



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## AGENDA

**Pwyllgor** CYDBWYLLGOR ARCHIFAU MORGANNWG

**Dyddiad ac amser y cyfarfod** DYDD GWENER, 14 MEHEFIN 2019, 2.00 PM

**Lleoliad** ARCHIFAU MORGANNWG - CLOS PARC MORGANNWG, LECWYDD, CAERDYDD

**Aelodaeth** Cynghorydd Burnett (Cadeirydd)  
Cynghorwyr Colbran, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, John, B Jones, K Jones, R Lewis, W Lewis, Robson, Smith a/ac Turner

K Thomas CVO, JP

- 1 Ethol Cadeirydd ar gyfer Cydbwyllgor Archifau Morgannwg ar gyfer Blwyddyn y Cyngor 2019/20.**
- 2 Ethol Is-gadeirydd ar gyfer Cydbwyllgor Archifau Morgannwg ar gyfer Blwyddyn y Cyngor 2019/20.**
- 3 Nodi'r Aelodaeth Cydbwyllgor Archifau Morgannwg ar gyfer Blwyddyn y Cyngor 2019/20. (Tudalennau 3 - 4)**
- 4 Nodi'r Cydgytundeb/Cylch Gorchwyl i Gydbwyllgor Archifau Morgannwg ar gyfer Blwyddyn y Cyngor 2019/20 (Tudalennau 5 - 16)**
- 5 Ymddiheuriadau am Absenoldeb**  
  
Derbyn ymddiheuriadau am absenoldebau.
- 6 Datganiadau o Fuddiant**  
  
Dylid gwneud hyn ar ddechrau'r eitem agenda dan sylw, yn unol â'r Cod Ymddygiad Aelodau.
- 7 Cofnodion (Tudalennau 17 - 20)**  
  
Cymeradwyo cofnodion y cyfarfod blaenorol fel cofnod cywir.
- 8 Adroddiad ar gyfer y cyfnod 1 Mawrth - 31 Mai 2019 (Tudalennau 21 - 50)**

**9 Sefyllfa Aildro Derfynol a Ffurflen Ddrafft Swyddfa Archwilio Cymru Ar Gyfer 2018/19** (*Tudalennau 51 - 70*)

**10 Dyddiadau cyfarfodydd nesaf**

13 Medi 2019

13 Rhagfyr 2019

13 Mawrth 2020

12 Mehefin 2020

**Davina Fiore**

**Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

Dyddiad: Dydd Llun, 10 Mehefin 2019

Cyswllt: Andrea Redmond, 02920 872434, [a.redmond@caerdydd.co.uk](mailto:a.redmond@caerdydd.co.uk)

**Membership of Glamorgan Archives Joint Committee 2019/2010**

|                            |  |
|----------------------------|--|
| Councillor Nicole Burnett  | Bridgend County Borough Council          |
| Councillor Charles Smith   | Bridgend County Borough Council          |
| Councillor Alan Higgs      | Caerphilly County Borough Council        |
| Councillor Barbara Jones   | Caerphilly County Borough Council        |
| Councillor Jayne Cowan     | Cardiff Council                          |
| Councillor Stephen Cunnah  | Cardiff Council                          |
| Councillor Jane Henshaw    | Cardiff Council                          |
| Councillor Keith Jones     | Cardiff Council                          |
| Councillor Adrian Robson   | Cardiff Council                          |
| Councillor Malcolm Colbran | Merthyr County Borough Council           |
| Councillor Elaine George   | Rhondda Cynon Taf County Borough Council |
| Councillor Rhys Lewis      | Rhondda Cynon Taf County Borough Council |
| Councillor Wendy Lewis     | Rhondda Cynon Taf County Borough Council |
| Councillor Roger Turner    | Rhondda Cynon Taf County Borough Council |
| Councillor Hunter Jarvie   | Vale of Glamorgan Council                |
| Councillor Gwyn John       | Vale of Glamorgan Council                |

Mae'r dudalen hon yn wag yn fwriadol

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

*P. J. Lucas*

Director of Legal and Administrative Services

Rhondda Cynon Taf 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.

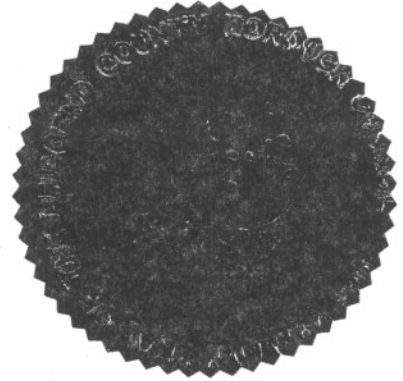
- 8)
  - (a) The staff of the Glamorgan Record Office shall be deemed to be employed by the Party providing human resources and payroll services to the Committee and the cost thereof shall form part of the costs and be met in accordance with the provisions of Clause 5 hereof
  - (b) The terms and conditions 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:

*R. O'Sullivan*  
*P. A. Sweeney*



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

was hereto affixed in the presence of:

*[Signature]*  
Authorised Officer

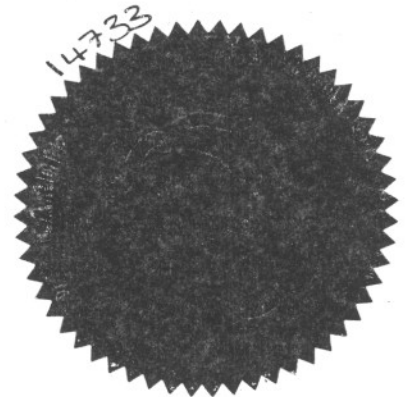


14716

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

was hereto affixed in the presence of:

*David Marr*  
AUTHORISED SIGNATORY

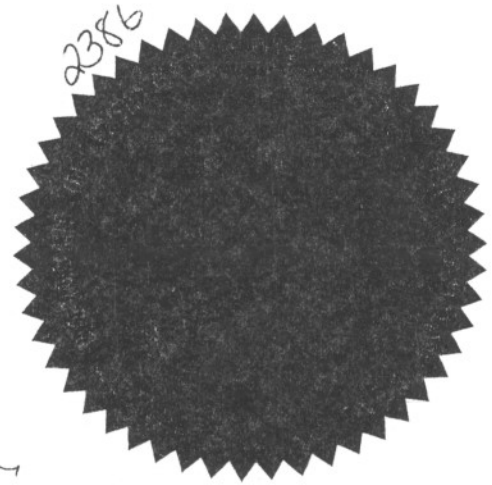


14733

The **COMMON SEAL** of **MERTHYR TYDFIL COUNTY BOROUGH COUNCIL**

was hereto affixed in the presence of:

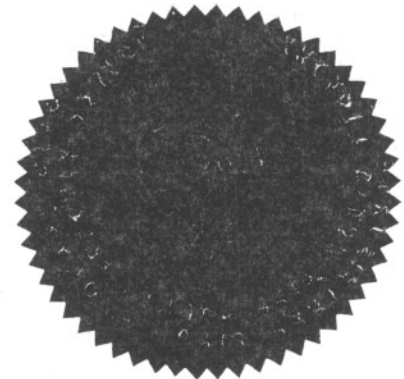
*C. S. Keady*  
AUTHORISED SIGNATORY



The **COMMON SEAL** of **RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL** was hereto affixed in the presence of:

*Getha Williams*  
Authorised Signatory

| AUTHORITY     |             |
|---------------|-------------|
| DEPUTY No.    |             |
| DEPT. OFFICER |             |
| TYPE          | Delegated   |
| DATE          | Auth at     |
| BY            | Auth        |
| EXPIRES       | 31.1.06     |
| CHALLENGE     |             |
| FOR CANCELL   |             |
| DATE          |             |
| BY            |             |
| REMARKS       |             |
|               | <i>Auth</i> |



782611

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

*P. H. Evans*



12481

Mae'r dudalen hon yn wag yn fwriadol



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 Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 15 March 2019 at 2.00 pm.

Present:

Members: Councillor Burnett, Bridgend County Borough Council  
(Chairperson)  
Councillor Cowan, Cardiff Council  
Councillor Henshaw, Cardiff Council  
Councillor Jarvie, Vale of Glamorgan Council  
Councillor Robson, Cardiff Council

### 25 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Colbran, Cunnah, George, Barbara Jones, Keith Jones, Rhys Lewis, Wendy Lewis, Robertson and Smith.

Apologies were also received from Kate Thomas.

### 26 : DECLARATIONS OF INTEREST

Councillor Robson declared a personal interest in Item 4 as he is employed by David Melding AM who is referenced in the report.

### 27 : MINUTES

The minutes of the meeting held on 14 December 2018 were agreed as a correct record and signed by the Chairperson, subject to a typographical error being amended.

