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AGENDA

Pwyllgor CYDBWYLLGOR ARCHIFAU MORGANNWG

Dyddiad ac amser y cyfarfod DYDD GWENER, 16 RHAGFYR 2016, 2.00 PM

Lleoliad ARCHIFAU MORGANNWG - CLOS PARC MORGANNWG, LECWYDD, CAERDYDD

Aelodaeth Cynghorydd Mansbridge (Cadeirydd)
Y Cynghorwyr griffiths, Clarke, Smith, Forehead, Higgs, Cowan, Robson, Thomas, Rosser, Ward, Jones, Birch, John a/ac
K Thomas CVO, JP

1 **Ymddiheuriadau am absenoldeb**

Derbyn ymddiheuriadau am absenoldeb.

2 **Datgan Buddiannau**

I gael eu gwneud ar ddechrau'r eitem agenda dan sylw, yn unol â Chod Ymddygiad Aelodau.

3 **I ethol Cadeirydd y Cydbwyllgor Archifau Morgannwg ar gyfer Blwyddyn Gyngor 2016/17**

4 **Ethol Is-Gadeirydd y Cyd-Bwyllgor Archifau Morgannwg ar gyfer Blwyddyn Gyngor 2016/17**

5 **Cofnodion** (*Tudalennau 1 - 4*)

Cymeradwyo, fel cofnod cywir gofnodion y cyfarfod blaenorol ar 16 Medi 2016

6 **Adroddiad y cyfnod 1 Medi 2016 - 30 Tachwedd, 2016** (*Tudalennau 5 - 36*)

Adroddiad y Archifydd Morgannwg.

7 **Cynllun Archifau Morgannwg Blynyddol 2017/18** (*Tudalennau 37 - 46*)

8 **Adroddiad Monitro'r Gyllideb 2016/17 a 2017/18 Cynigion Cyllideb** (*Tudalennau 47 - 62*)

9 Unrhyw Fusnes Arall

10 Dyddiad y cyfarfod nesaf

Cynhelir cyfarfod nesaf y Cyd-Bwyllgor Archifau Morgannwg wedi ei drefnu ar gyfer 17 Mawrth, 2017 am 2.00 pm.

Davina Fiore

Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol

Dyddiad: Dydd Llun, 12 Rhagfyr 2016

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

This document is available in English / Mae'r ddogfen hon ar gael yn Saesneg

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 Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 16 September 2016 at 2.00 pm.

Present:

Members Representing: Councillor N Clarke, Bridgend County Borough Council
Councillor C Smith, Bridgend County Borough Council
Councillor J Cowan, City of Cardiff Council
Councillor A Robson, City of Cardiff Council
Councillor J Rosser, Rhondda Cynon Taf County Borough Council
Councillor S Jones, Rhondda Cynon Taff
Councillor G John, Vale of Glamorgan of Glamorgan Council

Apologies: Councillor B Mansbridge, Merthyr Tydfil County Borough Council
Councillor A Higgs, Caerphilly County Borough Council
Councillor J Ward, Rhondda Cynon Taf County Borough Council
K Thomas CVO, JP, Co-Optee

7 : APOLOGIES FOR ABSENCE

The Joint Committee observed a minute's silence in respect of Councillor Lomax who had passed away very recently; the Joint Committee passed on their condolences to Councillor Lomax's family.

Apologies for absence were received from Councillor Mansbridge, Councillor Ward, Councillor Higgs and Kate Thomas.

8 : DECLARATIONS OF INTEREST

No declarations of interest were received.

9 : MINUTES

The minutes of the meeting held on 24 June 2016 were agreed as a correct record and signed by the Chair.

10 : REPORT FOR THE PERIOD 1 JUNE - 31 AUGUST 2016 - REPORT OF THE GLAMORGAN ARCHIVIST

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

The Chairperson invited questions and comments from Members:

- Members congratulated the Archivist on the amount and level of work achieved in a difficult year.
- Members noted the Wellcome Trust Grant and offered congratulations on winning the film award.
- Members noted with reference to the skills sharing that the numbers were always lower from Rhondda Cynon Taff even though there were some good events being held there.
- Members requested that the internal audit be shared at Joint Committee and that the legal officer consider any exemptions or confidentiality that may need to be taken into account.

RESOLVED: To note the report.

11 : 2016-2017 BUDGET MONITORING REPORT

This report provided members with the actual expenditure and income up to July 31st 2016 and projected full year revenue outturn for the current financial year 2016/2017. Officers stated that it showed a positive picture with the net expenditure showing an underspend of £27,802.

Officers outlined the key issues throughout the report and were advised that there was currently £310,518 in reserves; it was noted however that if £75k was to be drawn down from reserves this would leave a balance of £235,518, but with the current underspend this draw down shouldn't be required.

The Chairperson invited questions and comments from members:

- It was noted that the spend on employees had increased but there had been increased income from external funds to pay for these posts e.g. Access to Work.
- Members were advised with regard to royalties that the Archivist was in conversation with Digital Access providers and was likely to see an increase in royalties.
- Members noted that the premises costs seemed high at just four months into the financial year and were advised that this was due to the NNDR being paid up front.
- With reference to draw down from reserves, members considered that the reserves should retain enough funds to cover running costs for six months. Officers explained that the draw down had been agreed in order to avoid having to ask for increased contributions from the contributing authorities; Officers stated that any underspend would be put into reserves rather than refunding the contributing authorities.

- Members noted the £20k underspend on electricity expenses due to the introduction of solar panels, and welcomed this significant underspend.

RESOLVED to note the projected full year outturn position for 2016/2017 as detailed in the report.

12 : 2015-2016 WALES AUDIT RETURN

Members were provided with the 2015-2016 Audited Wales Audit Return.

Members were advised that this item had been considered by Joint Committee in June 2016; this report reflected that the Wales Audit Office had changed the format of the form.

Adjustments have been made according to Wales Audit resulting in an unqualified opinion.

The Chair was requested to sign off the return.

RESOLVED to note the projected full year outturn position for 2016/2017 as detailed in the report.

13 : ANY OTHER BUSINESS

The Glamorgan Archivist advised members that she had received a letter from Mr McLaggan in response to her letter asking him to remain on the Joint Committee as an honorary member. Mr McLaggan's letter would be included on the agenda for the next meeting.

14 : DATE OF NEXT MEETING

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

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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 December 2016**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 September– 30 November 2016	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 September to 30 November.

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

Hannah Price, Archivist, has returned from maternity leave, now working a shorter week.

The Project Archivist for the Wellcome Trust-funded project 'Glamorgan's Blood' was appointed at the end of September. Louise Clarke is currently working at the archives of the Royal Botanical Gardens in Kew and has previously undertaken significant cataloguing of papers at Chatsworth House. She will be in post from 5th December.

Sion Pennington and Joshua Barnes ended their placements, partially funded through Youth Contract. They have made a substantial contribution to the digitisation programme. Elite

supported employment agency is looking at alternative funding schemes to provide further short-term contracts.

Continue skill sharing programme

During the quarter 50 volunteers and 3 work experience placements contributed 1924 hours to the work of the Office. Of these, 36 came from Cardiff, 8 from the Vale of Glamorgan, 6 from Bridgend, 2 from Rhondda Cynon Taf, and 1 from Caerphilly. Those who carried out the week's work experience placement provided positive feedback commenting on their welcome.

Tours were provided for 9 prospective volunteers and 1 potential work placement through Elite.

Two volunteers have begun indexing the records of the 1896 Cardiff Fine Art, Industrial and Maritime Exhibition (CL/EX). The records of the organising committee include applications for inclusion from a large number of commercial firms, art, music and theatre groups, both local and national, and references to local people employed at the Exhibition. Volunteers are also extracting information relating to the suffrage movement in readiness for the 2018 centenary of the Representation of the People Act which partially enfranchised women. They are currently trawling Glamorgan County Council minutes and newscutting volumes created by Cardiff Constabulary.

Three Cardiff University conservation students are volunteering in the studio: Devin Mattlin and Pam Murry are undertaking Masters degrees in Conservation Sciences while Alice Facer is studying collection care. They helped in the assessment of the Plymouth estate collection, contributed to Kids Take Over day and are currently conserving volumes from the Cardiff, Merthyr, and Pontypridd poor law unions. Alice Facer interviewed the Glamorgan Archivist about service delivery and the conservation budgets for the "twinning" module of her course.

Doreen Barnaville of Cardiff Metropolitan University library's special collections spent a week's work placement in the Studio to gain practical experience in the control of environmental conditions and basic collections care.

NADFAS volunteers are cleaning medium volumes from the DNCB collection (National Coal Board) in preparation for the Wellcome Trust project.

The Glamorgan Archivist spoke on income generation and budget control strategies at the annual Archives and Records Council Wales (ARCW) professional Forum held this year in Aberystwyth. She also discussed the archive joint arrangement

with the County Archivist of Flintshire and shared relevant documents.

Laura Russell, Archivist, gave a well-received presentation on the work of the service to Cardiff Council staff at an Employee Roadshow event in County Hall.

A delegation of civil servants and records managers from Botswana was welcomed in November. Botswana is celebrating 50 years of independence and is benchmarking global best practice in archive keeping to inform a review of its own buildings and systems.

Continuing Professional Development

The Glamorgan Archivist attended a Cardiff Council pre-retirement course. She attends a Welsh evening class at the advanced level; 3 staff members are also continuing their Welsh studies having moved onto the foundation level in September.

The Conservator attended a MALD training event on the preservation environment.

Staff continue to comply with the requirements of Cardiff Council's on-line training modules on data protection.

Half-yearly reviews have been completed for all staff.

