



DINAS A SIR CAERDYDD  
CITY AND COUNTY OF CARDIFF

## **CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD**

### **COMMITTEE SUMMONS**

**You are summoned to attend a meeting of the Glamorgan Archives Joint Committee to be held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on Friday, 15 September 2017 at 2.00 pm to transact the business set out in the agenda below.**

### **AGENDA**

#### Item

**1 Apologies for Absence**

To receive apologies for absence.

**2 Declarations of Interest**

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

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

To approve as a correct record the minutes of the meeting held on 30 June 2017.

**4 Report for the period 1 June - 31 August 2017 - report of the Glamorgan Archivist** (*Pages 5 - 46*)

**5 2017/18 Budget Monitoring Report** (*Pages 47 - 56*)

**6 2016/17 Wales Audit Return** (*Pages 57 - 68*)

**7 Date of next meeting**

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 2.00pm on Friday 15<sup>th</sup> December 2017.

**Glamorgan Archivist**  
**Monday, 11 September 2017**

**Contact: Andrea Redmond**  
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Gymraeg***

GLAMORGAN ARCHIVES JOINT COMMITTEE

30 JUNE 2017

Present: County Councillor (Chairperson)  
County Councillors Burnett, Cowan, Cunnah, Griffiths, Jones,  
Lewis, Lewis, Robertson and Smith

1 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT  
COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

Members were advised that following the Rotation of Chair/Vice Chair schedule, that it was Cardiff's turn to be Chairperson of the Joint Committee, and Bridgend's turn to be Vice Chairperson.

RESOLVED that: Councillor Jayne Cowan be elected as Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2017/2018.

Councillor Cowan took the Chair.

2: TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT  
COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

RESOLVED that: Councillor Nicole Burnett be appointed as Vice-Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2017/2018.

3 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT  
COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

RESOLVED: to note the membership of the Glamorgan Archives Joint Committee for the Municipal Year 2017/2018.

4 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE  
GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL  
YEAR 2017/18

RESOLVED: to note the Joint Agreement and Terms of Reference for the Glamorgan Archives Joint Committee for the Municipal Year 2017/2018.

5 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Colbran, George, Henshaw, Higgs and McGarry.

6 : DECLARATIONS OF INTEREST

No declarations of interest were made.

## 7 : MINUTES

The minutes of the meeting held on 17 March 2017 were agreed as a correct record and signed by the Chairperson, subject to the removal of Councillor Ward's name in Min No. 28.

## 8 : REPORT FOR THE PERIOD -1 MARCH - 31 MAY 2017

Members were provided with an update on the work and achievements of the service for the period 1 March 2017 to 31 May 2017; the Dashboard of Objectives, Targets and Outcomes; and a summary of findings from the ARA Survey of visitors to UK Archives 2016.

The Chairperson invited questions and comments from Members:

- In relation to the Visitor Survey results, Members found the statistics very pleasing and the results of the user surveys demonstrated the skills of the staff and their attitude towards the service users.
- In relation to the quarterly report, Members considered it would be appropriate to write to or email the volunteers to thank them for the work they do and the contribution they make to the service.
- Members considered that the resolution of the Pension Issue was good news.
- Members were not aware of the amount of outreach work and number of projects that the Archives were involved in and were impressed by this.
- Members requested more information on the proposal from the Welsh Religious Buildings Trust for funding to develop a heritage centre in Aberdare. The Glamorgan Archivist agreed to provide contact information for this outside of the meeting.
- Some new Members expressed an interest in a tour of the Archives Building and for links to the various Social Media accounts.

### RESOLVED:

- i. To note the report;
- ii. That the Clerk provide Members with the Glamorgan Archivists contact details, so that they can arrange a tour of the Archives Building;
- iii. That the Clerk provide Members with links to the Archives various social media accounts.

## 9 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2016/17

Members were advised that the report presented a brief overview of the financial results for the year, together with the unaudited draft Wales Audit Office return for the year ended 31<sup>st</sup> March 2017. Section 3 of the return, 'Approval by the Body', required completion but the unaudited draft financial statements were presented to the Committee for information only.

Officers outline the report to Members, highlighting any key issues. The Chairperson invited questions and comments from Members:

- The Chairperson sought clarification from officers that there was no conflict of interest for her as she also sat on the Audit Committee. Officers advised that there was no conflict of interest.
- Members praised the report stating it was easy to understand, presented a pleasing picture and this was testament to the staff.

### RESOLVED:

- i. That the outturn position for 2016/17 be noted;
- ii. That the draft Wales Audit Office Annual Return for 2016/17 be noted, approved and signed by the Chairperson.

## 10 : DATES OF FUTURE MEETINGS

The following schedule of future meeting dates was noted.

- 15 September 2017
- 15 December 2017
- 16 March 2018
- 15 June 2018

RESOLVED: the note the schedule of meeting dates.

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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  
15 September 2017**

**REPORT FOR THE PERIOD  
1 June -  
31 August 2017**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives (GA) for the period 1 June to 31 August 2017.

## **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*

The vacant post of Records Assistant has been filled. Melanie Taylor has been appointed and will commence duties on 4 September. The Glamorgan's Blood project Conservator will start on the same day. Temporary Records Assistant Rebecca Head has been appointed to a new role in Legal Services at Cardiff Council.

A bid for a Corporate Apprentice placement has been successful and the recruitment process has begun.

##### *Continue skill sharing volunteer programme*

During the quarter 47 volunteers and 5 work experience placements contributed 1,792 hours to the work of the Office. Of these, 33 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 1 from Caerphilly, and 2 from Rhondda Cynon Taf.

As the first week of June was national Volunteers Week, volunteers were celebrated on the Archives' social media platforms. Each day a different volunteer was introduced to the public and their current project summarised. The final post of the week concerned Andrew Booth from Pontypridd, who has contributed 7 years to the service. The Twitter post was picked up by his former school, Hawthorne High, pleased to see his interest in history continuing.

Volunteers working on the crew list indexing project, CLIP, met Pete and Jan Owens, owners of the project, for further guidance and information about planned changes to the website. Staff discussed the future management of the project and various issues arising.

Crew Agreements are cleaned by volunteers before indexing with 153 completed this quarter. The NADFAS volunteer group has cleaned 29 NCB volumes. Two volunteers are developing their skills under the guidance of the Conservator, carrying out detailed repairs on Poor Law Union registers and Cardiff Constabulary registers of criminals. These have been identified as conservation priorities because of their condition combined with high demand. To ensure maximum benefit to all parties from the increase in conservation volunteers Lydia Stirling, Conservator, has attended a Volunteer Management training day organised in Cardiff by MALD (Welsh Government's Museums Archives and Libraries Division).

Volunteers also attend to develop their work experience both generally and specifically within the sector. A long-standing commitment to assisting those with more complex needs has continued with a new client of Elite Supported Employment Agency starting. Chris is attending for two half days each week working on data entry from handwritten indexes. Very little support is required and his experience here should help his search for paid employment.

Work placement student Lauren O'Hagan, currently studying for a PhD in linguistics, helped to list the records of the Italian Consulate in Cardiff, making the most of her language skills. Both she and fellow work placement student Ben McManus have been accepted to study archive administration. Lauren will return as a regular volunteer once she starts the course – by distance learning – in September.

Feedback received at the end of placements confirm that they continue to be relevant and useful for prospective archive students. Lettie Chatham wrote: *It has encouraged me to continue to get experience for an archivist degree that I want to do after my current undergraduate degree.*

A reference was provided for former volunteer Hannah Jones in support of the application to study for the Archive Administration MA at Aberystwyth University.



Other volunteers help with specific collections. Alyson Duffield, who works with Keith Edwards on the Stephenson and Alexander Collection (DSA), visited for a tour of the archives. She types the descriptions he compiles and found it helpful to put her work into context. Depositor Malcolm Morgan has volunteered on two occasions to add descriptions to the photographs in his collection. Mr Morgan was a media photographer and the collection includes many sporting and cultural events of national significance as well as capturing life in south Wales's communities from the 1960s to the 2010s.

#### *Continuing Professional Development*

The Senior Archivist attended the annual conference of the Archives and Records Association UK and Ireland. Conference fees were met by a MALD Workforce Development Grant. Many of the presentations at the conference will have a direct application to the service while others were thought provoking and may influence future developments.

The Conservator attended the Conservation Matters Wales Day Conference of the Federation of Museums and Galleries Wales. Among many useful talks was a demonstration on the treatment of copper inks. The event was held at the Glynn Vivian Art Gallery in Swansea and she was given a tour of the refurbished conservation studio and stores.

Three members of staff have successfully completed the Sylfaen Welsh course, passed the end of course examination, and will progress in September to study at Canolradd level. The Glamorgan Archivist completed another year at Uwch level and the Glamorgan's Blood Project Archivist has committed to her second year of Mynediad. Rebecca Head completed Cardiff Council's two day introductory Welsh course.

The 3 Records Assistants have progressed in their NVQ Level 4 course in Advice and Guidance. 12 members of staff participated in an information session led by the Alzheimer's Society and are now all Dementia Friends. Rebecca Head, Records Assistant, completed the two day MALD Digital Photography course.

#### *Maintain commitment to good health and safety practices*

In compliance with Directorate instructions, the building is examined quarterly by senior staff and a report submitted on defects. Fire alarm call points are tested weekly.

One member of staff has been referred to Occupational Health and recommended support undertaken.

#### **Budget**

##### *Manage to best advantage*

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

The New Burdens Funding from the National Archives (TNA) has been received. A letter to the Archives' budget holder, Cardiff Council, from TNA is attached at *Appendix V*

*Maximise benefit from income generation*

The Conservation team has been successful in attracting orders for custom made boxes from local institutions while the partnership with the National Conservation Service continues to generate box making orders from further afield. A private conservator hired the use of equipment in the Conservation Studio for half a day. Conservation is also building a client list for bench work with grant funded projects completed or tendered for during the quarter. Details are provided in *Appendix IV*

Demand for access to Carmarthenshire Archive Service's collection is growing. Charges for access are made either at a set fee for simple productions or by staff time for more complex enquiries.

Location scouts for two separate companies have visited site looking for places to film. A full technical crew came for one proposed shoot which continues to be negotiated.

Telephone payments have been trialled and will be operational very soon. Information required for on-line payments has been submitted and will also be available within the next quarter. Income from searches and publications sales is expected to rise as payment becomes more immediate.

*Promote partnerships and networks*

*National*

Glamorgan Archives hosted the Wales meeting of the Archives Accreditation panel at which a number of services throughout the UK received accreditation. The Glamorgan Archivist represents Welsh Archives on the panel. She was interviewed by the consultant reviewing the accreditation process on behalf of TNA.

Fusion, Welsh Government's programme to encourage participation in culture and heritage among people living in areas of deprivation, has received continuation funding. The Glamorgan Archivist attended an all-Wales meeting of Fusion project partners, and a meeting of the Fusion Learning Group. She went to a presentation of the plans for the national Museum of Military Medicine in Cardiff Bay and attended a meeting of the Archives and Records Council Wales (ARCW). She commented on the annual plan for archives in Wales produced by MALD.

She continues to contribute to the partnership which produced the statement of conservation principles for the cultural heritage of Wales. There has been a broad acceptance of the principles within the sector and next steps are now being planned. The Glamorgan Archivist, with Jane Henderson of Cardiff University, submitted an article on the

collaborative process underlying the principles to the Journal of the Archives and Records Association.

The Senior Archivist met with a consultant undertaking work for the Women's Institute to discuss the deposit, cataloguing and use of WI records at Glamorgan Archives.

#### *Local*

The Glamorgan Archivist attends meetings of Cardiff Council's (CC) Senior Management Forum and the Directorate Management Team.