### 28 : REPORT FOR THE PERIOD 1 DECEMBER 2018 TO 28 FEBRUARY 2019

Members were provided with an update on the work, visits and achievements of the service for the period 1 December 2018 – 28 February 2019; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and the interesting enquiries.

In summary, the Archivist explained that Grant applications continue to bear fruit and are invaluable to complete listing the larger and more complex collections. The contribution of volunteers who add value to the catalogue and improve the condition of the Collection remains essential to the quality of service delivered by a reduced core of highly trained and committed staff. The inclusion of Trainees on the establishment has been equally beneficial, providing staff with an opportunity to share their expertise as well as their work load. The demand for the service is not lessening and Glamorgan Archives is committed to meeting that demand.

The Chairperson invited questions and comments from Members;

Members were saddened to hear of the passing of Mr Murray McLaggan and wished to explore a way of capturing his commitment to the Archives over the many years. The Archivist agreed that she would speak to staff and consider some options for this.

Members noted that the service had not attended any events in the Vale of Glamorgan, this would continue to be explored.

RESOLVED: to note the report.

## 29 : EVALUATION OF THE ANNUAL PLAN 2018-2019

Members were updated on the achievement of targets set out in the Annual Plan for 2018-2019.

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

## 30 : ANNUAL PLAN 2019-2020

Members were advised that this report seeks approval for the Glamorgan Archives Annual Plan 2019-2020.

Members were advised that during the current financial year progress had been made against all targets in the current annual plan. A three year strategy was agreed in 2018 to which the current year's plan adheres. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached to the report followed by the high level plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year. The Glamorgan Archivist updates Members on progress against the targets and detailed tasks in the quarterly reports to the Joint Committee. Issues affecting the achievement of targets are reported regularly. Members were informed that the main change in this year's Annual Plan is the Digitalisation Strategy.

The Chairperson invited questions and comments from Members;

Members made reference to the target for external events and wondered if this was an effective target that benefits the service. The Archivist considered that the target needed to be changed, Members discussed the external factors that can impact on not being able to attend events in each of the Local Authority areas such as whether there is a Museum, the local history societies, demographics, Heritage Lottery Funding etc. The Archivist considered that the target could be changed to establishing links with local societies in each Local Authority area, or the National Trust and this would be explored further and brought back to Joint Committee.

RESOLVED: to endorse the plan.

## 31 : ANY OTHER BUSINESS

The Archivist wished to inform Members of her intention to retire by April 2020; she advised that she had applied for a flexible retirement with her hours reducing by a

quarter from April 2019 and formal notice being given in September 2019. The Archivist explained that she would bring a report on the proposals for her retirement to the Joint Committee Meeting in September.

The Chairperson wished to thank the Archivist for all her support, work and commitment to the service over the years.

32 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 14 June 2019 at 2pm.

The meeting terminated at 3.00 pm

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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  
14 June 2019**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

|  | AGENDA ITEM NO |
|--|----------------|
| <b>REPORT FOR THE PERIOD<br/>1 March -<br/>31 May 2019</b> |                |

### **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 March to 31 May 2019.

### **2. BACKGROUND**

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

Members are asked to note the content of this report.

### **3. ISSUES**

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

##### **1. Staff**

###### *Maintain establishment*

The Glamorgan Archivist began flexible retirement in March and is now working reduced hours in preparation for full retirement on 1 April 2020.

Stephanie Jamieson, Project Conservator, has been successful in obtaining the post of photographic conservator at the Victoria and Albert Museum. She leaves the project in early June having completed much of the required conservation and planned out the remaining tasks. She has been an asset to the office and all staff wish her well in her future career.

Hannah Price, Archivist, has returned from maternity leave to slightly reduced hours. The Cultural Ambition Trainees moved on to their next placements at Caerphilly Castle and the National History Museum, St Fagans. The Corporate Trainee came to the end of his placement. Grace Mountjoy, temporary Records Assistant, has also ended her employment. Their contribution has been very welcome and staff were sorry to lose them.

Lowis Elmer, Records Assistant, completed her distance learning studies in Archive Administration at Dundee University and has been appointed to the role of part time Archivist working on externally funded projects.

References were supplied for 2 former members of staff seeking new roles.

#### *Continue skill sharing volunteer programme*

During the quarter, 52 volunteers have contributed 1,950 hours to the work of the office. Of these, 32 came from Cardiff, 8 from the Vale of Glamorgan, 5 from Bridgend, 1 from Rhondda Cynon Taf, 3 from Caerphilly, and 3 from outside the area served.

5 volunteers, originally introduced through supported employment agencies, have contributed 192 hours of the total above. Four Conservation Sciences MSc student volunteers from Cardiff University have contributed 128 hours of the total above.

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 three of these were provided. These work placements are included in the volunteer hours above.

Volunteers are continuing to work on long term projects including indexing Glamorgan Petty Sessions Depositions, vehicle licensing files, Cardiff Crew Agreements, Merthyr Tydfil Poor Law creed registers, Cardiff Union lists of paupers, Stanley Travers photographs, records of the Cardiff Exhibition 1896, building plans for Gelligaer Urban District Council and have started to digitise photographs of the South Wales Police. Conservation students have almost completed the reconstitution of the Deep Navigation colliery map on the wall board and have departed on their summer placements. A student who completed a work experience placement has returned as a volunteer and is repairing mould damaged volumes. Pat and Mark are working on the Glamorgan Constabulary newspaper-cutting books.

The Conservator gave all volunteers refresher training in handling and packaging.

Elite Supported Employment Agency have requested a further placement. Rhys has an interest in history and a desire to gain more

experience of using ICT in the workplace. He will be indexing records into Excel and Word. Another volunteer, Owen, has begun a work placement in Conservation arranged through Quest Supported Employment Agency.

Two pupils have joined from Trinity Fields School in Ystrad Mynach, following the success of their Takeover Day experience at the Archives. Attending for one day each week, they split their time between cleaning documents in the Conservation Studio and helping to digitise photographs from the South Wales Police collection.

A Catalan student hoping to secure a placement with the Archives under Europeana funding has withdrawn her application because of the continuing uncertainty around Britain's membership of the European Union.

This year's volunteer trip was to the South Wales Police and Heritage Centre, of particular interest as some volunteers have been working on records of the South Wales Police Authority. Twenty one volunteers attended and many positive responses have been received. In addition to visiting the on-site museum, volunteers were given a tour of the emergency response room which fields calls to police and fire services for the area. Melanie Thalayasingam, together with her colleagues, were very generous with their time.

#### *Continuing Professional Development*

Glamorgan Archives hosted a workshop by the National Archives on collaboration between archives and higher education. The event was attended by representatives from both sectors. The Senior Archivist presented a case study based on Glamorgan Archives' experience of working with the HE sector.

The Welsh learners amongst the staff continue to attend classes. On St David's Day Louise Clarke, Project Archivist, attended the first event held by Cardiff Council's Clwb Cymraeg, a social gathering intended to encourage interaction between the authority's Welsh speakers and learners.

Development reviews for staff are current and up to date. All staff undertake on-line training as required by Cardiff Council.

Louise Hunt, Archivist, attended the Axiell European User Conference in May to learn about the latest updates and developments in CALM, the collection management software. A workforce development grant was obtained from ARCW to help pay for the travel and accommodation costs. A report on the conference will be circulated to other ARCW members.

The Administrative Officers received training in Cardiff Council's procurement system.

*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.

The Glamorgan Archivist and administrative staff met Cardiff Council's Health and Safety Officer to discuss adding the Archives to the council's electronic monitoring system for maintenance and insurance.

A meeting of the Emergency Planning Network South Wales was hosted at the Archives. Speakers included the emergency planning officer for Swansea City and County Council and the event was attended by archive and museum staff from across the region.

**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.

External funding is sought for cataloguing projects, new equipment and training expenses. This quarter, travel costs for the Axiell conference have been grant funded, and a major grant has been received for a multifunction suction table. The Transformation grant of £46,478 has come from the Museums Archives and Libraries Division of Welsh Government (MALD) and will be used for the table (currently under construction), lights, and an extraction unit. The table will speed up the process of flattening documents and will be useful both for the Collection and as part of conservation's income generation offer.

*Maximise benefit from income generation*

Donations continue to be received from depositors following the addition of a note on costs to the accessioning documentation. A project to make the Quarter Session Rolls more accessible is being supported by a series of donations from the Masonic Province of South Wales, thanks largely to the promotional efforts of Dr Calderwood who used the series for his research project.

External orders for conservation work, cleaning and custom made boxes continue to be received. It is currently possible to manage these without impacting service needs although demand is growing and may be more difficult to balance in the future.

Additional clients have been sourced for vacant space in the repositories.

A segment of the television programme "Who Do You Think You Are?" was filmed in the searchroom with the Glamorgan Archivist presenting



findings about their ancestor to the celebrity concerned. Several meetings have been held with a locations scout and film crew on the use of Ogmore, the upstairs office space, and front hall for a short feature film.

