



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 June 2018 at 2.00 pm to transact the business set out in the agenda below.

### **AGENDA**

#### Item

- 1 To elect a Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2018/19.**
- 2 To elect a Vice-Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2018/19.**
- 3 To note the Membership of the Glamorgan Archives Joint Committee for the Municipal Year 2018/19.**
- 4 To note the Joint Agreement/Terms of Reference of the Glamorgan Archives Joint Committee for the Municipal Year 2018/19. (Pages 3 - 14)**
- 5 Apologies for Absence**  
  
To receive apologies for absence.
- 6 Declarations of Interest**  
  
To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.
- 7 Minutes (Pages 15 - 18)**  
  
To approve as a correct record the minutes of the meeting held on 16 March 2018.

- 8      **Report for the period 1 March - 31 May 2018** (*Pages 19 - 52*)
- 9      **Final Outturn Position & Draft Wales Audit Office Return for 2017/18** (*Pages 53 - 72*)
- 10     **Dates of future meetings.**

**Proposed Schedule of meeting dates for 2018/2019.**

- **14 September 2018**
- **14 December 2018**
- **15 March 2019**
- **14 June 2019**

**Glamorgan Archivist**  
**Monday, 11 June 2018**

**Contact:    Andrea Redmond, 02920 872434, [a.redmond@cardiff.co.uk](mailto:a.redmond@cardiff.co.uk)**

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

*I certify that this is a true  
copy of the original document.*  
*P. J. Lucas*

Director of Legal and Administrative Services

*Rhondda Cynon Taff CBC*

*11/4/06*

DATED *11 April* 2006

BRIDGEND COUNTY BOROUGH COUNCIL

CAERPHILLY COUNTY BOROUGH COUNCIL

CARDIFF COUNTY COUNCIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

THE VALE OF GLAMORGAN COUNTY BOROUGH COUNCIL

### AGREEMENT

REGARDING APPOINTMENT OF JOINT ARCHIVES COMMITTEE  
AND PROVISION OF ARCHIVES SERVICES

AGREEJAC

100197

THIS AGREEMENT is made the 11 day of APRIL 2006  
BETWEEN BRIDGEND COUNTY BOROUGH COUNCIL of Civic Offices,  
Angel Street, Bridgend CF31 1LX ("Bridgend") CAERPHILLY COUNTY  
BOROUGH COUNCIL of Ystrad Fawr, Caerphilly Road, Ystrad Mynach,  
Hengoed CF82 7SF ("Caerphilly") THE COUNCIL OF THE CITY AND  
COUNTY OF CARDIFF of County Hall, Atlantic Wharf, Cardiff, CF1 5UW  
("Cardiff") MERTHYR TYDFIL COUNTY BOROUGH COUNCIL of Civic  
Centre, Castle Street, Merthyr Tydfil CF47 8AN ("Merthyr") RHONDDA  
CYNON TAFF COUNTY BOROUGH COUNCIL of The Pavilions, Cambrian  
Park, Clydach Vale, Tonypany. CF40 2XX ("RCT") and THE VALE OF  
GLAMORGAN COUNTY BOROUGH COUNCIL of Civic Offices, Holton  
Road, Barry CF63 4RU ("VOG") (hereinafter referred to as "the Parties" and  
which includes any statutory successors).

#### WHEREAS

1. (a) The Local Government (Records) Act 1962 empowers all Local Authorities in Wales (i) to make records in their possession available for study and (ii) to contribute towards the expenses of persons looking after local records.  
(b) The Local Government Act 1972 Section 224 requires all principal councils to make proper arrangements for the care and preservation of any documents which belong to them or are in their custody and where relevant permits principle councils to discharge functions through Joint committees.  
(c) The Local Government (Wales) Act 1994 section 60 requires all new principal councils which includes the parties to make and maintain schemes setting out their arrangements including any shared agreements for the care preservation and management of their records in addition principal councils as established by the Act will be able to buy local records or accept them by way of gift or loan.
2. The Glamorgan Record Office was established by Glamorgan County Council in 1939 and following the Local Government Act 1972 and by

an Agreement dated the Ninth day of January One Thousand Nine Hundred and Seventy Six it operated a Joint Archives Service for the Counties of Mid Glamorgan South Glamorgan and West Glamorgan with duties and responsibilities for collecting, preserving and making accessible records relating to the defunct County of Glamorgan.

3. In accordance with an Agreement dated 17 January 1997 between Bridgend Caerphilly Cardiff Merthyr Tydfil RCT and VOG Glamorgan Record Office provided a Joint Archive Service for the areas for which the parties are the principal council operating through a Joint Committee
4. The Glamorgan Record Office at The Glamorgan Building Cathays Park Cardiff and at County Hall Atlantic Wharf Cardiff has been appointed by the Lord Chancellor as a place of deposit for specified classes of public records in accordance with the Public Records Act 1958 Section 4
5. The Glamorgan Record Office has been appointed by the Master of the Rolls as an official repository for the deposit of manorial and tithe documents in accordance with the Manorial Documents Rules (Statutory Instruments 1959 No. 1399 1963 No. 976 and 1967 No. 963) and the Tithe Rules (Statutory Instruments 1960 No. 2440 and 1963 No. 977)
6. Pursuant to Section 60 the Local Government (Wales) Act 1994 each of the Parties have consulted the Welsh Assembly Government on the schemes by which they have agreed to enter into shared arrangements to fulfil and discharge their statutory obligations for records and archives which schemes are maintained and updated by the parties and are now desirous of continuing the joint archives service called the Joint Archives Service for the areas for which the Parties are the principal councils operating through the Joint Committee hereinafter constituted and using the Glamorgan record Office.

**NOW IT IS HEREBY AGREED** as follows:-

- 1) (a) **THERE** is hereby constituted a Joint Committee to be called the Glamorgan Archives Joint Committee (hereinafter called "the Committee")
  - (b) **THE** Committee shall provide maintain administer and develop a joint archives service for the Parties
  - (c) **THE** management of the joint archives service shall be undertaken on behalf of the Committee by a duly qualified Archivist from time to time appointed by it who under the direction and supervision of the Committee shall:-
    - (i) Exercise the duties powers and functions of the Parties or any of them or any of their officers under the enactments and agreements and instruments referred to above
    - (ii) comply with national standards for archive keeping as set by recognised authorities including The National Archives (currently requiring adoption of TNA's Framework of Standards and Best Practice Guidelines)
    - (iii) satisfy the requirements of the National Assembly for Wales with regard to archive services
    - (iv) provide the services described in section 60 Agreements and related policies and strategies as agreed by the Parties
    - (v) develop such additional services as may be appropriate to enhance the care preservation and well-being of the records and their availability to the public
- 2) (a) The Committee shall provide and administer such accommodation offices and buildings as they may from time to time deem necessary for the purpose of discharging their duties under this Agreement

- 3) (a) The Members of the Committee shall consist of:  
 (i) elected members of the Parties as follows:

<u>Authority</u>	<u>No. of Representatives</u>
Bridgend	2
Cardiff	5
Merthyr	1
RCT	4
Caerphilly	2
VOG	2

- (ii) up to six persons with an interest in archives and records who may be co-opted by the Committee for a period no longer than 4 years to make a relevant and appropriate contribution to the Committee's work
- (b) (i) A Chairman will be elected from amongst the members of the Committee to serve for no more than one year at a time
- (ii) A Vice Chairman shall be elected from amongst the members of the Committee referred to in 3(a) above to serve for no longer than a year.
- (iii) No Chairman or Vice Chairman shall be elected for a further term until all the parties have been given the opportunity of being represented in those posts
- (c) (i) The Committee will not meet less than four times a year
- (ii) The first meeting of the Committee shall be held within two months after all members have been appointed by the Parties at their annual meetings.
- 4) (a) **THE** Parties hereby delegate to the Committee all their powers and duties in connection with the care preservation maintenance and management of archives and records except the power of setting a budget or

borrowing money and the provisions of clauses 5 and 6 hereof as they relate to a Party of the Parties

- (b) Only elected members of the Committee shall have the right to vote at Committee meetings
- 5) (a) (i) The Committee shall approve a draft budget for each year and shall submit it to each of the parties for approval in advance not later than the last day of November in the year preceding the financial year for which the draft budget has been prepared applying the formula that the cost of the Joint Archive Service should be borne by the parties in the following proportions ("the proportions"):

Cardiff	32%
Rhondda Cynon Taf	25%
Bridgend	14%
Vale of Glamorgan	12%
Caerphilly	11%
Merthyr	6%

AND each of the parties shall inform the Committee not later than the 12<sup>th</sup> day of March in each year preceding the financial year for which the draft budget has been prepared that its contribution to the said budget is approved or otherwise

- (ii) The Committee shall only have the power to spend within the agreed budget within any given year
- (b) The Parties proportion of the cost of the Joint Archives Service shall be paid half yearly in advance on the First day of April and the First day of October in each year
- (c) Committee/legal/financial/human resources and payroll support services shall be provided by such of the Parties as they agree save that from the date of occupation of the new building referred to in paragraph 6) (a) below or such earlier date as the parties agree the City and County of



Cardiff will provide those services with the necessary transfer of staff etc.

- (d) The costs of the Party or Parties providing the support services in (c) above shall be charged to the Joint Archives Service

- 6) (a) The terms of this Agreement shall be from the date hereof, until the expiration of a period of 25 years from the date of occupation of a new building to be provided in Cardiff, for the purpose of the Joint Archive Service ("the initial period"). The contract for the provision of the building (including, if permissible under the Act and if so required by the contractor, a certified contract under the provisions of the Local Government (Contracts) Act 1997), will be awarded by the Joint Committee provided that prior to such award each of the Authorities will be notified of the Joint Committee's proposed award of contract and may object in writing to such an award within twenty-eight days of the date of such notification if the costs of the proposed award exceed the costs attributable to that Authority as a proportion of £8.8 million as set out in the Outline Business Case prepared by Atkins in conjunction with Bonvilston, a copy of which is annexed. If one of the parties object as aforesaid the contract will not be awarded unless the objection is withdrawn. If the contract is awarded it will be entered into by the Council of the City and County of Cardiff on behalf of all the parties, and legal title to the building whether leasehold or freehold, shall be in the name of the City and County of Cardiff in trust for the parties. The parties shall contribute to the cost of the provision of the property in the proportions and shall be entitled to the beneficial interest in such leasehold or freehold estate in the property in the proportions and shall be jointly liable in such proportions as if each party were jointly named freehold owners or lessees. It is hereby agreed that the lead authority for VAT purposes in respect of the provision of the building shall be the City and County of Cardiff.

After the initial period this agreement shall continue unless more than 50% of the parties give to the Committee not less than 12 months notice in writing in advance to expire no sooner than 31<sup>st</sup> March, in any financial year that this agreement shall terminate. As soon as is practicable after the termination date the property shall be sold, and, upon sale the parties shall be entitled to their proportions from the proceeds of sale.

- (b) Where lawful a Party shall have the right to withdraw records (either permanently or temporarily) which:-
  - (i) were created or deposited by the Party or its predecessor, or
  - (ii) lawfully belong to that Party, or
  - (iii) a majority of the Parties agree shall belong to that Party, or
  - (iv) the arbitrator appointed under Clause 9 hereof, has determined shall belong to that Party
- (c) The Parties acknowledge that as a general rule it is undesirable for any record or connected set of records to be split up when doing so would physically damage that record or reduce the value of each part so split. Notwithstanding clause 6 the records of Glamorgan Quarter Sessions and Glamorgan County Council and other indivisible collections shall remain in the custody of the Glamorgan Record Office
- (d) the Committee shall be entitled to retain any records for so long as any money due under Clause 5 remains unpaid

- 7) It is hereby agreed that as RCT has entered into a lease with the University of Cardiff of the Basement Floor Public Search Rooms, strong rooms, conservation workshop, and office accommodation at the former Mid Glamorgan County Hall Cathays Park Cardiff as host authority under the terms of this agreement the Parties hereto agree that they shall be jointly liable under the terms of the lease as if each

party to this agreement were a jointly named lessee under the aforementioned lease and that their liability are in the proportions and shall continue until the termination of the lease.