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. An issue with the floor covering on an internal staircase has been inspected and remediation proposed. The area has been secured in the meantime.

Details of the counselling service provided by Cardiff Council have been displayed for staff.

Personal protective equipment was issued to the Diocesan Archivist who is collecting records from churches where they may not always have been stored in ideal conditions.

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.

A long standing issue with actuary fees charged on the transfer of GA staff pension fund was raised with Rhondda Cynon Taf

CBC. Assurance has been received that the fees are standard for the work involved and that “*negotiation is currently on-going with both Rhondda Cynon Taf and Cardiff Councils committed to concluding this exercise in due course.*”

Maximise benefit from income generation

The Glamorgan Archivist met Cardiff Council’s Income Management team to explain service requirements for on-line payments.

The Glamorgan Archivist and Conservator explored with the Director of the National Conservation Service the potential for future developments including rental of studio space.

The partnership with Carmarthenshire Archive Service (CAS) is progressing with the bulk of their collections intended for temporary storage in Glamorgan having been transferred. Catalogues will be supplied from CAS once the transfer is complete. Random checks carried out on incoming boxes confirm that cleaning is adequate. The volume series have been rearranged to maximise shelf space for boxes. All additional staff input is chargeable.

The Voluntary Community Service (VCS) Cymru project team with whom the Archives is collaborating, has rented office space in Ogmore until the end of the financial year.

Promote partnerships

National

The Glamorgan Archivist contributed to an all-Wales workshop on the value of a financial viability standard for local authority archive services followed by a discussion of priorities for the sector in Wales in 2017.

She attended a meeting of record holders and diocesan archive advisers for the Church in Wales at which boundary changes were discussed in relation to historic parish records. The newly appointed Diocesan Adviser for Llandaff, Sarah Perons, was also in attendance. The Glamorgan Archivist has chaired the final meetings of the national heritage consortium which has drafted an overarching statement and set of principles to govern the conservation of the moveable heritage in Wales. She attended the ARCW Annual General Meeting and business meeting which agreed the objectives for the coming year and received progress reports from sub-groups.

Representing both GA and the Women’s Archive Wales she contributed to a planning event on International Women’s Day 2017 organised by the Women’s Equality Network.

The Senior Archivist sits on the Archives and Records Association (ARA) National Survey Working Group. Work is currently underway to devise a survey for group visitors, and Glamorgan Archives will be taking part in a pilot during early-2017.

She has also advised Women's Archive Wales on the content for the collections pages of their new website, which will be launched soon.

Local

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team. The council's new Director of Legal, Governance and Monitoring Officer, visited to see the building and understand the service being delivered from it.

Glamorgan Archives representation continues on 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. The Glamorgan Archivist attended a networking event hosted by the Welsh Government Fusion team which leads the Pioneer Areas. She also represented the Archives at Cardiff University's Partner for Change community engagement event in the Pierhead building. The CAER Heritage Project and the Pioneer Area work were among the activities celebrated.

GA is a partner in the CAER World War 1 project, Dusty's War and was represented at a roadshow event in Ely Hub to promote it. The event was well attended, coinciding with the constituency surgery of the local MP, Kevin Brennan who visited the roadshow along with Cardiff's Cllr. Peter Bradbury, his researcher.

The Glamorgan Archivist attended the launch event of the Glynne Vivian Art Gallery in Swansea.

Out of The Box artist residency has been completed during the quarter. Organised by Art Shell with support from Made in Roath and Warp at the G39 Gallery, the 8 week residency was funded by Arts Council Wales. Artist Simon Fenoulhet was based at GA to explore the Collection. He began by explaining his brief and former projects to staff inspiring suggestions of potentially interesting documents and series. Unusually, he focussed on the senses - taste, sound etc. - and recreating the intangible. He shared his more visual finds on social media which lead to articles on Wales Online and in the Western Mail's Saturday supplement. Photographs of street lighting from

Cardiff Council's records and of fish and marine life from the J.J. Neale Papers were particularly popular.

The residency closed with a public event. A bus was arranged to transport attendees from the city centre whose en route refreshments included cakes and biscuits baked by Simon from recipes in the Collection. A short tour of the Archives building was followed by a talk from Simon on his experience. The evening closed with a performance of 'A Song For Barry' (another of Simon's discoveries) by students from the Royal Welsh College of Music and Drama. Although the residency is ended a public performance of 'A Song for Barry' is planned for 2017 with students from Barry Comprehensive School.

The project was interesting with staff particularly positive about the experience:

I think it has been great having him here!

It has certainly made me think about some of our collections in a new way.

It is interesting to have someone from outside of the profession working in the archive for an extended period, I think it gave us (the searchroom team) a renewed appreciation for what we do.

It's been stimulating to have such a different perspective on the Collection. We're used to the academic and the personal/emotional engagement with archives but not so much the very practical response Simon has brought to recipes, music and images. Seeing, hearing, tasting the archives is a new experience and has been a very enjoyable one.

Following an evaluation meeting with Art Shell and other partners it is hoped to continue the partnership in some form.

The partnership with Cardiff People First continues. In September Heather Mountjoy, Archivist, spoke to the Pink Ladies Women's Group about fashion through the ages. In October the Senior Archivist attended the group's AGM at which a new project was launched for members to take over the archives in the same vein as Kids in Museums' Takeover Day. Following initial discussions members came in to observe the kids takeover day and gather information to inform their own plans.

A further group of volunteers from the VCS Cymru Chronicle project undertook archive research and document handling training in November, facilitated by the Senior Archivist and the Conservator.

The Caerphilly Heritage Group recently reconvened, meeting at the Winding House museum in November. The Senior Archivist attended and reported on developments at Glamorgan Archives. These events provide a valuable opportunity to meet with representatives from local history societies and heritage organisations, including Museums and Libraries, within the Caerphilly County Borough area.

Bay Life Archives in Butetown have been advised on their plans for the digitisation and future preservation of their collection.

The Butetown History and Art Centre collection is being temporarily stored at GA while decisions about the organisation's future are negotiated. The Glamorgan Archivist is contributing to the discussions.

Hannah Price, Archivist, attended the Elite Supported Employment Agency AGM and Award Ceremony. Glamorgan Archives was nominated (but did not win) in the small/medium employer category in recognition of the placements offered.

Potential partnerships

The newly appointed Outreach Archivist from the Parliamentary Archives, Penny McMahon, visited to discuss plans for future partnership projects. The 2017 focus will be the Wolfenden Report of 1957 and the Sexual Offences Act, 1967. The 2018 project is Vote 100, celebrating the partial extension of the franchise to women.

Heritage Lottery Fund launched a new funding stream in October. Kick the Dust aims to encourage collaborative working between heritage and youth organisations in order to engage young people. The Senior Archivist attended a local workshop and initiated discussions for potential projects with a consortium in the south Wales area.

Staff met representatives of No Fit State Circus to discuss a potential partnership project exploring the history of circus over 250 years.

VCS Cymru has been successful in securing Heritage Lottery funding for their new project, Discovering the Home Front in Cardiff, 1914-1918. The project will investigate the impact of the First World War on the everyday lives of the people of Cardiff by recruiting young volunteers to create activities for three family engagement days, one of which will be held at Glamorgan Archives.

The Senior Archivist met representatives from South Wales Police to discuss partnership working, including plans to commemorate the First World War, the 175th anniversary of the establishment of the Glamorgan Constabulary, and the future development of the South Wales Police Museum.

A further meeting was held with the Innovate Trust about their project looking at the resettlement of residents from long-stay hospitals, such as those in Ely and Hensol, to supported living in the community in Cardiff. If successful in their bid for project funding, the work will use records held at the Archives.

The Archives will be involved with the Cardiff Story Museum's partnership in the Museums Association 'New Voices of Change: activist museum' project. A funding application is to be submitted to the Paul Hamlyn Foundation.

2. Building and systems

Maintain building

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

The fire protection system has been overhauled and some discrepancies corrected following a full review. Further work is planned for the new year including rectification work on the cause and effect.

The work recommended in the building management system (bms) survey has been completed and the system is now running as planned. The underfloor heating is controlled by a timer from the bms computer. Boilers and pumps are working correctly and cycling. Remaining issues with the Air Handling Units (AHUs) in the ground floor public rooms will be addressed in December. The Conservator has received training on the system which will be cascaded to senior staff.

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.

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

Following the remedial work on the AHUs and bms, the air-conditioning for the repositories is set to intervene when the conditions fall out of required parameters. Extract and supply fans have been equalised although a minor repair is awaited for one room's AHU. It has been noted that the external conditions are incorrectly recorded which is affecting the efficient working of the system. To rectify this, the relevant thermostat and hygrometer are to be moved.

Although the bms now records the environmental conditions, manual monitoring has continued to ensure accuracy. Once the bms records are stable the frequency of the manual monitoring will be reduced. The conditions have been relatively stable with slight fluctuations due to adverse weather conditions, broadly within the recommended parameters.

A small amount of mould was discovered on the older vertical plan chests. It has been cleaned and Tinytag data loggers have been placed inside to monitor conditions. The chests are now regularly inspected.

Conservation and preservation plans

The Assistant Conservator examined a number of items belonging to the Cardiff Story Museum before they were transferred into storage.

Two photo-reproduction plans of the Ely housing estate have been extensively repaired, cleaned and flattened. Copies were made for use in the Dusty's First World War exhibition to be held at the Cardiff Story Museum.

Assessments have been completed for the Blandy Jenkins and Dynevor estate papers, Merthyr and Bridgend Poor Law Union records and begun for the Plymouth Estate collection.

