected to be £633,198 representing an underspend of £27,802 against the approved budget of £661,000. Reasons for the main variances are given below:

**Employees (+ £1,706)**

4. Employee costs are projected to be slightly higher than the £450,440 that was planned, this in part is due to the cost of Agency Staff and Holiday Pay used to cover maternity and sabbatical leave staff. This cost is expected to be offset through reduced employee costs in permanent staff budgets.

**Premises (- £11,308)**

5. It is anticipated that there will be a net underspend on premises costs. The significant variances are detailed below.
- Repairs, alterations and maintenance are predicted to overspend by £5,000 this year with ongoing work including repairs to lights, water leaks and lift repairs.
  - The electricity expense has been projected at £20,600 which is an underspend of £20,000. This is due to the introduction of solar panels. Budgets will be realigned to reflect this for 2017/18.
  - Water Rates have been projected in line with last year's outturn position. Due to the timing of bills the costs budgeted were too low and this will continue to be monitored and adjusted for 2017/18 projections.
  - Specialist waste disposal was budgeted at £1,500 based on last year but this was due to a specific collection and therefore this year the projection has been set at £520 which covers the annual charge as billed in 6 instalments throughout the year.

**Transport (- £1,117)**

6. There is a projected underspend against transport costs of £1,117. Variances on line items are due to income from the ongoing repayment of a staff travel expenses loan and a predicted underspend on travelling expenses.

**Supplies & Services (- £1,746)**

7. Overall an underspend is projected on supplies and services. Several of the budget lines were adjusted in the 2016/17 Budget. The main variances are explained below.



- Conservation has an overspend of £5,000 with a projection for the year of £10,000. This overspend will be offset by a grant that is to be received during the year, and transferred to a separately monitored report for transparency.
- Catering Sundries are projected as £6,000 for 2016/17 which is an underspend of £4,000. This is due to the fact that as of Month 5 a frequent customer will no longer be ordering catering for their meetings and will instead only require refreshments.
- Photocopiers are projected at £2,113 which is an overspend of £1,113 for the leases, supplies and charges.
- External Audit fees have reduced again this year to £2,373 due to the new financial reporting process which replaces a full statement of accounts with a smaller return, along with assurances gained from the new annual internal audit.
- Internet Charges and Software Purchase were historic areas of spend and these were prudently assumed to continue. For 2016/17 it is anticipated that no responsive spend will be necessary.

#### **Support Services (- £5,712)**

8. The projected outturn for the majority of central support costs are in line with the actual charges for 2015/16. Significant variances are outlined below.
  - Service Accountancy is projecting an overspend of £100 with Technical Accountancy an underspend of £900. Moving forward, these will be amalgamated under Accountancy and there will be an overall underspend of £800 due to a change of staff time committed to the Glamorgan Archives Service and cost centre restructure within Cardiff Council.
  - Internal Audit fees were budgeted at £1,500 based on last year as there was an internal audit carried out but this year there will likely be an underspend of £975 due to reduced services.
  - An underspend is also expected for ICT Services and HRPS recharges, based on last year's outturn position.

#### **Income (- £10,780)**

9. The projected income is £10,780 higher than budgeted. Explanations for the most significant variances are given below.
  - There is additional projected income of £6,500 from ARCW grants and £3,353 from NMCT which were not budgeted for at the beginning of the year.
  - Conservation income is currently projected at £5,000 under budget. This shortfall is likely to reflect the better than expected position from 2015/16 which has not been repeated this year.
  - Income from Food is expected to come in under budget by £2,800. This is as a result of service users opting for refreshments over buffet lunches.
  - Royalties are estimated to make a shortfall on income of £9,000. This was due to an error in estimates during the year end.

- There is additional projected income of £17,152 against sundry charges but this partly relates to an additional grant that was received from the National Archives Council.
- Other Interest is slightly lower than previous years but this is calculated on the balance on the General Reserve at year end, which continues to be drawn down.

#### **Local Authority contributions**

10. On the basis of the projected outturn for 2016/17 as detailed in this report the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to Committee. Bills for the first half of 2016/17 have now been raised in line with budget.

#### **FINANCIAL IMPLICATIONS**

11. An underspend of £27,802 is projected for 2016/2017 based on the position as at Month 4. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and Finance Officers. Should expenditure exceed that budgeted then it will be necessary to draw upon the General Reserve, which currently stands at £310,518 and will be £235,518 if the full amount of £75,000 budgeted is drawdown this year.
12. Should an overspend occur, it will not impact upon the level of Local Authority contributions provided that the overspend can be funded from the General Reserve. Any underspend will be contributed to the General Reserve in order to maintain the reserve level.

#### **LEGAL IMPLICATIONS**

13. There are no legal implications arising from this report.

#### **RECOMMENDATIONS**

It is recommended to members that they:

- Note the projected full year outturn position for 2016/2017 as detailed in this report.