She contributed to Cardiff University's inaugural Cultural Participation Research Network event. The network will explore funding to continue the type of joint projects supported by the initial Fusion programme which linked Communities First, cultural heritage organisations and universities, in Cardiff and Merthyr Tydfil. She is working closely with Victoria Rogers of the Cardiff Story Museum, to develop the current Fusion project within Cardiff. Recruitment for the Project Co-ordinator post, funded by Welsh Government, is at the interview stage.

Staff continue to support the Heritage and Cultural Exchange, the successor organisation to Butetown History and Arts Centre. Regular meetings are held with community representatives leading the project and feedback has been provided on Charity Commission documentation. Members of the group have been sorting through the collection which is currently stored at the Archives.

Involvement with the CAER Heritage Project, Cardiff University's flagship engagement project based at the Iron Age hillfort in Caerau, also continues. Funding from the Heritage Lottery Fund (HLF) has been secured to support the development of a large-scale bid, Hidden Hillfort, which, if successful, will progress their work in the Ely and Caerau areas. The Senior Archivist has been invited to join the Research Design working group which will formulate the research aims and objectives of the project.

Dr Stephanie Ward from Cardiff University has secured Curoop funding in a project linked to Hidden Hillfort and the earlier Dusty's War to employ a student over the summer. Victoria Connolly has extracted information on the development of the housing estates at Ely and Caerau from Cardiff Borough Council minutes.

The Senior Archivist continues to represent the office on the Committee of South Wales Records Society. The July meeting was hosted by the Archives. She attended a meeting of the VCS Cymru Heritage Sub-Group, and the initial meeting of Cardiff Council's new Governance and Legal Services Directorate Staff Group.

Representatives from Pontypridd YMCA, currently engaged on a heritage project about their building, revisited for further training from the Conservator and the Cataloguing Archivist.

#### *Potential partnerships*

A request to host a second delegation of Chinese archivists, this time from Hubei province, has been accepted. The visit is planned for November. A German museum has asked for help in securing the loan of a portrait of John Hughes for a major exhibition to commemorate the closure of the last deep pit in Germany next year. Negotiations with the owner have begun.

The Cultural Ambition project, in which the Archives is a lead partner for Cardiff, has progressed during the quarter with the development of a training plan and supporting partners being recruited for placements. The Glamorgan Archivist is contributing to the development of the bid both in meetings and in supporting documentation. The application will be submitted to HLF in September.

Letters of support have been provided for several proposed HLF community projects which would, if successful, enhance the work of the Archives and develop community engagement in specific areas. These include a project under development at Chwarae Teg to celebrate their 25<sup>th</sup> anniversary, and which will look back at the achievements of women through history, producing a travelling exhibition will tell these stories and promote their work as an organisation. Initial discussions have been held with Vale People First about a potential HLF bid and to develop a project exploring the history of Barry.

Head 4 Arts, a partner in previous projects, has been supported in its bid to Cardiff University's Cultural Participation Research Network. If successful, the Canal to Coast project will create an innovative interactive learning tool for young people, which will engage them with the history and heritage of south east Wales, in particular the Glamorganshire Canal.

The Glamorgan Archivist and Senior Archivist met representatives of arts organisation Arts Alive to discuss potential projects with schools based around the story of Hughesovka making use of the Hughesovka Research Archive. Arts Alive contributed to the Enthusiasm event at the Red House in July.

The Senior Archivist participated in all-Wales discussions around a potential collaborative project, led by ARCW and Swansea University, to enhance access to archive material in Wales relating to disability.

She met Cardiff University researchers from the Community Gateway initiative currently undertaking work in Grangetown. They are planning a project to redevelop the disused bowls pavilion in Grange Gardens and

are interesting in including an element of research on the history of the park.

Discussions have been held with a researcher from Ferndale who is developing an exhibition to mark 150 years since the Ferndale Colliery Disaster of 1867. Items from the collections were recommended as research sources and assistance offered in developing the exhibition.

## **2. Building and systems**

### *Maintain building*

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

A meeting with the building contractor determined priority repairs on the lighting and the air handling units (AHUs). The chiller was repaired and work has been scheduled to bring the repository AHUs and their link with the building management system into full working order.

Pest control have checked the roof for nests. A damaged chair in the Conservation studio was repaired by BOF.

### *Ensure compliance*

The Senior Archivist attends CC's Welsh Language Coordinators Group where compliance with the Welsh language Standards is monitored. She has also participated in a research project being undertaken at Cardiff University to explore the use of Welsh in the workplace.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

Over the summer the repositories have maintained the necessary environment with plant being switched on manually as required. Conservation staff measure temperature and relative humidity daily and note any deviation from safe parameters while allowing for gentle seasonal drift.

Pest control measures in the strong rooms continue to provide protection. Single moths have been found in traps inside the repositories. Traps outside the doors will be moved to attract them away.

#### *Conservation and preservation plans*

Staff and volunteers are working through the identified priorities, Glamorgan Quarter Sessions Depositions, Poor Law Union registers for Bridgend and Pontypridd, and Cardiff Constabulary criminal registers. In response to access demands records of Glamorgan Constabulary and City of Cardiff Fire Service have been conserved. Staff have carried out condition assessments on 49 new accessions while a further 5 large accessions were assessed for conservation needs during the collections

week closure. The conservation assessment of the Cardiff Story Museum's collection has been completed. An assessment report was prepared for Cardiff University to submit a funding bid to the National Manuscripts Conservation Trust. If successful the work on the collection will be carried out by the Conservation team. The Conservator visited the Police Museum at Bridgend to advise on their collection and staff training.

Part of the Carmarthenshire Archives collection has been cleaned and reboxed before shelving. Boxes have been made for a number of external organisations.

After several cylinders of microfilm were identified as degrading a full survey was undertaken of microfilms in the Collection. Degrading films which are copies of series held have been noted for potential disposal. In instances where the microfilm is the archival copy then an assessment of the condition of the film and any necessary conservation treatment will be made and added to the work programme going forward.

Details of work completed are given in *Appendix IV*

## **2. Cataloguing**

### *Strategies and plans*

Collections days continue to be held each month. This quarter work has focussed on the records of Canton High Schools for Boys and Girls and successor school Cantonian High.

A collections week was held in June when the office was closed to the public and volunteers to focus resources on making the Collection accessible. 29 linear metres of material was tackled. Receipts were generated for 18 accessions and over 450 entries added to the catalogue database. Collections sorted and listed include, Lisvane Community Council records, registers of births from Cardiff Rural District Council, South Wales Fire and Rescue files, ecclesiastical parish records (Bettws, Tondu, St Bride's Minor with Bettws// Llansantffraid, Bettws and Aberkenfig), Cardiff Council electoral registers, Whitchurch hospital records, Hill Family of Rookwood House (partially catalogued in the previous collections week and now completed), Meirwen Brown of Rhondda papers, Dafydd Pretty of Pontypridd papers, Cardiff Council photographs and slides of city centre redevelopment (including sorting nearly 5000 slides), Donald Moore collection, Radcliff Estate, Ewart Parkinson collection.

Work has begun on cataloguing and repackaging coroners' records. The work is being undertaken by temporary staff using New Burdens funding from TNA.

A small grant from ARCW has been received to enable amendment and improvement of catalogue data in preparation for export to the Archives Hub. A further 20 sample catalogues were sent to the Hub to test the

import process. The testing is now complete and the system appears to be working well. Louise Hunt, Archivist, will be attending a workshop on the Archives Hub in September at the National Library of Wales.

Further progress has been made with creating a fully bilingual interface for the online catalogue. Bugs are still being ironed out but most pages on the test installation now display properly.

An upgrade of the CALM software was carried out in June to resolve some issues with the system however it has only successfully been upgraded on the server. Staff PCs are still running with the previous version with the bugs remaining. This is being pursued with IT and Axiell (the software providers).

#### *Glamorgan's Blood*

Project Archivist, Louise Clarke has continued the cataloguing of post-nationalisation records, with catalogue entries for a large proportion of the post-nationalisation records (excluding photographs and plans) now available to search on the online catalogue. The DNCB collection now totals 1957 catalogue entries. Major subjects covered within these records include strike/industrial action, opencast mining, colliery reorganisation schemes and industrial accidents/disease.

The project has continued to be promoted through social media, with tweets publicising the completion of individual groups of records and tweets and Instagram posts featuring images of items of particular interest from within the NCB collection. Articles have also appeared in the following publications: ARC Magazine (Archives and Records Association publication) and Local History News Magazine.

#### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within the target time of 15 working days for 74% of the accessions. Staff are still catching up with a backlog of unprocessed accessions but 83% of the accessions received in the last 6 months have now had receipts issued.

Further discussion on the Associated British Ports archive have been held with Pat Thompson of Cardiff Council and the Heritage and Cultural Exchange.

The Bute Archivist, Lyndsey Nairn, visited to discuss that section of the archive held outside the Isle of Bute. This was her first visit to the new building.

#### *Digital preservation*

Work on the national project continues. A fully tested workflow for uploading open access PDFs to Archivematica is now available.

## C. ACCESS

### 1. On-site use

#### *Monitor service and implement improvements*

Ask the Experts family history advice sessions continue with 6 attendees this quarter. Sessions are delivered by an expert volunteer. The number of sessions each week has been increased, with three sessions now on offer at 10.30am, 12.30pm and 2.30pm each Thursday.

Feedback from visitors to the searchroom this quarter includes:

*A very productive day assisted by very helpful and knowledgeable staff. Thanks to all.*

Family historians from New Zealand

*Mi wnaeth y 4 ohonom fwynhau dysgu am ardal Treganna gyda Rhian Diggins. Rydyn ni wedi dysgu llawer a byddwn yn dychwelyd i ddysgu mwy yn fuan!*

*[The four of us enjoyed learning about the history of the Canton area with Rhian Diggins. We've learnt a lot and we'll be returning soon to learn more!]*

Family of four from Cardiff

Visits have been made by the following groups during the quarter: Ystradgynlais Family History Society; Radyr WI; Rhiwbina Civic Society and the annual Fletcher Family Gathering. All were given tours of the building and viewed documents of interest to their subject or locality. The Fletcher Family sent thanks following the visit:

*On behalf of all the Fletcher family that attended your guided tour last Friday I'd like to say thank you. We are very grateful for your time and effort when guiding us through the archive collection rooms. You answered our varied questions with patience and we learned a lot about the work that you and your staff do to conserve and store important documents.*

*The documents that you displayed for us related to the Fletcher family were excellent. It was exciting to see the original documents and we found information that we had never known before. Thank you to you and your staff.*

Participation in the ARA pilot Group Survey has continued this quarter. Data gathered will contribute to the development of a full survey of group visitors across UK archives.

In a pilot project based on the successful Kids Takeover Day template, members of Cardiff People First took over Glamorgan Archives on 4 July. The group had visited beforehand to plan the event and to discuss aspects of the various available roles. On the day itself members worked in the searchroom, assisting the public and producing documents; undertook cleaning work in the conservation studio; took over social media feeds; identified the subjects of several recently deposited



photographs of Cardiff pubs, and led tours of the building for members of the public. 14 people attended the tours, including the Director of All Wales People First and a representative from Borough Market, London, who was observing the day in preparation for a HLF bid. The day was a great success and was enjoyed equally by Cardiff People First members and Glamorgan Archives staff. Following the Takeover Day an evaluation meeting was held to collect feedback from those involved. As a pilot project, this feedback will inform the roll out of the People First Takeover Day concept across Wales.

No Fit State Circus have been successful in securing funding for a project to celebrate the 250<sup>th</sup> anniversary of circus. Members of their Youth Circus consulted circus related items from the Collection, and learned about independent research in the Archives. The project will culminate with a performance planned for the end of the year.