On-line payment for services has been set up and the system will go live in June.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist attended meetings of the Archives Accreditation Committee at London Metropolitan Archives, Archives and Records Council Wales (ARCW), and the Learned Society of Wales Welsh Studies Steering Group on which she is the ARCW representative. She spoke at the Senedd as part of a Women's Archive Wales (WAW) event, *Setting the record straight: capturing women's records and voices in Welsh politics*, which sought to encourage women politicians to deposit their records. A note of the talk has been contributed to the summer WAW newsletter. She attended a meeting of the Cultural Ambition Lead Partners and the Creative and Cultural Skills national Conference and awards dinner, and was interviewed for a vacancy on the National Library of Wales Board of Trustees. Appointments will be announced later in the year.

Although 2019 will be the 10<sup>th</sup> year in the current building the Archives is still approached for advice on the brief and the move. Lincolnshire Archives is in the early stages of a potential move and telephoned to discuss priorities and for advice on details of access and control.

#### *Visits*

The Archives welcomed a second visit from a delegation of archivists and records managers from Botswana. They were looking at a number of high performing archives in Britain to inform plans for a new national archives building in Gaborone.

A Russian delegation also visited after premiering at Chapter a feature film set in Donetsk (Hughesovka). The Glamorgan Archivist attended the premiere and showed the visitors items from the Hughesovka Research Archive.

#### *Local*

The Glamorgan Archivist attends meetings of the Heritage and Cultural Exchange (HCE) steering group and assisted in the appointment of the staff for their National Lottery Heritage Fund project to catalogue the legacy material from the Butetown History and Arts Centre, currently held at the Archives. She attended a joint meeting with the Museum of Cardiff, National Museum Wales and HCE to discuss collecting priorities and project planning in the Butetown area.

The Senior Archivist met with the project co-ordinator for the Living Levels RATS research project to discuss volunteer work at the Archives. The project co-ordinator and a volunteer from their oral history project, Life on the Levels, visited to learn more about documents relating to the Gwent Levels held at Glamorgan Archives.

Cardiff University's Cultural Participation Research Network met at Dyffryn Gardens in March, with a focus on heritage initiatives. The Senior Archivist attended.

The Head for Arts Exhibition in a Box community showcase events have been taking place at venues in the Heads of the Valleys area. The Senior Archivist attended the launch of the exhibition at Merthyr Tydfil Central Library.

The Senior Archivist attended the inaugural meeting of the Vale People First Dejavu in the Vale project. Over two years project participants will visit the Archives to research the history of Barry, culminating in an exhibition at Barry Memorial Hall. Cardiff People First held their AGM and Conference in May. The Senior Archivist was invited to speak about our partnership work and to promote People First Takeover Day.

The Senior Archivist has been invited to join the South Wales Police Heritage Board in an advisory capacity. Attending her first meeting in May. The Board oversees the work of the Heritage Centre and ensures deposit of archival material at the relevant archive service.

An intern from Chapter arts centre in Cardiff visited to discuss the work currently being undertaken on consolidating the organisation's archive. The Head of Strategy at BBC Wales was advised on options for a commemorative plaque from the Llandaff building.

Glamorgan Archives continues to contribute to the Cardiff Fusion programme, with the Senior Archivist attending a planning meeting in April.

Grangetown Local History Society hold their monthly meetings at the Archives.

Norena Shopland, LGBT Researcher and co-author of the Queering Glamorgan Research Guide delivered two training sessions based on the Guide for staff at the National History Museum St Fagan's.

#### *Potential partnerships*

Discussions continue with the National Archives regarding the exhibition on the 1919 Race Riots which will be displayed at Glamorgan Archives over the summer.

The Senior Archivist met with William Sims from the South Wales Miners' Museum to discuss bringing their Vernon Hartshorn exhibition to the Archives in early-2020.

Dr Donovan of St Andrews University is engaged in a joint project with academics in Ukraine to examine the history of the region's industry and its connection with south Wales. She is in conversation with the Glamorgan Archivist about potential future collaboration with the museum in Donetsk.

## **2. Building and systems**

### *Maintain building*

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required. The underfloor heating is not responding to the set timers and is being controlled by hand rather than the building management system.

In the Conservation Studio the most used workbench has been fitted with LED lights in place of fluorescent tubes. The illumination is better for working, adjustable, and cool, as well as being cheaper to run and longer lasting. As the tubes on other benches burn out, the units will be replaced with LEDs.

### *Ensure compliance*

Both gates to the secure compound have been upgraded to meet current safety requirements.

The Senior Archivist represents Glamorgan Archives on Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored.

Administrative staff attended internal training on Cardiff Council's procurement system to ensure continued compliance.

In response to an audit requirement a formal risk register has been adopted after full staff consultation and will be monitored for any areas of escalation.

In compliance with Cardiff Council's sickness absence procedures, 2 staff members were interviewed, with assistance from Human Resources, as a result of which, one first stage written warning was issued.

As part of Cardiff Council's move to Office 365, the Senior Archivist attended a meeting to discuss preparations. The work has been put on hold until all laptops and PCs have been upgraded.

All building health and safety checks are completed and current.

## B. THE COLLECTION

### 1. Conservation

#### *Repositories*

The temperatures in the repositories are beginning to rise, in line with anticipated seasonal shift, although the conditions remain within the set parameters. Air conditioning is called on whenever conditions drift too far off the parameters which have been broadened to avoid conflicting instructions and to reduce running times for the equipment and thus costs. The Air Handling Units for 2 repositories have run for 42 minutes each this quarter, another for 1 hour 42 minutes and the fourth for 3 hours 42 minutes, a total of 6 hours and 48 minutes. An issue with one of the units has been identified and parts ordered.

The insect traps have been mostly clear with nothing inimical to the Collection discovered.

#### *Conservation and preservation plans*

Conservation staff respond to requests from the search room and to assess new accessions as they come in. Staff and volunteers are working through the identified priorities.

Scouting and Guiding records have been condition assessed as part of preparation for items that could be requested by the Independent Inquiry into Child Sexual Abuse. Only one item was unfit for production due to fire damage, although pressure sensitive tape was found on a number of items. This will be flagged and dealt with should they be called upon for inspection.

Conservation staff have completed the treatments needed on the police records and begun sample treatments on Quarter Session Rolls in preparation for the project planned on that series. The exercise has produced more accurate timings which will feed into future grant applications. Preservation Assistants have started to repackage flattened rolls and to replace heavy covers.

Magistrates Court records are continuing to be assessed and cleaned as they are transferred.

Cardiff University Special Collections and Archives has been awarded a National Manuscripts Conservation Trust grant for one of its collections. The work is being undertaken by the Conservator with assistance from 2 Cardiff University Conservation students.

The Conservator has carried out condition assessment of the Carmarthen Collection, part of Cardiff University Special Collections and Archives. Her report contains recommendations on storage, packaging, cleaning and necessary repairs.

Details of work completed are given in *Appendix IV*

## 2. Cataloguing

### *Strategies and plans*

The upgrade to the CALM software was successfully completed. This has enabled exports of catalogue descriptions to be submitted to the Archives Hub. So far an additional 16 descriptions have been added to the Archives Hub site. Log in details for the self-service upload system have been requested to speed up the addition of further descriptions. Following the CALM upgrade the new version of the online catalogue has been indexed by Google so that catalogue descriptions should show up in general internet searches.

A Stage 2 application has been submitted to Archives Revealed for funding to catalogue the records of Associated British Ports and the Cardiff Bay Development Corporation. A decision will be made in mid-June.

The Senior Archivist confirmed with the National Archives that instruments for Public Records were held and correct.

### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 66% of the accessions; the target is 60%. 92% of the accessions received between June and December 2018 had receipts issued within the 6 months target for more complicated deposits. Collections days have continued with a focus this quarter on listing of County Council building plans following a request for specific plans from a local authority.

Collections Days have continued with a focus on the papers of activist Beatrice Smith and on Glamorgan County Architect plans.

A full list of accessions is given in *Appendix I*

### *Digital preservation*

The Glamorgan Archivist took part in a Skype conference with MALD officers and Cardiff Council's IT Service Manager, who is also an active member of Socitm. The discussion was intended to inform local authority IT managers of proposals for the long term preservation of born digital records and to move towards a closer working relationship between archivists and IT managers as the digital preservation project progresses. A paper on the possible supplier options was presented to the ARCW meeting. The next steps will be to tender for a consultant to carry out a full options appraisal using funds secured by MALD from Welsh Government's digital transformation stream. Socitm's assistance and advice will be needed to move this forward with confidence.

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group. Development work with the National Library's system for a workflow for restricted access content continues.