- 8)
  - (a) The staff of the Glamorgan Record Office shall be deemed to be employed by the Party providing human resources and payroll services to the Committee and the cost thereof shall form part of the costs and be met in accordance with the provisions of Clause 5 hereof
  - (b) The terms and conditions of service of such staff shall be the same as for staff employed by the Party referred to in (a) above the Committee reserving the right to amend the conditions of service as and when it deems appropriate
- 9) If any question, dispute or difference shall arise between the parties in respect of the interpretation of this agreement or as to which party a record shall belong, such question dispute or difference shall be determined by a single arbitrator to be agreed upon by such of the parties as are in dispute or failing such agreement to be nominated by the National Assembly for Wales
- 10) For the avoidance of doubt each of the parties to this Agreement agree that from the day hereof the Joint Archives Agreement dated 17 January 1997 and made between Bridgend County Borough Council Caerphilly County Borough Council Cardiff County Council Merthyr Tydfil County Borough Council Rhondda Cynon Taf County Borough Council and the Vale of Glamorgan County Borough Council shall terminate on the date hereof
- [11) A restriction shall be entered into the proprietorship register of title at HM Land Registry in respect of the building that the building be not sold unless in accordance with the terms of this agreement

IN WITNESS whereof this Deed has been executed but remains undelivered  
until the day and year first before written

The **COMMON SEAL** of **BRIDGEND**  
**COUNTY BOROUGH COUNCIL**

was hereto affixed in the presence of:

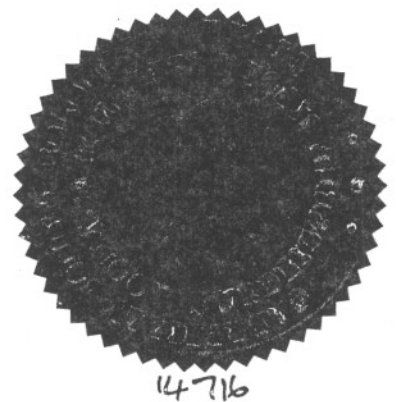
*P. D. Quinlan*  
*P. A. Sney*



The **COMMON SEAL** of **CAERPHILLY**  
**COUNTY BOROUGH COUNCIL**

was hereto affixed in the presence of:

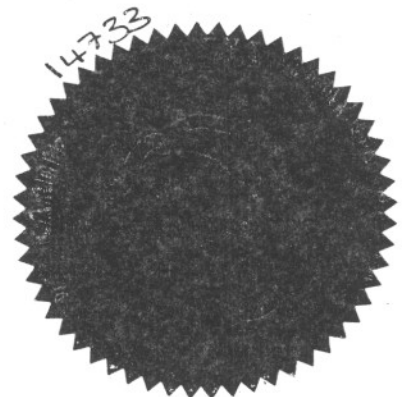
*[Signature]*  
*Authorised Officer*



The **COMMON SEAL** of **THE COUNCIL**  
**OF THE CITY AND COUNTY OF CARDIFF**

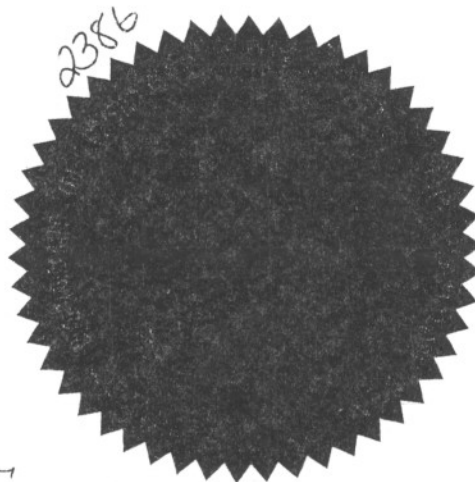
was hereto affixed in the presence of:

*David Marr*  
AUTHORISED SIGNATORY



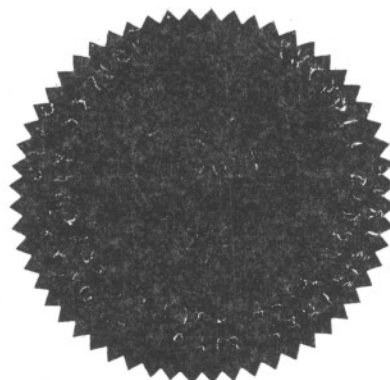
was hereto affixed in the presence of:

C. S. Krandy  
AUTHORIZED SIGNATORY



Guthrie W. L. L. L.  
Humboldt University

AUTHORITY	
NUMBER	14
CLASS	STAGE
DATE	Delegations
NAME	Am. at
OR	Adm.
DATE	31.1.06
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NAME	
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782611

The **COMMON SEAL** of **THE VALE OF GLAMORGAN COUNTY BOROUGH COUNCIL** was hereto affixed in the presence of:



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

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 16 March 2018 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff Council (Chairperson)  
Councillor Burnett, Bridgend County Borough Council  
Councillor Cunah, Cardiff Council  
Councillor Griffiths, Rhondda Cynon Taf County Borough Council  
Councillor Henshaw, Cardiff Council  
Councillor B Jones, Caerphilly County Borough Council  
Councillor Keith Jones, Cardiff Council  
Councillor Wendy Lewis, Rhondda Cynon Taf County Borough Council  
Councillor Smith, Bridgend County Borough Council  
Councillor Colbran, Merthyr Tydfil County Borough Council  
Councillor Robson, Cardiff Council  
K Thomas CVO, JP, Co-Optee

Apologies: Councillor George, Rhondda Cynon Taf County Borough Council  
Councillor Higgs, Caerphilly County Borough Council  
Councillor Jarvie, Vale of Glamorgan Council  
Councillor R Lewis, Rhondda Cynon Taf County Borough Council  
Councillor Robertson, Vale of Glamorgan Council

### 24 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Higgs, E George, R Lewis, H Jarvie and A Robertson.

The Chairperson welcomed Councillor Keith Jones from Cardiff who was a new member of the Joint Committee and introductions were made.

The Chairperson wished to note the Committee's congratulations to Mrs Kate Thomas who had been awarded the title of Dame Commander – Royal Victorian Order.

### 25 : DECLARATIONS OF INTEREST

None received.

## 26 : MINUTES

The minutes of the meeting held on 15 September 2017 were agreed as a correct record and signed by the Chairperson.

The minutes of the meeting held on 15 December 2017 were agreed as a correct record and signed by the Chairperson subject to the inclusion of Councillor Colbran listed as present.

## 27 : REPORT FOR THE PERIOD 1 DECEMBER 2017 TO 28 FEBRUARY 2018

Members were provided with an update on the work and achievements of the service for the period 1 December 2017 – 28 February 2018; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and interesting inquiries and information on the Digital Preservation Policy for Wales.

In summary, Members were advised that Partnerships continue to flourish and to extend the service's ability to engage with all its communities. Targets for the year have been met, in the main, and frequently exceeded thanks to the commitment of a stable and focussed staff establishment and an enthusiastic cohort of volunteers. The Archives' position as a leader in Wales is consolidating.

The Chairperson thanked the Glamorgan Archivist once again for a very comprehensive and detailed report.

RESOLVED: To note the report.

## 28 : EVALUATION OF THE ANNUAL PLAN 2017 - 2018

This report updated Members on the achievement of targets set out in the Annual Plan for 2017-2018.

Progress towards targets in the annual plan is reported to each meeting of the Joint Committee. This was an end of year report on success in achieving planned targets.

Members were advised that progress had been made in all key objectives. All staff contributed appropriately to their targets. The plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. Members noted that, as in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

RESOLVED: to note the progress made towards key objectives in the plan.

## 29 : ANNUAL PLAN 2018 - 2019

Members were advised that during the current financial year progress had been made against all targets in the current annual plan and a full report was presented to the Joint Committee.



Members noted that the three year strategy agreed in 2015/16 had been completed and reviewed in the light of budget constraints. The strategy appended to the report was anticipated to cover the next 3 financial years. Planned evaluations were proposals only; detailed evaluation would be identified for the bullet points to which staff work under each task. The objectives for the period were attached followed by the high level plan for the current year. The plan had been drawn up with full staff consultation and targets would be monitored through the year.

Members were advised that given the challenging financial climate there had been little change to the Archives' strategy for service delivery in the medium future. Active partnership in national and regional externally funded projects including Fusion and Cultural Ambition would be central to skill-sharing, volunteering, and community engagement activity in the next 2 to 3 years. Partnership with the Parliamentary Archives was continuing, the Wellcome Trust funded cataloguing and conservation project, Glamorgan's Blood was on-going, and applications for grant funding to improve prioritised collections had already been submitted.

Members were advised that detailed targets would be reported to the Joint Committee in the quarterly reports as will progress against them and issues affecting achievement. Staff absence on maternity leave was anticipated in the current year.

The Annual Plan 2018 – 2019 was outlined.

RESOLVED: to endorse the Annual Plan 2018-2019.

30 : DATE OF NEXT MEETING

15 June 2018 at 2pm.

Councillor B Jones submitted her apologies for the next meeting.

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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 June 2018**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO.8</b>
<p><b>REPORT FOR THE PERIOD 1 March - 31 May 2018</b></p>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives (GA) for the period 1 March to 31 May 2018.

## **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*

Jake McDonald commenced in his role as Cardiff Council Corporate Trainee with Glamorgan Archives. The post is tenable on a part time basis for a year and Jake will be working across all areas of the office.

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

During the quarter, 47 volunteers have contributed 1,903 hours to the work of the office. Of these, 28 came from Cardiff, 9 from the Vale of Glamorgan, 5 from Bridgend, 3 from Rhondda Cynon Taf, 1 from Caerphilly, and 1 from outside the area served.

4 volunteers, originally introduced through supported employment agencies, have contributed 197 hours of the total above. Chris Miller's paid placement through the Youth Contract scheme ended in March.

Distance learning students following the Archive Administration MSc distance learning programme at Aberystwyth University continue to attend, with 2 such students each week contributing a total of 94 hours. They are assisting with work to list and index records relating to child care to facilitate a timely response to enquiries.

The current Conservation Sciences MSc student volunteers from Cardiff University have contributed 121 hours of the total above and have reached the end of their placements. Although some plan to return at the commencement of the new academic year Pamela Murray, Devin Mattlin and Joanne Hoppe have completed their course and will be moving into employment. Their contribution in the Studio has been invaluable and all staff wish them well in their careers.

For individuals considering a career in archives, one-off, 30 hour placements can be arranged to give a taste of the range of jobs available. During the quarter 2 of these were provided. These work placements are included in the volunteer hours above.

Kerry Evans, a former volunteer who has been working until recently at Gwent Archives, visited to update his knowledge of the CALM cataloguing system which will help in his new role at Denbighshire Archives.

Volunteer Andrew Booth has added polling districts to catalogue entries for all electoral registers in the Collection. This is a very useful piece of work which will simplify the process of identifying registers for a particular area.

The volunteer project to extract information about the suffrage movement in Glamorgan is drawing to a close and an excellent resource has been created. During the centenary year of the Representation of the People Act there is much interest in the topic and many enquiries have been received, particularly from students. Much of the work has already been shared by email.

Extracts from each of the diaries of Henry Fothergill (D553), compiled by volunteers, have been attached to their catalogue entries. Part diary, part travelogue, the journals describe the life of Henry Fothergill, ironmaster, from 1860 (when the Fothergill family ran the Aberdare Iron Company) until his death in 1914. Also added to the catalogue are building regulation plans of Ogmore and Garw Urban District Council, 1888-1911. The original handwritten lists compiled by volunteers back in the Glamorgan Record Office have been typed up by volunteers at Glamorgan Archives.

Volunteers have continued their involvement with the Parliamentary Archives' First World War project by undertaking research on the women featured in the Roath Road Roamer magazine. The research contributes to the Parliament and the First World War exhibition currently on display in Llynfi.

Annual reviews were held with all volunteers. The vast majority of responses were positive:

*Staff are helpful and obliging*

*Feels supported in the role*

*I enjoy working here very much*

*Volunteers feel very welcome and included in the staff*

With regards to improving the placements feedback was received in relation to slow and frustrating IT equipment, and several volunteers requested more social events.

In response to previous feedback, a behind the scenes volunteer tour of Tredegar House was arranged, hosted by the House and Collections Manager together with Archive Volunteers at the House. The event was much appreciated and similar visits will continue to be organised to reward the contribution volunteers make to the service.

One volunteer recently celebrated 20 years of volunteering at the Archives. Keith Edwards has been responsible for the deposit of a number of significant collections and was instrumental in securing the deposit of the enormous collection created by Stephenson & Alexander, Auctioneers and Chartered Surveyors. Keith is now arranging and putting together very detailed descriptions of the records. His work is being added to the online catalogue in stages with over 6,000 entries currently searchable along with additional handlists available in the searchroom.

Advice, together with examples of volunteer paperwork, has been provided to the Branch Manager at Cathays Heritage Library who is developing their volunteer programme.

#### *Continuing Professional Development*

Personal development reviews have been completed for all staff in compliance with Cardiff Council policy.

Two Records Assistants have continued to progress towards their NVQ Level 4 course in Advice and Guidance. The commitment required has proved to be considerably greater than was indicated at the start of the course.

Three members of staff have completed the first year of the Canolradd/Intermediate Welsh course and one member of staff has completed the Mynediad/Entry course. The programmes are delivered through Cardiff University.

The Conservator has completed a professional practice assessment for accreditation as a Conservator-Restorer by the Institute of Conservation (ICON). The demanding, full day assessment was undertaken by two accredited conservators through an appraisal of a portfolio of work and an interview. The results are expected within the next weeks.