Avant Cymru theatre group are working on a new project to explore the impact of WW1 on the Rhondda. Two groups visited the Archives this quarter to consult material relating to the War. The first group were project volunteers working on developing the script for a theatre performance. The second group were pupils from Darren Park Primary in Ferndale. They will also be contributing to the performance, developing their ongoing intergeneration work through the Fern Partnership. Feedback was received from the organiser following the first visit:

*Thank you very much for having us today... We are really grateful for the tour and for preparing the records for us. Everyone very much enjoyed the day. We had members with disabilities and Alzheimer's and we are grateful to you and the staff who helped accommodate their needs also.*

#### *Programme of user events*

The 'Dusty's War' exhibition was hosted from 12 June-11 August. The exhibition explores the impact of WW1 on the communities in the Ely and Caerau areas of Cardiff and the development of the housing estate in Ely during the inter-war years. Participants in the project visited the Archives to undertake research which informed the content of the exhibition, produced as part of Cardiff University's CAER Heritage Project.

The new Cardiff People First Ely Hospital Exhibition debuted at Glamorgan Archives in July. The interactive exhibition reflects the work undertaken by members on the former long stay hospital.

Caroline Fairclough from the Women's Archive of Wales gave a talk in June exploring the impact of the First World War on women in south-east Wales. 18 attended. Documents from the collection which reflect the role of women in the War were displayed following the talk.

### *Education*

Pupils from Ysgol Gymraeg Penalltau visited to explore the history of their locality, and in particular their school, located on the former Penallta Colliery site.

Treorchy Primary is celebrating its 150<sup>th</sup> anniversary. A group of children visited the Archives to consult school records and learn more about its history. They were also taken on a tour of the building and completed our quiz as they went around. The teacher leading the visit commented: *I wanted to thank you so much for your wonderful tour of the archives on the 15th June. The children really enjoyed their trip. They learned a lot and enjoyed seeing the documents relating to the history of the school.*

A new workshop has been prepared for Key Stage 2 primary school pupils on the Tudors and Stuarts. The workshop highlights some 'treasures', such as Henry VIII's grant of Ewenny Priory in 1545 and Charles II letters from the Tyrwhitt Drake of St Donats Castle collection. It includes some of the great seals in the Collection, one of Elizabeth I, as well as inventories recording personal property and culinary and medicinal recipe books which show what life was like during the 16th and 17th centuries. The workshop will be offered to schools from September.

## **2. External events**

### *Contribute to heritage events*

The Hughesovka Research Archive was used in a major event at the Red House in Merthyr Tydfil. An exhibition was created based on the collection with items selected by Dr Donovan of St Andrews University and Steffan Caddick of the University of South Wales. The Glamorgan Archivist spoke at the event which celebrated the diversity of the town and concluded with a screening to live music, of a 1931 film by Ukrainian revolutionary director, Dziga Vertov, *Enthusiasm: a symphony of the Donbass*. The event was promoted as part of R17, the centenary season in Wales of the Russian Revolution.

The Glamorgan Archivist also attended an exhibition launch at the Cardiff Story Museum on LGBT history in Wales.

### *Identify and respond to major anniversaries*

June saw the 35<sup>th</sup> anniversary of the visit of Pope John Paul II to Cardiff. At the time, it was the largest scale operation ever mounted by South Wales Police. Co-incidentally that same week in 2017 South Wales Police were mounting another huge security operation in Cardiff for the Champions League Finals. Volunteer Tony Peters used records of South Wales Police to produce a blog post exploring the scale of the operation in 1982.

Other anniversaries and events noted on social media this quarter include International Archives Day, the British and Irish Lions rugby tour

to New Zealand, the 200<sup>th</sup> anniversary of the death of Jane Austen, the 50<sup>th</sup> anniversary of the nationalisation of the British steel industry, 40 years since the abolition of the collection of tithes, and the 120<sup>th</sup> anniversary of the opening of the Pierhead building in Cardiff Docks.

### **3. Remote access**

#### *Monitor service and implement improvements*

The 15 working day target on remote enquiries is met. Interesting enquiries are reported in *Appendix II*

The Senior Archivist met with the Cardiff Council Web Team to discuss the performance of the website and to identify potential improvements. A report on the first year of the website is appended.

#### *Publicity*

Funding has been secured through an ARCW small grant to design and print a new leaflet and posters promoting the Archives externally at events, community venues and partner sites. The designs have been finalised and printing is underway.

The blog this quarter has focussed on the Mary Traynor Collection of drawings and watercolours showing lost and endangered buildings, mainly in Cardiff but also in other areas of south Wales. Volunteer David Webb undertook research on the buildings featured, charting their history from construction to the present day. The drawings were digitised by volunteer Harrison Pritchard whilst on work placement from Ysgol y Deri. The images have featured on the new Glamarchives Instagram account, the latest addition to the archives' social media.

Media Wales developed an article for the South Wales Echo on the artworks featured in the posts, with input from Mary Traynor herself.

A blog post written by Tony Peters on the formation of the Glamorgan Constabulary in 1841 was reproduced in *Bulletin*, the staff magazine of South Wales Police. Anne Kongsbruck, another long-term volunteer, has begun speaking to external groups about her research into the Fothergill family based on the transcription project for the diaries of Henry Fothergill, Merthyr Tydfil ironmaster.

A feature in the Barry and District news on the new gardens at Barry's Cemetery Approach noted that campaigners had visited Glamorgan Archives in order to confirm that the area had been gifted to Barry as a public open space.

New accessions are regularly publicised on social media.

### **SUMMARY**

Despite budget strictures Glamorgan Archives continues to develop its role as a lead body in the cultural heritage sector both in Wales and beyond. The service's public profile is greatly assisted by volunteer

contributions to social media, especially blog posts which can be developed into longer articles or talks. Income generation capacity is being managed without impacting normal business. Accessioning new collections is meeting agreed targets while years of cataloguing backlogs are tackled with grant funded staff posts. As always, partnerships and committed, trained staff are key to continued success.

#### **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 2017-2018 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**  
**5 September 2017**

**Local Government Act 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item :** WORK OF THE ARCHIVES  
1 June– 31 August 2017

**Background Papers**

CALM database.

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

## Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
Access	Promote service via anniversaries	12 social media posts	14
	Contribute to external heritage events	1 in each funding authority	Bridgend, Caerphilly, Cardiff, Merthyr Tydfil
	Deliver educational service	10 educational visits	8
	Deliver on-site events	6 public events	4
The Collection	Contribute to Archive Hub	50 catalogues	27
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 62.5%; complex 83%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	10,652 cleaned; 205 conserved; 1141 boxes made
Resources	Integrate PP&DR process	Retain liP	Bronze status
	Meet income target	£91,250	£40,455
	Meet agreed revenue budget	£856,250	
	Manage volunteers workforce	6,600 hours; 100% reviewed	3767; 100% reviewed
	Maintain establishment	14 fte	14 fte

## Appendix I

<b>Batstone Family of Cardiff Papers</b>			
<b>Accession No:</b>	2017/102	<b>Reference No:</b>	D1455
Family papers Date of records: 20th century			
<b>St Mary's and St Patrick's Roman Catholic School, Maesteg, Log Books</b>			
<b>Accession No:</b>	2017/103	<b>Reference No:</b>	D1454
School log book Date of records: 1909-1981			
<b>Frederick Wilson of Cardiff Papers</b>			
<b>Accession No:</b>	2017/104	<b>Reference No:</b>	D1475
'Views of Cardiff'; photographs of Boyles' Stores, Cardiff; Cardiff schools photograph album; OS 6 inch map; glass negatives of street scenes of Aberavon Date of records: 20th century			
<b>Views of Cardiff and Neighbourhood</b>			
<b>Accession No:</b>	2017/105	<b>Reference No:</b>	D1458
Collection of photographs Date of records: c 1890			
<b>Papurau'r Jenkin Rees, Ton Pentre</b>			
<b>Accession No:</b>	2017/106	<b>Reference No:</b>	D1456
Dyddiadur Jenkin Rees, glowr Date of records: 1876-1947			
<b>Garth County Junior School Log Book</b>			
<b>Accession No:</b>	2017/107	<b>Reference No:</b>	D1459
Garth County Junior School opened in 1897. In 1994 the school amalgamated with the Garth County infants school to form Garth Primary School Date of records: 1897-1970			
<b>May Selby of Bridgend, Music Teacher, Papers</b>			
<b>Accession No:</b>	2017/108	<b>Reference No:</b>	D1481
Photographs and certificates Date of records: 19th-20th century			
<b>Nantyffyllon Junior Mixed School Punishment Book</b>			
<b>Accession No:</b>	2017/109	<b>Reference No:</b>	D1460
Nantyffyllon teaches pupils from aged three to eleven. It is situated in the village of Nantyffyllon on the outskirts on Maesteg. Date of records: 1929-1978			
<b>Christopher Taylor of Cardiff Collection</b>			
<b>Accession No:</b>	2017/110	<b>Reference No:</b>	D732/5/2/12
Western Welsh Omnibus Ltd, purchase book no 3			

Date of records: 1949-1953			
<b>Cardiff Electoral Registers</b>			
<b>Accession No:</b>	2017/111	<b>Reference No:</b>	CCF/C/RE
Electoral registers			
Date of records: 2002 and 2012-2016			

<b>Cardiff Jewish Community Records and Papers</b>			
<b>Accession No:</b>	2017/112	<b>Reference No:</b>	DJR
Harry Kahn of Cardiff: programmes, menus and information collected on cruises on the Queen Mary and the Queen Elizabeth			
Date of records: 1954-1964			

<b>Maesteg co-operative society minute book</b>			
<b>Accession No:</b>	2017/113	<b>Reference No:</b>	D1462
Maesteg co-operative society minute book, 1912-1917			
Date of records: 1912-1917			

<b>Maesteg Grammar School certificate results</b>			
<b>Accession No:</b>	2017/114	<b>Reference No:</b>	D1463
Register of school certificate results by pupil			
Date of records: 1939-1953			

<b>Roath Road Methodist Chapel Musical Service Pamphlets</b>			
<b>Accession No:</b>	2017/115	<b>Reference No:</b>	D1464
Special musical service and anniversary pamphlets			
Date of records: 1912-1942			

<b>Cowbridge Rural District Council</b>			
<b>Accession No:</b>	2017/116	<b>Reference No:</b>	RDCOW
Register of Births			
Date of records: Apr 1946-Jun 1948			

<b>Cardiff Registers of Births</b>			
<b>Accession No:</b>	2017/117	<b>Reference No:</b>	D1465
Registers of Births			
Date of records: Jan 1953-Dec 1964			

<b>Whitchurch Hospital, Cardiff, Records</b>			
<b>Accession No:</b>	2017/118	<b>Reference No:</b>	DHWH/30/10
Alice Conway patient file, F2383			
Date of records: 1932-c 1970			

<b>St Bride's Minor Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2017/119	<b>Reference No:</b>	P78CW
St Theodore's service registers, 1896-1992; St Bride's service register, 1932-1948; reports on St Theodore's church building, 1958-1960; church magazine, 1985.			
Date of records: 1896-1992			



<b>Llety Cymro Hotel Records</b>			
<b>Accession No:</b>	2017/122	<b>Reference No:</b>	D1466
Visitors' books and cash books Date of records: 1978-1981			

<b>Tondu Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2017/123	<b>Reference No:</b>	P222CW
Including registers of services, repair work to St John's Church, records of the Parochial Church Council and Tondu Mothers' Union. Date of records: 1935-2001			

<b>St Bride's Minor with Bettws / Llansantffraid, Bettws and Aberkenfig Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2017/124	<b>Reference No:</b>	P253CW
Minute book, (1998-2004), annual reports and accounts (1998-2003), parish magazines (1989-1991), papers relating to various building works (1990-2002), financial correspondence and returns (1992-2001), annual membership returns (1995-2004), Articles of Enquiry (1989-1995) and Bettws Partnership papers (2003-2004). Date of records: 1989-2004			