The Conservator carried out work on the seal and parchment document granting the priory and lands of Ewenny Priory, part of the monastery of St Peter's in Gloucester, to the Carne family at the dissolution of the monasteries. The seal is that of Henry VIII and the document has been selected for publication in a volume telling the history of Wales through a hundred objects.

During closure week the Conservation Team re-shelved items to maximise storage capacity.

A microfilm cabinet has been lined with microchamber card to absorb off gassing from the acetate film stock.

2. Cataloguing

Strategies and plans

Collections days are held monthly and allow staff to dedicate time solely to the Collection. This quarter work has focussed on the significant deposits of court records received recently. The work was continued during Collections Week, when the office was closed to the public to allow staff space to undertake large-scale work tasks. A full report on the week's achievements will be provided next quarter.

Stacy Capner, ARCW Project Officer working on the import of catalogues to the Archives Hub, visited to assess catalogue data. Her report listed action points which will need to be completed before collection data can be submitted for inclusion in the website. Staff are currently working through these, tidying up the catalogue data and ensuring consistency.

Two former staff members of the *Western Mail*, including the Deputy Editor, have visited the Office to help with the identification of photographs taken at the newspaper between the 1940s and 1990s (D1192).

The CALM server will be replaced in December; consequently, the software for both staff and public access will need to be upgraded to the latest version. Tests have been carried out on the new server running with the new version and all issues have been resolved. The new version of the public catalogue will include some enhanced features to improve the user experience when searching.

Collection development

Receipts were issued within the target time of 15 working days for 62% of the 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.

Banners and badges relating to Greenham Common and other peace protests, received as temporary deposits from the Women's Archive of Wales, have been transferred to the Cardiff Story.

The Senior Archivist and representatives from Gwent Archives, met officers from Caerphilly County Borough Council to discuss the transfer of material to both Archives. The Information

Management section of Caerphilly CBC is encouraging a 'Christmas clear-out' of records and will be working with both services to ensure records of historical significance are identified and preserved. Options for offering training in appraisal of material through the staff intranet were discussed.

The catalogue of the South Wales Police (SWP) and the South Wales Police Authority (SWPA) records, funded by an ARCW small grant, has been completed.

Digital preservation

Louise Hunt, Archivist, continues to sit on the ARCW Digital Preservation Project Board. Work of the group during this quarter has focussed on writing a national policy for digital preservation, reporting on the national digital preservation survey, and further developing test cases. End to end workflows for ingest into Archivematica have now been completed for PDFs and Council minutes. Image files have been identified as the third record type for which a workflow will be developed.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions are proving popular, with 10 attendees this quarter. The sessions are all delivered by an expert volunteer.

Feedback received on searchroom service this quarter includes:

I write to thank you for your help when I visited the Archives last Thursday. I very much appreciated the assistance I was shown... your staff were of much help in my detective work.

Just a note to thank you for every assistance and support received when I visitedIt was an emotional day... You've taken every care of the original resources and I thank you sincerely for that and for facilitating things so well for me when I visited... May I congratulate those Welsh learners amongst you - both fluent (who I regard as Welsh speakers) and learners at different stages - who were so ready to practice with me, I couldn't receive a better welcome and I trust that you will gain the utmost pleasure from using your Welsh!

During the month of October we participated in the ARA Survey of Visitors to UK Archives. Each visitor to the searchroom was asked to complete a survey form providing feedback on our public service. The forms have been return to CIPFA for analysis and the report should be available in the spring.

Members of the Grangetown Boys and Girls Club visited the archives for a tour and to explore the history of their locality, especially the impact of the First World War on the area. The organisers commented following the visit:

Just wanted to say thank you again for yesterday! The boisterous boys absolutely loved it and when we got back remembered loads!

Tours and displays of relevant documents were also provided for local historians from Tonteg and Church Village, family and local history students from the Rhondda Cynon Taff area, currently undertaking adult education courses in the area, and the Insole Court Over 50s group. Many of those attending in a group register and return to develop their individual research.

Programme of user events

A talk on The Voices of Mametz Wood was delivered in September by local First World War historian Dr Jonathan Hicks. A selection of items from the Collection relating to the War were displayed as part of the event, along with several items from Dr Hicks' own private collection of First World War memorabilia. The event was well attended and publicised in local media beforehand.

Local historian Keith Jones gave a talk in October entitled *A Lingering Fear: The Story of Pontypridd Union Workhouse*. The talk was based on his recently published book charting the history of the workhouse. Much of the research for the publication was undertaken at the Archives using the Pontypridd Poor Law Union Records, and relevant items were available to view following the talk.

The final public lecture of the year was delivered by Andrew Hignell of Glamorgan County Cricket Club. *From Meadowland to Moneyspinner: Exploring the History of Cricket in South Wales*, included film and musical presentations. Documents relating to cricket were displayed, along with items from the Museum of Welsh Cricket. The event was funded by the ARCW as part of the Explore Your Archive 2016 campaign, providing a light cricket tea during the half-time interval.

Another successful Open Doors event was held, part of the Wales-wide programme organised by CADW. The event was well publicised including an interview with the Senior Archivist on the Radio Cymru's Geraint Lloyd programme. Tours of the building were offered, a display of documents arranged, the conservators were hard at work in the studio and Simon Fenoulhet, artist in residence was on hand to speak about his

project. Most attendees had never visited before. The event also featured in an article on the ICON website highlighting the involvement of conservators in Open Doors days.

Lessons in Time, produced by People Around Here, was on display in Llynfi throughout September. The display highlights the work of the project group which examined the history of education in eastern Cardiff using records from the Collection

GA was proud to host Cardiff People First's Multicultural Heritage Exhibition at the end of October. It was produced as part of a recent project by the Community Voices Group, who researched the development of multicultural communities in Cardiff to tell their own stories.

Education

Partners in this year's Kids in Museums' annual Takeover Day were Year 6 pupils from Goetre Primary, Merthyr Tydfil. The children were busy in all areas, registering visitors, producing records in the searchroom, cleaning documents and checking bug traps, identifying photographs, writing a blog, taking over social media, and more! This year, the day was funded through the From Fort to Pit to Port Pioneer Area initiative as an exchange between Cardiff and Merthyr Tydfil with Grangetown Primary School taking over Cyfarthfa Castle Museum as well. The aim was to illustrate the links between both towns, in particular the inter-dependency between the coal and iron producing areas and the means of export from Cardiff Docks. The Children's Commissioner for Wales, Sally Holland, attended on the day. A Kids in Museums volunteer, currently studying at Cardiff University, helped out.

Two groups from Llansannor and Llanharry Church in Wales Primary visited this quarter. Year 6 pupils attended the World War 2 workshop and year 5 pupils explored the lives of the Rich and Poor in Victorian times. They were also taken on a tour of the strongrooms and conservation studio where they asked lots of questions. The teacher remarked that they had many budding historians in the class.

Year 6 pupils from Cwmclydach Primary, undertaking a project to explore the history of Clydach Vale, visited to consult relevant sources, including school log books, historic maps, photographs, trade directories and census returns.

A group of 15 Year 6 pupils from Albany Primary in Cardiff visited with their teacher for the First World War workshop, and also to research the impact of the war on their school through the school log books. This was undertaken in preparation for the open day at the school on 15th October when pupils

transformed it into an emergency hospital and conducted guided tours for visitors.

The First World War also drove a visit by Year 5 pupils from Millbank Primary in Ely, Cardiff. They undertook the workshop and consulted original records from the time, including building plans for the Ely housing estate, constructed as 'homes for heroes' during the inter-war years. One pupil was particularly pleased to find his house on the plan he was viewing. Following the visit the teacher wrote:

Thank you so much for today. The feedback from the children was fantastic. We look forward to visiting again.

A group of parents from Radnor Primary, Canton, arranged an evening visit for their children. They are currently exploring the Second World War in school and their parents were keen for them to consult primary resources on the subject and incorporate them into their project work.

Year 9 pupils from Tonypany Community College investigated primary resources illustrating the impact of the First World War on the Rhondda. The visit took place as part of their Heritage Lottery-funded Rhondda Remembers project.

The Senior Archivist gave a presentation to second year undergraduate students from Cardiff University's Welsh School of Architecture on the resources available at the archives to inform their research. This is an annual event undertaken in conjunction with the Librarian from the Architecture Library. A number of students have since visited the searchroom to consult the Collection.

Building Conservation students from the Welsh School of Architecture at Cardiff University visited for an introduction to holdings relating to architecture and historic buildings.

Postgraduate students from Cardiff University's School of Welsh visited to learn more about resources and the services available to them at the Archives. They also consulted a range of items from the Collection, including many Welsh language items.

History undergraduates from the University of South Wales were provided with a tour and introduced to the facilities and services available, along with an overview of holdings.

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

2. External events

Contribute to heritage events

Assistant Archivist Harvey Thomas attended the annual Glamorgan Family History Society Fair at the Rhydyicar Leisure Centre in Merthyr Tydfil.

The Senior Archivist attended the Glamorgan History Society Autumn Day in Bridgend. The theme for the day was medieval Glamorgan and was an opportunity to meet people from many local history societies and universities. She also attended the Friends of Cathays Cemetery 10th anniversary event at the cemetery's newly restored chapels.

Identify and respond to major anniversaries

The Senior Archivist and volunteer Rosemary Nicholson attended Cardiff Council's Armistice Day service at City Hall. Following the wreath laying ceremony they read the stories of some of the men featured on Cardiff Council's roll of honour, which Rosemary has recently been researching. The service was attended by a number of Council employees, including the Chief Executive, and the Deputy Leader.

This quarter saw the 50th anniversary of the Aberfan disaster, which was noted on social media and also by observing the national two minutes' silence.