Heather Mountjoy, Archivist, attended a training course on Mentoring Young People. This will support her in her role as mentor to Corporate Trainee, Jake MacDonald.

Hannah Price, Resources Archivist attended training in how best to support colleagues and members of the public on the autistic spectrum. The course confirmed that the support currently provided to volunteers is correct and provided useful ideas and points of reference should for the future.

The Archives' Investor in People status, currently at Bronze level, is due for review this year. Costs have risen and it may not be possible to continue with the accreditation.

*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. Planned preventative maintenance is carried out regularly by approved contractors. During the quarter both the Kasemake box-making machine and the fume cupboard in the conservation studio have been serviced.

**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.

*Maximise benefit from income generation*

On-line payment should be ready to run live on the Archives' website once a few minor amendments have been completed on the system.

Cardiff Council legal staff assisted in contract negotiations with an on-line content provider. The agreement would benefit users by allowing remote digital access to name-rich series in return for annual royalty payments to the Archives. County archive services in Wales are also considering options for delivering digital images of parish registers

through subscription sites and negotiations are underway to maximise royalties on the existing content.

A private archive has negotiated an agreement to make parts of collection available to researchers in the searchroom on an occasional basis for an appropriate fee.

Boxmaking and conservation continue to attract external customers.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist attended an International Women's Day event at the Pierhead Building on women and activism followed by a lecture on the suffrage movement in the Senedd. The previous day the Senior Archivist had attended the launch at the Senedd of the Women's Suffrage in Wales exhibition. Women's Archive Wales were involved in the organisation of both events.

She attended a meeting of Archives and Records Council Wales, and represented archive services in Wales at a meeting of the Learned Society of Wales, which is working to promote Wales specific learning opportunities at all levels of education, and at a meeting of the Archives Accreditation Panel, which assesses applicants for accreditation. The Glamorgan Archivist is the Committee member for Wales. Members (who also form the panels which award accreditation) must be of high standing in the profession and respected by their peers, able to demonstrate sound and balanced judgement, and sufficiently senior to give weight to the work of the committee.

She attended a partners meeting of Cultural Ambition, the all-Wales, Heritage Lottery funded project to deliver traineeships in heritage institutions based on the CLOCH project. The Archives is one of the regional lead bodies. With the exception of 2 local museums, national institutions comprise the other lead bodies.

With the Senior Archivist she has negotiated a review of the deposit arrangements with the Women's Archive Wales resulting in a more streamlined approach being adopted which will be easier for all Welsh services to maintain while retaining the promotional benefits resulting from the partnership.

She is working with staff of People's Collection Wales to develop the organisation's partnership with local institutions, looking initially at issues of copyright and communication. The discussion follows a presentation at ARCW.

The Senior Archivist attended a consultation at the Heritage Lottery Fund Wales on its future priorities.

She continues to contribute to the work of the Archives and Records Association's Visitor Survey Group, which organises surveys of archive users across the UK, along with the Archives and Records Council Wales' Marketing Group.

The Glamorgan's Blood Project Conservator attended the launch of National Museum Wales' Women in Focus photographic exhibition.

#### *Visits*

The Welsh Government's Minister for Culture Tourism and Sport, Lord Elis-Thomas, visited in May with Peter Owen, director of Welsh Government's Museum, Library and Archives Division (MALD). This was their first official visit to an archive service and they were suitably impressed with the building and the engagement activities it facilitates.

Following his visit, Lord Elis-Thomas said: *"It's been a fascinating visit to Glamorgan Archives, and an excellent opportunity to learn about the excellent work of the service. The six authorities that fund Glamorgan Archives are to be congratulated on the outcomes of this partnership, which has resulted in a state of the art building and an excellent and innovative approach to service delivery. There's such a wealth of information on offer at the Archive – where people can find out about their families, communities – their story."*

David Melding AM visited in March for a similar tour. Mr Melding has been a supporter of the service for many years and continues to take an interest in archive provision in his constituency.

A small delegation from Rhondda Cynon Taf CBC was shown around the building and discussed, with the Glamorgan Archivist, service provision and the potential for improved partnership working with both heritage and educational institutions in the authority.

#### *Local*

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team. She attended a presentation of Microsoft's Cloud Navigation which is to be adopted by Cardiff Council this year. She attended Cardiff Tomorrow: the future of our public services, an event organised by the Cardiff Public Services Board, at which a collaborative vision for the city was presented. She is working with the Manager of the Cardiff Story Museum to deliver the Cardiff Fusion project for Welsh Government and has attended several meetings. She was represented by the Senior Archivist at a meeting of Fusion Co-ordinators from across Wales, held at the National Waterfront Museum in Swansea. Glamorgan Archives contributes to the Caerphilly-Torfaen project as well as being a partner in the Cardiff project. She contributed to a workshop at the Temple of Peace on the future of the Temple's archive, and attended a showing of Fy Nghaerdydd, a series of films produced by IntoFilm Wales with 3 local



schools which explored the story of the Welsh language in Cardiff ahead of the National Eisteddfod.

The Senior Archivist met with representatives from the Whitchurch Hospital History Society to discuss potential funding streams for future projects and agree to display of the Society's exhibition at the Archives in early-2019. She visited the newly re-opened South Wales Police Heritage Centre. She attended a workshop arranged by Caerphilly Regional Development Plan (RDP) officers to discuss the Mapping Our Heritage project to produce a comprehensive map of heritage sites, with supporting information, for the whole of Caerphilly County Borough and several neighbouring wards in Blaenau Gwent. She also had discussions with the Merthyr Tydfil RDP officer regarding a potential project to safeguard the heritage of chapels within the authority area.

Hannah Price, Archivist, attended the Gelligaer Local History Society annual conference at Llancaiach Fawr. It was a busy day with many enquires received from members of the public, and a good opportunity to develop contacts with groups from the area.

The Conservator spoke at the Collingwood Conference held at Cardiff University Special Collections and Archives. The Conference celebrated the completion of a project to catalogue and conserve the Collingwood Collection. The conservation element of the project was undertaken at Glamorgan Archives, and the presentation outlined the work involved; it was delivered with Cardiff University conservation students Devin Mattlin and Joanne Hoppe, who had worked with the Conservation team on the Collingwood items.

Laura Russell, Archivist, attended a meeting of the South Wales Heritage Education Forum at the Royal Mint Museum in Llantrisant. The Forum provides an excellent opportunity to share best practice with colleagues from across south Wales.

Support continues to be provided to the Heritage and Cultural Exchange, the successor organisation to the Butetown History and Arts Centre.

A copy of an image from the National Coal Board collection, showing union members with a banner protesting the treatment of miners with pneumoconiosis, has been provided to Rhondda Heritage Park for inclusion in its forthcoming exhibition linked to the 70<sup>th</sup> anniversary of the NHS.

A small piece of photography work was undertaken for West Glamorgan Archives Service for inclusion in a forthcoming publication.

The Archives continues to work in partnership with Grangetown Local History Society, providing a venue for monthly meetings.

*Potential partnerships*

The Senior Archivist has attended meetings of the working group for Y Lle Hanes at this year's National Eisteddfod, which will be held in Cardiff during early-August. Glamorgan Archives will be contributing to the activities programme with tours and a talk on the Glamorgan's Blood project.

A request has been accepted to receive archivists from the Zhejiang Provincial Archive Bureau in China on their European tour in September.

The Senior Archivist, along with partners from arts organisation Art Shell, met representatives from the Arts Council Wales to discuss potential funding for an artist residency based at the Archives. A funding application has been submitted.

Staff from Cardiff Council's Bereavement Services discussed with the Senior Archivist potential projects involving local schools with a focus on the Cardiff war memorial at Hendre Park in St Mellon's.

Advice has been provided to the Jewish History Association of South Wales on a funding applications to the Heritage Lottery Fund.

## **2. Building and systems**

*Maintain building*

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

As the quotations received to replace the rising bollards are expensive, alternative options are being explored. Creative Parking has offered a CCTV solution which would involve fining cars parked without permission. No cost would be incurred but no financial benefit would accrue.

As a result of changes to Cardiff Council's IT contracts support will not be available for existing computers after January 2020 and all non-compliant machines will need to be replaced. 48 of the staff, volunteer and public use machines have to be replaced in the next 2 financial years. A needs analysis is being undertaken to establish how computers are currently used so that this unexpected expense can be effectively managed.

*Ensure compliance*

The Archives accredited status was confirmed at review with the comment:

*The Panel were delighted to see the archive service continuing to deliver at a high level. They recognised the major challenge in resourcing which*

*had faced the service in recent years, and commended the strong management and partnerships which had enabled the service to sustain the quality of its offer despite this.*

Archives Accreditation is nationally recognised as the hallmark of a good quality archive service. An accredited service must be able to evidence a holistic, forward-looking approach to planning and implementing service delivery with a clear identification of risk and the means to benchmark progress.

On instructions from Cardiff Council the building was closed from 1pm on 1 March for staff to reach home ahead of the forecast snow storm. Staff living outside the city who had made it to work had been sent home earlier in the morning. As it was not possible for staff to reach the building on the following day, the Archives remained closed on Friday 2 March, reopening on the Monday.

Procurement staff from Cardiff Council discussed maintenance contract requirements and council procedures with the Glamorgan Archivist and the Administrative Officer.

In light of the implementation of the General Data Protection Regulations on 25<sup>th</sup> May a privacy notice has been produced and made available on the website and procedures amended to inform members of the public how their data will be held and used by Glamorgan Archives. Staff have received training in the revised procedures.

The Senior Archivist attends Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored.

All building health and safety checks are completed and current.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

Environmental conditions in the repositories are stable and within the required parameters to meet national standards for archive keeping. Both temperature and humidity recordings show a low, acceptable, seasonal drift with a 1 degree difference in temperature between the ground floor top floor rooms. The traps at the doors have caught 2 moths, 2 flies and a spider during the quarter, drawn into the rooms by the pheromones.

### *Conservation and preservation plans*

Staff and volunteers are working through the identified priorities. The programme of work to address collections which may be required by the ongoing Independent Inquiry on Child Sexual Abuse is continuing. 12 items identified as being in poor condition have been conserved and a condition assessment of the South Wales Police Records (DSWP) has been undertaken. The Preservation Assistants completed a survey of the Quarter Sessions Rolls to establish their current condition ahead of the planned project to flatten and loose bind them. There are approximately 900 rolls in the series. External funding will be sought for the materials needed to complete the project.

The Conservator has undertaken work to remove the image layer from the acetate substrate of three degrading cellulose acetate negatives. Although largely successful, the significant resources required mean that it is not feasible to apply this process to all degrading negatives. A report has been produced and submitted to the National Archives in support of the request to use digitisation as a means to preserve these images.

Conservation volunteers are continuing work on Glamorgan Constabulary records identified as requiring basic preservation. The cleaning of crew agreements is ongoing along with work assisting the Glamorgan's Blood Conservator.

Student volunteers have undertaken work on Poor Law Union records, assisted with the programme to bind electoral registers, and have contributed to work commissioned by Cardiff University Special Collections and Archives.

Partnership work with Cardiff University's MSc Conservation Practices course has resulted in the utilisation of studio equipment by students, including the use of the wallboard and suction table.

Studio space and equipment has been hired by a practising paper conservator.

Conservation staff respond to requests from the search room and to assess new accessions as they come in.

Details of work completed are given in *Appendix IV*

## **2. Cataloguing**

### *Strategies and plans*

A new version of the software for CALM and CalmView has been released and is in the process of being tested prior to installation. Once upgraded, it will be possible to continue the programme of exporting catalogue descriptions to the Archives Hub. In the meantime, staff are continuing to edit the catalogue data in preparation for upload. Of the

4,650 collections described in CALM only 40 are now missing information on their covering dates, 32 as to their extent and 88 are lacking a description (this final figure has been reduced from approximately 600). Information is being added at lower levels and descriptions for Welsh language material are being translated where necessary.

Requests from the searchroom, along with the work undertaken by the Conservation team on local authority collections which may be of potential interest to IICSA, have prompted some re-cataloguing work. Series tackled include the Llantrisant and Llantwit Fardre Rural District Council Treasurer's Department records and Glamorgan County Council Education Committee records.

A number of small changes have been made to the templates used in CALM and the cataloguing procedure, taking into account GDPR guidelines and changes in working practice.

#### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within the target time of 15 working days for 53% of the accessions. 85% of the accessions received June-November 2017 had full receipts issued within 6 months. This continues to be slightly below the set targets owing to a temporary change in focus for collections days and closure periods when the backlog would usually be tackled. Collections which may include information relating to the care of children are instead being prioritised in light of the Independent Inquiry into Child Sexual Abuse.

Collections days this quarter have focussed on the records of the parishes of St Bride's Minor and St Luke's, Canton.

#### *Digital preservation*

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group and has contributed to meetings via telephone.

Data security questions were circulated to the heads of IT in each of the contributing authorities. Their responses will inform the work of ARCW's digital preservation project staff when developing workflows. Responses have been received from Merthyr Tydfil and Cardiff to date.