<b>DEGS/Va/1-77</b>			
<b>Accession No:</b>	2017/125	<b>Reference No:</b>	DEG
Deeds of Vachel Estate. Date of records: 1830-1958			

<b>Guy Howell Jones of Cowbridge Family Papers</b>			
<b>Accession No:</b>	2017/127, 169	<b>Reference No:</b>	D1489
Family papers Date of records: c16th century -20th century			

<b>Alex Gordon Partnership, Architects and Project Managers, Cardiff, Catalogues</b>			
<b>Accession No:</b>	2017/128	<b>Reference No:</b>	D1474
Promotional catalogues, obituaries Date of records: 1980s			

<b>Colin Sendell of Cardiff, Papers</b>			
<b>Accession No:</b>	2017/129	<b>Reference No:</b>	D1473
Photographs, newscuttings and cards of St James' Amateur Operatic Society. Also some family and personal photographs. Date of records: 1910s-1990s			

<b>Cardiff West Constituency Labour Party Records</b>			
<b>Accession No:</b>	2017/130	<b>Reference No:</b>	DLPCW
Minutes, agendas, reports and associated papers. Date of records: 1990s-2000s			

<b>Merthyr Tydfil and District Business and Professional Women's Club,</b>			
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<b>Scrapbook</b>			
<b>Accession No:</b>	2017/131	<b>Reference No:</b>	D1468
Scrapbook recording Club activities Date of records: 1970-1973			

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2017/132	<b>Reference No:</b>	D127
Eighty-Fourth Annual Report, 2016-2017 Date of records: 2017			

<b>Deeds relating to 7 East View, Brithdir</b>			
<b>Accession No:</b>	2017/133	<b>Reference No:</b>	D1472
Property records including assignment, conveyance and survey. Date of records: 1907-2002			

<b>Bro Morgannwg Hospital Management Committee Records</b>			
<b>Accession No:</b>	2017/134	<b>Reference No:</b>	D1469
Forms providing statistical information on Hensol Hospital and The Rest and then returned to Bro Morgannwg Hospital Management Committee. Date of records: 1969-1978			

<b>Rhymney Railway Records</b>			
<b>Accession No:</b>	2017/135	<b>Reference No:</b>	D1470
Director reports and statement of accounts. Date of records: 1868-1880			

<b>Malcolm Morgan, Photographer, of Caerphilly Papers</b>			
<b>Accession No:</b>	2017/136	<b>Reference No:</b>	D1420
Press passes, tickets from events covered, Professional Code of Practice provided when in employment at the South Wales Echo, Staff Guide for employees at Western Mail & Echo Ltd, National Union of Journalists Membership Card, Cardiff City v Exeter City programme, Cardiff City v Cheltenham Town programme, Cardiff City v Huddersfield Town programme, Cardiff City Match Day Press Procedure. Date of records: 1969-2003			

<b>Joyce Robinson of Cardiff, Papers</b>			
<b>Accession No:</b>	2017/137	<b>Reference No:</b>	D1471
Two folders containing photographs and letters relating to donations and fundraising for a swimming pool at Ely Hospital (late 1960s-early 1970s), application for award of MBE to Joyce Robinson (1988). Date of records: 1960s-1980s			

<b>St Athan Methodist Church</b>			
<b>Accession No:</b>	2017/138	<b>Reference No:</b>	DWES/B/31
Marriage registers Date of records: 1921-1970			

**Glamorgan Methodist Church Records**

<b>Accession No:</b>	2017/139	<b>Reference No:</b>	DWES/B
Barry Dock Methodist Church baptism registers, 1892-1962, Sisterhood minutes book, 1935-1951; Court Road Methodist Church baptism registers, 1908-1962; Crossway Methodist Church baptism register, 1962-2003, marriage registers, 1968-1982, minutes books, 1962-1998; bills of quantities, 1964; finance ledger, 1995-2012;			
Date of records: 1892-2012			

**Llancarfan Society Records**

<b>Accession No:</b>	2017/140	<b>Reference No:</b>	DLNS
Newsletter 170			
Date of records: Jun 2017			

**Glamorgan Family History Society Records**

<b>Accession No:</b>	2017/141	<b>Reference No:</b>	D37/1/126
Journal number 126			
Date of records: Jun 2017			

**Women's Archive of Wales/Archif Menywod Cymru: Alyson Tyler Feminist Papers**

<b>Accession No:</b>	2017/142	<b>Reference No:</b>	DWAW61
'The Greenham Collection', The Feminist Archive, Bristol (1999), 'Personal Histories of the Second Wave of Feminism summarised from interviews by Ilona Singer, Viv Honeybourne and Romy Williams. Volume Two', The Feminist Archive (South), Bristol (2003)			
Date of records: 1999-2003			

**Dr Keith Strange, Lecturer, Records**

<b>Accession No:</b>	2017/143	<b>Reference No:</b>	D1490
Research material			
Date of records: 20th century			

**Tilley Family of Cowbridge Papers**

<b>Accession No:</b>	2017/144	<b>Reference No:</b>	DX666
Three scrapbooks, two folders of photographs, historical notes and other family records.			
Date of records: 19th-20th century			

**Andrew Reed of Whitchurch Collection**

<b>Accession No:</b>	2017/145	<b>Reference No:</b>	D1476
Programme to the Cardiff Searchlight Tattoo at Cardiff Castle (Aug 1977), Cityscape local guide to Cardiff (1994), Cardiff City FA Cup Final Souvenir Special (2008).			
Date of records: 1977-2008			

**Society of Cirplanologists' Glamorgan Wesleyan Circuit Plan Collection**

<b>Accession No:</b>	2017/146	<b>Reference No:</b>	DWESCIR
The Methodist Church Plan and General Directory, Roath Road Circuit, Cardiff (1934), The Methodist Church Directory and Order of Services, Rhondda-Ely Valley Circuit (1953).			
Date of records: 1934-1953			

**Deeds relating to 21 Mackintosh Place, Roath**

<b>Accession No:</b>	2017/147	<b>Reference No:</b>	D1477
Collection of deeds relating to 21 Mackintosh Place, Roath			
Date of records: 1884-1888			

**Welsh Historic Gardens Trust, Mid And South Glamorgan Branch Records**

<b>Accession No:</b>	2017/148	<b>Reference No:</b>	D699
Annual Report			
Date of records: 2016			

**Ely Hospital, Staff Handbook**

<b>Accession No:</b>	2017/149	<b>Reference No:</b>	D1478
'An Introduction to Working with the Mentally Handicapped' by John Clements. Ely Hospital Psychology Department.			
Date of records: Feb 1975			

**Ticket for the presentation of the Honorary Freedom of the County Borough of Cardiff to Robert Baden-Powell**

<b>Accession No:</b>	2017/150	<b>Reference No:</b>	D1479
Issued by the County Borough of Cardiff for the event at the Crown Court, Town Hall Cardiff.			
Date of records: 30 May 1903			

**Rollings Dunn of Cardiff Certificate of Competency in Sanitary Knowledge**

<b>Accession No:</b>	2017/151	<b>Reference No:</b>	D1484
Certificate of Competency			
Date of records: 29 Jul 1902			

**Thomas John Prichard of Ystradyfodwg Collection**

<b>Accession No:</b>	2017/152	<b>Reference No:</b>	D1480
Ystradyfodwg poor rate book, papers detailing costs etc for new schools and church at Treorchy.			
Date of records: 1830s-1890s			

**Societe Franco-Anglaise de Cardiff Records**

<b>Accession No:</b>	2017/153	<b>Reference No:</b>	D593
Programme cards, reports, Annual General Meeting minutes and papers			
Date of records: 2013-2017			

<b>Porth United Reformed Church, Records</b>			
<b>Accession No:</b>	2017/154	<b>Reference No:</b>	D1220
Property records Date of records: 1910-2016			

<b>Robert Traherne Anson Rickards of Taffs Well, Land Agent, Papers</b>			
<b>Accession No:</b>	2017/155	<b>Reference No:</b>	D1485
Accounts books Date of records: 20th century			

<b>Woodville Hotel, Cardiff, Photograph</b>			
<b>Accession No:</b>	2017/156	<b>Reference No:</b>	D1483
Photograph showing the Woodville Hotel, Cardiff with a group of people positioned outside. Date of records: c1890			

<b>Dinas Powys Women's Institute Records</b>			
<b>Accession No:</b>	2017/157	<b>Reference No:</b>	DXNO2
Financial records and photographs Date of records: 2000s			

<b>Gilgal Baptist Church, Porthcawl, Records</b>			
<b>Accession No:</b>	2017/158	<b>Reference No:</b>	D626
Memorandum of the Choice and Appointment of New Trustees Date of records: 1950s			

<b>Mountain Ash and Miskin Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2017/159	<b>Reference No:</b>	P195CW
Parish records including registers, accounts and magazines Date of records: C19th-C20th			

<b>Llandaff Diocese Mothers' Union Records</b>			
<b>Accession No:</b>	2017/160	<b>Reference No:</b>	DMUL
All Saints, Penarth branch, records include photographs, programmes and newsletters. Date of records: 20th-21st century			

<b>Robert Greetham of Cardiff, Photographer, Records</b>			
<b>Accession No:</b>	2017/161	<b>Reference No:</b>	D1486
Negatives and prints including for an exhibition on vernacular architecture in Cardiff (1850-1914) 1986, the Barrage 1990s, St David's Hall as Artist in Residence 1993, and images of Cardiff 1980s. Date of records: 1980s-1990s			

<b>Eurona Jones of Caerphilly, Collection</b>			
<b>Accession No:</b>	2017/162	<b>Reference No:</b>	D1487
Gymanfa Ganu programmes from chapels in Caerphilly and Senghennydd. Date of records: 1920s-1970s			

**Seven Sisters Ecclesiastical Parish Records**

<b>Accession No:</b>	2017/163	<b>Reference No:</b>	P219CW
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Photographs of Evan Evans Bevan and Sir David Martyn Evans Bevan  
Date of records: 1913-1929

**Diocese of Llandaff Quinquennial Inspection Reports**

<b>Accession No:</b>	2017/164	<b>Reference No:</b>	P
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Inspection Reports  
Date of records: 2000-2012

**John Wilkins of Lisvane, Choral Papers**

<b>Accession No:</b>	2017/165	<b>Reference No:</b>	D1491
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Cardiff Ardwyn Singers programmes, photographs, correspondence, newscuttings  
Date of records: 1964-2014

**Vale of Glamorgan Council Records**

<b>Accession No:</b>	2017/166	<b>Reference No:</b>	CVG/C/1
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Committee agendas and reports, signed minutes [VOGTB 289-294]  
Date of records: 2009-2011

**A. W. McKinty of Cardiff Collection**

<b>Accession No:</b>	2017/167	<b>Reference No:</b>	D80
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Barry Boys' School sports programmes and magazines, newscutting, admission of pupils to Barry Boys' County School  
Date of records: 1946-1949

**Cowbridge History Society Records**

<b>Accession No:</b>	2017/168	<b>Reference No:</b>	D1254
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Photograph of Voluntary Fire Brigade, 1943; South Wales District, Final Programme, Annual Demonstrations and Competitions, 1909; Welsh Disestablishment speech made by W Pritchard-Morgan, 1891.  
Date of records: 1891-1943

**Rudry Civil Parish Overseer of the Poor Receipt and Payment Book**

<b>Accession No:</b>	2017/170	<b>Reference No:</b>	D1488
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Quarterly Accounts  
Date of records: Oct 1836-Mar 1848

**Llanrumney Youth Centre Photographs**

<b>Accession No:</b>	2017/171	<b>Reference No:</b>	CC
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Photographs of events  
Date of records: 1981-c 2014

## **Notable accessions**

### **May Selby of Bridgend, Music Teacher, Papers (D1481)**

An interesting collection of photographs and certificates illustrating the work of a south Wales music teacher has been received from a family member. May Selby nee Davies was born December 1891 in Bridgend and received several awards from the London College of Music between 1903 and 1909. By 1911 she had become a music teacher and attended several music courses at Glamorgan Summer School during the 1920s. May Davies remained active in the promotion of music until her death in 1972

### **Merthyr Tydfil and District Business and Professional Women's Club, Scrapbook (D1468)**

A scrapbook illustrating the activities of the Merthyr Tydfil and District Business and Professional Women's Club has been donated by the son of a former treasurer. The Club was formed 1970 and was part of the National Federation of Business and Professional Women's Clubs of Great Britain and Northern Ireland. Membership was composed of women who were active in business or the professions. Each Club elected its own officers and executive committee and arranged its own programme of talks and study group discussions

### **Malcolm Morgan, Photographer, of Caerphilly Papers (D1420)**

A professional photographer has deposited a varied collection of images of local events spanning almost fifty years. Malcolm Morgan was born in Caerphilly in 1947. His career in photography started in 1963 when he was employed as a darkroom assistant. In the same capacity he moved on to Hills Welsh Press, then the only photographic agency in Cardiff. Within six months he was working as a photographer for the agency, covering assignments for Associated Press, United Press International, German media and assorted Sunday newspapers. He subsequently worked at the Rhymney Valley Express and Pontypridd Observer/Leader. In 1988 he moved to the Western Mail & Echo remaining until 2004 when he joined the South Wales Argus, where he worked until his retirement in 2012.