Documents of the Month celebrated the early life of Roald Dahl in Cardiff on the 100th anniversary of his birth. Mr Keith Edwards, a long serving volunteer, was invited to attend the unveiling of a blue plaque at Villa Marie, one of Roald Dahl's childhood homes. He took copies of the Document of the Month feature which he distributed to guests at the event.

Also featured was the Cardiff Fine Art, Industrial and Maritime Exhibition which was held in 1896.

Blog posts have included several articles written by volunteers which drew on their work indexing the Fothergill diaries. Part diary, part travelogue, the journals describe the life of Henry Fothergill, ironmaster, from 1860 - when the Fothergill family headed The Aberdare Iron Company - until his death in 1914. Other posts commemorated the 175th anniversary of the establishment of the Glamorgan Constabulary, aided by the completion of the cataloguing of the records of South Wales Police and the South Wales Police Authority, and the 50th anniversary of the Severn Bridge crossing.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met.

Some small improvements to the website have been made this quarter, largely focussing on the Document of the Month feature. This will be discontinued at the end of 2016 when the blog will take over with articles also appearing on the main website. The move will eliminate duplication and facilitate volunteer contribution.

Publicity

During the 2016 International Council on Archives (ICA) Congress in Seoul, Korea, the ICA Section of Professional Associations (SPA) hosted a Film Festival on Archives and Records Management. Nine films were nominated out of 66 entrants in three categories. Glamorgan's was the only UK entry. The film shows Cardiff People First members explaining their work at the Archives researching the history of Ely Hospital and was nominated in the *Importance and Value of Archives* category. It was produced for Explore your Archive week. It was announced in the final ICA Programme Commission Closing Plenary in Seoul on Friday 9 September that Glamorgan Archives had won the award. The joint success was noted in the media, on the Cardiff Council intranet, and in ARA Today, the newsletter of the Archives and Records Association UK. The Glamorgan Archivist also joined members of Cardiff People First to speak about the film during a live broadcast on Radio Cardiff.

The Senior Archivist represents the office on the Archives Wales Marketing Group, which met during October. As part of the 2016 Explore Your Archive campaign, in November, the marketing team produced four films based around the links between archives and food. Two of the films were produced in Welsh and filmed at Glamorgan Archives with the Senior Archivist exploring both medicinal and culinary recipes from the Collection with the presenter. The films can be viewed on the Archives Wales You Tube channel at:

<https://www.youtube.com/channel/UCKGsIpujkdPUcykzt-S3M6Q>

Filming took place in the searchroom with Cardiff athlete Colin Jackson, for a BBC programme exploring the development of social housing in the UK. Documents from Cardiff Poor Law Union were featured to illustrate the options available to people prior to the availability of social housing.

A journalist and film crew from BBC Wales' Newyddion 9 visited to film a piece about living conditions in mid-19th century Dowlais to illustrate the Welsh ancestry of Hilary Clinton. Her great grandmother was from Dowlais.

Social media continues to thrive, with Twitter followers passing the 3000 mark this quarter. During Explore Your Archives campaign the national hashtags were used for each day of the campaign week generating significant interest. Also noted were the centenary of the tank and World Architecture Day. Collections Week activities have been promoted so that the public can see and understand the need for the closure.

The blog has been selected for inclusion in the Corpws Cenedlaethol Cymraeg Cyfoes, a project to record Welsh as a living, lively means of communication and note the variety in the language in its everyday use across the country. Images from the Bleddyn Williams collection appeared on the National Sports Museum On-line.

SUMMARY

It has been a successful quarter for the service with the particular bonus of international recognition. Staff and volunteers continue to exceed planned targets and are thanked for their perseverance and commitment.

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
1 December 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 September – 30 November 2016

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1

City United Reformed Church Records			
Accession No:	2016/146	Reference No:	D957/1/44
City 'Link' magazine Date of records: Sep 2016			

Glamorgan Family History Society Records			
Accession No:	2016/147	Reference No:	D37/1/123
Journal number 123 Date of records: Sep 2016			

Cowbridge County Youth Centre Records			
Accession No:	2016/148	Reference No:	D1374
Cowbridge County Youth Group, scrapbook of visit to Sorrento, 1957 Date of records: 1957			

Griffiths Family of Wild Mill, near Bridgend, Papers			
Accession No:	2016/149	Reference No:	D1373
Deeds, probate records and associated papers Date of records: 1855-1936			

Sarn and Bryncethin Community Association Records			
Accession No:	2016/151	Reference No:	D1367
Minutes, financial records, registration documents, correspondence, and all papers relating to the association from its inception until 2015. Date of records: 1961-2015			

Aberfan and Merthyr Vale Tip Removal Committee Records			
Accession No:	2016/152	Reference No:	D1368
Meeting papers, correspondence, other related papers Date of records: 1966-1971			

Cofnodion Cangen Plaid Cymru Dinas Powys / Plaid Cymru Dinas Powys Branch Records			
Accession No:	2016/153	Reference No:	D1377
Cofnodion a phapurau cyfarfodydd / minutes and meeting papers; papurau cyfarfodydd Bro Morgannwg / Vale of Glamorgan meeting papers; cylchlythyrau / newsletters Date of records: c1985-2015			

Peter Morris Athletics Collection			
Accession No:	2016/154	Reference No:	D60
Results of the Annual Pentyrch Hill Race Date of records: 2002-2016			

Llancarfan Society Records			
Accession No:	2016/155	Reference No:	DLNS
Newsletter 167			

Date of records: Sep 2016			
Cardiff Magistrates Court Records			
Accession No:	2016/156	Reference No:	PSCBO
Court records			
Date of records: 19th-20th century			

Merthyr Tydfil Constituency Plaid Cymru Records			
Accession No:	2016/157	Reference No:	D1369
Papers, accounts and minutes of the Merthyr Tydfil Miner's Support Group - records from Marian Morris; Membership lists, election leaflets, correspondence			
Date of records: c1980s-1990s			

Vale of Glamorgan Council Records			
Accession No:	2016/158	Reference No:	CVG/C/1
Committee agendas and reports, signed minutes [Boxes VOGTB/ 278-288]			
Date of records: 2009-2010			

Cardiff Civic Society Records			
Accession No:	2016/159	Reference No:	D1371
Society correspondence and committee papers			
Date of records: 1960s-1990s			

Whitchurch Ecclesiastical Parish Records			
Accession No:	2016/160	Reference No:	P6CW
Clergy visiting list			
Date of records: 1949-1953			

Postcards Collected by, Miss Marjorie Russell			
Accession No:	2016/161	Reference No:	D1380
Postcards of Miskin Manor, Pontyclun and Hensol Castle, all blank without messages			
Date of records: c1910			

Hill Family of Rookwood House Papers			
Accession No:	2016/162	Reference No:	D1372
Scrapbooks containing newscutings, photographs and ephemera; loose photographs, family trees, memoirs and other family papers			
Date of records: c1880-1972			

Dr T F Holley of Merthyr Tydfil Collection			
Accession No:	2016/163	Reference No:	D332
Postcards of Glamorgan; papers of Edward Rhys-Price and Merthyr Tydfil and District Naturalists Society journal nos 30, 31, 32.			
Date of records: 1905-2011			

Cowbridge Welsh Society Records			
Accession No:	2016/164	Reference No:	D1375
Minutes book (including minutes of A.G.M.s)			

Date of records: 1946-1961

Ystradowen Civil Parish Records			
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Accession No:	2016/165	Reference No:	P26/12-14
Annual parish meeting minutes books, 1894-1974; parish receipt and payment books, 1938-1974, expenses receipt book, 1962-1973			
Date of records: 1894-1974			

Deeds relating to 21 Fontygary Road, Rhoose			
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Accession No:	2016/166	Reference No:	D1376
Collection of deeds relating to 21 Fontygary Road, Rhoose			
Date of records: 1976-1993			

Prince of Wales Theatre and New Theatre, Cardiff, Programmes			
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Accession No:	2016/167	Reference No:	D1381
Theatre programmes			
Date of records: c1940s-1950s			

Women's Archive of Wales/Archif Menywod Cymru Records			
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Accession No:	2016/168, 176	Reference No:	DWAW8/8
Newsletters			
Date of records: Jun 2015; Sep 2016			

Llanedeyrn Community Development Corporation/Challenge Records			
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Accession No:	2016/169	Reference No:	D1303/5/1
Secretary's file 1996, including correspondence, meeting papers etc including a large amount of material relating to the development of PowerHouse.			
Date of records: 1996			

SS Gabriel and Raphael RC Church, Trinity Street, Tonypany, Records			
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Accession No:	2016/170	Reference No:	D1378
Marriage register			
Date of records: 2013-2014			

Ainon Chapel, South Street, Ynyshir, Rhondda, Records			
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Accession No:	2016/171	Reference No:	DBAPMARR3/5
Marriage register			
Date of records: 1993-1996			

Capel-y-Bedyddwyr, Heol y Felin, Bell Street, Aberdare, Records			
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Accession No:	2016/172	Reference No:	D1379
Marriage registers			
Date of records: 1915-2001			

Llandaff Society Records			
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Accession No:	2016/173	Reference No:	DLDS/1
Newsletter 135			
Date of records: Sep 2016			

Bethesda Methodist Chapel, Glyngwyn Street, Miskin			
Accession No:	2016/174	Reference No:	D1251
Marriage register Date of records: 1965-1971			

Llantrisant and District Local History Society Records			
Accession No:	2016/175	Reference No:	D134
Meisgyn and Glynrhondda Local History Research, Volumes VIII, numbers 4-5, IX number 2 Date of records: 2015-2016			