The ARCW digital preservation group will this year develop case studies from four services. Glamorgan has been selected as one of these, with council and restricted access records as a focus. Project staff will visit to gain an understanding of requirements and issues before developing the system and workflows to ingest material into the system with the first visit planned for June.

### *Glamorgan's Blood*

Louise Clarke, Project Archivist, has continued the cataloguing of post-nationalisation records, focussing on the plan and glass plate negative collections. Colliery Tip plans and plans relating to the Aberfan Disaster have been listed. 66% of the estimated 8000 plans within the collection and 65% of a total 5440 glass plate negatives are now listed.

Following correspondence with Treorchy Library an agreement has been reached for the transfer of coal records held at the library, comprising pay books, accident books and royalty and wayleave accounts. Many volumes are part of existing series in the Collection. Thanks are due to Councillor M. Griffiths for her assistance in this matter.

Volunteers Tom Rowlands and Peter Ford have listed the photographic transparencies within the collection and are using their expertise of the coalfield to check descriptions of photographs.

Glamorgan's Blood continues to be promoted through social media. Louise Clarke gave a presentation on the project to the London Branch of the Welsh Family History Societies on 19<sup>th</sup> May. Louise Clarke and Stephanie Jamieson, Project Conservator, visited the South Wales Miners Library, South Wales Miners Museum and the Richard Burton Archives to establish links with other organisations holding related coalfield material, and to gain an understanding of how other collections link to the work of the Glamorgan's Blood project.

Stephanie Jamieson, Project Conservator, has continued with the rolled items survey, reaching 64% of the 8000 estimated total. The Arts Society volunteers clean these rolled items on a weekly basis, with 110 completed to date. The conservation treatment of 7 of the rolled items has been completed. A high percentage of the surveyed plans will need to be flattened for storage. This process has begun with those already cleaned by Arts Society volunteers. Additional plan-chests have been installed for this purpose. The same volunteers have been trained in making map bags for items too large to flatten with 2 bags completed so far.

Arts Society volunteers are cleaning the NCB volumes, with 8 large volumes completed this quarter. Conservation treatment on one of the large mould damaged volumes was completed by the Project Conservator. This has provided a more accurate time estimate for the treatment of 12 similar items which have been highlighted and await conservation in isolation.

The condition survey of the NCB photographic material has been progressed, feeding into the work of the Corporate Trainee who has begun the task of cleaning, repackaging and scanning the glass plate collection, with 248 completed to date. The Project Conservator has so

far made new enclosures for 15 of the broken glass plate negatives which the Trainee has cleaned, digitised and re-housed.

The Project Conservator has secured a place on the Conservation of Photographs on Glass Symposium and Workshop which will take place in Toronto in October. This development opportunity will inform the extensive treatment of many of the photographic items in the NCB collection. External funding will be sought for travel expenses.

## **C. ACCESS**

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

*Monitor service and implement improvements*

Ask the Experts family history advice sessions continue with 15 attendees this quarter. Sessions are delivered by an expert volunteer.

Feedback on searchroom services received this quarter includes the following:

*May I ...take this opportunity of thanking the staff at GLAMRO for their kind attention and advice on my recent visit. You certainly have an impressive set-up.*

*...the range of activities is truly impressive. As a 'user' I would like to thank the team for so generous and friendly assistance.*

Volunteers from the Welsh Women's Aid Forty Voices Forty Years project were introduced to the work of archive services and received training from the conservator in handling and packaging documents.

A group of young people from the Valleys Kids Penyrenghlyn Project, participants in the Unloved Heritage initiative, visited the Archives. Unloved Heritage is being delivered by CADW, with several projects underway across Wales. The Rhondda project is working with young people to explore the history of Fernhill Colliery near Blaenrhondda. The visit took them behind the scenes and introduced them to a range of documents from the colliery which were used to inform an archaeological dig at the site during May half-term. A particular highlight was the challenge posed to the group of moving a particularly large colliery plan from the strongroom to the conservation studio.

Members of Bridgend and District Local History Society visited for a tour and to view documents relating to the Bridgend area. The members were accompanied by Secretary, Councillor N Burnett. Many members took the opportunity to register and some stayed on following the tour to carry out their own research.

The Innovate Trust Green Days group works on conservation projects in Cardiff and the Vale of Glamorgan's green spaces. They visited for a

tour and consulted documents relating to this topic. Tours were also provided to Birchgrove Women's Institute and the Oxford House Industrial Heritage Society. The latter were particularly interested in the Glamorgan's Blood project and were able to assist with the identification of colliery plans.

Cardiff People First have established a Family History Club. The inaugural meeting was held at the Archives and advice on getting started in family history was provided by Administrative Officer Jenny Christie.

South Wales Record Society and the Glamorgan History Society held their joint AGMs at the Archives in May. Following the formal meetings a talk was delivered by Dr Adam Coward on his recent publication, 'A Spiritual Botanology by Edmund Jones'.

#### *Programme of user events*

The events programme for the year began in March with the Cardiff Naturalists' Society's 150<sup>th</sup> anniversary exhibition, which remained on display for a fortnight. During this period Andy Kendall from the Society gave a talk on its history, with reference to the extensive Cardiff Naturalists' Society archive, items from which were on display during the event.

Partnership work with the Parliamentary Archives continues. The Parliament and the First World War exhibition opened in Llynfi on 1 May and will be on display until 28 June. It will then continue its journey to venues across the UK. Glamorgan Archives volunteers have contributed to the project by researching the lives of women featured in the Roath Road Methodist Church magazine the Roath Road Roamer. Members of Grangetown Local History Society have contributed research on enemy aliens in Cardiff during the war.

An afternoon of talks on 'Women, Parliament and the First World War' was held on 24<sup>th</sup> May to coincide with the exhibition. Researcher and performer Naomi Paxton spoke about the impact of the War on the women's suffrage campaign; Mari Takayanagi from the Parliamentary Archives addressed the role of women in the Houses of Parliament during the war years; and Professor Angela John spoke about the life of prominent suffragette and survivor of the sinking of the Lusitania, Lady Rhondda. The event was a great success.

#### *Education*

The Glamorgan Archivist attended a meeting of the Cardiff Research Participation Network organised by Cardiff University at which updates on partner projects were given, including the Fusion network projects. The Times Higher Education Local Community award to CAER Heritage Project was celebrated. The Archives has been a partner in the project since it began and is continuing to support the developing programme.



Pupils from Tonypany Primary completed the tour and quiz and researched the history of their school, which will be closing at the end of the current school year. Two classes from Mount Stuart Primary School visited for workshops on changes in Cardiff over the last century, focusing on the Cardiff Bay area. A teacher from St John Lloyd Roman Catholic School, Trowbridge was directed to the online resources on the coal industry. She also purchased Cardiff map facsimiles to use in the classroom to illustrate changes to the course of the River Taff during the 19th century.

The Glamorgan Archivist attended the Diverse Histories conference at the University of South Wales. Sources at the Archives were quoted by speakers and staff commended for their openness to themes of diversity from researchers.

## **2. External events**

### *Contribute to heritage events*

Cathays Heritage Library held an open day on 11<sup>th</sup> May, which was attended by the Senior Archivist. Several local societies and organisations were in attendance and the event attracted a high number of visitors, including school pupils from the Cathays area.

Louise Hunt, Archivist attended a meeting of Capel: The Chapels Heritage Society held in Porthcawl. Visits were made to several of the town's chapel buildings.

### *Identify and respond to major anniversaries*

The Glamorgan Archivist attended a performance of National Theatre Wales' Storm.2 Things Come Apart, a recreation from contemporary sources of the June 1919 race riots in Cardiff. Images of the people involved, taken from the Cardiff Borough Police registers, were used to great effect in the production and Glamorgan Archives prominently acknowledged in the programme.

Anniversaries and events of note continue to be celebrated and commemorated on social media feeds including the blog. Those featured this quarter include the 150<sup>th</sup> anniversary of Cardiff Naturalists Society, the 250<sup>th</sup> anniversary of circus, St David's Day, International Women's Day, the centenary of the RAF and the WRAF, the Commonwealth Games, the Festival of Wales 1958, and Nurses' Day.

## **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*.

Results of the Archives and Records Association remote enquiries survey have been received and a full report can be found in *Appendix V*.

### *Publicity*

An article by Project Conservator Stephanie Jamieson on 'Preparing a Glass Lantern Slide' featured in the Emerging Conservator section of ICON News, published by the Institute of Conservation.

The Senior Archivist was interviewed on the Radio Cardiff 'Come on In' programme regarding the work of Glamorgan Archives.

The South Wales Echo featured an article on the impact of the First World War on hospitals in south Wales, which included a contribution by volunteer Andrew Booth.

The papers of Audrey Jones, activist and founding member of the Wales Assembly of Women, were deposited earlier this year. Jean Silvan Evans, who brought the papers to the Archives on behalf of Audrey Jones' son, has since had a letter published in several local newspapers, including the Western Mail and the Glamorgan Gazette, promoting the deposit of the papers and their availability to researchers. The letter was accompanied by a photograph of the papers arriving at the Glamorgan Archives building.

Wales Online published an interview with Clare Gallagher, project manager at the new HMRC building in central Cardiff. She discussed research undertaken by the developers on the history of the site, including the consultation of plans held at Glamorgan Archives.

New accessions are regularly publicised on social media.

The blog continues to highlight the drawings and watercolours of buildings in south Wales, many now lost, within the Mary Traynor Collection.

### **SUMMARY**

Another busy quarter has seen progress in all areas of the annual plan which is sufficiently flexible to allow for resources to be diverted in response to urgent demands and opportunities. The hard work of staff and volunteers enables the service to be responsive to individual and community needs and forward planning is constantly reviewed to minimise surprise and maximise readiness.

## **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 2018-2019 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Susan Edwards**  
**Glamorgan Archivist**  
**7 June 2018**

**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 March– 31 May 2018

**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	4
	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff
	Deliver educational service	10 educational visits	3
	Deliver on-site events	6 public events	2
The Collection	Contribute to Archive Hub	200 catalogues	0
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 53%; complex 85%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	337 cleaned; 22 conserved; 74 boxes made
Resources	Meet income target	£83,750	£25,462
	Meet agreed revenue budget	£852,750	
	Manage volunteers workforce	6,600 hours; 100% reviewed	1903
	Maintain establishment	14 fte	14 fte

## Appendix 1

Cardiff Magistrates Court Records			
Accession No:	2018/34, 40, 45	Reference No:	PSCBO
Court registers Date of records: 1987			
Henry Lewis of Ton Pentre, Collection			
Accession No:	2018/35	Reference No:	D1556
War diary, postcard and group photograph of Air Raid Precaution [ARP] Wardens, Pentre Date of records: 1917-c1940			
Cardiff County Council Records			
Accession No:	2018/36	Reference No:	CC/C
Council and committee meeting papers Date of records: 2017-2018			
Women's Archive of Wales			
Accession No:	2018/37	Reference No:	DWAW
Administration records Date of records: 21 <sup>st</sup> century			
Ruhamah Welsh Baptist Chapel Bridgend Records			
Accession No:	2018/38	Reference No:	D1043
Marriage registers Date of records: 1913-1997			
Anthony M Ernest and Robert M Ernest of Penarth Papers			
Accession No:	2018/39, 75	Reference No:	D387
Records including papers relating to Councillor Anthony Ernest serving as Mayor of Penarth and Chairman of the Vale of Glamorgan Borough Council; Costa Rica Coffee Co. Ltd; papers, newscuttings and photographs of local events and organisations, various records relating to Penarth and the Vale of Glamorgan Date of records: 20th-21st century Date of records: c1894-c2012			
Records of Ynysybwl Community Council			
Accession No:	2018/41	Reference No:	D1569
Correspondence, accounts, minutes and project files. Date of records: 1981-2017			
Deeds relating to 35-37 Morgan Street (Morgannwg Street), Trehafod			
Accession No:	2018/42	Reference No:	D1553
Deeds Date of records: 1879-c1990s			

<b>George Guy Barry Downing Photographs</b>			
<b>Accession No:</b>	2018/43	<b>Reference No:</b>	D1575
Family photographs			
Date of records: 19th century -20th century			

<b>Records of the Cardiff Naturalist Society</b>			
<b>Accession No:</b>	2018/44	<b>Reference No:</b>	DCNS
Glass plate negatives includes photographs of past presidents and slides used in lectures. Correspondence between members, lecture notes. Leaflet, ticket and commemorative card from RSPB director			
Date of records: 1900-2017			

<b>Colliery Guardian Coalfield Map</b>			
<b>Accession No:</b>	2018/46	<b>Reference No:</b>	D1554
Map showing location of collieries in south-western division			
Date of records: 1959			