### **Robert Traherne Anson Rickards of Taffs Well, Land Agent, Papers (D1485)**

An unusual collection of records detailing the work of a local land agent has been received. Robert Traherne Anson Rickards was born 1874 in Clifton, Bristol. By 1901 he had moved to Cardiff and become a local Land Agent, a role he was to perform for over forty years while living in Pontyclun and Taffs Well. Records include a rentals register, cash books, ledgers and letter books that detail his work with local estates.

### **Robert Greetham of Cardiff, Photographer, Records (D1486)**

Robert Greetham is a freelance photographer and tutor based in Cardiff. He was Director of Ffotogallery from 1982 and has exhibited throughout Wales. He has won several awards from the Welsh Arts Council and in 1989 was awarded first prize for Print and Portfolio at the National Eisteddfod of Wales. Images received include a year in the life of St David's Hall, Cardiff, where Robert Greetham was Photographer in Residence.

**Tilley Family of Cowbridge Papers (DX666)**

An additional deposit of records received from a member of a Cowbridge family included scrapbooks, photographs and historical notes. The Tilley Family were established in Cowbridge by the 1850s and subsequent generations have been active in the development of the town with several members serving on its council and becoming Mayors of Cowbridge.



## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
June - Aug 2016	1821	(743)	46	2227
Sep - Nov 2016	1801	(1103)	78	2742
Dec 2016-Feb 2017	1746	(1072)	43	3095
Mar - May 2017	1773	(1160)	35	2847
June – Aug 2017	1513	(786)	46	2655

	<b>Remote Enquiries</b>	<b>Website Hits</b>
June - Aug 2016	766 (+ 65 un-printed thank you emails)	10437
Sep - Nov 2016	876 (+53 un-printed thank you emails)	11508
Dec 2016-Feb 2017	881 (+59 un-printed thank you emails)	12222
Mar - May 2017	896 (+51 un-printed thank you emails)	10854
June – Aug 2017	863 (+74 un-printed thank you emails)	10485

### Interesting Enquiries

Not all enquiries are pure research; many have current practical applications. Construction work, for example, may be impacted by the legacy of the WW2 bombing raids. One enquiry from an engineering and environmental surveying company concerned bombing in an area north of Bridgend. Bridgend Control Centre log books of the Air Raid Precautions would have the answer. A similar enquiry was received from developers Morgan Sindall regarding bomb damage in the docks area of Cardiff, prior to commencing development work in the area.

A journalist from Sussex, in the process of writing a news feature on the development of an IKEA store in his locality, sought background information on the development of the Cardiff IKEA. He was particularly interested in plans, press coverage and council minutes.

A volunteer curator for the National Elm Collection, Brighton, is researching Cardiff Council's planting of elm trees during the 1960s with reference to disease resistant trees, using Council minutes for the period.

A stage director with the National Theatre of Wales is researching the Cardiff Race Riots of 1919 in preparation for a forthcoming production consulting the Cardiff Constabulary photographic register and news-cuttings books.

A scriptwriter also visited, seeking inspiration for a script concerning life in Cardiff Docks during the 19th century. The finished work will form part of an app that will be played in the Harbour Master's Cottage in Cardiff Bay during September. Cardiff Chamber of Commerce photographs, maps and plans of the Docks, and trade directories were all recommended.

Academic enquirers researching a broad spectrum of topics and drawn from a range of institutions have again been assisted either in person or remotely.

A History and Archaeology Professor at the University of Chester, undertaking research on estate maps held throughout Wales, visited the searchroom and viewed a number of maps from the Collection, including those of the Plymouth Estate, Llewellyn of Baglan and Court Colman, Thomas of Llanbradach and Ystrad Mynach, the Penllyn Estate and the Lanelay Estate.

A Film Studies lecturer at Aberystwyth University conducted research on the history of film censorship through Cardiff Council Licensing Committee records.

A student at the University of Winchester writing a dissertation on the Women's Peace Camp at Greenham Common looked at the Jill Stallard Papers and Women For Life on Earth Records.

An author commissioned by Cory Brothers to write a book commemorating the 175th anniversary of the company visited and viewed a number of items, including reports from the Powell Duffryn Review.

A researcher seeking information on the birthplace and career of the Rev. Harris Jerevitch of the Cardiff United Synagogue on Cathedral Road was fortunate in the survival of his autobiography. Born in Yanova, province of Grodno (now part of Poland, but at the time, located in the Russian borders), he was appointed 'Minister and Head Teacher to the Cardiff Hebrew Congressional' in 1908, moving to Cardiff from London, where he was raised and educated. He served the Synagogue 45 years, at that time being active in the Jewish community both in a religious capacity and organising social events. His work extended beyond those of the Jewish faith; during the rise of Hitler and anti-Semitic feeling in the 1930s he began to do outreach work with Christians and other members of the Cardiff community.

Cathays Burial Board Records were used by a researcher investigating the burials of two US soldiers who died in Cardiff during 1918. The bodies were subsequently exhumed and returned to the US.

A family historian tracing her grandfather's career in the fire service contacted us regarding his time with the Cardiff Borough Fire Service prior to serving with the fire service in Stoke-on-Trent. A minute from the reports of the Chief Constable to the Watch Committee confirmed her ancestor's period of employment and transfer.

### Appendix III

<b>Local and Family History Groups</b>	
Ask the Experts! family history sessions	6
Avant Cymru x2	24
Ystradgynlais Family History Society	6
Radyr WI	7
Rhiwbina Civic Society	11
Fletcher Family Gathering	19
No Fit State Circus	6
<b>Professional Organisations</b>	
Glamorgan Archives Joint Committee	16
Cardiff People First evaluation meeting	12
Archives Accreditation Panel	15
South Wales Records Society	12
<b>Events</b>	
Women in South-East Wales during World War One	18
Cardiff People First Takeover Day	20
<b>Education</b>	
Ysgol Gymraeg Penalltau	21
Treorchy Primary	15
<b>Individuals Meeting Staff</b>	149
<b>Tours for prospective volunteers</b>	0
<b>Room Hire</b>	
Cardiff Council Training/Workshop X 29	429

## Appendix IV

<b>Bench work</b>		
BC/FS/4/1-19	Fire service records	Cleaned repaired and repackaged
DCON/169, 171, 172,178, 195 and 198	Glamorgan Constabulary note books	Cleaned, repaired and rebound
DCON/96/2	Police Receipt of property book	Cleaned, repaired and rebound
UB/60/75/2	Poor rates book	Dead mould removed, papers consolidated and repaired
Q/S/D/2/1869	57 depositions	Dead mould removed, papers consolidated and repaired
49 new deposits		Checked for mould and infestations.
DCON, DCONC,DCONMT and DCONS	Police records	Assessed for conservation needs
DKT	Kemeys and Kemeys-Tynte families of Cefn Mably and Halswell papers	Assessed for conservation needs
<b>Cleaning and Packaging</b>		
Crew Agreements	153 documents	Cleaned
DNCB	29 volumes	Cleaned
DX263/48/2	31 Items	Repackaged
D1481	16 Photographs and certificates	Cleaned and repackaged
<b>Bespoke boxes made</b>		
Various	405 boxes	
<b>Barcoded and Relocated</b>		
Various	917 boxes	Barcoded
Various	70 items	Locations moved and database updated
	15 bays of shelving	Adjusted
<b>External Work</b>		
Local University	2 note books 5 boxes made	Cleaned, repaired, rebound and repackaged
Private company	133 negative boxes; 305 folders; 161 boxes	
Local Archive	508 boxes	
Local Archive	39 boxes	
Charity	15 boxes	

Paul Orders  
Chief Executive  
City and County of Cardiff  
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[#archivesinspire](https://twitter.com/nationalarchives)

24<sup>th</sup> July 2017

Dear Mr Orders,

**Re: New Burdens payment in relation to Glamorgan Archives (2016)**

This letter is to notify you of the payment of **£57,142.33** of New Burdens funding from central government to your council's account, anticipated week commencing **31<sup>st</sup> July 2017**. This payment is being made in relation to the accelerated transfer of public records to your archive service as part of legislative changes affecting the Public Records Act, and is being administered by The National Archives. Further information concerning your archive service's New Burdens payment is available overleaf.

Funding has been allocated for the work Glamorgan Archives has carried out in managing the transition to the 20-year rule by taking **184.4 linear metres** of public records into their care for permanent preservation in 2016.

In preserving these records for future generations, your archive service is helping to support the government-wide transparency agenda in making information available to the public for scrutiny and re-use, strengthening your community's trust in key decision making and participation in local affairs.

We strongly support your archive service's excellent work in this area. In our advisory capacity we recommend that this funding is invested in the cost of physical or digital storage solutions or professional staffing capacity so that the service can meet future challenges of digital records provision and sustainability through income generation. Such investment will ensure the service's future capacity to take in records, developing a resilient and sustainable service.



As a service which is dedicated to delivering excellent provision, Glamorgan Archives is an integral part of your local community now and in the future. We look forward to hearing how this funding supports the work of your archive service in assisting with the ongoing transition to the 20-year rule.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. James', with a stylized flourish at the end.

Jeff James  
Chief Executive and Keeper

## **Further information on the 20-year rule and New Burdens funding**

This funding is intended to support local authorities whose archive services have been appointed as 'places of deposit' under section 4(1) of the Public Records Act 1958, in respect of additional direct or indirect costs they incur in complying with recent changes to the Act (introduction of the 20-Year Rule under the Constitutional Reform and Governance Act 2010) being implemented over the period 2015-2024.

This corresponds to similar funding for services in England under the 'New Burdens doctrine'. As local government in Wales is a devolved matter, UK government has undertaken to provide similar funding to relevant councils in Wales, following consultation with the Museums, Libraries and Archives Department of the Welsh Government (MALD), and with the agreement of the First Minister. The National Archives understands that it may be most efficient to use this New Burdens funding to increase relevant capacity for the archive service as a whole, rather than limiting this to public records activity only.