### *Glamorgan's Blood*

The National Coal Board negative catalogue, totalling 3,737 images of the south Wales coalfield, has been edited and uploaded to CALM. This follows preservation and digitisation work undertaken by trainees Jake MacDonald, Adam Latchford and Freya Chambers. 60% of the negatives have now been scanned and a volunteer project has been created to upload the images to CALM, with 75 images uploaded so far. Project Archivist Louise Clarke has cleaned and rehoused many of the plastic negatives whilst proof reading catalogue entries. Further plastic negatives are currently stored in a freezer due to conservation and digitisation issues.

Catalogues for plans relating to the Aberfan Tribunal (132 plans) and underground colliery plans (192 plans) have been edited and uploaded to CALM.

John Arnold, volunteer, has assisted with research for the coal records family history resource, which is now at the final editing stages.

The Project Archivist attended the following project related events this quarter: the launch of the Vernon Hartshorn exhibition at South Wales Miners' Museum; an afternoon of lectures at Gwent Archives on 'Public Health in Monmouthshire: An Historical Perspective'; the launch of the 'Digging Deep: Coal Miners of African Caribbean Heritage, National Narratives from across the UK' exhibition at Pontypridd Museum; Richard Jones' 'The Coal Face' installation at the Senedd.

Under the direction of the National Archives, identification and transfer of NCB material with no Glamorgan connection has been undertaken, with material transferred to Gwent Archives, Carmarthenshire Archives, The Industrial Railway Society, Bristol Archives, The National Mining Museum for England and others.

The project continues to be promoted through social media.

Stephanie Jamieson, Project Conservator, has continued the project to paginate and re-house the NCB files with the help of Arts Society volunteer Katrina Coopey. A total of 146 files have now been completed and 159 folded plans have been removed from the files and re-housed. She is surveying the boxes in order to prioritise the files containing folded plans so that these can be removed and re-housed.

Arts Society volunteers continue to clean the volumes from the collection, with 205 cleaned to date. The survey of the 697 volumes of varying sizes and conditions within the NCB collection has been completed.

Work has been completed on the damaged glass plate negatives using techniques learnt at the Conservation on Glass symposium and

workshop attended by the Project Conservator in October 2018. All glass plate negatives requiring conservation treatment have been treated and re-housed. The plastic negatives have been surveyed, re-housed and cleaned where needed.

The condition survey of the rolled material in the NCB collection has been completed and a volunteer project created to re-house the different types of rolled material. All 21 plans on degrading plastic bases have been repaired, re-housed and digitised.

The Project Conservator has continued her work as Communications Officer for the Icon Photographic Materials Committee. The next committee event will be a daguerreotype re-housing workshop in July at the National Library of Scotland.

## **C. ACCESS**

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

*Monitor service and implement improvements*

Ask the Experts family history advice sessions, delivered by an expert volunteer, continue with 5 attendees this quarter.

Results of the ARA Survey of Visitors to UK Archives 2018 have been published. Glamorgan Archives once again scored well across the board. Details are reported in *Appendix V*.

Several visits have been organised through the Out of the Box 2 artist residency. 11 pupils and former pupils from Fitzalan High School visited to learn about the work of the Archives. They had a tour of the building and looked at a selection of documents chosen by Fern Thomas, the Artist in Residence. Fern talked to them about her work and the documents that have inspired her. They also learned about the various work experience and volunteering opportunities offered by Glamorgan Archives. Two groups largely made up of tenants from Taff Housing Association visited for tours and to participate in workshops led by Fern. Inspired by her research on protest, participants were invited to create a protest banner of their own.

Two visits have been made by the Jewish History Association of South Wales, the first by project volunteers and the second by members of the Cardiff Reform Synagogue and Cardiff United Synagogue.

Members of the Cardiff and Vale of Glamorgan Branch of the Glamorgan Family History Society visited to learn more about estate records. 17 members received a tour of the building and saw a selection of records from various estate collections. Archivist Laura Russell talked to members about the wide variety of information that can be found in these collections and how they can be used to further local history research.

### *Programme of user events*

The Out of the Box 2 artist residency closed at the end of May with a public performative lecture, *The Dream of the Archives*, by Fern Thomas. Documents which had inspired her work at the Archives were displayed as part of the event, and cakes were made for the occasion with edible toppers featuring images from the Collection.

The Whitchurch Hospital Historical Society displayed their exhibition in Llynfi during March. A talk was given on the history of the hospital, and in particular its role during the First World War, by Gwawr Faulconbridge of the Society and Dan Jewson of Cardiff University.

Dr Joan Andrews gave a talk on the history of the parish of St Andrew's Major, based on her recent publication *A Cast of Fourteen* which explores the area's past through the lives of 14 former residents.

Catrin Stevens, Chair of Women's Archive Wales, gave a talk in Welsh on the work of the Women's Archive. Documents deposited by WAW at Glamorgan Archives were displayed following the talk.

Grangetown Local History Society's May meeting included a public talk by the Jewish History Association of South Wales, co-hosted by the Archives.

Glamorgan History Society and South Wales Records Society held their AGMs at Glamorgan Archives. The formal meetings were followed by a talk from the Jewish History Association of South Wales.

### *Education*

Undergraduate political history students from the University of South Wales visited to learn more about the Archives and to gather ideas for potential dissertation topics.

Students from the University of South Wales Photojournalism course visited for a tour and to view a selection of items from the photographic collections. Following the visit one student returned to undertake filming as part of an assignment which involved producing a short documentary. He chose to focus on the work of the Archives in preserving documents.

## **2. External events**

### *Contribute to heritage events*

The Glamorgan Archivist attended the launch of Cardiff City Community Table Tennis Club exhibition at the Cardiff Story Museum. She contributed to a conference on the role of the cultural Heritage sector to Ageing Well in Wales, *Creating opportunities through culture*, at the same venue. The Senior Archivist attended a careers event at Grangetown Hub with Art Shell, promoting potential careers in art and conservation.



Louise Clarke, Project Archivist, attended the Gelligaer Historical Society's annual conference at Llancaiach Fawr.

*Identify and respond to major anniversaries*

The 70<sup>th</sup> anniversary of the opening of Bute Park to the public was noted on social media through the posting of an image from the Bute Estate Survey of 1824.

**3. Remote access**

*Monitor service and implement improvements*

The 15 working day target on remote enquiries is met. Feedback comments have included:

*Just wanted to say a huge thank you to you both for supplying the image. It has been lovely working with you and I appreciate the amount of time you have spent ensuring the reproduction could be made available to us.*

Interesting enquiries are reported in *Appendix II*.

*Publicity*

The Senior Archivist appeared on S4Cs nightly magazine programme Heno discussing the impact of the Blitz on Cardiff as part of a piece commemorating 75 years since the bombing of the Royal Ordnance Factory in Llanishen.

A film crew from Germany visited to film a segment for a programme reuniting long lost relatives. The subject of this episode had relatives who once lived in Grangetown, Cardiff.

The Barry and District News featured a short piece on the sale of the Barry Hotel and its contents in 1897, drawing on information from the records of Stephenson and Alexander.

The blog series on the Ocean and Coal Magazine continued, with articles produced by volunteer Andrew Booth. The series on the sketches of artist Mary Traynor has continued, with volunteer David Webb tracing the history of the buildings featured. A short piece by volunteer Tony Peters looked at the entertainment on offer at the Theatre Royal, Cardiff in April 1889.

The work of the Archives continues to be highlighted on social media. Subjects have included St David's Day, International Women's Day, British Science Week, World Poetry Day, World Penguin Day, Local History Month, National Vegetarian Week, Grøndlovs Dag (Norwegian Constitution Day on 17 May), World Turtle Day, the Urdd Eisteddfod and the Cricket World Cup.

ARCW has paid for a photographer to update images of archive services in Wales for use in publicity. In Glamorgan a number of shots were taken of areas left out of the original photoshoot.

## **SUMMARY**

It has been a busy quarter for developing partnership projects with a number of new opportunities presenting as existing projects draw to a close. The on-line profile is growing with the help of volunteers who research content and write the blogs. Staff manage the high demand for access to the Collection and are keeping to targets for accessioning additions to the Collection. They are to be commended for their commitment and hard work which is maintaining the high profile and status of the service in Wales and beyond.