Crawshay Family of Trefforest and Bonvilston House Papers			
Accession No:	2016/177	Reference No:	DCR
Game books, recording individuals participating, location and type of game shot. Date of records: 1854-1909			

Survey of Cardiff, News Cuttings Books			
Accession No:	2016/179	Reference No:	D1387
News cuttings books Date of records: 1992-1993			

Peter Hayman, former Captain of Brynhill Golf Club, Barry, Papers			
Accession No:	2016/181	Reference No:	D1389
Annual accounts, photographs, correspondence Date of records: 1984-c2005			

Augustus Richard Taylor, Royal British Legion, Penarth Branch, photograph album			
Accession No:	2016/182	Reference No:	D1383
Photograph album Date of records: 1936-1970			

11th Battalion, Glamorgan Home Guard, D Company Register			
Accession No:	2016/183	Reference No:	D1382
Alphabetical register of members of 11th Glamorgan Battalion Home Guard D Company including record of equipment issued Date of records: c1940			

Pontyclun Deeds Collection			
Accession No:	2016/185	Reference No:	D1384
Deeds relating to Pontyclun Date of records: 19th-20th century			

Terence H O'Neill of Cardiff, Plaid Cymru activist, Papers			
Accession No:	2016/186	Reference No:	D779
Newscutting 'Memories of another jubilee', South Wales Echo - Terrence O'Neill with certificate marking Cardiff's golden jubilee as a city, commenting on it as Cardiff celebrates its centenary as a city. Receipt for subscription to Y			

Ddraig Goch - Welsh Nation magazine, 1969; Election pamphlets			
Date of records: 1970-2005			
Plaid Cymru Caerphilly (Llanbradach) Branch Records			
Accession No:	2016/187	Reference No:	D1385
Promotional material, correspondence			
Date of records: 2000s			

Plaid Cymru Whitchurch Branch Records			
Accession No:	2016/188	Reference No:	D1386
Minutes, financial records, correspondence			
Date of records: 20th century			

Alan Jobbins Plaid Cymru Collection			
Accession No:	2016/189, 195	Reference No:	D1394
Booklets and newsletters for members			
Date of records: 20th century			

Collection of Glass Plate Negatives, Porthcawl			
Accession No:	2016/190	Reference No:	D1388
Images of Porthcawl comprising Esplanade Hotel, Sea Bank, Newton Church, Mary Street			
Date of records: 1890s			

Donald Moore Papers			
Accession No:	2016/191	Reference No:	D1393
Personal papers			
Date of records: 20th century			

Women's Branch of the Royal British Legion, Tonypany, photographs			
Accession No:	2016/192	Reference No:	D1392
Photographs and programmes			
Date of records: 20th century			

Jean Roderick of Dinas Powys, Collection			
Accession No:	2016/193	Reference No:	D1390
Dinas Powys Road Safety Action Group: papers, including minutes			
Date of records: 1992-2006			

Glanrhyd Hospital Male Patient Register			
Accession No:	2016/196	Reference No:	DHGL/33/1/2
Records name, civil state, occupation, age, date of admission, number in civil register, date of discharge, transfer or death, details of attack, aetiological factors, form of mental disorder and observations.			
Details of transfers can be found at the end of each register			
Date of records: 1914-1920			

Plan of Bute Docks, Cardiff			
Accession No:	2016/197	Reference No:	D1391

Plan Date of records: 1888

David Thomas of Oxford, Collection			
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Accession No:	2016/198	Reference No:	DX367/10
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Print of north east view of the ancient church loft at Llantwit Major, Glamorganshire Date of records: c1845			
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John Mahoney of Cardiff Collection			
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Accession No:	2016/199	Reference No:	D1342
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Papers and plans relating to GKN Iron and Steelworks Date of records: 19th-20th century			
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Notable accessions

Aberfan and Merthyr Vale Tip Removal Committee Records (D1368)

A timely deposit was made in September of the Aberfan and Merthyr Vale Tip Removal Committee records. The committee was formed by local residents in order to campaign for the full removal of the tips. The papers had been retained by the late Thomas Stanley Price, Secretary of the committee and include meeting papers, correspondence and newscuttings.

Cardiff Civic Society Records (D1371)

A substantial deposit has been received from the Cardiff Civic Society. The Society was formed in 1964 and aims to conserve, sustain and develop the natural and built environment of the city for the benefit of current and future generations. Records include minutes, correspondence and publicity material which provide a valuable insight into the varied work undertaken by the Society.

Royal British Legion records (D1383, D1392)

Two donations with connections to the Royal British Legion were received in the last quarter. A photograph album featuring the late Augustus Richard Taylor of Penarth was donated by the local Oxfam shop (D1383). Augustus Taylor was Chair of the Penarth Branch of the Royal British Legion from 1946-1959 and subsequently became its President. The album contains numerous photographs of Mr Taylor attending various events together with certificates awarded to him by the British Legion. A small collection of photographs of the Women's Branch of the Royal British Legion, Tonypandy was also received (D1392). The images comprise group photographs and Legion dinners with annotations made by the donor

Collection of Glass Plate Negatives, Porthcawl (D1388)

A small collection of glass plate negatives was received from a prospective volunteer at Glamorgan Archives. The images were taken during the 1890s by a local female photographer and show several views of Porthcawl including the Esplanade Hotel, Sea Bank and Mary Street

Peter Hayman, former Captain of Brynhill Golf Club, Barry, Papers (D1389)

An interesting collection of papers accumulated by a Captain of a local golf club has been received. Peter Hayman was Captain at the Brynhill Golf Club during 1984, a significant year in the history of the Club with the construction of a new clubhouse, subsequently opened by the actor Bob Hope. Records include minutes, accounts, photographs and correspondence between Mr Hayman and Bob Hope.

Glamorgan County Mental Hospital (DHGL)

In November a Male Patient Register for Glanrhyd Hospital (DHGL/33/1/2) was deposited. The volume covers the years 1914-1920 and contains large numbers of soldiers who were suffering from trauma of war. Glamorgan Archives already held Male Patient Registers for the years 1907-1913 and 1921-1948 so this addition completes the series of registers and offers an insight into how the war was impacting on the work of the hospital.

Plaid Cymru Records

The records of several local branches of Plaid Cymru have been deposited, including Merthyr Tydfil (D1369), Llanbradach, Caerphilly (D1385), Whitchurch (D1386) and Dinas Powys (D1377). Additions have also been received to the papers of Terence H O'Neill of Cardiff, a Plaid Cymru activist (D779) and material from Alan Jobbins, (D1394) who has been responsible for encouraging the deposit of many of the branch records. The records include minutes, financial records, correspondence and membership lists.

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
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
Sep - Nov 2016	1801	(1103)	78	2742

	Remote Enquiries	Website Hits
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
Sep - Nov 2016	876 (+53 un-printed thank you emails)	11508

Interesting Enquiries

Several enquiries have been received this quarter from authors conducting research for books. Images from the Cory and Powell Duffryn collections will be used in a publication to celebrate the Cory Brothers 175th anniversary in 2017. Cardiff author Peter Finch researched the Charles Street Carnival for fourth volume in his *Real Cardiff* series, to be published by Seren Books. The papers of the Williams Family of Miskin Manor helped an author working on fashion designer Lady Lucy Duff-Gordon (Lucile).

Topics explored by media enquirers have included Morgan Watkin, who worked with David Lloyd-George during WW1, and taught for a time at Howard Gardens School; Ely Brewery for BBC's *Heir Hunters*; and Welsh National Railways employees for the purpose of producing a Roll of Honour.

This quarter saw commemorations of the 50th anniversary of the Aberfan disaster. Members of staff from South Wales Police looked at records relating to police involvement in the disaster and its aftermath. The information will be used in a film to be produced by the force to commemorate the anniversary.

An historian investigating the Aberfan disaster from an academic perspective consulted the Aberfan and Merthyr Vale Tip Removal Committee Records.

Academic researchers continue to make regular use of the Collection. A Masters student studying at Cambridge University used mid-18th century Quarter Sessions minute books. A Swedish academic explored the overseas offices operated by Cory Brothers shipping firm, particularly at Cape Verde.

Closer to home, a postgraduate student at Swansea University, undertaking research on health care in the south Wales mining communities during the 1940s, consulted the Aberdare and District General Hospital Annual Reports for the period. Another Swansea University student sought advice on her work on capital punishment. She viewed constabulary records along with Quarter Sessions and Magistrates Court records. The history of pets was the research area of a Manchester University lecturer, particularly evidence of the relationship between both businesses and individuals and pets. He was interested in records of Spillers and Bakers, Cardiff Markets and the Robert Drane collection.

Another visitor was investigating the life of Dr Frank Barney Gorton Stableford, the inventor of the golf scoring system, which was first used informally in Penarth in 1898. Dr Stableford was practicing medicine in Cardiff during this period and the records of Cardiff Medical Society proved of use.

A chapel minister from north Wales who was preparing a history of his career wanted photographs of the chapels where he had served, including Zoar, Llantrisant, for which a photograph is held in the Mid Glamorgan Chapel Survey.

Family history remains popular. A gentleman visited the searchroom having seen a recent repeat of the BBC's Cardiff Blitz programme. He recognised his father in a photograph of Whitchurch ARP members shown in the programme and came in for a copy.

A family myth was disentangled by a researcher whose ancestor was tried for murdering his wife by poison. He was acquitted, re-married and settled in Herefordshire. The researcher was able to trace the family's movements and growth and to debunk the tale that the man had changed his name after the trial to escape scandal.

A referral was received from Grangetown Local History Society. One of their members was researching the life of his grandfather, who worked at a munitions factory in Cardiff during the Second World War and was also a member of the Home Guard in Grangetown. He was referred to the

Glamorgan Home Guard records, trade directories, and staff assisted him in identifying other potential sources through Canfod.