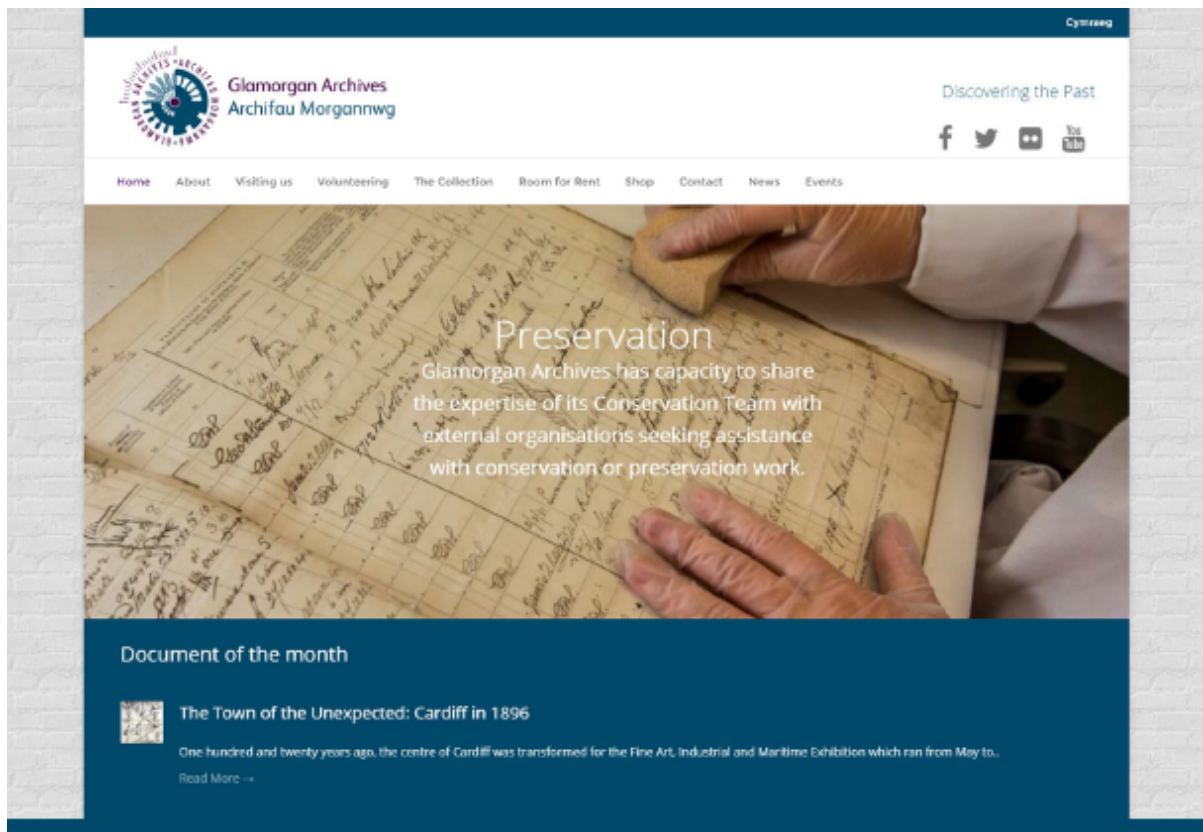
This New Burdens funding is allocated in recognition of additional transfer activity undertaken in the previous year and does not substitute for core service funding. The amount awarded is calculated across the transfer activity undertaken by all local authority places of deposit in England and Wales. Amounts allocated to individual authorities in any given year will vary, depending on overall levels of activity nationally and the level of transfer activity reported by each service.

You will be notified of the amount awarded to your archive service in future years after The National Archives has received and processed record-transfer data from all affected archive services, normally in the first quarter of the following financial year. Councils should therefore not base projections of future payments solely on their own record-transfer data for the previous year.

Payments are made on the basis that the relevant archive service continues to be appointed as a place of deposit, meeting the requirements of section 4(1) and 5(5) of the Act (now linked to the Archive Service Accreditation programme).

For audit purposes, your service may be required to provide evidence of the spending of this payment to The National Archives, and to MALD. This may form part of reporting to the Department for Culture Media and Sport, and the Department for Communities and Local Government.

Isobel Hunter, Head of Archives Sector Development, will be happy to provide further advice, and can be contacted at [asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)



# Glamorgan Archives

## Annual Review Year One

Launched - 10/12/15





# Overview

## Introduction

This report is a look back over the first year of your website's operation.

We will provide this report annually for you to get an overview of the performance of your website - analytics, user behaviour and content activity

We will also look over content to check it is relevant and up-to-date, and look at the ways we can help you improve the website over the next year.

## Objectives for the site

- To promote the work that is carried out by Glamorgan Archives.
- Bring visitors to the city
- Support the city's economic development.
- Allow a world wide audience access to Cardiff's document and image archives

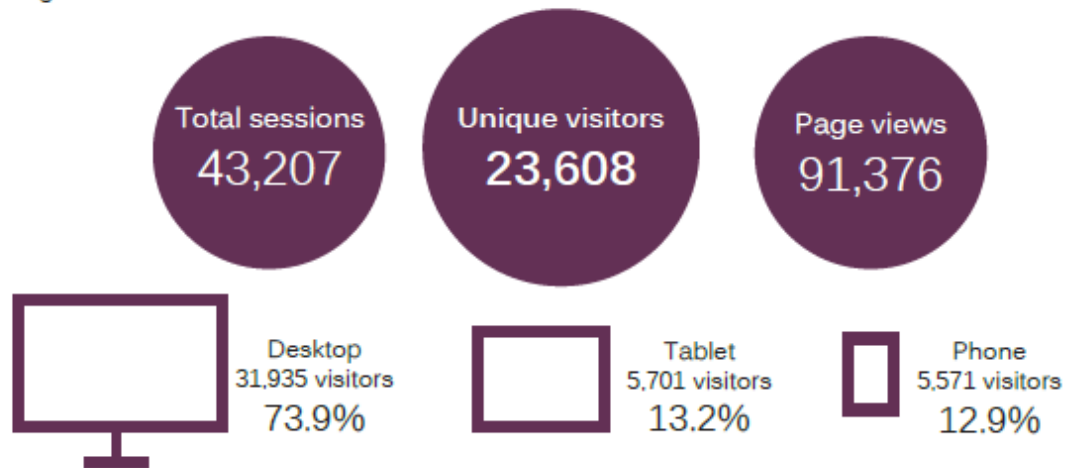
The website was launched on the 10th of December 2015 with the following features:

- Content and image sliders
- Publication library
- Search Engine Optimisation
- Social media integration
- Cross browser compatibility
- Sitemaps
- Responsive design
- Accessible templates
- 12 months free hosting
- Free domain name (.co.uk) for English and Welsh
- Standard Google analytics dashboard implementation
- Standard Support package



## Analytics - Visitors

We have looked back over the years analytics from 10/12/15 - 10/12/16. Here are the highlights:



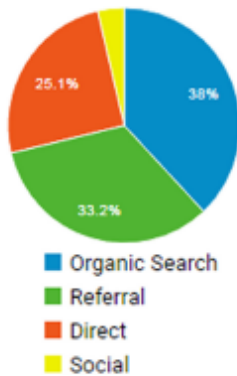
Now we know the figures, maybe we should set a target for next year to improve on these visitor figures. We can identify what users like the most and give them more of it



53.3% of people are first time visitors to the site.  
46.7% have re-visited the website 1 or more times

- 👍 Excellent Search Ranking (Consistently returns in top 3)
- 👍 Content is clear and informative
- 👍 Consistent traffic throughout the year

# Analytics - Traffic and Behaviour



Traffic figures show that the website is performing well in terms of search engine visibility (organic search).

Popular search terms include:  
CARDIFF ARCHIVES  
CARDIFF RECORDS OFFICE  
GLAMORGAN ARCHIVE

All these terms bring up your website as the top suggestion (Below paid ads).  
1,586 visitors have been brought to the site from Twitter, Facebook and other social media.

16,433 Organic search - traffic from search engines (eg: Google)

14,342 Referred visitors - traffic from links on other websites

10,846 Direct visitors - visitors typing in the url directly

1,586 Social visitors - traffic from social media links

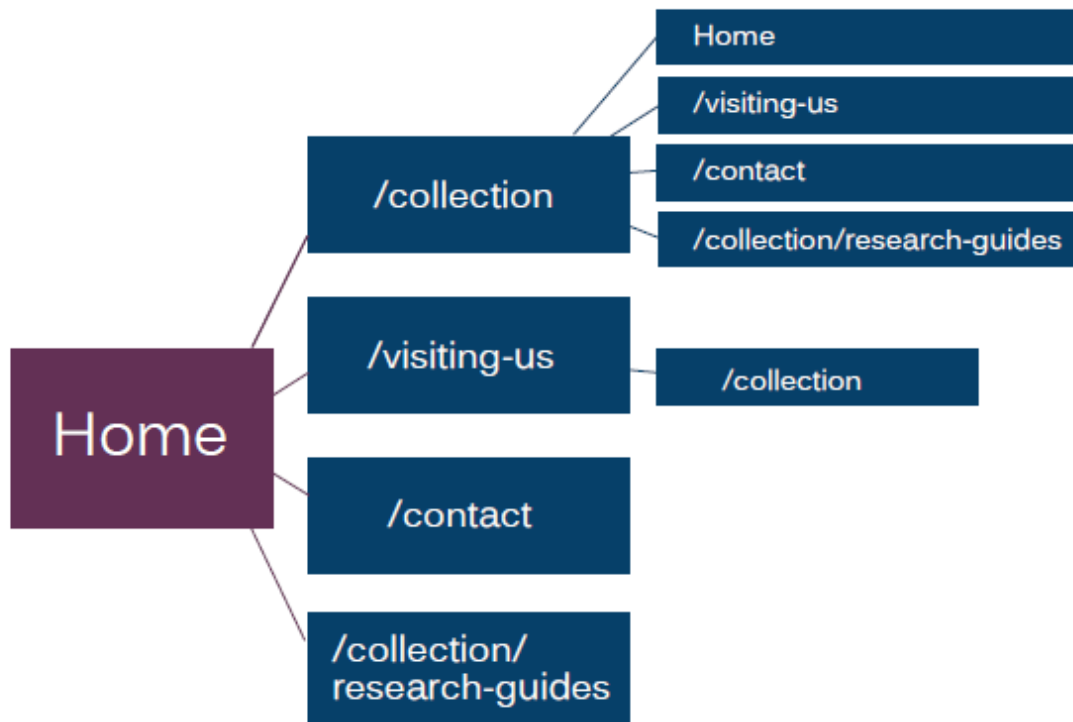
## Popular pages



# Analytics - Traffic and Behaviour

## Visitor Flow

Below is a visitor flow diagram that displays the top paths users took from the homepage of the website (Most common route on top)



## Analytics - Hosting Data



**Bandwidth:** This is the level of traffic and amount of data that can transfer between your site, users, and the Internet.

**Disk Space:** This is the amount of data that your site takes up on the server

These 2 factors can potentially slow down the page loading on your site.



These can both be reduced by optimising images before they are added to the website. Also optimising PDFs for web viewing will drastically reduce their size.

We can work on this with you by using an online tools such as:

PicResize - <http://picresize.com>

TinyPng - <https://tinypng.com>



# Content - Overview

## Pages



Content on the website is still relevant and necessary.

Content is informative and easy to find.

You keep your site up to date and customer focused.



However there are old/outdated events on the site which are taking up disk space.



Images on the website are sometimes higher quality than necessary and can impact on the site performance (bandwidth).

Homepage slider images could change more regularly to keep the site fresh.

---

## Dynamic Content



The website is well structured and very informative. The content is constantly updated and events pages take care of themselves when events dates are correctly set. Having the embedded Twitter feed gives further dynamic content on the homepage.



Sections for seasonal programmes can be set up to display events in a more structured format

We can improve the site further with new content as well as new events  
We can discuss this when we meet.

---

## Welsh Language



The website is produced to a high standard with Welsh equivalent to the English content.

