

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 14 September 2018 at 2.00 pm.

Present:

Members Representing: Councillor Burnett, Bridgend County Borough Council (Chairperson)  
Councillor Cowan, Cardiff Council  
Councillor Cunnah, Cardiff Council  
Councillor Henshaw, Cardiff Council  
Councillor Keith Jones, Cardiff Council  
Councillor Robson, Cardiff Council  
Councillor Jarvie, Vale of Glamorgan Council  
Councillor Wendy Lewis, Rhondda Cynon Taf County Borough Council  
Councillor Colbran, Merthyr Tydfil County Borough Council  
K Thomas CVO, JP, Co-Optee

Officers in Attendance Susan Edwards, Glamorgan Archives Cardiff Council  
Richard Grigg, Legal Services  
Sarah Forrest, Corporate Services, Finance  
Gill Nurton, Democratic Services

### 11 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Robertson (Vice Chair) (Vale of Glamorgan CBC); Councillor C Smith (Bridgend CBC) and Councillors S Bradwick and E George (Rhondda Cynon Taf CBC).

### 12 : DECLARATIONS OF INTEREST

None received.

### 13 : MINUTES

The minutes of the meeting held on 15 June 2018 were agreed as a correct record and signed by the Chairperson.

### 14 : WELCOME

The Chairperson was pleased to welcome Freya Chambers and Adam Latchford both Cultural Ambition trainees undertaking a placement with the Glamorgan Archives.

## 15 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1 JUNE TO 31 AUGUST 2018

The Glamorgan Archivist, Susan Edwards presented her quarterly report on the work and achievements of the service for the period 1 March 2018 – 31 May 2018; the Dashboard of objectives, Appendices listing notable accessions, information on collections and interesting enquiries. She highlighted key aspects relating to management of the team and resources; the support of the volunteer programme; continuing professional development; and the position with Investors in People accreditation.

The Committee welcomed the promotion of national and local partnerships and networks and were reassured about the stability of the environmental conditions in the repositories and the work being undertaken to monitor and undertake planned preventative maintenance of the building and its fixtures. The Committee noted the ongoing conservation and preservation plans and were advised of the Digital preservation project and work with Democratic Services team in Cardiff Council and the Vale of Glamorgan to develop systems for receiving agendas and reports digitally.

The Archivist updated the Committee on internal events and tours; educational visits and external events including attending the National Eisteddfod; participating in Heritage Days and Insole Court and the Bridgend at War event.

The Chairperson invited observations and questions.

- Members were interested in the Artist in Residency, and the Archivist confirmed that a number of artists had expressed an interest and visited the Archives and a number of submissions had been received which had been reviewed and a short-list of submissions had been made.
- Members welcomed the project looking at digitalisation of Agenda and reports which would free up the demand on ever reducing space at the Archives. Members asked if this would include the digitalisation of Registers of Electors. .

RESOLVED – That the report of the Glamorgan Archivist be noted.

## 16 : 2018-19 BUDGET MONITORING REPORT

Members were provided with an overview of the 2018/19 Budget Monitoring report which provided Members with the actual expenditure and income up to 31 July 2018 and projected full year revenue outturn for the current financial year 2018/19. A £36,856 overspend was projected against the approved annual budget.

The Committee noted that the projected overspend on employee and training costs were expected to be offset from grant income and recouping of training costs. The net overspend on premises costs was mainly due to the increase in National Non Domestic Rates (NNDR). Overspends in Supplies and Services were detailed in report some of which were due to unforeseen circumstances but there were underspends projected to offset these costs.

The Chairperson invited questions on the monitoring position and Members sought clarification on a number of issues.

- The Committee discussed the purchasing arrangements for unplanned and unbudgeted replacement computers and the requirement to follow Cardiff Council Procurement and Security and IT policies and the costs that are then occurred.
- The Committee noted that there is a general reserve to cover expenditure that exceeds budget and that there was no planned use of the reserve in 2018/19.
- It was noted that the additional use of the reserves may require consideration of an increase in member contributions for future years

RESOLVED – That the projected full year outturn position for 2018/19 as detailed in the report be noted, and that actions were in place to draw down income and grants to help offset any underspend.

#### 17 : 2017-18 AUDITED WALES AUDIT RETURN

Members were provided with the final Wales Audit Office Return for 2017-2018 and were advised that no adjustments had been made following an audit by Wales Audit Office which resulted in an unqualified opinion. The Committee commended the officers for their work in diligently preparing the accounts.

#### 18 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for Friday 14 December 2018 at 2.00pm.

The meeting terminated at 3.25 pm