<b>Underground Colliery Plans</b>			
<b>Accession No:</b>	2018/47	<b>Reference No:</b>	D1555
Underground colliery plans for Garw colliery, Blaengarw, Fforchen level, Pontycymmer and the Caedu level, Ogmores Vale. Although we do not know exactly when the plans were drawn up, we know that they were created some time before 1985, as that was the year when the Garw Colliery was closed by the National Coal Board. The plans were given to Dore by Councillor W.J. Trigg, BEM., of Blaengarw. Trigg was a former mine worker and Mayor of Ogwr Borough Council.			
Date of records: mid 20th century			

<b>Ralph Lucas Photographs of Cardiff</b>			
<b>Accession No:</b>	2018/48, 81	<b>Reference No:</b>	D1557
Photographs of Cardiff's roads and buildings. Many of the buildings photographed have subsequently been demolished or significantly altered.			
Date of records: 1950-2000			

<b>Castle Street Church, Maesteg</b>			
<b>Accession No:</b>	2018/49	<b>Reference No:</b>	D1558
Sharing Agreement between The South Wales Congregational Trust and others			
Date of records: 25 Oct 1983			

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2018/51, 89	<b>Reference No:</b>	D37/1/129-130
Journals			
Date of records: 2018			

<b>Lisvane Community Council Records</b>			
<b>Accession No:</b>	2018/52	<b>Reference No:</b>	P56
Council minutes, 2006-2007, 2012-2016			
Date of records: 2006-2016			

TP Spierling of Barry Collection			
<b>Accession No:</b>	2018/53	<b>Reference No:</b>	D1559
Barry Docks records including minute books of Transport and General Workers' Union, Licensed Boatmen, Barry; GWR register of licences. Ordnance Survey plans; South Wales Coalfield plans Date of records: c1870s-1960s			

Tabernacle Chapel, Fenton Place, Porthcawl Records			
<b>Accession No:</b>	2018/54	<b>Reference No:</b>	D1560
Marriage registers Date of records: 1932-1996			

National Operatic and Dramatic Association., Western Area, Records			
<b>Accession No:</b>	2018/55	<b>Reference No:</b>	D1561
Noda News, Western Area: newsletters Date of records: 1995-1997			

Bethlehem Pentecost Church, Cefn Road, Cefn Cribwr, Records			
<b>Accession No:</b>	2018/56	<b>Reference No:</b>	D1562
Marriage register Date of records: 1979-1991			

Bridgend County Borough Council Records			
<b>Accession No:</b>	2018/57	<b>Reference No:</b>	CBR
Budget Book 2018-19 Date of records: 2018			

Coity, Nolton and Brackla Ecclesiastical Parish Records			
<b>Accession No:</b>	2018/58	<b>Reference No:</b>	P80CW
Marriage register Date of records: 2012-2014			

General Baptist and Unitarian Church, Nottage Records			
<b>Accession No:</b>	2018/59	<b>Reference No:</b>	D1563
Marriage register Date of records: 1998-2011			

Dr T F Holley of Merthyr Tydfil Collection			
<b>Accession No:</b>	2018/60	<b>Reference No:</b>	D332
TF Holley's correspondence regarding Doctor Samuel Ryce and Dr Lynn Ryce; correspondence with Mr Stuart Cresswell; 'Hanes' newsletters of the Cynon Valley History Society Date of records: 2013-2017			

Postcard of Dunraven Castle			
<b>Accession No:</b>	2018/61	<b>Reference No:</b>	D1564
Postcard of Dunraven Castle, Southerndown Date of records: c1905			



<b>Tonteg Women's Institute Records</b>			
<b>Accession No:</b>	2018/62	<b>Reference No:</b>	D552
Committee minutes and monthly meeting minutes			
Date of records: Jul 1999-Jul 2009			

<b>Letter from James Harris, Merthyr Tydfil</b>			
<b>Accession No:</b>	2018/63	<b>Reference No:</b>	D1565
Letter from James Harris, Heolgerrig, Merthyr Tydfil to T Collins, Nant y ffin, colliery, relating to W Davis appeal and matters relating to miners			
Date of records: 8 Jan 1942			

<b>Lesley Sydney Davies of Cardiff Collection</b>			
<b>Accession No:</b>	2018/64	<b>Reference No:</b>	D1566
Photographs and negatives of Cardiff and Barry events			
Date of records: 20th century			

<b>Deeds relating to 75 Penhevad Street, Grangetown</b>			
<b>Accession No:</b>	2018/65	<b>Reference No:</b>	D1568
Deeds for property 75 Penhavod Street, Grangetown, Cardiff			
Date of records: 1895-1960			

<b>Hirwaun Ironworks Ledger</b>			
<b>Accession No:</b>	2018/66	<b>Reference No:</b>	D1567
Ledger relating to Hirwaun Ironworks owned by Crawshays			
Date of records: 1855-1859			

<b>Hilary Thomas of Cowbridge Collection</b>			
<b>Accession No:</b>	2018/67	<b>Reference No:</b>	DXKB
Records relating to A Gordon Thomas, Police Officer			
Date of records: 1911-1976			

<b>Welsh Historic Gardens Trust, Mid and South Glamorgan Branch Records</b>			
<b>Accession No:</b>	2018/68	<b>Reference No:</b>	D699/8
Slides of gardens including Ash Hall, Cwrt yr Ala, Dimlands, Duffryn, Fonmon, Llandough juxta Cowbridge, Llantrithyd, Merthyr Mawr, Nash, St Donat's, St Fagan's, St Hilary and Talygarn in the Vale of Glamorgan; Gnoll, Margam and Penrice in West Glamorgan; Dinefwr and Laugharne Castle in Carmarthenshire; Barnsley, Painswick, Stanway and Westbury Court in Gloucestershire.			
Date of records: 1961-2006			

<b>Cardiff Royal Infirmary Aural Theatre List</b>			
<b>Accession No:</b>	2018/69	<b>Reference No:</b>	DHC
List of operations and anaesthetics			
Date of records: 1935-1949			

Penarth Ecclesiastical Parish Records			
<b>Accession No:</b>	2018/70, 85	<b>Reference No:</b>	P46CW
Records relating to maintenance of parish property and finance. Church of Holy Nativity, Penarth, register of services; St Augustine's Church, Free Will Offering; reports to the Annual Vestry Meeting Date of records: 1897-2018			

The Reverend Dr Thomas John Prichard of Ystradyfodwg Collection			
<b>Accession No:</b>	2018/72	<b>Reference No:</b>	D1573
25 inch OS maps; plans of St Barnabas Church, Penygraig, parish map and photograph of Dinas, Rhondda Date of records: 20th century			

OS Plans			
<b>Accession No:</b>	2018/73	<b>Reference No:</b>	OS
Maps of South Wales Date of records: 1800-1940			

Casgliad Philip Lloyd o'r Wyddgrug			
<b>Accession No:</b>	2018/74	<b>Reference No:</b>	D1510
Photographs of Cardiff trams at Whitchurch Road Tram Terminus, Newport Road Tram Depot, Roath Park Tram Terminus and St Mary Street Tram Terminus. Date of records: 11 Gorffennaf 1949			

Gelligaer Historical society Records			
<b>Accession No:</b>	2018/76	<b>Reference No:</b>	D1499
Newsletter Date of records: 2018			

STAR Communities First Records			
<b>Accession No:</b>	2018/78	<b>Reference No:</b>	D1570
Community newsletters, survey and report of the open spaces in the Splott and Tremorfa Communities First area, 'Adamsdown Song'. Date of records: 1999-2017			

Neath Ecclesiastical Parish Records			
<b>Accession No:</b>	2018/79	<b>Reference No:</b>	P76CW
Vestry meeting minute book Date of records: 1936-1939			

Gerald McCormack, Author, Papers			
<b>Accession No:</b>	2018/80	<b>Reference No:</b>	D1571
Research notes. Date of records: 1898-c2000s			

<b>Kenfig Hill Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2018/83	<b>Reference No:</b>	P183CW
St Theodore, marriage register			
Date of records: 2005-2016			

<b>Newcastle and Ogmere Petty Sessions Court Records</b>			
<b>Accession No:</b>	2018/84	<b>Reference No:</b>	D1572
Registers of clubs, 1920s-1961; warrants and summons register, 1856-1863; letterbook, 1925-1927; registers of fines and fees paid, 1911-1914; empty cash journal			
Date of records: 1856-1961			

<b>Barry and District Soroptimist Records</b>			
<b>Accession No:</b>	2018/86	<b>Reference No:</b>	D647
Scrapbook, 1968-2008; 50th Anniversary menu card, 2018; History of the Club, 2018			
Date of records: 1968-2018			

<b>Great Western Railway Records</b>			
<b>Accession No:</b>	2018/87	<b>Reference No:</b>	D1576
Contract specification and bills of quantities for new offices, Barry Dock; Barry Dock and Railways Sessions 1883 plans prepared for committees; GWR Standard Lifting Tackle; War Record of the Great Western Railway			
Date of records: 1885-1928			

<b>Beatrice Smith of Cardiff, Collection</b>			
<b>Accession No:</b>	2018/88	<b>Reference No:</b>	D614
Cor Cochion, Caerdydd, memorabilia			
Date of records: 20th-21st centuries			

## Notable accessions

### Gelligaer Historical Society Records (D1499)

Gelligaer Historical Society was established in 1961 and aims to study the local history and heritage of the ancient parish and Urban District of Gelligaer. The area includes the modern communities of Pontlloftyn, Brithdir, Bargoed, Hengoed, Ystrad Mynach, Trelewis, Bedlinog, Fochriw and Deri as well as the village of Gelligaer itself. The Society arranges lectures, discussions and field meetings to heritage sites as well as encouraging research. The Society's records continue to accrue, with the addition of another newsletter this quarter.

### Terence Spierling of Barry Collection, (D1559)

Terence Spierling is a resident of Barry with an interest in local history. His collection includes minute books of the Transport and General Workers' Union, No 5 Branch, whose members served as licensed boatmen in Barry Dock for 1923-1958, along with a Great Western Railway Register of Licences for the period c1924-1950, which provides a great wealth of local information on those who operated as

boatmen, riggers, canvassers, dock pilots and marine store dealers in Barry. The volume records names and addresses of those being granted licences. In the case of the riggers it also records date and place of birth and the reason for leaving the occupation. In many cases this is through injury or accidents, although some have emigrated and in one case it notes 'has not worked since General Strike, 1926'.

#### **Letter from James Harris, Merthyr Tydfil (D1565)**

This letter, dating from the 1940s, provides a glimpse of a local industrial dispute. Written by James Harris, Heolgerrig, Merthyr Tydfil to T Collins, Nant y ffin Colliery, it discusses a colliery dispute and subsequent appeal involving one W Davis. Mr Harris notes that the issue 'is of the most vital importance to the working classes and particularly the (Miners)' and confirms the raising of funds to fight the appeal.

#### **Records of Ynysybwl Community Council (D1569)**

A collection of records has been transferred by Ynysybwl Community Council. The collection includes Council correspondence, accounts, minutes and project files. Such records provide a valuable insight into the work of the Council over a thirty year period.

#### **STAR Communities First Records (D1570)**

The Communities First programme was launched in 2001 with the aim to improve opportunities and the quality of life for people living and working in the most disadvantaged communities in Wales. STAR (Splott, Tremorfa, Adamsdown and Roath) Communities First was created by the merger of Splott and Tremorfa Communities First and Adamsdown Communities First Project in 2013. The programme ended 31st March 2018. The collection comprises Community newsletters, produced by STAR and its predecessors, a survey and report of the open spaces in the Splott and Tremorfa Communities First area, and a copy of the 'Adamsdown Song'

#### **Newcastle and Ogmores Petty Sessions Court Records (D1572)**

A collection of nineteenth and twentieth century court records has been deposited by Llynfi Valley Historical Society. The records were created by the Newcastle and Ogmores Petty Sessions and span a hundred years. They comprise a warrants and summons register, accounts book, ledger, registers of clubs and a letterbook. The records were passed to the Society by one of its members and complement an existing collection held at Glamorgan Archives

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
Mar - May 2017	1773 (1160)	35	2847
June – Aug 2017	1513 (786)	46	2655
Sep – Nov 2017	2375 (1713)	59	2772
Dec 2017-Feb 2018	1730 (1141)	57	3277
Mar – May 2018	1871 (1245)	43	2806

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Mar - May 2017	896 (+51 un-printed thank you emails)	10854
June – Aug 2017	863 (+74 un-printed thank you emails)	10485
Sep-Nov 2017	938 (+53 un-printed thank you emails)	10518
Dec 2017-Feb 2018	797 (+106 un-printed thank you emails)	10085
Mar – May 2018	924 (+90 un-printed thank you emails)	10282

## Interesting Enquiries

Local authority records are regularly consulted by the general public, officers of the authorities and elected members. This quarter they have contributed to research on a variety of topics, including the mortgaging and conveyance of authority properties, investigations into 19<sup>th</sup> century stopping up orders, and previous mayors of Merthyr Tydfil.