Glamorgan Archives hold the papers of Cardiff businessman, Arthur McTaggart Short. A Danish friend of the McTaggart Short family, who visited them at their home, Penylan House, during the 1950s, came to the Archives to consult the papers. In the McTaggart Short scrapbooks he found photographs of his family.

Evidential enquiries have involved research in local authority minutes and Ordnance Survey plans for permissions to quarry at Brynsadler, Cowbridge Rural District Council minutes used by the Chairman of Llanmaes Parish Council to research the maintenance of the village green, Glamorgan Asylum burial registers to inform proposals for the development of the site.

Staff from a local health board came to the searchroom to find out about a former patient at Parc Hospital, Bridgend. The hospital museum has a sample of her very long toe nails and wanted to know more about her history and treatment. Rather unnecessarily, they brought the toe nails with them.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	10
VCS Cardiff workshops x 4	37
Grangetown Boys and Girls Club	10
Tonteg and Church Village Local History Group	9
RCT local and family history students	12
Insole Court 50+ Group	30
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	14
Botswanan delegation	5
<i>Events</i>	
The Voices of Mametz Wood	34
A Lingering Fear: The Story of Pontypridd Union Workhouse	15
From Meadowland to Moneyspinner: Exploring the History of Cricket in South Wales	32
Open Doors	29
<i>Education</i>	
Goetre Primary	33
Llansannor and Llanharry Church in Wales Primary x2	64
Cwmclydach Primary	30
Albany Primary	16
Millbank Primary	29
Radnor Primary Parents Group	18
Tonypandy Community College	8
Cardiff University, Welsh School of Architecture, Building Conservation	23
Cardiff University, School of Welsh	8
University of South Wales, History BA	23
<i>Filming</i>	
BBC Wales documentary crew	6
BBC Wales Newyddion 9	3
Tantrwm	3
<i>Individuals Meeting Staff</i>	153
<i>Tours for prospective volunteers</i>	9
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 60	910

Appendix IV

Bench work		
BC/C/48/4/1-2	Letters from relatives	Cleaned, repaired
UPP/24/2	Register of Lunatics at Glamorgan County Mental Hospital from Pontypridd Union	Cleaned, repaired, re-bound
BC/S/X/132; BC/S/1/24025	Block plan of Ely housing scheme; housing plan	Cleaned, repaired, rebaked
D1368/1-4	Correspondence, meeting papers and other records	Cleaned, repaired
S/D/SO/11/1	Register of children hired out or taken as servants	Cleaned, repaired,
DE/522	Grant of Ewenny Priory	Cleaned, seal repaired, flattened and new mount made
DBJ	2 deeds: Bettws, Llandyfodwg, Llangeinor and Roath	Cleaned, repaired and flattened
UPP/63/10	Pontypridd Creed Registers	Cleaned, repaired and re-bound
DCONC/3/2/7	Fingerprint and photographic register	Cleaned and repaired
UM	Poor Law Union, Records	Assessed for conservation needs
UB	Poor Law Union Records	Assessed for conservation needs
DBJ	Blandy-Jenkins of Llanharan, Estate Collection	Assessed for conservation needs
DD	Glamorgan Estate of the Rice Family, Barons Dynevor Papers	Assessed for conservation needs
Cleaning and Packaging		
Crew Agreements	306 documents	Cleaned
DSA/12/3873,3880,3882 A	9 bundles	Cleaned and repackaged
DNCB	33 volumes,4 photo albums	Cleaned, repackaged
DXGC	2 boxes: various	Cleaned, repackaged and relocated
DWAW10	1 box: various items for Greenham Common	Cleaned and repackaged
BC/CD/38/1-3	3 large photographs	Cleaned and repackaged
EPP/8/4-46	1 box: various	Cleaned and repackaged
DAW/21/410-503	1 box: auctioneer's booklets and sale catalogues	Cleaned and repackaged
DBRAC/2199	1 box: various	Cleaned and repackaged

1981/14	1 box: building plans	Cleaned, repackaged and relocated
DDH/22,26-27,30-31,35,37,44	1 r box of plans	Cleaned, repackaged and relocated
UDPP/E/15-18	1 box of plans	Cleaned, repackaged and relocated
1981/14/7/12	1 box of plans and other documents	Cleaned, repackaged and relocated
DXGP/1-3	3 boxes of plans	Cleaned, repackaged and relocated
DSUL	1 box of plans	Cleaned, repackaged and relocated
Q/D/P	252 Deposited Plans and reference books	Repackaged
Bespoke boxes made		
Various	711 Boxes	
Barcoded and Relocated		
Standard boxes/volumes	1328 Items	Barcoded and located
Various	303 boxes	Locations moved and database updated
External Work		
Local Archive	256 boxes made	
Local Archive	5 bxes of volumes and documents cleaned	
Local Archive	4,200 volumes moved	
Private Individuals	7 boxes made	

Mae'r dudalen hon yn wag yn fwriadol

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

COMMITTEE

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

REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO
<p>GLAMORGAN ARCHIVES Annual Plan 2017-18</p>	

1. PURPOSE OF REPORT

This report seeks members' approval for the annual plan appended hereto.

2. RECOMMENDATION

Members are asked to endorse the plan.

3. BACKGROUND

During the current financial year, progress has been made against all targets in the current annual plan and a full report will be presented to a future meeting.

The three year strategy agreed in 2015/16 is in its final year. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached followed by the detailed plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the approved 2017-18 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
6 December 2016**

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

16 December 2016

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan 2017-18

Background Papers:

Freestanding Item

Officer to Contact: Susan Edwards – 029 2087 2202



GLAMORGAN ARCHIVES

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,
Rhondda Cynon Taff and the Vale of Glamorgan**

Statement of Purpose

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

Key Objectives

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

Outcomes

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

Aims

A. To ensure effective management of resources

B. To develop and secure the Collection

C. To enable access to the Collection

Annual Plan March 2017 – February 2018

Objective	Evaluation planned
A. Resources - SE	
A1. Staff	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain establishment ii. Continue skill sharing and volunteer programme iii. Ensure all staff access appropriate CPD iv. Maintain commitment to good health & safety practices 	<ul style="list-style-type: none"> i. Cover provided for gaps ii. Improved feedback for participants iii. Compliance with PPDR iv. No major incidents
A2. Budget	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income generation iii. Promote partnerships and strengthen networks 	<ul style="list-style-type: none"> i. Budget achieved ii. Income targets exceeded iii. Existing partnerships evaluated

A3. Buildings and systems	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain building ii. Ensure compliance with appropriate legislation/local authority systems and procedures 	<ul style="list-style-type: none"> i. Appropriate maintenance continued ii. Compliance achieved

B: The Collection – SE/RD	
B1. Conservation SE	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage repositories' environment and storage issues ii. Implement conservation and preservation plans 	<ul style="list-style-type: none"> i. Environment stable ii. Targets met
B2. Cataloguing RD	
<p>Tasks</p> <ul style="list-style-type: none"> i. Implement cataloguing strategies and plans ii. Implement Collection development plans iii. Progress management of born digital records 	<ul style="list-style-type: none"> i. Targets met ii. Targets met iii. ARCW targets met

C. Access - RD	
C1. On-site use	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Continue programme of user events iii. Respond to requests for educational access 	<ul style="list-style-type: none"> i. Positive feedback ii. Developed and advertised (minimum of 6) iii. Requests met (minimum of 6)
C2. External events	
<p>Tasks</p> <ul style="list-style-type: none"> i. Contribute to 1 heritage event in each authority ii. Identify and respond to major anniversaries 	<ul style="list-style-type: none"> i. Targets met ii. Programme planned and completed

C3. Remote access	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Maintain profile through on-line publicity 	<ul style="list-style-type: none"> i. Positive feedback ii. Programme delivered

Mae'r dudalen hon yn wag yn fwriadol

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
16TH December 2016

REPORT OF:

THE TREASURER TO THE GLAMORGAN
ARCHIVES JOINT COMMITTEE

AGENDA ITEM NO.
<p>2016-2017 BUDGET MONITORING & 2017-2018 BUDGET PROPOSALS</p>

PURPOSE OF REPORT

1. This report provides members with the projected full year revenue outturn for the 2016/17 financial year. It also details the proposed revenue budget for 2017/18.

PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2015/16

2. Appendix 1 details the position for the 2016/17 financial year, as forecasted at 31st October 2016. This is summarised in the table below.

Table 1: Projected Outturn 2016/17 (at 31st October 2016)

	Budget	Actual to date	Projection	Variance
	£	£	£	£
Expenditure				
Employees	450,440	310,434	538,311	87,871
Premises	288,200	239,762	289,968	1,768
Transport	2,550	368	1,422	-1,128
Supplies & Services	39,110	17,775	38,425	-685
Third party Payments	0	0	1,155	1,155
Support Services	42,700	525	38,393	-4,307
GROSS EXPENDITURE	823,000	568,864	907,674	84,674
Income	-87,000	-65,777	-132,850	-45,850
Contribution from reserves	-75,000	0	-75,000	0
NET EXPENDITURE	661,000	503,087	699,824	38,824

3. The net expenditure for the full year is projected to be £699,824 which represents an overspend of £38,824 against the approved budget of £661,000. The main reasons for the variances are given below.

Employees + £87,871

4. A net overspend on employees is forecast with the recruitment of a new Archivist (£12,200 offset by grant income) along with a larger than anticipated increase in National Insurance contributions from those budgeted.