## **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 2019-2020 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Susan Edwards**  
**Glamorgan Archivist**  
**5 June 2019**

**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 2019

**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         | Contribute to external partnerships | 1 in each funding authority  | Bridgend, Cardiff, Merthyr Tydfil, Vale of Glamorgan, Caerphilly |
|                | Deliver educational service         | 10 educational visits  | 2  |
|                | Deliver on-site events              | 6 public events  | 10   |
| The Collection | Contribute to Archive Hub           | 200 catalogues   | 16   |
|                | Meet accessioning targets           | Initial receipt 15 days 100%;<br>formal receipt 15 days 60%;<br>complex receipt 6 months 90% | Initial 100%; formal 66%;<br>complex; 92%                        |
|                | Repository conditions maintained    | AHUs in full working order   | Working although minor<br>issue due for repair on one            |
|                | Meet conservation targets           | 1,000 items cleaned; 50 items<br>conserved; 1,500 boxes made                                 | 50 cleaned; 104 conserved;<br>316 boxes made                     |
| Resources      | Meet income target                  | £92,200  | £22,373  |
|                | Meet agreed revenue budget          | £887,100   |  |
|                | Manage volunteers workforce         | 6,600 hours; 100% reviewed   | 1,950  |
|                | Maintain establishment              | 14 fte   | 14 fte   |

## Appendix 1

| <b>Glamorgan Family History Society Records</b>  |         |                      |           |
|--|---------|----------------------|-----------|
| <b>Accession No:</b>   | 2019/35 | <b>Reference No:</b> | D37/1/133 |
| Journal number 133<br>Date of records: Mar 2019  |         |                      |           |
| <b>Pendoylan Civil Parish Records</b>  |         |                      |           |
| <b>Accession No:</b>   | 2019/36 | <b>Reference No:</b> | P24       |
| Pendoylan Parish Houses Charity, minutes and accounts<br>Date of records: 20th century   |         |                      |           |
| <b>John Lewis Jones, Cowbridge, Papers</b>   |         |                      |           |
| <b>Accession No:</b>   | 2019/37 | <b>Reference No:</b> | D1665     |
| Scrapbook compiled by Mr Jones during his time as a Town Councillor<br>Date of records: 1981-1983  |         |                      |           |
| <b>Gronow Family Papers</b>  |         |                      |           |
| <b>Accession No:</b>   | 2019/38 | <b>Reference No:</b> | D48       |
| Papers for properties in Canton; dividend slips for shares; ledgers for Renton & Fisher.<br>Date of records: 20th century                              |         |                      |           |
| <b>R J Hill of Upton Lovell Photographs</b>  |         |                      |           |
| <b>Accession No:</b>   | 2019/39 | <b>Reference No:</b> | D1659     |
| Photographs of Barry Town Hall showing work carried out by R J Hill in his role as a building surveyor and consultant.<br>Date of records: c2003       |         |                      |           |
| <b>Tremorfa Occupation and Training Centre Records</b>   |         |                      |           |
| <b>Accession No:</b>   | 2019/40 | <b>Reference No:</b> | SD/SO     |
| Admission register for Tremorfa Occupation and Training Centre; attendance registers for Tremorfa Adult Training Centre.<br>Date of records: 1925-1979 |         |                      |           |
| <b>Christine Chapman, Labour Politician, Papers</b>  |         |                      |           |
| <b>Accession No:</b>   | 2019/41 | <b>Reference No:</b> | D1660     |
| Ynysybwl Ward Labour Party accounts book; Abercynon Ward Labour Party minutes<br>Date of records: 1977-2005  |         |                      |           |
| <b>Deeds relating to Oakland Garage, Bedlinog</b>  |         |                      |           |
| <b>Accession No:</b>   | 2019/42 | <b>Reference No:</b> | D1661     |
| Deeds of conveyance for a commercial garage in Bedlinog.<br>Date of records: 1931-1985   |         |                      |           |

**Dr L P Stoter of Monmouth Collection**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/43 | <b>Reference No:</b> | D1662 |
|----------------------|---------|----------------------|-------|

Photographs of Abercynon taken by Dr Stoter, 1979. School photographs, 1920s-1960s. Prize tickets from Mountain Ash Gardeners Show, 1963.

Date of records: 1920s-1979

**Vale of Glamorgan County Borough Council Records**

|                      |         |                      |     |
|----------------------|---------|----------------------|-----|
| <b>Accession No:</b> | 2019/44 | <b>Reference No:</b> | CVG |
|----------------------|---------|----------------------|-----|

Conservation department: photographs and records of historic buildings, surveys of buildings, records of grant funding.

Date of records: 1980s-2010s

**Colin Atkins of Sully Photographic Collection**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/45 | <b>Reference No:</b> | D1515 |
|----------------------|---------|----------------------|-------|

Photographs and slides of Cardiff Bus Station and local railways, including Cefn Onn and Rover Way, Tremorfa.

Date of records: 1982-1988

**Calvary English Baptist Church, Trefforest, Records**

|                      |         |                      |        |
|----------------------|---------|----------------------|--------|
| <b>Accession No:</b> | 2019/46 | <b>Reference No:</b> | DBAP36 |
|----------------------|---------|----------------------|--------|

Ledgers, minutes and photographs

Date of records: 19th-20th century

**Bridgend County Borough Council Records**

|                      |         |                      |     |
|----------------------|---------|----------------------|-----|
| <b>Accession No:</b> | 2019/47 | <b>Reference No:</b> | CBR |
|----------------------|---------|----------------------|-----|

Budget book, 2019-2020.

Date of records: 2019

**South Glamorgan County Council Records**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/48 | <b>Reference No:</b> | SD/TR |
|----------------------|---------|----------------------|-------|

Final Balance Sheets, County Fund and Consolidated

Date of records: 1975-1983

**William Charles May, Superintendent, Papers**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/49 | <b>Reference No:</b> | D1667 |
|----------------------|---------|----------------------|-------|

Police diaries of William Charles May, Superintendent, 1937-1943.

Date of records: 1937-1943

**Lease of two houses, Amherst Street, Grangetown, Cardiff**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/50 | <b>Reference No:</b> | D1664 |
|----------------------|---------|----------------------|-------|

Counterpart lease of two dwelling houses in Amherst Street, Grangetown, between the Honorable R C Herbert, the Earl of Bradford and Thomas Thomas

Date of records: 23 Dec 1875

**John Henry and Audrey Brown of Cardiff Papers**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/51 | <b>Reference No:</b> | D1577 |
|----------------------|---------|----------------------|-------|

John Henry Brown papers

Date of records: 20th century

**Howells (House Of Fraser), Cardiff, Records**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/52 | <b>Reference No:</b> | D1680 |
|----------------------|---------|----------------------|-------|

Records of Howells Department store including annual reports, accounts and plans  
Date of records: 19<sup>th</sup>-20<sup>th</sup> century

**Captain Henry Cedric 'Bill' Fellingham of Cardiff, Papers**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/53 | <b>Reference No:</b> | D1673 |
|----------------------|---------|----------------------|-------|

Handwritten account of career and voyages; speeches written for schools and articles written for magazines; video of interview with H C Fellingham, 2004; photograph of H C Fellingham, c1941.

Date of records: 1934-2004

**Cardiff Borough Council, Records**

|                      |         |                      |      |
|----------------------|---------|----------------------|------|
| <b>Accession No:</b> | 2019/54 | <b>Reference No:</b> | BC/T |
|----------------------|---------|----------------------|------|

General funds and accounts ledger

Date of records: c1936-1980

**Joan Mark of Cardiff, Papers**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/55 | <b>Reference No:</b> | D1666 |
|----------------------|---------|----------------------|-------|

Diary of Nurse Joan Mark; also scrapbook, photographs and certificates

Date of records: 1921-1951

**Conrad Phillips Colliery Photograph Collection**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/56 | <b>Reference No:</b> | D1656 |
|----------------------|---------|----------------------|-------|

Modern copy of photograph showing unveiling of statue of Archibald Hood of Royal Glamorgan (Scotch) Colliery, 1906

Date of records: 2019

**Kingdom Hall of Jehovah's Witnesses, Ogmores Vale Records**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/57 | <b>Reference No:</b> | D1670 |
|----------------------|---------|----------------------|-------|

Marriage register

Date of records: 1982-2000

**Pisgah Baptist Chapel, Pyle, Records**

|                      |         |                      |       |
|----------------------|---------|----------------------|-------|
| <b>Accession No:</b> | 2019/58 | <b>Reference No:</b> | D1545 |
|----------------------|---------|----------------------|-------|

Marriage registers

Date of records: 1999-2013

**Penyfai Ecclesiastical Parish Records**

|                      |         |                      |        |
|----------------------|---------|----------------------|--------|
| <b>Accession No:</b> | 2019/59 | <b>Reference No:</b> | P202CW |
|----------------------|---------|----------------------|--------|

Marriage registers

Date of records: 1959-2018

**John I Howells of Cardiff, research papers**

|                      |         |                      |      |
|----------------------|---------|----------------------|------|
| <b>Accession No:</b> | 2019/60 | <b>Reference No:</b> | D999 |
|----------------------|---------|----------------------|------|