Students and academics continue to make use of the Collection, both in the searchroom and through our remote enquiries service. Students have sought assistance with dissertations on topics including youth crime and delinquency, conditions in Cardiff Prison from 1876 to the 1920s, living conditions of patients in the Glamorgan Asylum, the population of Butetown during the 19<sup>th</sup> and 20<sup>th</sup> centuries, and disability in the coalfield. Three students from Cardiff University's School of Law

visited the searchroom to undertake research for the Innocence Project. The project gathers evidence to support submissions to overturn wrongful convictions.

A number of authors undertaking research for forthcoming books have drawn on the Collection. The planned works include a biography of teacher, author and broadcaster Gwyn Thomas, which will trace his early career, much of which is detailed in the records of Glamorgan County Council; a history of the iron industry in Glamorgan, and women working in higher education. A removal order from the Society of Friends Records was consulted as part of investigations into the life of Robert Eaton, a founder of the Glamorganshire Banking Company.

Local historians remain regular visitors to the searchroom. The date of a stained glass window at Christ Church Congregational Church, Penarth was found recorded amongst the church papers. Building plans, trade directories and Ordnance Survey maps were used to ascertain the date of the construction of the Whitbread Brewery on Penarth Road. The history of several derelict stone buildings on land in Penline was traced through estate records, enclosure and tithe plans, auctioneers particulars and land valuation records. A member of a local history society visited to undertake research for a project tracing a journey along the River Thaw, showing changes in land use along the course of the river. Records of various estate and of the Cardiff Naturalists' Society were viewed. And Lisvane Historical Society contacted us seeking permission to use a First World War welcome home certificate held within the Llanishen parish records in a book of remembrance which they are compiling.

Family history remains popular. A requests for assistance was received form the great grandson of David Pugh Jones, former architect with Cardiff Rural District Council and later county architect with Glamorgan County Council. We provided references to relevant building plans and suggested that local authority minutes and reports would prove useful. A descendent of Joshua Aurelius visited the searchroom to investigate his role as part-owner of the Rhymney Valley and Tirphil Land and Workmen's Cottage Co. Ltd, which was founded in 1889 to meet the shortage of adequate housing for workers. A visitor from Oregon in the USA consulted a wide range of 19<sup>th</sup> century records, including Fonmon Estate Records, Merthyr Tydfil Poor Law Union Records and contemporary diaries, in an effort to trace her ancestors who originated in south Wales.

Regular requests are received from the media. A TV producer contacted us regarding a programme in development for S4C on the late Rhodri Morgan's great uncle, Morgan Watkin, who taught at Howard Gardens School, Cardiff. Images of the school and its staff were provided. A researcher for a BBC programme, Home Front Heroes, was seeking information relating to Second World War ARP activity in Cardiff, and specifically any references to the work of William E. Jones, grandfather of Tanni Grey-Thompson, as an ARP warden. We recommended a search of several collections containing ARP material.

An artist based in Portland, Oregon, visited to research examples of protest knitwear worn by protesters at Greenham Common. She viewed several collections deposited by the Women's Archive Wales and found many examples of symbols and text on the garments.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	15
Grangetown Local History Society	47
Cardiff People First Family History Club	2
Welsh Women's Aid	12
Bridgend and District Local History Society	22
Birchgrove WI	7
Unloved Heritage	6
Innovate Trust Greendays Project	7
Oxford House Industrial Heritage Society	9
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	17
<b><i>Events</i></b>	
Cardiff Naturalists' Society: 150 Years of Nature and Conservation	16
Women, Parliament and the First World War	31
South Wales Record Society / Glamorgan History Society AGM	36
<b><i>Exhibitions</i></b>	
150 Years of Cardiff Naturalists' Society	140
Parliament and the First World War	174
<b><i>Education</i></b>	
Mount Stuart Primary School x 2	66
Tonypandy Primary School	36
<b><i>Individuals Meeting Staff</i></b>	130
<b><i>Tours for prospective volunteers</i></b>	
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 27	454
Scope (Lewis Martin Court) x 3	18

## Appendix IV

Bench work		
RE	18 Electoral registers	Bound
DCON	5 volumes Glamorgan Constabulary	Cleaned, consolidated, oxidised pressure sensitive tape removed, repaired, rebound and red rot treated
DSWP	South Wales Police records	Assessed
DSWP	6 volumes, South Wales Police Records	Cleaned, repaired and rebound
GC, GD	6 volumes, Glamorgan County Council committee and departmental records	Cleaned, oxidised, pressure sensitive tape removed and repaired
D1559/5/6	2 plans, Ordnance Survey	Cleaned, oxidised pressure sensitive tape removed, repaired and encapsulated
DNCB	3 acetate negatives, National Coal Board	Image layer removed
Q/S/R	Quarter Session Rolls	Assessed
Cleaning and Packaging		
DNCB	8 volumes and 13 maps, National Coal Board	Cleaned
DSA	2 boxes, Stephenson and Alexander	Cleaned
U	37 volumes, Poor Law Union	Cleaned and repackaged
Q/S/R	3 rolls, Quarter Sessions	Cleaned
DCA	204 crew agreements	Cleaned
Various	35 "yellow spot" boxes	Cleaned and repackaged
Various	35 Maps	New hangers attached



Bespoke boxes made		
Various	74 boxes	
Barcoded and Relocated		
Various	967 Maps and boxes	Barcoded
External Work		
University	24 volumes	Cleaned, repaired and rebound

## **Appendix 5**

### **ARA UK Archives Distance Enquiry Services Survey 2017**

#### 1. Introduction

The UK Archives Distance Enquiry Services Survey looks at archive remote enquiry services from the adult individual's point of view. It is a survey of individuals who contact the service by post or email with an enquiry concerning the Collection. All distance enquirers were invited to take part.

The 2017 survey took place from Monday 4 September to Sunday 26 November 2017. A total of 51 archive services across the UK participated in the survey including 14 Welsh services.

The same survey questions were used in the 2017 survey as the 2015 survey, which has allowed for comparisons between the years.

#### 2. Comparison with other Welsh archive services:

In comparing the results of all participating Welsh archive services, Glamorgan Archives is on a par with colleagues, with only a small variation between the scores of the majority of services. We don't excel beyond most of our neighbours, but neither are we falling behind.

#### 3. What we're doing well

We aim for a score of 90% or higher across the good/very good categories. This was achieved in all areas bar those listed in section 4 below.

Highlights include:

- How good do you think the following aspects of the distance enquiries service are at Glamorgan Archives?

	2017	2015
Overall	95%	93%
Quality of content	93%	91%
Clarity of response	97%	94%
Our website	94%	81%
Ease of navigation of our website	93%	80%
Availability of bilingual information	98%	93%

Our results have improved across all these areas since 2015. It is particularly pleasing to note the improvement in satisfaction with our website following development work undertaken during 2016.

#### 4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good categories in the following sections of the survey. Although not poor scores, these results

highlight areas for improvement. Recommendations for delivering these improvements are outlined in section 5.

- How good do you think the following aspects of the distance enquiries service are at Glamorgan Archives?

	2017	2015
Promptness of response	83%	89%
Charges for goods and services	80%	79%

## 5. Recommendations

- Promptness of response

We have a response target of 15 working days for remote enquiries. This target is consistently met, with responses often sent well within the 15 day period. It is therefore disappointing to note a drop in customer satisfaction in this area. We will explore ways in which we can manage customer expectations and ensure our target is clearly explained.

- Charges for goods and services

Charges for goods and services are based on staff time taken to complete the work, and comprise:

- Research fee (individuals) - £30 per hour
- Research fee (commercial) - £60 per hour
- Certification - £5 per certified copy
- Photography - £2.80 per image

Research has shown that our fees and charges compare favourably with those levied by other archive services. In light of the survey results we will provide information on how fees are calculated to the public in order to ensure transparency and manage expectations.

## 6. Conclusion

The UK Archives Distance Enquiry Services Survey has shown that Glamorgan Archives has succeeded in maintaining the delivery of a high quality remote enquiries service.

Solutions have been identified which will help us to improve scores in those areas where we are currently falling below our own high standards.

Rhian Diggins  
Senior Archivist  
May 2018

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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**

**AGENDA ITEM NO:  
2017/2018 OUTTURN  
2017/2018 DRAFT WAO RETURN**

**THE GLAMORGAN ARCHIVES JOINT COMMITTEE 15<sup>TH</sup> JUNE 2018**

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

**FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2017/2018**

**PURPOSE OF REPORT**

1. This report presents a brief overview of the financial results for the year, together with the unaudited draft WAO return for the year ended 31<sup>st</sup> March 2018. Page 4 of the return, 'Committee Approval & Certification', requires completion but the unaudited draft financial statements are presented to this Committee today for information only.

**FINAL OUTTURN POSITION FOR 2017/18**

2. The Glamorgan Archives Joint Committee approved a proposed budget of £654,000 for the financial year 2017/2018, to be financed by contributions from each of the six member local authorities. The proposed budget was subsequently agreed and ratified by each member local authority.
4. The table below summarises the final outturn position for financial year 2017/2018:

	<b><u>Budget</u></b> £	<b><u>Actual</u></b> £	<b><u>Variance</u></b> £
Expenditure	856,250	918,363	62,113
Income	(202,250)	(264,363)	(62,113)
Net Expenditure	654,000	654,000	0

5. **Appendix 1** provides a detailed analysis of the 2017/18 outturn.

6. The final net expenditure position at year-end was balanced following a transfer of £28,950 from the General Reserve. This amount was less than the budgeted £50,000 to be drawn down in 2017/18.
7. Employee related spend had an overspend of £29,436 against a budget of £521,720. This is due to the need for agency staff and associated holiday pay as well as additional staff training expenses and apprenticeship levies that were not budgeted for at the beginning of the year.
8. Premises had an overspend of £11,427 and this was mainly due to an overspend in repairs, alterations and maintenance of £12,181. The reason for this overspend was due to work that was needed on both the chiller and the boiler during the year and it was initially reported in Month 4. There has also been an overspend of £3,401 for security measures which has a total of £8,901 compared to a budget of £5,500. Some of this overspend has been offset by underspends of £2,367 for maintenance contracts and £2,124 for electricity. Water rates also had a large overspend of £2,269 but it is believed that this may be due to an issue with the meter. This is something that is currently being looked into.
9. The planned expenditure for Transport was £1,450 but the actual spend was only £1,215, representing an underspend of £235. Hire of transport and staff use of public transport were both overspends due to commitments to attend meetings but these were offset by underspends of travel expenses and car allowances. Also, there was a repayment of a staff rail season ticket loan within the year which therefore resulted in an overall net underspend.
10. The actual expenditure for Supplies and Services was £62,369 which was an overspend of £27,679 in comparison to the planned expenditure of £34,690. Similarly to last year, this was due to an overspend on conservation materials of £22,312 which is offset by grant funding detailed within income below. There was also an unplanned hardware purchase of £4,155 during the year for laptops but these were funded by New Burdens funding and the cost is therefore offset by grant funding as below. Finally, there was a further overspend of £594 on software licenses and maintenance agreements and £2,020 on maintenance and development but this was largely due to additional training that was required for the set up of the new e-payments system.
11. Planned expenditure for Support Services was £33,900 however, the actual spend was £27,705. This resulted in an underspend of £6,195. This is the result of a further rearrangement of Accountancy staff working for Glamorgan Archives as well as a reduced cost for ICT services during the year (underspends of £7,590 and £2,000 respectively). The majority of support services have an underspend this year with the exception of income Recovery and Human Resource and People Services, with overspends of £180 and £4,470.
12. Finally, income received was greater than budgeted. The Glamorgan Archives received £264,363 in comparison to a planned figure of £202,250. This variance of

£62,113 was due to a number of factors, most notably increases in sundry charges and income (£62,482) in relation to several small grants, Access to Work payments and other miscellaneous income, as well as further charges to existing and new clients for the hire of specialist rooms. Furthermore, the receipt of grants from ARCW and Wellcome Trust, the latter continuing into future years, accounted for £6,642 and £80,851 respectively. As previously mentioned, conservation income of £15,228 was received to offset costs in Supplies and Services.

13. The balance on reserve is shown in the table below:

<b><u>Movements on Glamorgan Archives General Reserve</u></b>	<b><u>£</u></b>
Balance brought forward at 1 <sup>st</sup> April 2017	262,896
Less Drawdown from General Reserve	(28,950)
Transfer to General Reserve	0
<b>Balance as at 31<sup>st</sup> March 2018</b>	<b>233,946</b>

It was agreed in 2015 that there would be a drawdown of £100,000 and that this would be reduced by £25,000 each year moving forward. This year the budget for drawdown was reduced to £50,000. Therefore, the overall position represents a net underspend of £21,050 against budget.

The £28,950 in the table above represents the drawdown of funding from reserves to pay for the balance of in year spend not covered by Local Authority member contributions. The target for 2018/19 is £25,000 drawdown from reserve. However, achievement of this reduction will become more difficult over the following years as the use of reserve is phased out by 2020/21.