Premises +£1,768

5. It is anticipated that there will be a net overspend on premise costs. There is a large overspend on maintenance (£8,366) due to work that has been completed to ensure that the strong room is at the optimum environment for records. This expense is offset by 'New Burdens' funding which is dispersed through the National Archives, Glamorgan Archives has received roughly £11,000 of this funding. Contract Cleaning is projecting an overspend of £1,212 but this is as a result of window and flue cleaning being included. Water Rates are also higher than anticipated showing an overspend of £2,669 but this is currently being investigated with the supplier. Electricity is showing a large underspend of £12,600 as a result of more efficient use within the building and the ongoing effects of the solar panelling installed last year. There has also been an overspend of £2,902 for the fire alarm services after it was necessary to complete a review and update of the fire systems.

Transport -£1,128

6. Transport has a projected underspend of £1,128 and this is mainly due to a Staff Rail Season Ticket Loan which is being paid back throughout the year, alongside minimal car expense claims in year.

Supplies & Services - £685

7. Overall an underspend of £685 is projected for supplies and services. This is mainly due to an underspend of £3,000 for Catering Sundries due to reduced catering as part of room bookings within the Archives this is offset with lower income levels predicted from catering. There is an underspend on Audit Fees of £827 due to lower fees for the annual audit. Internet charges are projected as £195 which is an underspend of £805 – the reason for this being that internet connection costs are included in telephone costs. There is also an underspend of £1,000 regarding Software Purchase and this is as a result of not having bought any new software throughout the year.

Some of this underspend has been offset by a £5,000 overspend on Conservation which is due to the additional work undertaken to accommodate more records

as mentioned above, most of the additional spend is offset by income including grant funding.

Support Services - £4,307

8. There is an overall projected underspend of £4,307 for Support Services. The major variances include ICT Services and Human Resource and People Services, which are anticipated to be £2,000 and £2,200 underspent respectively. There is also an underspend of £900 for Welsh Translation as estimates were including further translation costs for the website which was completed in 2015/16. A change in financial staffing arrangements within Cardiff Council has provided a net underspend of £800 across Accountancy services. These underspends are partially offset by additional SAP support required leading to an estimated £3,000 against a budget of £2,000.

Income - £45,850

9. The projected income is £45,850 more than budgeted. This is mainly due to an increase of £25,000 worth of Sundry Charges and Income which includes the 'New Burdens' funding. Additional income has also come in from hire of specialist rooms (projected £13,000 above budget) due to increased space being rented out within the office. There have also been additional grants received from the Archives and Records Council Wales, the National Manuscript Conservation Trust and Wellcome Trust for £23,609 which have contributed towards the overall income. This additional income has been partially offset by lower levels of income through Royalties (£7,592 due to a year end error), conservation income (£4,000) and publications (£1,200).

Local Authority Contributions

10. An overspend of £38,824 is projected in 2016/17. From 2015/16, the policy remains that any underspend achieved by the Archives is retained by the Service and used to supplement the general reserve balance. Therefore, local authority contributions for 2016/17 are proposed to be in line with the budgeted amounts. However, any overspend that results will be funded from the general reserve and not passed back to the contributing authorities.

PROPOSED BUDGET FOR FINANCIAL YEAR 2017/18

11. The 2017/18 budget is being proposed at a time of continuing reductions to local authority budgets. With this in mind, it was requested, by the lead authority, that Glamorgan Archives considered a 1% net reduction in budget for 2017/18. This equates to £7,000. However, Glamorgan Archives has also had to reduce the level of funds used from the general reserve each year in order to maintain an appropriate reserve balance. The agreed reduction in budgeted contribution was £25,000 for each year, until there is no longer any reliance upon the reserve. Therefore, the net savings required total approximately £32,000.
12. Table 2, below, summarises the proposed budget for 2017/18. A more detailed analysis can be found in Appendix 2.

Table 2: 2017/18 Proposed Budget

	2016/2017 Budget £	2017/2018 Budget £	Increase/ Decrease
Expenditure			
Employees	450,440	521,720	71,280
Premises	288,200	264,490	-23,710
Transport	2,550	1,450	-1,100
Supplies & Services	42,110	34,690	-7,420
Support Services	39,700	33,900	-5,800
GROSS EXPENDITURE	823,000	856,250	33,250
Income	-87,000	-152,250	-65,250
Contribution from Reserve	-75,000	-50,000	25,000
NET EXPENDITURE	661,000	654,000	-7,000

13. The Glamorgan Archivist, in preparing the options above, has considered the budgetary pressures on the Service and has sought to meet these pressures by proposing savings and income growth that could be achieved.

Employees + £71,280

14. Within the proposed budget there is a total increase in spend of £71,280, which reflects the estimated increase due to pay inflation of 1% and annual increments. Two new members of staff have also been costed for the Wellcome Trust work, including the new Archivist and (from June) a new Conservator. These new posts are completely offset by income included in the budget.

15. It has not been possible to identify any savings for 2017/18 in relation to employees, especially in light of the significant reductions to staffing budgets as part of the 2015/16 budget proposals.

Premises - £23,710

16. The net reduction in the premise budget reflects savings identified in relation to utilities and Non Domestic Rates (NDR). The rateable value of the Glamorgan Archives Premises has been reduced, whilst the percentage rate has increased. This has effectively created a drop in the charge of approximately £14,060. Projections have also shown that the current electricity costs are significantly less than budget allocations and, therefore, a further saving of £12,600 due to use of solar panelling has been identified. Minor savings have been noted in waste services but these are offset by increased costs in cleaning contracts and pest control.

Transport - £1,100

17. The transport budget has been realigned through the inclusion of hire transport costs, along with a predicted decrease (£1,250) in car allowance and staff travel expenses claims in line with current year projections.

Supplies & Services - £7,420

18. The planned reduction in the supplies and services budget largely consists of lower general office costs. This includes software (£1,000), postage (£100) and internet/telephone charges (£450) along with a £180 saving from reduced subscriptions.

19. Wales Audit Office fees continue to fall following the adoption of a simpler format for the year end reports and an associated reduction in the level of work required as part of the annual external audit. This has reduced the fees by a further £800, in line with last year's charge.

20. The costs associated with providing catering at meetings has been reduced by £5,000 in 2017/18 as a result of customers no longer requiring lunches at meetings. This decrease in sales is offset by lower levels of income from catering.

Support Services - £5,800

21. The majority of the net reduction in the support services budget reflects budget savings identified in relation to ICT and Human Resource Services (£2,000 and £3,200). Other savings include £800 for both Accountancy and Internal Audit. These savings have been based on historical reductions in expenditure.

22. These savings are partially offset by an additional, estimated, £1,000 charge in relation to SAP support ICT charges.

Income - £40,250

23. The net reduction in the income budget comprises an additional income target amounting to £72,000 offset by the £25,000 reduction in the use of the earmarked reserve and a projected fall in catering income of £5,000. The increased income target includes £60,000 from the Wellcome Trust to pay for two new members of staff, a £1,000 targeted increase in royalties, a further £10,500 from the hire of specialist rooms and an additional £500 from donations.

Local Authority Contributions

24. Table 4 below indicates the effect the budget proposals will have upon the contributions to be made by the constituent authorities. The current year budgeted contributions are shown for comparative purposes.

Table 4: Local Authority Contributions 2017/18

Authority	%	2015/16	2016/17	Change
		£	£	£
Bridgend	14	92,540	91,560	-980
Caerphilly	11	72,710	71,940	-770
Cardiff	32	211,520	209,280	-2,240
Merthyr Tydfil	6	39,660	39,240	-420
Rhondda Cynon Taf	25	165,250	163,500	-1,750
Vale of Glamorgan	12	79,320	78,480	-840
Total	100	661,000	654,000	-7,000

25. It is proposed that the contributions for 2017/18 will be invoiced in two equal instalments, as per the current arrangement, whereby any projected underspend is reflected in a reduction to the second instalment required. The first instalment will be invoiced for in July and the second instalment in February. Any overspends will be managed through contributions from the general reserve, where possible. Should surpluses materialise, these will be retained within Glamorgan Archives as part of the mitigation of the risk involved in phasing out the reliance upon the general reserve over the remainder of the agreed four-year period.

SUMMARY

26. For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £699,824 representing an overspend of £38,824 against the approved budget of £661,000.
27. A 1% saving in 2017/18 has been requested by the lead authority, which equates to a saving of £7,000. This is in addition to the agreed reduction in use of the reserve fund to £50,000 (reduction of £25,000) as planned in previous years.
28. Net savings proposals totalling £32,000 have been identified, enabling both the reduced reliance upon reserve levels and the net reduction in local authority contributions requested by the lead authority.

FINANCIAL IMPLICATIONS

29. An overspend of £38,824 is projected for 2016/17 based on the position as at month 7. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and finance officers. As a result of this overspend it will be necessary to draw upon the General Reserve, which currently stands at £310,518 and will be £235,518 after the agreed £75,000 drawdown this year.
30. Any overspend this year will not impact upon the level of Local Authority contributions as the committee had agreed to fund any overspend from the General Reserve. Whilst the planned overspend will impact on reserve levels it is noted that last year's planned £100,000 drawdown was not used and £4,058 underspend transferred to the reserve
31. The proposed budget for 2016/17 represents a net 1% reduction in contributions required from local authorities, as per the request from the lead authority. In addition, sufficient savings have been identified to enable another £25,000 reduction in the budgeted use of the general reserve, as part of a proposed four-year strategy to phase out the reliance upon the reserve, in light of the current budgeted year-end balance of £235,518.