Welsh Titles and Glamorgan Families

Date of records: 20th century

| <b>David Vaughan, Architect of Bonvilston Papers</b>                     |         |                      |    |
|--|---------|----------------------|----|
| <b>Accession No:</b>   | 2019/61 | <b>Reference No:</b> | DV |
| Catalogue of architectural fittings; catalogue of contents of Llwyn Glas |         |                      |    |
| Date of records: 19th century-1969                                       |         |                      |    |

| <b>Denis Verity of Bridgend Collection</b>                |         |                      |      |
|---|---------|----------------------|------|
| <b>Accession No:</b>                                      | 2019/62 | <b>Reference No:</b> | DXEI |
| Local history records relating to Glamorgan and Bridgend. |         |                      |      |
| Date of records: 19th century-20th century                |         |                      |      |

| <b>All Saints Church, Barry, Records</b>                           |         |                      |       |
|--|---------|----------------------|-------|
| <b>Accession No:</b>   | 2019/63 | <b>Reference No:</b> | P28CW |
| Photographs and line drawings of All Saint's Church with captions. |         |                      |       |
| Date of records: 1946-2018   |         |                      |       |

| <b>Llancarfan Society Records</b> |         |                      |      |
|-----------------------------------|---------|----------------------|------|
| <b>Accession No:</b>              | 2019/64 | <b>Reference No:</b> | DLNS |
| Newsletter 177                    |         |                      |      |
| Date of records: Mar 2019         |         |                      |      |

| <b>South Wales Police Constabulary Records</b>                       |         |                      |         |
|--|---------|----------------------|---------|
| <b>Accession No:</b>   | 2019/65 | <b>Reference No:</b> | DSWP/41 |
| The Police of South Wales and the Great War Roll of Honour 1914-1919 |         |                      |         |
| Date of records: 2019  |         |                      |         |

| <b>Casgliad Dafydd Prys o Gaerdydd</b>  |         |                      |       |
|---|---------|----------------------|-------|
| <b>Accession No:</b>  | 2019/66 | <b>Reference No:</b> | D1671 |
| Cymdeithas Dysgwyr Caerdydd a Chymdeithas Canna: cofnodion a phapurau'r gymdeithas, gan gynnwys eisteddfodau, Cwrs Cymraeg gan Gwilym Roberts a Tudor Williams; Braslun Wlpan gan Ken Kane; paparau am Gwilym Roberts |         |                      |       |
| Date of records: c.1973-1990  |         |                      |       |

| <b>Tonypandy Primary School Records</b>                                    |         |                      |       |
|--|---------|----------------------|-------|
| <b>Accession No:</b>   | 2019/67 | <b>Reference No:</b> | D1676 |
| School log books, 1937-1998. Photographs, 1980s-2000s. Reports, 1997-2014. |         |                      |       |
| Date of records: 1937-2014   |         |                      |       |

| <b>Rectorial Benefice of Barry Magazines</b>  |         |                      |       |
|---|---------|----------------------|-------|
| <b>Accession No:</b>  | 2019/68 | <b>Reference No:</b> | D1674 |
| Benefice magazines detailing service times, church courses, new appointments and details of fundraising, charity and community events |         |                      |       |
| Date of records: 2018   |         |                      |       |

| <b>Cardiff Registers of Tuberculosis</b>          |         |                      |       |
|---|---------|----------------------|-------|
| <b>Accession No:</b>                              | 2019/69 | <b>Reference No:</b> | D1675 |
| Public Health tuberculosis regulations registers. |         |                      |       |
| Date of records: 1963-1972                        |         |                      |       |



**Grangetown Primary School Records**

|  |         |                      |      |
|--|---------|----------------------|------|
| <b>Accession No:</b>   | 2019/70 | <b>Reference No:</b> | EC41 |
| Boys'/Junior Mixed Log Book, 1920-1953; Junior Mixed Log Book, 1954-1985; Infants Log Books, Oct 1956-Jul 1994; Infants admissions registers, 1945-1999; school photographs and histories<br>Date of records: 20th century |         |                      |      |

**242 Heavy Anti-Aircraft Battery R.A.T.A, 1939, Old Comrades Association Records**

|  |         |                      |       |
|--|---------|----------------------|-------|
| <b>Accession No:</b>                             | 2019/71 | <b>Reference No:</b> | D1677 |
| Battery Magazines.<br>Date of records: 1987-1994 |         |                      |       |

**James N Davies of Bedlinog Papers**

|  |         |                      |       |
|--|---------|----------------------|-------|
| <b>Accession No:</b>   | 2019/72 | <b>Reference No:</b> | D1678 |
| Llanharry Action for Change: An Environmental Audit.<br>Date of records: 2004-2005 |         |                      |       |

**Women's Archive Wales/Archif Menywod Cymru Records**

|   |             |                      |           |
|---|-------------|----------------------|-----------|
| <b>Accession No:</b>  | 2019/74, 75 | <b>Reference No:</b> | DWAW8, 63 |
| Paparau Gweinyddol yn ymwneud a'r prosiect 'Canrif Gobaith/Century of Hope'; Llun a thybiwyd i fod o staff y Coleg yng ngwisg draddodiadol Gymreig. Nodir ar y cefn 'Dydd Gŵyl Dewi, Coleg y Barri 1951'.<br>Date of records: 2018-2019 |             |                      |           |

**Stephen Newman of Barry Collection**

|  |         |                      |       |
|--|---------|----------------------|-------|
| <b>Accession No:</b>   | 2019/76 | <b>Reference No:</b> | D1679 |
| New Testament with inscription by the Abermorlais Unsectarian Ragged Sunday School and The Brecon Road Children's Mission; Invitation to a meeting of the Cadoxton and District Gardeners and Poultry Keepers' Association<br>Date of records: 1895-1928 |         |                      |       |

**Anthony M Ernest and Robert M Ernest of Penarth Collection**

|   |         |                      |      |
|---|---------|----------------------|------|
| <b>Accession No:</b>  | 2019/77 | <b>Reference No:</b> | D387 |
| Cardiff Consular Association correspondence and papers including the appointment of Robert Ernest as Consul, 1930s-1940s; Councillor Ernest's papers relating to his term of office as Mayor of Penarth, 2010-2012; HM Coastguard Penarth Permanent Station Record; Amateur Dramatic Society papers; the National Day St David's Day Service; Penarth Leisure Centre official opening<br>Date of records: 19th-20th century |         |                      |      |

## **Notable accessions**

### **R J Hill of Upton Lovell Photographs (D1659)**

An interesting collection of photographs of a well-known civic building has been donated. The images of Barry Town Hall and library were donated to Wiltshire and Swindon Archives by Mr R J Hill and subsequently transferred to Glamorgan Archives. Mr Hill is a building surveyor and consultant and the photographs detail the work to be carried out to the interior and exterior of the Town Hall and library prior to its restoration in 2003

### **Deeds relating to Oakland Garage, Bedlinog (D1661)**

A donation of property deeds outlining the ownership of a local commercial garage has been received. A garage had been at the site on Oakland Street, Bedlinog during the 1930s and by 1958 the building was known as Oakland Garage. The deeds confirm ownership changed hands several times during the subsequent years with the garage being acquired by EC Motors Limited by the 1970s

### **Joan Mark of Cardiff, Papers (D1666)**

Joan Mark was born in Cardiff in 1921 and worked as a nurse during the late 1930s and 1940s. She worked at various local hospitals, including the Prince of Wales Orthopaedic Hospital, Cardiff, City Lodge, Cardiff and Crossways Branch Hospital, Cowbridge. The collection includes her diary for 1939 where she gives a fascinating insight into the life of a nurse, including her duties, issues with staff and the matron and sicknesses on the wards. She also records details of her social life, visits to family and the start of the Second World War

### **William Charles May, Superintendent, Papers (D1667)**

Diaries of a long serving and senior officer of Glamorgan Constabulary have been donated by a family member. William Charles May was born in Wick on 4 June 1892. He joined the Glamorgan Constabulary in 1914 and was promoted to Sergeant ten years later. He was subsequently promoted to Inspector and served at the headquarters of the Glamorgan County Constabulary, Canton, Cardiff. During the summer of 1936 May transferred back to Bridgend, where he was appointed Superintendent. He remained at Bridgend until he retired on 1 March 1946 following over 30 years of service with the Glamorgan Constabulary. His diary entries cover the period 1937-1944 and comprise observations made in connection with his duties including a record of wartime incidents such as air raids in the Bridgend area during the early 1940s

### **Casgliad Dafydd Prys o Gaerdydd (D1671)**

Sefydlwyd Cymdeithas Dysgwyr Caerdydd yn y 1970au gan grŵp o athrawon. Cymerodd rhan flaenllaw yn trefnu gweithgareddau i ddysgwyr yn Eisteddfod Genedlaethol Caerdydd, 7-17 Awst 1978, ac aeth ymlaen i drefnu eisteddfodau lleol i dysgwyr. Ffurfiwyd Cymdeithas Canna yn y 1980au cynnar gan athrawon oedd yn dysgu Cymraeg yng Nghanolfan yr Urdd, Heol Conwy, Treganna. Nod y Gymdeithas oedd meithrin a hybu addysg y cyhoedd yn nefnydd o'r iaith Gymraeg. Gwnaed hyn drwy hybu dosbarthiadau Cymraeg yng Nghaerdydd. Cofrestrwyd y Gymdeithas fel elusen yn Ionawr 1985. Ceir cyfarfodydd o'r Gymdeithas yng Nghanolfan yr Urdd, Heol Conwy, Treganna. Penderfynwyd gwasgaru'r Gymdeithas yng nghanol y 1990au ac fe'i tynnwyd o'r rhestr elusennau yn 2000. Cofnodion a

phapurau'r gymdeithas, gan gynnwys eitemau'n ymwneud ag eisteddfodau a llawlyfrau cyrsiau Cymraeg.