#### **WALES AUDIT OFFICE ANNUAL RETURN FOR 2017/2018**

14. The draft Annual Return (attached) for the year ended 31<sup>st</sup> March 2018 is unaudited at this stage. The Wales Audit Office has yet to begin the audit of the accounts. In accordance with the 2005 Regulation, the Annual Return will be available for public inspection for 20 full working days in July (dates will be in line with Cardiff Council's display, which are yet to be finalised).
15. To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 30<sup>th</sup> June immediately following the end of the financial year. If at this time the audit of the accounts has not concluded then the accounts must be approved as soon as reasonably practicable. Once the audit is complete and the Annual Return has been signed by the Wales Audit Office then it will be presented to the Committee for

members to approve along with any certificate, opinion or report issued, given or made by the Wales Audit Office.

### **LEGAL IMPLICATIONS**

16. The committee approved a draft budget which was submitted to each of the parties for approval. Each of the parties confirmed that their contribution was approved Under Section 5(a)(ii); the committee shall only have the power to spend within the agreed budget within any given year.

### **FINANCIAL IMPLICATIONS**

17. The financial performance for the year resulted in an underspend against the agreed budget of £21,050 therefore there was the need to utilise only part of the budgeted £50,000 transfer from the general reserve.

### **RECOMMENDATIONS**

1. That the outturn position for 2017/18 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2017/18 be noted and signed.

Christine Salter  
Treasurer to the Glamorgan Archives Joint Committee

### **Appendices**

1. Appendix 1 – Budget Monitoring Outturn 2017/18
2. Appendix 2 – WAO Annual Return for 2017/18
3. Appendix 3 – GRO Statement of Accounts 2017/18



**Budget Monitoring Outturn 2017/18**

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Actual £</b>	<b>Variance £</b>
<b>Employees</b>			
Gross Pay	393,500	405,736	12,236
Overtime		(333)	(333)
LG Pensions	90,050	92,840	2,790
National Insurance	36,800	34,454	(2,346)
Misc Allowances	820	740	(80)
Holiday Pay	0	301	301
Accumulated Absences (IAS19)	0	1,056	1,056
Agency Staff - Cardiff Works	0	13,063	13,063
Employers Liability Ins Premiums	550		(550)
Medical Expenses	0	190	190
Staff Training Expenses	0	1,108	1,108
Apprenticeship Levy	0	2,000	2,000
<b>Employees Total</b>	<b>521,720</b>	<b>551,156</b>	<b>29,436</b>

<b>Premises</b>			
Repairs Alterations & Maintenance	10,000	22,181	12,181
Security Measures	5,500	8,901	3,401
Rodent & Pest Control	350	583	233
Maintenance of Grounds - General	1,500	1,495	(5)
Waste Disposal Services - PHS Unit	0	499	499
Fire Alarm Service	3,640	2,853	(787)
Maintenance Contracts	10,000	7,633	(2,367)
Electricity	28,000	25,876	(2,124)
Gas	11,400	12,118	718
National Non Domestic Rates	176,000	175,898	(103)
Water Rates	4,000	6,269	2,269
Security Services	300	310	10
Key Holding	0	0	0
Cleaning Materials	500	321	(179)
Window & Flue Cleaning	0	125	125
Refuse Collection/Bulk Containers	1,500	1,239	(261)
Contract Cleaning	8,700	9,137	437
Specialist Waste Disposal	600	480	(120)
Property Insurance Premiums	2,500		(2,500)
<b>Premises Total</b>	<b>264,490</b>	<b>275,917</b>	<b>11,427</b>

**Budget Monitoring Outturn 2017/18**

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Actual £</b>	<b>Variance £</b>
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<b>Transport</b>			
Hire of Transport CTS	150	788	638
Public Transport - Staff Use	500	637	137
Staff Rail Season Ticket Loans	0	(596)	(596)
Car Allowances	300	141	(159)
Travel Expenses	500	87	(413)
MV Hire Ins Prems	0	158	158
<b>Transport Total</b>	<b>1,450</b>	<b>1,215</b>	<b>(235)</b>

<b>Supplies &amp; Services</b>			
Purchase/Repair - Furniture	0	55	55
Purchase/Repair - Office Equipment	0	76	76
Equipment & Materials	0	1,462	1,462
Other Materials	0	69	69
Consumables - Equip.	0	323	323
Signs - New & Repairs	250		(250)
Conservation	5,000	27,312	22,312
Vending Machines - Purchase	3,100	3,006	(94)
Catering Sundries	5,000	2,476	(2,524)
Uniforms & Overalls (Staff)	100		(100)
Overalls & Protective Clothing	0	30	30
General Printing & Stationery	500	1,731	1,231
Photocopying Materials	1,000	271	(729)
Audit Fee	2,400	1,637	(763)
Translation Welsh Language	3,000	2,503	(497)
Archiving/Storgae Service	500		(500)
Central Telephone Exchanges	4,000	4,093	93
Telephones	1,500	1,556	56
Postages	500	522	22
Internet Charges	1,000	199	(801)
Consumables - IT Related (Computer)	600		(600)
Hardware Purchase	0	4,155	4,155
Software Licences & Mtnce Agrmts	4,000	4,594	594
Maintenance & Development	0	2,020	2,020
ICT Holding A/C con	0	3,000	3,000
Subsistence Allowances	0	16	16
Subscriptions	520	1,263	743
Public Liability Insurance Premiums	1,020		(1,020)
Miscellaneous Insurance Premiums	700		(700)
			0
<b>Supplies &amp; Services Total</b>	<b>34,690</b>	<b>62,369</b>	<b>27,679</b>

# **Budget Monitoring Outturn 2017/18**

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Actual £</b>	<b>Variance £</b>
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<b>Support Services</b>			
Accountancy	14,000	6,410	(7,590)
Income Recovery	100	280	180
Payroll	500	180	(320)
Payments	500	440	(60)
Audit	700	525	(175)
Procurement	600	400	(200)
SAP Support	3,000	3,000	0
ICT Services	10,000	8,000	(2,000)
HRPS	4,000	8,470	4,470
Legal Services	500		(500)
<b>Support Services Total</b>	<b>33,900</b>	<b>27,705</b>	<b>(6,195)</b>

<b>GROSS EXPENDITURE</b>	<b>856,250</b>	<b>918,363</b>	<b>62,113</b>
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<b>Income</b>			
Arch & Rec Cnl Wales	0	(6,642)	(6,642)
Wellcome Trust Grant Drawdown	(60,000)	(80,851)	(20,851)
Publications General	(2,000)	(545)	1,455
Sale of Photocopies	(2,000)	(1,488)	512
Conservation Income	(15,000)	(15,228)	(228)
Food	(10,000)	(6,778)	3,222
Course Fees	(250)	(200)	50
Search Fees	(3,000)	(3,682)	(682)
Royalties	(11,000)	(1,284)	9,716
Hire Of Specialist Rooms	(47,500)	(54,664)	(7,164)
Sundry Charges & Income	0	(62,482)	(62,482)
Donations	(500)	(254)	246
Other Interest	(1,000)	(258)	742
Tfr fm Acc Absence	0	(1,056)	(1,056)
Cont from Other Earmarked Reserves	(50,000)	(28,950)	21,050
<b>Income Total</b>	<b>(202,250)</b>	<b>(264,363)</b>	<b>(62,113)</b>

<b>NET EXPENDITURE (Contributions)</b>	<b>654,000</b>	<b>654,000</b>	<b>0</b>
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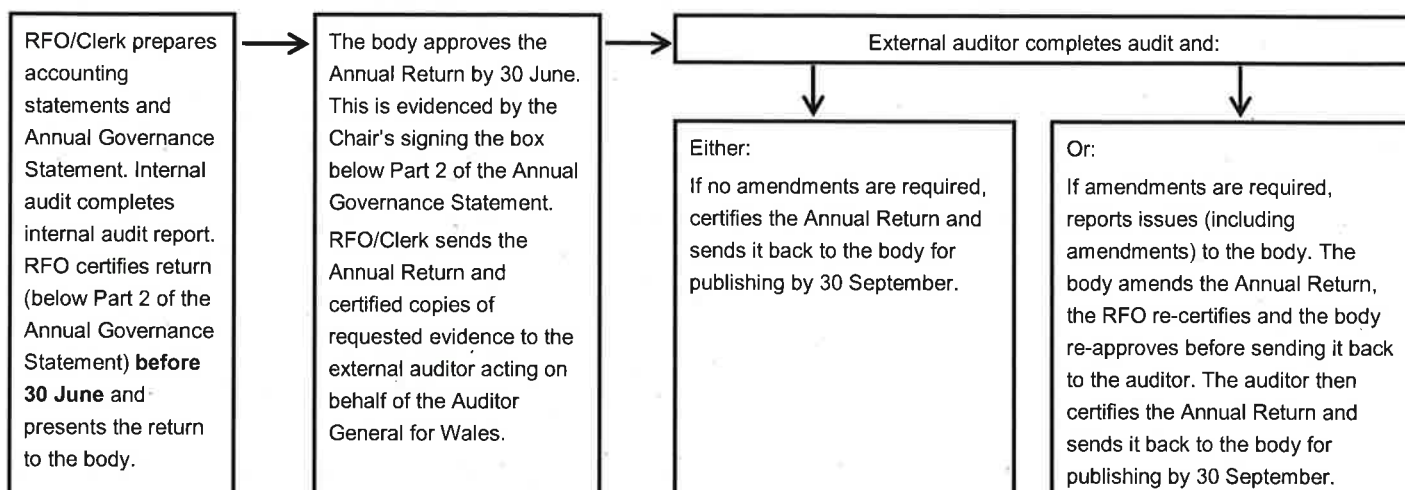
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## Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2018

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.**

### PLEASE PRINT THIS DOCUMENT FOR SIGNATURE AND SEND IT TO YOUR AUDITOR

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 2018?	<input checked="" type="radio"/>	<input type="radio"/>
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	<input checked="" type="radio"/>	<input type="radio"/>
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	<input checked="" type="radio"/>	<input type="radio"/>
	Does the bank reconciliation as at 31 March 2018 agree to line 9?	<input checked="" type="radio"/>	<input type="radio"/>
<b>All sections</b>	Have all red boxes been completed and explanations provided where needed?	<input checked="" type="radio"/>	<input type="radio"/>
<b>Evidence</b>	Has all the information requested by the external auditor been included?	<input checked="" type="radio"/>	<input type="radio"/>

# Accounting statements 2017-18 for: Glamorgan Record Office

Name of body: Glamorgan Record Office

	Year ending		Notes and guidance for compilers
	31 March 2017 (£)	31 March 2018 (£)	

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

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	310,518	262,896	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	661,000	654,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	149,186	234,356	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(485,437)	(550,100)	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	(372,371)	(367,206)	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	262,896	233,946	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	183,372	74,202	<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	87,858	180,723	<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	(8,334)	(20,979)	<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	262,896	233,946	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	9,512,427	9,410,880	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	4,732,445	4,454,323	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>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"/>	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:
	Yes	No	N/A	
1. We have considered the adequacy of reserves held by the body in setting the budget for 2017-18 and 2018-19 and have appropriate plans in place for the use of these reserves.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has met the requirements of the Local Government Finance Act 1989 in setting the budget requirement and precept for the financial years.
2. When awarding grants under section 137 of the Local Government Act 1972, we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has kept and appropriate record of grants awarded and ensured that the expenditure is commensurate with the benefit to the community.
3. The council has no obligation or intention to pay a gratuity to employees.*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has ensured that where it has an arrangement to provide a gratuity to staff, it has ensured that there is a legal obligation to provide the gratuity.

\* Please delete as appropriate.

### Committee approval and certification

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

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.	<b>Approval by the Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
	Insert minute reference and date of meeting
<b>RFO signature:</b> 	<b>Chair signature:</b>
<b>Name:</b> CHRISTINE SALTER	<b>Name:</b>
<b>Date:</b> 30 May 2018	<b>Date:</b>

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

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
<b>RFO signature:</b>	<b>Chair signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>



## 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 2018 of:

### External auditor's report

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

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

### Other matters and recommendations

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

(Continue on a separate sheet if required.)