**Christine Salter**

**Treasurer to the Glamorgan Archives Joint Committee**

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Employees</b>			
Gross Pay	342,390	330,327	-12,063
LG Pensions	78,240	79,130	890
National Insurance	28,440	27,107	-1,333
Misc Allowances	820	374	-446
Holiday Pay	0	2,497	2,497
Agency Staff - Cardiff Works	0	12,000	12,000
Employers Liability Ins Premiums	550	550	0
Staff Training Expenses	0	160	160
<b>Employees Total</b>	<b>450,440</b>	<b>452,146</b>	<b>1,706</b>
<b>Premises</b>			
Repairs Alterations & Maintenance	10,000	15,000	5,000
Security Measures	5,500	6,125	625
Rodent & Pest Control	100	350	250
Maintenance of Grounds - General	1,500	1,500	0
Fire Alarm Service	3,640	3,612	-28
Maintenance Contracts	10,000	10,900	900
Electricity	40,600	20,600	-20,000
Gas	11,400	11,959	559
National Non Domestic Rates	190,060	189,540	-520
Water Rates	1,200	3,869	2,669
Security Services	0	275	275
Cleaning Materials	500	124	-376
Window & Flue Cleaning	700	484	-216
Refuse Collection/Bulk Containers	1,500	1,748	248
Contract Cleaning	7,500	7,786	286
Specialist Waste Disposal	1,500	520	-980
Property Insurance Premiums	2,500	2,500	0
<b>Premises Total</b>	<b>288,200</b>	<b>276,892</b>	<b>-11,308</b>

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Transport</b>			
Hire of Transport CTS	0	150	150
Public Transport - Staff Use	500	336	-164
Staff Rail Season Ticket Loans	0	-296	-296
Car Allowances	600	522	-78
Travel Expenses	1,450	721	-729
<b>Transport Total</b>	<b>2,550</b>	<b>1,433</b>	<b>-1,117</b>
<b>Supplies &amp; Services</b>			
Signs - New & Repairs	250	0	-250
Conservation	5,000	10,000	5,000
Vending Machines	3,000	3,100	100
Catering Sundries	10,000	6,000	-4,000
Uniforms & Overalls (Staff)	100	100	0
General Printing & Stationery	500	265	-235
OLR - Photocopiers	1,000	2,113	1,113
Audit Fee	3,200	2,373	-827
Archiving/Storage Service	500	500	0
Central Telephone Exchanges	4,000	4,130	130
Telephones	1,950	1,000	-950
Postages	600	421	-179
Internet Charges	1,000	0	-1,000
Software Purchase	1,000	0	-1,000
Consumables - IT Related (Computer)	590	1,000	410
Software Licences & Mtnce Agrmts	4,000	3,900	-100
Accommodation Expenses	0	292	292
Subscriptions	700	450	-250
Public Liability Insurance Premiums	1,020	1,020	0
Miscellaneous Insurance Premiums	700	700	0
<b>Supplies &amp; Services Total</b>	<b>39,110</b>	<b>37,364</b>	<b>-1,746</b>

Expense/Income Account	Plan £	Projected £	Variance £
<b>Third Party Payments</b>			
<b>Other LA's Provision of Service</b>	<b>0</b>	<b>1,155</b>	<b>1,155</b>
<b>Support Services</b>			
Service Accountancy	13,900	14,000	100
Technical Accountancy	900	0	-900
Income Recovery	100	210	110
Payroll	500	370	-130
Payments	500	525	25
Audit	1,500	525	-975
Procurement	600	510	-90
SAP Support	2,000	3,000	1,000
ICT Services	12,000	10,000	-2,000
HRPS	7,200	5,000	-2,200
Legal Services	500	478	-22
Welsh Translation	3,000	2,370	-630
<b>Support Services Total</b>	<b>42,700</b>	<b>36,988</b>	<b>-5,712</b>
<b>Income</b>			
Nat Manus Cons Trust	0	-3,353	-3,353
ARCW Grants	0	-6,500	-6,500
Publications General	-2,000	-525	1,475
Sale of Photocopies	-2,000	-2,000	0
Conservation Income	-15,000	-10,000	5,000
Food	-15,000	-12,200	2,800
Course Fees	-500	-100	400
Search Fees	-3,000	-4,000	-1,000
Royalties	-10,000	-1,000	9,000
Hire Of Specialist Rooms	-37,000	-40,000	-3,000
Sundry Charges & Income	0	-17,152	-17,152
Donations	0	-150	-150
Other Interest	-2,500	-800	1,700
Cont fm Oth Emkd Res	-75,000	-75,000	0
<b>Income Total</b>	<b>-162,000</b>	<b>-172,780</b>	<b>-10,780</b>
<b>Total</b>	<b>661,000</b>	<b>633,198</b>	<b>-27,802</b>

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**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
16th September 2016**

**REPORT OF:**

**THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE**

	AGENDA ITEM NO.
<p><b>2015-2016 AUDITED WALES AUDIT RETURN</b></p>	

The attached provides members with the final Wales Audit Office Return for 2015-2016 and the ISA 260, which details the Audit opinion and highlights any other matters that do not affect the audit opinion to be discussed by the committee.