### **Calvary English Baptist Church, Trefforest, Records (DBAP36)**

Records revealing the activities of Calvary English Baptist Church, Trefforest have been received. Formed on 20 November 1849, members met for worship at Gwernygerwn and Oddfellows Hall until 1851, when the church was officially opened. With increased membership and the establishment of a successful Sunday school, the church took an active part in the 1904-1905 revival. Deposited items comprise minutes, ledgers and photographs

### **Howells (House of Fraser), Cardiff, Records**

A large donation of records of the Howells (House of Fraser) store, St Mary Street, Cardiff has been received. The iconic store which has been trading in Cardiff since the mid-nineteenth century was recently threatened with closure and has since received a reprieve. Items include plans, accounts, annual reports, inventories, photographs and news cuttings books

## **Appendix II**

|                   | <b>TOTAL</b> | <b>Number of Visits<br/>(groups and meetings)</b> | <b>No. of Groups</b> | <b>Documents Produced</b> |
|-------------------|--------------|---|----------------------|---------------------------|
| Mar – May 2018    | 1871         | (1245)  | 43                   | 2806                      |
| June – Aug 2018   | 1977         | (1272)  | 59                   | 2765                      |
| Sep – Nov 2018    | 2683         | (2004)  | 86                   | 3041                      |
| Dec 2018-Feb 2019 | 1996         | (1428)  | 57                   | 2434                      |
| Mar – May 2019    | 2007         | (1322)  | 58                   | 2602                      |

|                   | <b>Remote Enquiries</b>                   | <b>Website Hits</b> |
|-------------------|---|---------------------|
| Mar – May 2018    | 924<br>(+90 un-printed thank you emails)  | 10282               |
| June – Aug 2018   | 942<br>(+106 un-printed thank you emails) | 11170               |
| Sep – Nov 2018    | 958<br>(+168 un-printed thank you emails) | 12863               |
| Dec 2018-Feb 2019 | 805<br>(+ 216 un-printed emails)          | 10844               |
| Mar – May 2019    | 830<br>(+ 137 un-printed emails)          | 9515                |

## Interesting Enquiries

In response to an enquiry relating to Cathays Community Centre, information from building regulation plans was provided on the past use of the building, including as a bingo hall and skating rink.

Early-May saw a number of American visitors to the searchroom, all researching their family roots in Glamorgan. A variety of genealogical sources were consulted, along with estate records relating to the Colwinston and Llantrithyd areas. Another American family historian was researching the life her grandfather, Rufus Elester Fennell, arrested during the 1919 race riots in Cardiff. The family had no photograph of him, and were supplied with a copy of his image from the Cardiff Police photographic register.

Local historians have visited in connection with research on notable buildings within their locality. The Mid Glamorgan Chapels Survey and records of individual causes were consulted by a researcher writing an article on the chapels of Merthyr Tydfil. Building regulation plans and Goad Insurance plans were used by a local historian investigating the history of Curran Embankment, Cardiff, in light of ongoing and proposed development work in the area.

The tithe plans were used by a house historian who had recently purchased a property in Whitchurch, Cardiff and wished to give it a name with historic connections, ideally drawn from the field names once used in the area.

Academics and students continue to draw on the Collection for their research. An architectural historian from Edinburgh sought advice on his research on the history of St David's Hall in Cardiff; the programme for the Hall's official opening, St David's Hall planning group papers, local authority records and photographs were recommended. Vale of Neath Railway plans and Quarter Sessions Deposited Plans were used to inform a paper on the Merthyr (Abernant) Tunnel. Cardiff Police newscuttings books and photographic registers were used by a student researching for a dissertation on the Cardiff Race Riots of 1919. Records of the Glamorgan Asylum were consulted for a student dissertation on deaths in asylums during the 19<sup>th</sup> century.

An artist from the Vale of Glamorgan has drawn on several series of records in his work on the area around Llandough, Cowbridge, including the photographs of Edwin Miles, tithe plans, estate records and papers of the Welsh Historic Gardens Trust. Information on shipping records was provided to an author writing a novel based on her great grandfather, a ship's cook who sailed with his wife from Barry to Barbados during the 1880s. A Welsh triple harpist was directed to several items within the Collection concerning folk music and harp players, as part of his research on the history of the instrument.

## Appendix III

|   |     |
|---|-----|
| <b><i>Local and Family History Groups</i></b>                           |     |
| Ask the Experts! family history sessions                                | 5   |
| Grangetown Local History Society x3                                     | 52  |
| Out of the Box 2 artist in residence visits x3                          | 26  |
| Jewish History Association of South Wales x2                            | 10  |
| Glamorgan Family History Society: Cardiff and Vale Branch               | 17  |
| Glamorgan History Society / South Wales Records Society AGMs            | 40  |
|   |     |
| <b><i>Professional Organisations</i></b>                                |     |
| Glamorgan Archives Joint Committee                                      | 10  |
| The National Archives, Archives and HE Collaboration Workshop           | 20  |
| Emergency Planning Network Wales  | 20  |
| Information Management delegation from Botswana                         | 10  |
|   |     |
| <b><i>Events</i></b>  |     |
| The Dream of the Archives   | 43  |
| The Human Impact of WW1 on Whitchurch Hospital                          | 29  |
| St Andrew's Major and Neighbouring Parishes: Local History with a Twist | 30  |
| Darganfod a Gwarchod Hanes Menywod yng Nghymru                          | 10  |
|   |     |
| <b><i>Exhibitions</i></b>   |     |
| Whitchurch Hospital Historical Society                                  | 101 |
|   |     |
|   |     |
| <b><i>Education</i></b>   |     |
| University of South Wales History students                              | 16  |
| University of South Wales Photojournalism students                      | 13  |
|   |     |
| <b><i>Filming</i></b>   |     |
| Endemol Germany   | 5   |
| Heno  | 3   |
| Wall to Wall Productions  | 8   |
|   |     |
| <b><i>Individuals Meeting Staff</i></b>                                 | 271 |
|   |     |
| <b><i>Tours for prospective volunteers</i></b>                          | 4   |
|   |     |
| <b><i>Room Hire</i></b>   |     |
| Cardiff Council Training/Workshop x 48                                  | 856 |
|   |     |

## Appendix IV

| <b>Bench work</b>   |   |   |
|---|---|---|
| DCON/3/9  | Register of PC's  | Cleaned and repaired  |
| DCON/297/1/1  | General orders and Circulars  | Cleaned and repaired  |
| DCON/UNL/83   | Chief Constables Memoranda  | Cleaned and rusty metal work removed  |
| DCON/5/1, 17, 3/1, 3/2, 12, 45, 71,   | 7 Newscuttings volumes  | Cleaned, repaired, rebound  |
| DCON/278  | Chief Constables Circulars  | Cleaned, paper consolidated, repaired, repackaged                                 |
| BUBC/1/2/6  | Burial Register   | Red rot treated and leather adhered back down                                     |
| BLL/1   | Charter   | Seal tag repaired.  |
| DXNO/2/1/1  | Dinas Powis WI minute book  | Paper consolidated and repaired   |
| D515, D1586, DGUIC, DSCO  | Scouts and Guides records   | Condition assessed  |
| 44.NW, 18.SW, 25.NE, 18.5   | 4 OS Maps   | Cleaned, repaired, hangers attached   |
| Q/S/R   | 57 Quarter session rolls  | Re-sewn and packaged  |
| Q/S/R/1931/A,B  | 2 Quarter session rolls   | Disbound, repaired and rebound  |
| Q/S/R/1931/A,BC,D, 1930/C,D, 1932/A,B,C,D, 1933/A , 1921/B,D 1922/A, 4924/D, 1925/A,B, 1937/B,C, 1936/A,B, 1935/C,D | 23 Quarter session rolls  | Disbound, old repairs removed where possible, repaired, paginated and repackaged. |
| <b>Cleaning and Packaging</b>   |   |   |
| Q/S/R   | 14 boxes of QS rolls  | Metal work removed and re-packaged  |
| Crew lists  | 36 Crew Agreements  | Cleaned   |
| <b>Bespoke boxes made</b>   |   |   |
| Various   | 316 Boxes   |   |
| <b>Barcoded and Relocated</b>   |   |   |
| Various   | 1275 Boxes and maps   | Barcoded  |
| <b>External Work</b>  |   |   |
| Local University  | 4 handwritten magazines, 2 common place notebooks, 1 diary, 1 bundle of letters | Cleaned, rebound and repaired.  |
| Private company   | 1318 Boxes made   |   |
| South west archive  | 100 Boxes made  |   |

## Appendix 5 ARA Survey of Visitors to UK Archives 2018

### 1. Introduction

The Survey of Visitors to UK Archives looks at on-site searchroom services from the adult individual's point of view. It is a survey of individuals who visit the searchroom; those visiting as part of groups or for events are not included. All searchroom visitors were invited to take part provided they were aged 17 or older.