LEGAL IMPLICATIONS

32. Under the terms of the Joint Archives Committee Agreement, the contributing Authorities delegated to the Committee all their powers and duties in connection with the care, preservation, maintenance and management of archives and records except for the power of setting a budget and borrowing money.
33. The Committee is required under the terms of the Agreement to approve draft budget proposals for 2017/18 for submission to each of the contributing Authorities for approval, with such budget to be borne in the proportions set out in clause 5 (a) (i) of the Agreement.

RECOMMENDATIONS

34. It is recommended to members that they:

- Note the projected full year position for the 2016/17 financial year as presented in paragraphs 2 to 10 of this report.
- Recommend the draft budget proposals for 2017/18 are accepted, as presented in paragraphs 11 to 25 of this report.

Christine Salter
Treasurer to the Glamorgan Archives Joint Committee

Expense/Income Account	Plan £	Projected £	Variance £
Employees			
Gross Pay	342,390	392,872	50,482
LG Pensions	78,240	91,814	13,574
National Insurance	28,440	32,952	4,512
Misc Allowances	820	494	-326
Holiday Pay	0	2,064	2,064
Agency Staff - Cardiff Works	0	17,200	17,200
Employers Liability Ins Premiums	550	550	0
Staff Training Expenses	0	365	365
Employees Total	450,440	538,311	87,871
Premises			
Repairs Alterations & Maintenance	10,000	18,366	8,366
Security Measures	5,500	5,500	0
Rodent & Pest Control	100	350	250
Maintenance of Grounds - General	1,500	1,500	0
Fire Alarm Service	3,640	6,542	2,902
Maintenance Contracts	10,000	10,790	790
Electricity	40,600	28,000	-12,600
Gas	11,400	11,400	0
National Non Domestic Rates	190,060	189,540	-520
Water Rates	1,200	3,869	2,669
Security Services	0	275	275
Key Holding	0	40	40
Cleaning Materials	500	300	-200
Window & Flue Cleaning	700	0	-700
Refuse Collection/Bulk Containers	1,500	1,748	248
Contract Cleaning	7,500	8,712	1,212
Specialist Waste Disposal	1,500	536	-964
Property Insurance Premiums	2,500	2,500	0
Premises Total	288,200	289,968	1,768
Transport			
Hire of Transport CTS	0	141	141
Public Transport - Staff Use	500	450	-50
Staff Rail Season Ticket Loans	0	-964	-964
Car Allowances	600	300	-300
Travel Expenses	1,450	1,495	45
Transport Total	2,550	1,422	-1,128
Supplies & Services			
Purchase/Repair - Office Equipment	0	50	50
Equipment & Materials	0	400	400
Signs - New & Repairs	250	50	-200
Conservation	5,000	10,000	5,000

Expense/Income Account	Plan £	Projected £	Variance £
Vending Machines	3,000	3,100	100
Catering Sundries	10,000	7,000	-3,000
Uniforms & Overalls (Staff)	100	100	0
General Printing & Stationery	500	400	-100
OLR - Photocopiers	1,000	1,700	700
Audit Fee	3,200	2,373	-827
Archiving/Storage Service	500	0	-500
Central Telephone Exchanges	4,000	4,130	130
Telephones	1,950	1,800	-150
Postages	600	420	-180
Internet Charges	1,000	195	-805
Software Purchase	1,000	0	-1,000
Consumables - IT Related (Computer)	590	500	-90
Software Licences & Mtnce Agrmts	4,000	3,675	-325
Accommodation Expenses	0	292	292
Subscriptions	700	520	-180
Public Liability Insurance Premiums	1,020	1,020	0
Miscellaneous Insurance Premiums	700	700	0
Supplies & Services Total	39,110	38,425	-685
Third Party Payments			
Other LA's Provision of Service	0	1,155	1,155
Support Services			
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	2,200	700
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	2,100	-900
Support Services Total	42,700	38,393	-4,307
Income			
Arch & Rec Cnl Wales	0	-8,056	-8,056
Nat Manus Cons Trust	0	-3,353	-3,353
Wellcome Trust Grant	0	-12,200	-12,200
Publications General	-2,000	-800	1,200
Sale of Photocopies	-2,000	-1,800	200
Conservation Income	-15,000	-11,000	4,000
Food	-15,000	-14,000	1,000

Expense/Income Account	Plan £	Projected £	Variance £
Course Fees	-500	-100	400
Search Fees	-3,000	-3,000	0
Royalties	-10,000	-2,408	7,592
Hire Of Specialist Rooms	-37,000	-50,000	-13,000
Sundry Charges & Income	0	-25,000	-25,000
Donations	0	-250	-250
Access Charges	0	-83	-83
Other Interest	-2,500	-800	1,700
Cont fm Oth Emkd Res	-75,000	-75,000	0
Income Total	-162,000	-207,850	-45,850
Total	661,000	699,824	38,824

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	2016/17 Plan £	2017/18 Budget £
EXPENDITURE		
<u>EMPLOYEES</u>		
EMPLOYEES GROSS PAY	342,390.00	393,500.00
EMPLOYEES SUPERANNUATION	78,240.00	90,050.00
EMPLOYEES NATIONAL INSURANCE	28,440.00	36,800.00
EMPLOYEE MISCELLANEOUS ALLOWANCES	820.00	820.00
EMPLOYER & PUBLIC LIABILITY INSURANCE	550.00	550.00
TOTAL EMPLOYEES	450,440.00	521,720.00
<u>PREMISES</u>		
REPAIRS, ALTERATIONS & IMPROVEMENTS	10,000.00	10,000.00
SECURITY	5,500.00	5,500.00
RODENT & PEST CONTROL	100.00	350.00
GROUNDS MAINTENANCE	1,500.00	1,500.00
FIRE MANAGEMENT/PROTECTION	3,640.00	3,640.00
MAINTENANCE CONTRACTS	10,000.00	10,000.00
ELECTRICITY	40,600.00	28,000.00
GAS	11,400.00	11,400.00
NATIONAL NON DOMESTIC RATES	190,060.00	176,000.00
WATER	1,200.00	4,000.00
SECURITY SERVICES		300.00
CLEANING MATERIALS	500.00	500.00
WINDOW & FLUE CLEANING	700.00	0.00
REFUSE COLLECTION / BULK	1,500.00	1,500.00
OFFICE CLEANING CONTRACT	7,500.00	8,700.00
SANITATION & WASTE DISPOSAL	1,500.00	600.00
INSURANCE	2,500.00	2,500.00
TOTAL PREMISES	288,200.00	264,490.00
<u>TRANSPORT</u>		
HIRE TRANSPORT	0.00	150.00
PUBLIC TRANSPORT - STAFF USE	500.00	500.00
CAR ALLOWANCES	600.00	300.00
TRAVELLING EXPENSES	1,450.00	500.00
TOTAL TRANSPORT	2,550.00	1,450.00

	2016/17 Plan £	2017/18 Budget £
<u>SUPPLIES & SERVICES</u>		
SIGNS - NEW & REPAIRS	250.00	250.00
CONSERVATION	5,000.00	5,000.00
VENDING MACHINES	3,000.00	3,100.00
CATERING SUNDRIES	10,000.00	5,000.00
UNIFORMS / PROTECTIVE CLOTHING	100.00	100.00
GENERAL PRINTING & STATIONERY	500.00	500.00
PHOTOCOPIERS	1,000.00	1,000.00
WELSH TRANSLATION	3,000.00	3,000.00
AUDIT FEES	3,200.00	2,400.00
ARCHIVING/STORAGE SERVICE	500.00	500.00
CENTRAL TELEPHONE EXCHANGES	4,000.00	4,000.00
TELEPHONES	1,950.00	1,500.00
POSTAGES	600.00	500.00
INTERNET CHARGES	1,000.00	1,000.00
SOFTWARE	1,000.00	0.00
IT CONSUMABLES	590.00	600.00
SOFTWARE LICENCES & MAINTENANCE	4,000.00	4,000.00
SUBSCRIPTIONS	700.00	520.00
PUBLIC LIABILITY INSURANCE	1,020.00	1,020.00
MISCELLANEOUS INSURANCE	700.00	700.00
TOTAL SUPPLIES & SERVICES	42,110.00	34,690.00
<u>SUPPORT SERVICES</u>		
ACCOUNTANCY	13,900.00	14,000.00
TECHNICAL ACCOUNTANCY	900.00	0.00
INCOME RECOVERY	100.00	100.00
PAYROLL	500.00	500.00
PAYMENTS	500.00	500.00
AUDIT	1,500.00	700.00
PROCUREMENT	600.00	600.00
SAP SUPPORT	2,000.00	3,000.00
ICT SERVICES	12,000.00	10,000.00
HUMAN RESOURCES	7,200.00	4,000.00
LEGAL	500.00	500.00
TOTAL SUPPORT SERVICES	39,700.00	33,900.00
GROSS EXPENDITURE	823,000.00	856,250.00

	2016/17 Plan £	2017/18 Budget £
<u>INCOME</u>		
WELLCOME TRUST GRANT	0.00	-60,000.00
PUBLICATIONS GENERAL	-2,000.00	-2,000.00
SALE OF PHOTOCOPIES	-2,000.00	-2,000.00
CONSERVATION INCOME	-15,000.00	-15,000.00
SALE OF FOOD	-15,000.00	-10,000.00
COURSE FEES GENERAL	-500.00	-250.00
SEARCH FEES	-3,000.00	-3,000.00
ROYALTIES	-10,000.00	-11,000.00
HIRE OF SPECIAL ROOMS	-37,000.00	-47,500.00
DONATIONS	0.00	-500.00
INTEREST	-2,500.00	-1,000.00
CONTRIBUTIONS FROM RESERVES	-75,000.00	-50,000.00
TOTAL INCOME	-162,000.00	-202,250.00
TOTAL NET BUDGET	661,000.00	654,000.00

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