The basis for the attached return was distributed at the previous committee meeting and the draft signed off by the chair on 23<sup>rd</sup> June 2016. Adjustments have been made according to Wales Audit resulting in an unqualified opinion. Material adjustments are detailed in the attachments.

**Christine Salter**  
**Treasurer to the Glamorgan Archives Joint Committee**

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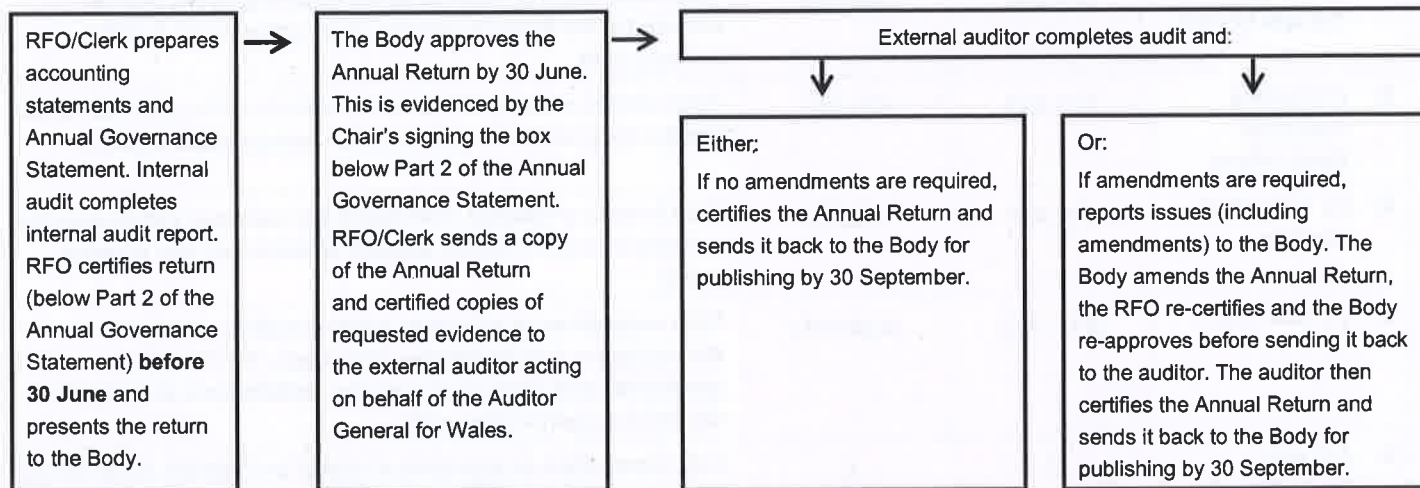


## Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2016

Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

### The accounts and audit process

The accounts and audit arrangements follow the process as set out below.



**Please complete all sections highlighted in red.** Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. **Please note that copies of all documents provided for the purposes of the audit must be certified as true copies of the originals by the Clerk and Chair.** Unless requested, please **do not** send any original financial or other records to the external auditor.

Bodies should note the changes to the Annual Governance Statement. This is to be completed in full by all Bodies.

Audited and certified returns are sent back to the Body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

### Completion checklist

'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
<b>Accounts</b>	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2016?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Does the bank reconciliation as at 31 March 2016 agree to line 9?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>All sections</b>	Have all red boxes been completed and explanations provided where needed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Supporting evidence</b>	Have all items and pages of supporting evidence provided to the audit been certified as a true copy of the original by the Clerk and Chair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Accounting statements 2015-16 for:

Name of body: Glamorgan Archives

	Year ending		Notes and guidance for compilers
	31 March 2015 (£)	31 March 2016 (£)	

Please round all figures to nearest £.  
Do not leave any boxes blank and report £0 or nil balances.  
All figures must agree to the underlying financial records for the relevant year.

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	539,246	306,460	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	681,690	681,690	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	141,467	145,652	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(617,116)	(440,710)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(438,827)	(382,574)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	306,460	310,518	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	42,153	236,690	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	283,929	85,432	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(19,622)	(11,604)	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	306,460	310,518	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	7,938,008	9,613,974	The <b>original</b> asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	5,288,689	5,010,567	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and proper practices.	<input checked="" type="radio"/>	<input type="radio"/>	Prepared its accounting statements in the way prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect and to ask questions about the Body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the Body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the Body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have:	Yes	No	N/A	3, 6
<ul style="list-style-type: none"> <li>Discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.



## Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We calculated and approved the Committee's budget requirement for the 2015-16 financial year in accordance the Local Government Finance Act 1992 and proper practices [and issued the precept in accordance with Sections 39 to 42 of the Local Government Finance Act 1992.]*	<input checked="" type="radio"/>	<input type="radio"/>	Properly planned its financial activities for the year and set a budget in accordance with statutory requirements.	13
2. We have received detailed financial reports setting out the [income and expenditure* receipts and payments*] and a summary of the Committee's financial position on a regular [monthly* / quarterly*] basis throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	Effectively monitored its financial position, income and expenditure against that budget throughout the financial year.	13
3. We have ensured that the Committee's internal audit is independent of its day-to-day decision-making process and maintenance of the accounting records and have agreed appropriate terms of reference for the internal audit.	<input checked="" type="radio"/>	<input type="radio"/>	Ensured that its internal audit function is able to undertake its work without potential conflicts of interest and with sufficient scope to provide an adequate and effective service.	8

\* Please delete as appropriate.

### Committee approval and certification

The Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2016.	<b>Approval by the Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:  Meeting 2574 – Item 6025
RFO signature: <i>Christine Saltor</i>	Chair signature:
Name: CHRISTINE SALTOR	Name:
Date: 12.08.2016	Date:

### Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2016.	<b>Approval by the Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:  
RFO signature: <i>Christine Saltor</i>	Chair signature:
Name: CHRISTINE SALTOR	Name:
Date: 9.9.16	Date:

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2016 of:

--

### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

### Other matters and recommendations

On the basis of our review, we draw the Body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the Body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: **Glamorgan Archives 2015/16**

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2016.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2014-15 and 2015-16. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	KYLE GODFREY (REVIEWER)
Signature of person who carried out the internal audit:	<i>K. Godfrey</i>
Date:	11/08/2016



## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange ([www.audit.wales/good-practice/finance/community-council-money](http://www.audit.wales/good-practice/finance/community-council-money)) provides further information on the accounts and audit process along with guidance on governance matters.
3. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
4. **There are now two boxes for certification and approval by the Body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2015) equals the balance brought forward in the current year (line 1 of 2016). Explain any differences between the 2015 figures on this annual return and the amounts recorded in last year's annual return.
7. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
8. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in section 1. More help on bank reconciliation is available in the Practitioners' Guide\*.
9. **Every** small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement. Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. If the auditor has to review unsolicited information, repeat a request for information receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
14. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**





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Reference 0907.amh.It  
GAISA260

Date 7 Sept 2016

Pages 1 of 2

Dear Committee Members

**Glamorgan Archives Joint Committee Annual Return for the year ended 31 March 2016**

The Auditor is responsible for providing an opinion:

- on whether the information contained in the Joint Committee's Annual Return for the year ended 31 March 2016 is in accordance with the Auditor General for Wales' requirements; and
- if any matters have come to the Auditor's attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We received the draft Annual Return for the financial year ended 31 March 2016 in line with the agreed deadline, and have now completed our audit work. We are reporting to you the issues arising from our work.

**Audit certificate and opinion**

It is our intention to issue an unqualified certificate and report. There is one amendment that has been corrected by management, but which we consider should be brought to your attention due to its relevance to your responsibilities. This amendment is set out in appendix 1.

**Qualification issues**

There are no issues in respect of which we propose to issue a qualified audit opinion on the Annual Return for the year ended 31 March 2016

**Misstatements in the Statement of Accounts**

There were no misstatements found in Section 1: the Statement of Accounts that have not been corrected.

**Other matters not affecting our opinion**

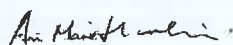
There are no other issues outside the scope of our opinion that we wish to draw the attention of the Joint Committee.

**Approving the Annual Return**

The Responsible Financial Officer should now re certify the Annual Return in accordance with Regulation 8B of the Regulations.

The Joint Committee should then approve the Annual Return and the Chair of the meeting approving the Annual Return should resign Annual Return. Once the Annual Return has been approved, it should be returned to the Auditor. Once we have received the Annual Return from you, we will complete the External Audit Certificate and send you a notice of conclusion of the audit.

Yours sincerely



**Engagement Director**

**Ann-Marie Harkin**

## Appendix 1

	Value of correction	Nature of correction	Reason for correction
1	£686	2015-16: Adjustment reducing Debtors (Row 8) and increasing Cash (Row 9).	To eliminate recoverable VAT due to the host council.
	£933	2014-15: Adjustment reducing Debtors (Row 8) and increasing Cash (Row 9).	As above comparative data

Name	Address	City	State
John Doe	123 Main St	New York	NY
Jane Smith	456 Elm St	Los Angeles	CA