External auditor's name:	
External auditor's signature:	Date:
For and on behalf of the Auditor General for Wales	

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: **Glamorgan Archives 2017-2018**

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 2018.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council and 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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>Appropriate books of accounts has been kept throughout the year through Cardiff Council's main accounting ledger SAP and are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and the Service Reporting Code of Practice.</b></p> <ul style="list-style-type: none"> <li>• Income and Expenditure</li> <li>• Balance Sheet</li> <li>• Budget Position</li> <li>• Monitoring Reports</li> </ul> <p><b>Regular Progress Against Budget has been maintained and monitored by the Accountant and discussed and documented in Glamorgan Archives Project Board Management Meetings.</b></p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>The financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for under Cardiff Councils VAT registration with the necessary disclosures and permissions sought from HMRC.</b></p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>The body has assessed and mitigated significant inherent risks in order to achieve its objectives on a quarterly basis, and when changes has occurred, these were discussed regularly at the Glamorgan Archives Joint Committee Meetings:</b></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**	
					It was 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.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Annual precept resource demand resulted from an adequate budgetary process and are calculated and the budget, income and expenditure is regularly monitored by the Accountant.</p> <p>Regular progress against budget is maintained and monitored by the Accountant and this monitoring is discussed regularly at the Glamorgan Archives Joint Committee Meetings.</p>
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Analysis of the overall cost / profit centre position did not identify any Imprest account reimbursements.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Salaries to employees and allowances to members were paid through Cardiff Council's main accounting ledger, SAP and the internal Payroll process documented in DigiGov.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Notional Capital Financing Costs and Capital Balance Sheet maintained by Cardiff Council's Accountant for 2017/18.

	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"/>	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.
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"/>	Accounting statements prepared during the year were prepared on the correct accounting basis from figures based in SAP.  Receipts and payments/ income and expenditure agreed with the cashbook, were supported by an adequate audit trail from underlying records.
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

### 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 2016-17 and 2017-18. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	Pernille Larsen
Signature of person who carried out the internal audit:	 1 Allwood
Date:	21.05.2018

**Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2018**

2016/17 £		2017/18 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
<b>Cost of Services</b>									
484,006	Staff Costs	551,156	77,162	176,370	33,069	137,789	60,627	66,139	551,156
282,583	Premises	275,917	38,628	88,294	16,555	68,979	30,351	33,110	275,917
1,836	Transport	1,215	170	389	73	304	134	146	1,215
54,297	Supplies & Services	62,369	8,732	19,958	3,742	15,592	6,861	7,484	62,369
0	Third Party Payments	0	0	0	0	0	0	0	0
33,654	Central Departmental Support	27,705	3,879	8,866	1,662	6,926	3,048	3,325	27,705
101,547	Capital Charges	101,547	14,217	32,495	6,093	25,387	11,170	12,186	101,547
<b>957,924</b>	<b>Operating Expenditure</b>	<b>1,019,910</b>	<b>142,787</b>	<b>326,371</b>	<b>61,195</b>	<b>254,977</b>	<b>112,190</b>	<b>122,389</b>	<b>1,019,910</b>
(1,197,312)	Contributions from Local Authorities	(1,175,571)	(164,580.0)	(376,182.8)	(70,534.3)	(293,892.8)	(129,312.8)	(141,068.6)	(1,175,571.31)
(20,504)	Grant Income	(87,493)	(12,249.1)	(27,997.9)	(5,249.6)	(21,873.4)	(9,624.3)	(10,499.2)	(87,493.44)
(128,065)	Fees and Charges	(146,605)	(20,524.7)	(46,913.6)	(8,796.3)	(36,651.2)	(16,126.5)	(17,592.6)	(146,604.95)
<b>(1,345,881)</b>	<b>Operating Income</b>	<b>(1,409,670)</b>	<b>(197,353.8)</b>	<b>(451,094.3)</b>	<b>(84,580.2)</b>	<b>(352,417.4)</b>	<b>(155,063.7)</b>	<b>(169,160.4)</b>	<b>(1,409,669.70)</b>
<b>(387,957)</b>	<b>Net Cost of Services</b>	<b>(389,760)</b>	<b>(54,566.4)</b>	<b>(124,723.2)</b>	<b>(23,385.6)</b>	<b>(97,440.0)</b>	<b>(42,873.6)</b>	<b>(46,771.2)</b>	<b>(389,760.10)</b>
(617)	Interest & Investment Income	(258)	(36.1)	(82.6)	(15.5)	(64.5)	(28.4)	(31.0)	(258.05)
258,190	Interest Payable	243,449	34,083	77,904	14,607	60,862	26,779	29,214	243,449
<b>257,573</b>	<b>Financing &amp; Investment Income &amp; Expenditure</b>	<b>243,191</b>	<b>34,047</b>	<b>77,821</b>	<b>14,591</b>	<b>60,798</b>	<b>26,751</b>	<b>29,183</b>	<b>243,191</b>
<b>(130,384)</b>	<b>(Surplus) / Deficit on Provision of Services</b>	<b>(146,569)</b>	<b>(20,519.7)</b>	<b>(46,902.1)</b>	<b>(8,794.1)</b>	<b>(36,642.3)</b>	<b>(16,122.6)</b>	<b>(17,588.3)</b>	<b>(146,569.15)</b>
0	Other Comprehensive Income & Expenditure	0	0	0	0	0	0	0	0
<b>(130,384)</b>	<b>Total Comprehensive Income &amp; Expenditure</b>	<b>(146,569)</b>	<b>(20,519.7)</b>	<b>(46,902.1)</b>	<b>(8,794.1)</b>	<b>(36,642.3)</b>	<b>(16,122.6)</b>	<b>(17,588.3)</b>	<b>(146,569.15)</b>

**Glamorgan Archives Balance Sheet as at 31st March 2016**

31/03/2017		31/03/2018	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
9,504,641	Land and Buildings	9,405,689	1,316,796	3,009,820	564,341	2,351,422	1,034,626	1,128,683	9,405,689
0	Assets Under Construction	0	0	0	0	0	0	0	0
7,786	Vehicle, Plant, Furniture & Equipment	5,191	727	1,661	311	1,298	571	623	5,191
<b>9,512,427</b>	<b>Long Term Assets</b>	<b>9,410,880</b>	<b>1,317,523</b>	<b>3,011,482</b>	<b>564,653</b>	<b>2,352,720</b>	<b>1,035,197</b>	<b>1,129,306</b>	<b>9,410,880</b>
18,169	Inventories	17,588	2,462	5,628	1,055	4,397	1,935	2,111	17,588
163,349	Short Term Debtors	55,410	7,757	17,731	3,325	13,852	6,095	6,649	55,410
89,712	Cash & Cash Equivalents	181,927	25,470	58,217	10,916	45,482	20,012	21,831	181,927
<b>271,230</b>	<b>Current Assets</b>	<b>254,925</b>	<b>35,690</b>	<b>81,576</b>	<b>15,296</b>	<b>63,731</b>	<b>28,042</b>	<b>30,591</b>	<b>254,925</b>
(9,371.96)	Short Term Creditors	(23,073.17)	(3,230.24)	(7,383.41)	(1,384.39)	(5,768.29)	(2,538.05)	(2,768.78)	(23,073.17)
0	Provisions	0	0	0	0	0	0	0	0
<b>(9,371.96)</b>	<b>Current Liabilities</b>	<b>(23,073.17)</b>	<b>(3,230.24)</b>	<b>(7,383.41)</b>	<b>(1,384.39)</b>	<b>(5,768.29)</b>	<b>(2,538.05)</b>	<b>(2,768.78)</b>	<b>(23,073.17)</b>
(4,732,445.48)	Long Term Borrowing	(4,454,323.48)	(623,605.29)	(1,425,383.51)	(267,259.41)	(1,113,580.87)	(489,975.58)	(534,518.82)	(4,454,323.48)
<b>(4,732,445.48)</b>	<b>Long Term Liabilities</b>	<b>(4,454,323.48)</b>	<b>(623,605.29)</b>	<b>(1,425,383.51)</b>	<b>(267,259.41)</b>	<b>(1,113,580.87)</b>	<b>(489,975.58)</b>	<b>(534,518.82)</b>	<b>(4,454,323.48)</b>
<b>5,041,839</b>	<b>NET ASSETS</b>	<b>5,188,408</b>	<b>726,377</b>	<b>1,660,291</b>	<b>311,304</b>	<b>1,297,102</b>	<b>570,725</b>	<b>622,609</b>	<b>5,188,408</b>
262,895	Usable Reserves	233,945	32,752	74,862	14,037	58,486	25,734	28,073	233,945
3,477,437	Capital Adjustment Account	3,654,012	511,562	1,169,284	219,241	913,503	401,941	438,481	3,654,012
1,302,545	Revaluation Reserve	1,302,545	182,356	416,814	78,153	325,636	143,280	156,305	1,302,545
(1,037.88)	Accumulated Absences	(2,094.00)	(293.16)	(670.08)	(125.64)	(523.50)	(230.34)	(251.28)	(2,094.00)
<b>4,778,944</b>	<b>Unusable Reserves</b>	<b>4,954,463</b>	<b>693,625</b>	<b>1,585,428</b>	<b>297,268</b>	<b>1,238,616</b>	<b>544,991</b>	<b>594,536</b>	<b>4,954,463</b>
<b>5,041,839</b>	<b>TOTAL RESERVES</b>	<b>5,188,408</b>	<b>726,377</b>	<b>1,660,290</b>	<b>311,304</b>	<b>1,297,102</b>	<b>570,725</b>	<b>622,609</b>	<b>5,188,408</b>

**Glamorgan Archives Movement in Reserves Statement 2016/17**

Balance at 31 March 2016 Carried Forward  
 Movement in Reserves during 2016/2017  
 Surplus or Deficit on Provision of Services  
 Other Comprehensive Income & Expenditure  
 Total Comprehensive Income & Expenditure  
 Adjustments between Accounting Basis & Funding Basis  
 Net Increase / Decrease before Transfers to Earmarked Reserves  
 Transfers To / From Earmarked Reserves  
 Increase / Decrease in Year  
 Balance at 31st March 2017 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
<b>310,518</b>	<b>2,772,697</b>	<b>3,083,215</b>
130,384	0	130,384
0	0	0
<b>130,384</b>	<b>0</b>	<b>130,384</b>
(178,006.15)	178,006	0
(47,622.20)	<b>178,006</b>	<b>130,384</b>
0	0	0
(47,622.20)	<b>178,006</b>	<b>130,384</b>
<b>262,896</b>	<b>2,950,703</b>	<b>3,213,599</b>

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets	101,547.10	(101,547.10)
Charges for Impairment of Non-current Assets	0.00	0.00
Revaluation	0.00	0.00
MRP	(278,122.00)	278,122.00
Accumulated Absences	(1,431.25)	1,431.25
	<b>(178,006.15)</b>	<b>178,006.15</b>

**Movement in Reserves Statement 2017/18**

Balance at 31 March 2017 Carried Forward  
 Movement in Reserves during 2017/2018  
 Surplus or Deficit on Provision of Services  
 Other Comprehensive Income & Expenditure  
 Total Comprehensive Income & Expenditure  
 Adjustments between Accounting Basis & Funding Basis  
 Net Increase / Decrease before Transfers to Earmarked Reserves  
 Transfers To / From Earmarked Reserves  
 Increase / Decrease in Year  
 Balance at 31st March 2018 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
<b>262,896.07</b>	<b>2,950,703.28</b>	<b>3,213,599.35</b>
146,569.15	0.00	146,569.15
0.00	0.00	0.00
<b>146,569.15</b>	<b>0.00</b>	<b>146,569.15</b>
(175,518.78)	175,518.78	0.00
<b>(28,949.63)</b>	<b>175,518.78</b>	<b>146,569.15</b>
0.00	0.00	0.00
<b>(28,949.63)</b>	<b>175,518.78</b>	<b>146,569.15</b>
<b>233,946.44</b>	<b>3,126,222.06</b>	<b>3,360,168.50</b>

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets	101,547.10	(101,547.10)
Charges for Impairment of Non-current Assets	0.00	0.00
MRP	(278,122.00)	278,122.00
Accumulated Absences	1,056.12	(1,056.12)
	<b>(175,518.78)</b>	<b>175,518.78</b>

**Cashflow Statement for the Year Ended 31st March 2018**

<b>31/03/2017</b>		<b>31/03/2018</b>
<b>£</b>		<b>£</b>
(130,384)	Net (Surplus) /Deficit on the provision of services	(146,569)
126,104	Adjust net surplus or deficit on the provision of services for non-cash movements	54,354
617	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	258
<b>(3,664)</b>	<b>Net cash flows from operating activities</b>	<b>(91,957)</b>
<b>0</b>	<b>Investing activities</b>	<b>0</b>
<b>(617)</b>	<b>Financing activities</b>	<b>(258)</b>
<b>(4,280)</b>	<b>Net (increase)/ decrease in cash and cash equivalents</b>	<b>(92,215)</b>
85,432	Cash and cash equivalents at the beginning of the reporting period	89,713
<b>89,713</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>181,928</b>

<b>2016/17</b>		<b>2017/18</b>
<b>£</b>		<b>£</b>
(101,547)	Depreciation and Impairment	(101,547)
278,122	Prudent MRP (Borrowing Repayment)	278,122
0	(Increase)/Decrease in Provisions	0
4,701	(Increase)/Decrease in Creditors	(13,701)
(54,804)	Increase/(Decrease) in Debtors & Prepayments	(107,939)
(369)	Increase/(Decrease) in Inventories	(581)
<b>126,104</b>	<b>Cash (Inflow)/Outflow from Revenue Items</b>	<b>54,354</b>