The site complies with Welsh Language Standards



# External Sites

## Inbound

Glamorgan Archives has had several referrals from external websites over the year. These are the sites that have driven traffic to your site.

archiveswales.org.uk	3,149
calmview.cardiff.gov.uk	1,813
genuki.org.uk	1,315
cardiffmariners.org.uk	1,127
walesonline.co.uk	628
discovery.nationalarchives.gov.uk	597

## Outbound



## Next steps - site enhancements

### SEO training

Training can be provided to site authors to ensure all the necessary steps are taken when creating new pages and events.

### Optimising images

We recommend optimising images before they are added to the site. We can also develop the option to further optimise the site images through the CMS.

### Event ticket promotion

A new button can be added in a prominent position on events that need this option.

### Slider transitions

The sliders on the website have remained the same since the site launch. We could work on improving these visually, giving them more impact.

## Potential Developments

We could look at developing a Newsletter from the site. This could integrate with the blog posts already on the website. This would mean that you can allow customers to sign up to your newsletter and receive information on Events and new content, straight to their mailbox.

There will be an additional cost for this setup. We can discuss your requirements when we meet.





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

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
15th September 2017**

**REPORT OF:**

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

	<b>AGENDA ITEM NO.</b>
<b>2017-2018 BUDGET MONITORING</b>	

**PURPOSE OF REPORT**

1. This report provides members with the actual expenditure and income up to July 31<sup>st</sup> 2017 and projected full year revenue outturn for the current financial year 2017/2018.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2017/2018**

2. **Appendix 1** details the position for the financial year 2017/2018, as forecast at 31<sup>st</sup> July 2017. This is summarised in the table below.

**Table 1: Projected Outturn 2017/2018 (at Month 4)**

	<b>Budget</b>	<b>Actual to date</b>	<b>Projection</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>				
Employees	521,720	176,350	547,911	26,191
Premises	264,490	199,367	271,464	6,974
Transport	1,450	280	1,430	(20)
Supplies & Services	34,690	9,029	45,357	10,667
Third party Payments	0	0	0	0
Support Services	33,900	525	33,025	(875)
<b>GROSS EXPENDITURE</b>	<b>856,250</b>	<b>385,551</b>	<b>872,157</b>	<b>15,907</b>
Income	(152,250)	(31,739)	(199,937)	(7,687)
Contribution from reserves	(50,000)		(50,000)	
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>353,813</b>	<b>649,250</b>	<b>(4,750)</b>

3. The full year spend is projected to be £649,250 representing an underspend of £4,750 against the approved budget of £654,000. Reasons for the main variances are given below:

**Employees (+ £26,191)**

4. Employee costs are projected to be higher than the £521,720 that was budgeted. This in part is due to the cost of agency staff and staff training expenses. These costs however are expected to be offset through grant income from the Wellcome Trust. Another reason for the increase is the appointment of a new grade 6 Project Archivist who joined the team in September. Their costs have been calculated pro rata for the remainder of the year.

Finally, apprenticeship levies were introduced in April 2017 and apply to every employer in the UK with a payroll of over £3 million per annum, including Cardiff Council. These are calculated based on employee costs but there is an allowance of £15,000 that offsets some of the levy and the Archives have benefitted from their share of this. To date, the cost for the Archives is £491 and although this may fluctuate slightly depending on staff numbers, it is expected that the cost will stay relatively the same.

**Premises (+ £6,974)**

5. It is anticipated that there will be a net overspend on premises costs. The significant variances are detailed below.
  - Repairs, alterations and maintenance are predicted to overspend by £10,000 this year and this is largely due to ongoing chiller repairs and maintenance as well as boiler and toilet repairs. This overspend has however been mostly offset by an underspend on both electricity and gas.
  - The electricity expense has been projected at £25,000 which is an underspend of £3,000. Solar panels were introduced in 2015/16 which have resulted in costs decreasing.
  - Gas expenditure had an underspend last year of almost £7,000 and therefore the budgeted cost of £11,400 has been considered too high. Consequently there is an underspend projected of £5,400.
  - Finally, security measures also have a projected overspend of £3,334 but this cost includes both the cameras and the security contracts that are in place.

### **Transport (Balanced)**

6. The projections for transport hire are £350 more than budgeted but this is offset by reduced car allowances and increased income from staff rail season ticket loans.

### **Supplies & Services (+£10,667)**

7. There is an overspend projected on supplies and services and the main variances are explained below.
  - There was no budgeted spend for office equipment but unforeseen circumstances meant that new laptops and SD cards had to be purchased. There was also a charge for the disposal of old equipment. As a result, there is now an overspend showing of £4,202 against purchase and repair of office equipment.
  - Conservation has an overspend of £10,000 with a projection for the year of £15,000. This has been projected based on the overspend last year. Items needed for conservation include specialist papers and chemicals and as these are needed as and when, it is not always possible to accurately budget for them. This overspend will be offset by grant income.
  - Catering sundries are projected as £2,500 for 2017/18 which is an underspend of £2,500 and this is due to a reduced number of meetings. This has also impacted upon the income from food which is mentioned later in the report.
  - Central telephone charges have been projected for the rest of the year based on the usage to date and therefore there is an underspend projected of £940.

### **Support Services (- £875)**

8. There is an underspend on the projected outturn for Support Services. Significant variances are outlined below.
  - Accountancy is no longer split between Service and Technical as these are now grouped together. There is a £5,000 underspend projected against Accountancy and this is due to a change of workload between the relevant accountants.
  - There is an overspend of £4,000 projected for Human Resource charges and this is based on last year's outturn position.
  - An underspend is also expected for Payroll, Payments, Audit and Procurement and again this is based on last year's outturn position.

### **Income (- £47,687)**

9. The projected income is £47,687 higher than budgeted. Explanations for the most significant variances are given below.

- There is additional projected income of £714 from an Archives and Records Council Wales (ARCW) grant which was not budgeted for at the beginning of the year. This will be used to offset the staff training costs which include attendance at the ARCW conference.
- Publications, photocopy sales and course fees are all currently projected to make shortfalls this year and this is based on both the current position and the outturn from last year which was lower than expected.
- Income from food is expected to come in under budget by £5,000. This is because of service users opting for refreshments over buffet lunches when using the meeting rooms. This also links back to the reduced expenditure on catering sundries.
- Royalties are estimated to make a shortfall on income of £7,850. There is additional projected income of £57,223 against sundry charges and income but this mostly relates to an additional grant from New Burdens which is due within the year. This grant will be used to cover the costs of two Cardiff Works employees who are already in post and therefore their costs are included within the employee total of £547,911.

#### **Local Authority Contributions**

10. On the basis of the projected outturn for 2017/18 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Bills for the first half of 2017/18 have now been raised in line with budget.

#### **FINANCIAL IMPLICATIONS**

11. An underspend of £4,750 is projected for 2017/2018 based on the position as at Month 4. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and Cardiff Council Accountancy Officers.
12. The General Reserve as of 31<sup>st</sup> March 2017 stands at £262,895. The Budget for 2017/18 determined that £50,000 would be used from reserves to balance the budget. Should expenditure exceed that budgeted then it will be necessary to draw upon the General Reserve of which £212,895 will be available.
13. Any underspend will be contributed to the General Reserve in order to maintain the reserve level.
14. Going forward, the assumption is that for the forthcoming 2018/19 financial year a contribution of £25,000 would be required from the reserve to balance the budget, and that no contribution would be required in 2019/20. The anticipation, as per the 2016/17 budget report, was that this would ensure that the reserve balance is reduced to an appropriate level of circa £100,000. In light of the potential for a reserve balance in excess of £100,000 by the end of 2018/19, it will be necessary to

continue to review the medium term position and consider whether increased reserve contributions are required in balancing the budget.

#### **LEGAL IMPLICATIONS**

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

#### **RECOMMENDATIONS**

It is recommended to members that they:

- Note the projected full year outturn position for 2017/2018 as detailed in this report.

**Christine Salter**

**Treasurer to the Glamorgan Archives Joint Committee**

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**PROPOSED BUDGET 2017/18**

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Actual Month 4</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Employees</b>				
Gross Pay	393,500	131,378	409,733	16,233
LG Pensions	90,050	29,967	91,302	1,252
National Insurance	36,800	11,153	37,094	294
Misc Allowances	820	191	573	-247
Holiday Pay		326	978	978
Agency Staff - Cardiff Works		1,682	5,046	5,046
Employers Liability Ins Premiums	550	0	550	0
Staff Training Expenses		1,162	1,162	1,162
Apprenticeship Levies		491	1,473	1,473
<b>Employees Total</b>	<b>521,720</b>	<b>176,350</b>	<b>547,911</b>	<b>26,191</b>
<b>Premises</b>				
Repairs, Alterations & Improvements	10,000	6,530	20,000	10,000
Security Measures	5,500	3,250	8,834	3,334
Rodent & Pest Control	350	350	350	0
Maintenance of Grounds - General	1,500	373	1,495	-5
Waste Disposal Services		499	499	499
Fire Alarm Service	3,640	0	3,640	0
Maintenance Contracts	10,000	3,737	11,300	1,300
Electricity	28,000	1,999	25,000	-3,000
Gas	11,400	1,985	6,000	-5,400
National Non Domestic Rates	176,000	175,898	175,900	-100
Water Rates	4,000	0	4,000	0
Security Services	300	150	300	0
Cleaning Materials	500	82	300	-200
Refuse Collection/Bulk Containers	1,500	1,239	1,500	0
Contract Cleaning	8,700	3,132	9,346	646
Specialist Waste Disposal	600	144	500	-100
Property Insurance Premiums	2,500	0	2,500	0
<b>Premises Total</b>	<b>264,490</b>	<b>199,367</b>	<b>271,464</b>	<b>6,974</b>
<b>Transport</b>				
Hire of Transport	150	257	500	350
Public Transport - Staff Use	500	267	500	0
Staff Rail Sea Ticket Loans		(298)	(298)	(298)
Car Allowances	300	27	200	(100)
Travel Expenses	500	0	500	0
MV Hire Insurance Premiums		28	28	28
<b>Transport Total</b>	<b>1,450</b>	<b>280</b>	<b>1,430</b>	<b>(20)</b>

<b>Supplies &amp; Services</b>				
Purchase/Repair - Office Equipment		47	4,202	4,202
Signs - New & Repairs	250	0	250	0
Conservation	5,000	6,312	15,000	10,000
Vending Machines	3,100	978	3,100	0
Catering Sundries	5,000	362	2,500	(2,500)
Uniforms & Overalls (Staff)	100	0	100	0
General Printing & Stationery	500	135	500	0
OLR - Photocopiers	1,000	63	500	(500)
Audit Fee	2,400	(2,263)	2,400	0
Welsh Translation	3,000	351	2,500	(500)
Archiving/Storage Service	500	0	500	0
Central Telephone Exchanges	4,000	1,020	3,060	(940)
Telephones	1,500	643	1,900	400
Postages	500	177	500	0
Internet Charges	1,000	0	1,000	0
Software Purchase	0	0	0	0
Consumables - IT Related (Computer)	600	0	600	0
Software Licenses & Maintenance				
Agreements	4,000	750	4,489	489
Subsistence Allowances		16	16	16
Subscriptions	520	438	520	0
Public Liability Insurance Premiums	1,020	0	1,020	0
Miscellaneous Insurance Premiums	700	0	700	0
<b>Supplies &amp; Services Total</b>	<b>34,690</b>	<b>9,029</b>	<b>45,357</b>	<b>10,667</b>
<b>Third Party Payments</b>				
Other LA's Provision of Service	0	0	0	0
<b>Third Party Payments Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Support Services</b>				
Accountancy	14,000	0	9,000	(5,000)
Income Recovery	100	0	300	200
Payroll	500	0	400	(100)
Payments	500	0	400	(100)
Audit	700	525	525	(175)
Procurement	600	0	400	(200)
SAP Support	3,000	0	3,500	500
ICT Services	10,000	0	10,000	0
Human Resources	4,000	0	8,000	4,000
Legal Services	500	0	500	0
<b>Support Services Total</b>	<b>33,900</b>	<b>525</b>	<b>33,025</b>	<b>(875)</b>



<b>Income</b>				
Arch & Rec Cnl Wales			(714)	(714)
Wellcome Trust Grant	(60,000)		(60,000)	0
Publications General	(2,000)	(319)	(1,000)	1,000
Sale of Photocopies	(2,000)	(362)	(1,100)	900
Conservation Income	(15,000)	(4,694)	(15,000)	0
Food	(10,000)	(946)	(5,000)	5,000
Course Fees	(250)	(20)	(100)	150
Search Fees	(3,000)	(1,160)	(3,000)	0
Royalties	(11,000)	27	(3,150)	7,850
Hire of Specialist Rooms	(47,500)	(24,070)	(52,150)	(4,650)
Sundry Charges & Income		(83)	(57,223)	(57,223)
Donations	(500)	(110)	(500)	0
Interest	(1,000)	0	(1,000)	0
Contributions from Reserves	(50,000)	0	(50,000)	0
<b>Income Total</b>	<b>(202,250)</b>	<b>(31,739)</b>	<b>(249,937)</b>	<b>(47,687)</b>
<b>Total</b>				
	<b>654,000</b>	<b>353,813</b>	<b>649,250</b>	<b>(4,750)</b>

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

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
15th September 2017**

**REPORT OF:**

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

AGENDA ITEM NO.
<p><b>2016-2017 AUDITED WALES AUDIT RETURN</b></p>

The attached provides members with the final Wales Audit Office Return for 2016-2017.

The basis for the attached return was distributed at the previous committee meeting and the draft signed off by the chair on 30<sup>th</sup> June 2017. No adjustments have been made following an audit by Wales Audit Office which resulted in an unqualified opinion.

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

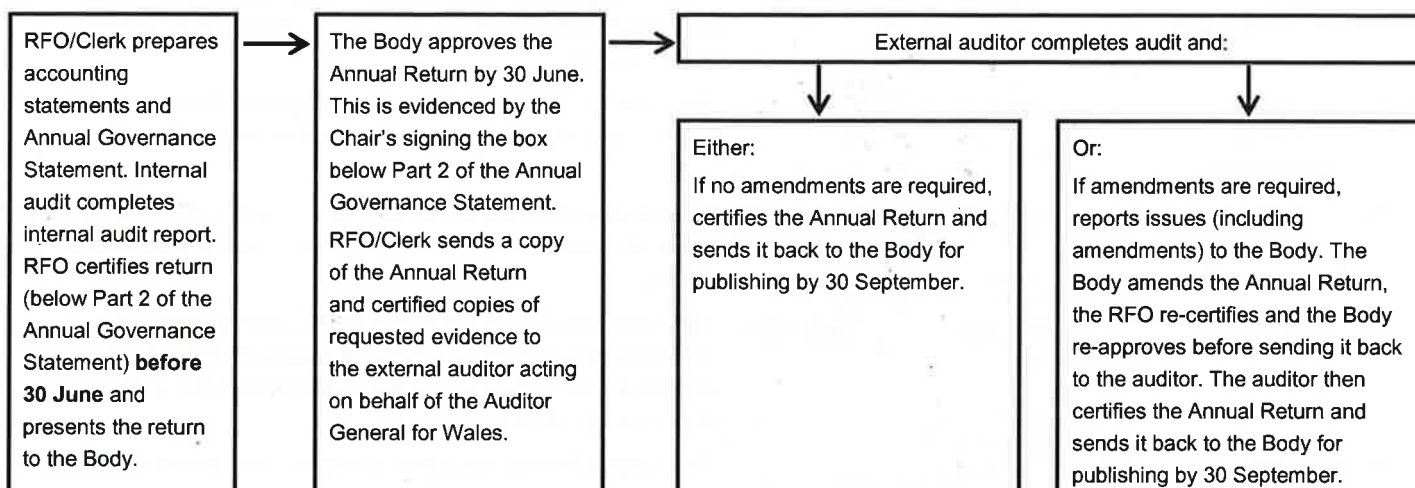
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## Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2017

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

### The accounts and audit process

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



**PLEASE READ THE GUIDANCE ON COMPLETING THIS ANNUAL RETURN AND COMPLETE ALL SECTIONS HIGHLIGHTED IN RED INCLUDING BOTH SECTIONS OF THE ANNUAL GOVERNANCE STATEMENT**

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

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

### Completion checklist

'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
<b>Accounts</b>	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2017?	<input type="checkbox"/>	<input type="checkbox"/>
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	<input type="checkbox"/>	<input type="checkbox"/>
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the bank reconciliation as at 31 March 2017 agree to line 9?	<input type="checkbox"/>	<input type="checkbox"/>
<b>All sections</b>	Have all red boxes been completed and explanations provided where needed?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting evidence</b>	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	<input type="checkbox"/>	<input type="checkbox"/>

# Accounting statements 2016-17 for:

Name of body:

Glamorgan Archives

	Year ending		Notes and guidance for compilers													
	31 March 2016 (£)	31 March 2017 (£)														
<b>Statement of income and expenditure/receipts and payments</b>																
1. Balances brought forward	306,460	310,518	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.													
2. (+) Income from local taxation/levy	681,690	661,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.													
3. (+) Total other receipts	145,652	149,186	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.													
4. (-) Staff costs	(440,710)	(485,437)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.													
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).													
6. (-) Total other payments	(382,574)	(372,371)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).													
7. (=) Balances carried forward	310,518	262,896	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).													
<b>Statement of balances</b>																
8. (+) Debtors and stock balances	236,690	183,372	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.													
9. (+) Total cash and investments	85,432	87,858	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.													
10. (-) Creditors	(11,604)	(8,334)	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.													
11. (=) Balances carried forward	310,518	262,896	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).													
12. Total fixed assets and long-term assets	9,613,974	9,512,427	The <b>original</b> asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.													
13. Total borrowing	5,010,567	4,732,445	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).													
14. Trust funds disclosure note	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Yes	No	N/A	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			The Body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
Yes	No	N/A	Yes	No	N/A											
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>											

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

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


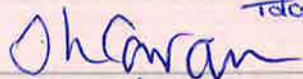
## Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have registered as an employer with HM Revenue and Customs and properly operate Pay As You Earn as part of our payroll arrangements; <b>or</b> We do not need to register for PAYE because none of our employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	<input checked="" type="radio"/>	<input type="radio"/>	Has registered as an employer and properly operate PAYE unless <b>all</b> of the exemption criteria are met.	13
2. We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	<input checked="" type="radio"/>	<input type="radio"/>	Has kept records of payments made to employees including taxable expenses or benefits and of payments made to HMRC	13
3. We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the Code.	<input checked="" type="radio"/>	<input type="radio"/>	The body and its members have adopted and agreed to abide by a Code of Conduct as required by law.	8

\* Please delete as appropriate.

### Committee approval and certification

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

Certification by the RFO	Approval by the Committee
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
RFO signature: 	<i>minute item #9 - yet to be approved.</i> Insert minute reference and date of meeting 30.06.17 <i>Teteroaker</i>
Name: C. SALTER	Chair signature: 
Date: 16.5.17	Name: J. CAWAN Date: 30.6.17.

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

Certification by the RFO	Approval by the Committee
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
RFO signature:	Insert minute reference and date of meeting
Name:	Chair signature:
Date:	Name:
	Date:



## Auditor General for Wales' Audit Certificate and report

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

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2017 of:

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### External auditor's report

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

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

### Other matters and recommendations

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

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: Glamorgan Archives 2016/2017

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2017.

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	☑	☐	☐	☐	<p>Internal Audit carried out a comprehensive Audit of Glamorgan Archives in August 2016 with a Satisfactory Assurance based on 21 agreed recommendations.</p> <p>Appropriate books of account have been properly kept through Cardiff Councils main accounting ledger, SAP:</p> <p>Regular Progress Against Budget is maintained and monitored by the Accountant and discussed in Glamorgan Archives Project Board Management Meetings and Contract Management Board.</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	☑	☐	☐	☐	<p>Glamorgan Archives- <b>Satisfactory</b> Action Plan Audit- August 2016</p> <p>GA AG401- AG403 – Sighted and checked at 11.04.2017 – Invoices sampled.</p> <p>VAT is accounted for under the accountable body: Cardiff Councils VAT registration with the necessary disclosures and permissions sought from HMRC.</p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☑	☐	☐	☐	<p>The body assess and mitigates significant inherent risks in order to achieve its objectives on a quarterly basis, and when changes occur, these are discussed regularly at the Glamorgan Archives Joint Committee Meetings:</p> <p>It is noted that the quarterly reports do not have a section specifically devoted to risk analysis but each part reports on risks identified against the annual plan and how those have been mitigated i.e.:</p> <p>Those risks identified as a result of the Internal Audit in 2016 have been addressed and mitigated.</p>

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	☉	☉	☉	☉	Regular progress against budget is maintained and monitored by the Accountant and discussed regularly at the Glamorgan Archives Joint Committee Meetings.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	☉	☉	☉	☉	Income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for;  <b>Satisfactory Assurance-</b> Glamorgan Archives - Final Audit Action Plan-Report-August 2016.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	☉	☉	☉	☉	Analysis of KSB1 for the overall cost / profit centre position GRO (AG401 and AG403-Actuals) did not identify any Imprest account reimbursements (doc numbers starting with 19-Direct Payments).  However, from discussion it was noted that Imprest Account expenditure is coded to GR001.  Glamorgan Archives Imprest Account – 15.03.2017; 95001 Imprest Account = £250 95790 Float = £50  <b>Satisfactory Assurance-</b> Glamorgan Archives Audit Report dated 2016
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	☉	☉	☉	☉	Yes, through Cardiff Council main accounting ledger, SAP and internal Payroll process including DigiGOV.  There are currently 17 FTE's in Glamorgan Archives.  No further examination undertaken as the audit in August 2016 included staffing.
8. Asset and investment registers were complete, accurate, and properly maintained.	☉	☉	☉	☉	Notional Capital Financing Costs and Capital Balance Sheet maintained by Cardiff City Council Accountant for 2016/17.  <b>Satisfactory-</b> Audit Action Plan August 2016 GRO Capital Balance Sheet at 16.05.2017

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Monthly and year-end bank account reconciliations for inter companies are undertaken as part of the council wide year-end bank reconciliations, any imbalances are rectified during the course of the year. Inter companies are not identified individually throughout the year.</p> <p>End of year individual 'FICO' reconciliations are carried out:  AZ999 95900 (cc1000) = <b>£603.62</b>  Control Accountant Year End 2016/17 Bank Account Cashbook balance GR001, GR002, GR003 and GR005 (cc9020) = <b>£603.62.</b></p>
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Accounting statement prepared from figures based in SAP –</p> <p>Glamorgan Archives –<b>Satisfactory</b>- Action Plan Audit Report August 2016.</p>
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No Trust funds

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

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

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

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

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2015-16 and 2016-17. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	PERNILLE LARSEN	JAN ALLWOOD
Signature of person who carried out the internal audit:	Pernille Larsen	J Allwood
Date:	17/5-17	17.5.17

## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange ([www.audit.wales/good-practice/finance/community-council-money](http://www.audit.wales/good-practice/finance/community-council-money)) provides further information on the accounts and audit process along with guidance on governance matters.
3. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
4. **There are now two boxes for certification and approval by the Body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2016) equals the balance brought forward in the current year (line 1 of 2017). Explain any differences between the 2016 figures on this annual return and the amounts recorded in last year's annual return.
7. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
8. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in section 1. More help on bank reconciliation is available in the Practitioners' Guide\*.
9. **Every** small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement. Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
14. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**