The 2018 survey took place from Monday 1 to Sunday 27 October 2018. A total of 106 archive services across the UK participated in the survey including 19 Welsh services.

The same survey questions were used in the 2018 survey as the 2016 and 2014 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 or fairly/very satisfied categories. This was achieved in all areas bar those listed in section 4 below.

Highlights include:

- Staff

|   | 2018 | 2016 | 2014 |
|---|------|------|------|
| Welcome / reception                         | 100% | 95%  | 100% |
| Availability of staff                       | 96%  | 96%  | 97%  |
| Attitude of staff                           | 98%  | 98%  | 98%  |
| Quality and appropriateness of staff advice | 98%  | 97%  | 98%  |
| Welsh verbal communication                  | 94%  | 100% | 100% |

This is particularly heartening in light of the reduction in staffing levels since 2015. Despite these pressures we have continued to provide a high level of public service.

- Building

|  | 2018 | 2016 | 2014 |
|--|------|------|------|
| Upkeep                                       | 100% | 96%  | 100% |
| Physical access in and around the building   | 97%  | 97%  | 100% |
| Lockers / toilets / rest or refreshment area | 98%  | 97%  | 100% |

Despite being almost 10 years old, the building continues to provide an excellent environment for visitors.

- Visitor experience

|  | 2018 | 2016 | 2014 |
|--|------|------|------|
| I have improved my knowledge in an area of interest                    | 100% | 100% | 100% |
| I developed new skills / improved existing skills                      | 90%  | 93%  | 89%  |
| I have a greater understanding of my community, its history and people | 98%  | 100% | 90%  |
| I enjoyed myself   | 100% | 99%  | 100% |
| I am inspired to find out more   | 100% | 99%  | 100% |

#### 4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good or fairly/very satisfied categories in the following section of the survey. Although not a poor score, this result highlights an area for improvement. Recommendations for delivering these improvements are outlined in section 5.

- Online catalogue

|                                   | 2018 | 2016 | 2014 |
|-----------------------------------|------|------|------|
| Usability of our online catalogue | 88%  | 85%  | 83%  |

This refers to our online catalogue, Canfod, which is accessed using CALMView software. Issues relating to access to and use of the online catalogue are common across archive services in Wales.

#### 5. Recommendations

##### Online catalogue

- Continue programme to upload catalogue data to the Archives Hub
- Work with Axiell, the provider of CALMView software, and other CALMView users within the sector, to propose improvements to the current system
- Work in partnership with colleagues across Wales to resolve common issues regarding online access to our catalogues
- Create a short film for our website and You Tube channel based on our guidance notes on using the catalogue
- Provide online guides to certain major collections

#### 6. Conclusion

The Survey of Visitors to UK Archives 2018 has shown that Glamorgan Archives has continued to provide a high quality service to the public despite reductions in resources.



Improvements have been made in several areas since the 2016 survey and solutions have been identified to help us improve scores in those areas where we are currently falling below our own high standards.

Rhian Diggins  
Senior Archivist  
May 2019

Mae'r dudalen hon yn wag yn fwriadol

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

**AGENDA ITEM NO:  
2018/2019 OUTTURN  
2018/2019 DRAFT WAO RETURN**

**THE GLAMORGAN ARCHIVES JOINT COMMITTEE 14<sup>TH</sup> JUNE 2019**

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

**FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2018/2019**

**PURPOSE OF REPORT**

1. This report presents a brief overview of the financial position for the year, together with the unaudited draft WAO return for the year ended 31<sup>st</sup> March 2019. Page four 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 2018/19**

2. The Glamorgan Archives Joint Committee approved a proposed budget of £654,000 for the financial year 2018/2019, 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 2018/2019:

|                 | <b><u>Budget</u></b> | <b><u>Actual</u></b> | <b><u>Variance</u></b> |
|-----------------|----------------------|----------------------|------------------------|
|                 | £                    | £                    | £                      |
| Expenditure     | 852,750              | 987,959              | 135,209                |
| Income          | (198,750)            | (333,959)            | (135,209)              |
| Net Expenditure | 654,000              | 654,000              | 0                      |

5. **Appendix 1** provides a detailed analysis of the 2018/19 outturn.

6. Employee related costs had an overspend of £44,116 against a budget of £535,955. This was mainly due to the need for agency staff during the year (£5,050) to help in the search room and cover out of hours service. As well as this there was an overspend on staff training in areas such as the evacuation chair and first aid. This also includes online and Adobe training but these costs were offset as part of the Archives and Records Council Wales (ARCW) grant.
7. Premises had an overspend of £10,373 and this was mainly due to repairs, alterations and maintenance (£11,253). This includes safety upgrades to exit gates (£2,942) and repairs to the air handling unit (£6,660) as well as a number of other smaller repairs. There has also been an overspend of £1,782 for security measures with a total of £7,282 compared to a budget of £5,500. As well as the usual monitoring contracts for CCTV, intruder and access control, there was a fire alarm callout during the year and repairs were needed for the main gate camera system. Some of this overspend however has been offset by underspends such as £3,040 for gas and £4,975 for water rates. Lastly, the NNDR costs have risen again by £5,185 but this increase has been budgeted for in 2019/20.
8. The planned overall expenditure for transport was £1,400 but the actual spend was only £1,072, representing an underspend of £328. Car allowances were the only overspend but these were offset by a large underspend in the hire of CTS transport as well as the use of public transport which would explain the additional car allowances.
9. The actual expenditure for supplies and services was £115,934 which was an overspend of £83,889 in comparison to the planned expenditure of £32,045. Similar to last year, this was due to an overspend on conservation materials of £73,480 which included a large order for equipment such as multifunction tables, a humidification table, electronic height adjustments as well as carbon filters and replacement cartridges. These costs however were all funded from a Museums, Archives and Libraries Division (MALD) grant and Wellcome Trust funding offset much of the other conservation expenditure. There was also an unplanned hardware purchase of £5,314 during the year for computers and laptops as these had to be replaced under corporate policy and the overspend of £2,841 on maintenance and development was largely due to additional training required for the setup of the new e-payments system. Finally, there was a large overspend of £3,810 on consultants fees but this work was funded as part of an ARCW grant claim to fund the study of the history of LGBT communities in Glamorgan.
10. Planned expenditure for support services was £27,900 against actual spend of £25,060, meaning an underspend of £2,840. This is as a result of reduced Accountancy and Internal Audit costs as well as underspends for Payments, Commissioning and Procurement, Human Resources and Legal, all of which have resulted in a joint saving of just over £1,000.
11. Finally, income received was greater than budgeted. The Glamorgan Archives received £333,959 in comparison to a planned figure of £198,750. This variance of

£135,209 was due to a number of factors, most notably increases in sundry charges and income (£70,702) in relation to several small grants, Access to Work payments and other miscellaneous income. There was also an increase in income for the hire of specialist rooms (£7,318) due to their popularity. Finally, the receipt of grants from Wellcome Trust, which will be continuing into future years, accounted for £81,530. This was £11,530 greater than the budgeted £70,000 to offset Wellcome Trust related expenditure such as conservation.

12. It was agreed in 2015/16 that there would be a drawdown from Reserves of £100,000 and that this would be reduced by £25,000 each year moving forward. In 2018/19, there was not due to be a drawdown from Reserves, however when the budget was set for this year, it was agreed to continue a drawdown of £25,000 to ease pressures of increasing expenditure and decreasing income. Therefore, the overall position represents a net overspend of £32,977 against budget, representing the need for an overall drawdown from Reserves of £57,977.

| <b><u>Movements on Glamorgan Archives General Reserve</u></b> | <b><u>£</u></b> |
|---|-----------------|
| Balance brought forward at 1 <sup>st</sup> April 2018         | 233,945         |
| Less Drawdown from General Reserve                            | (57,977)        |
| Transfer to General Reserve                                   | 0               |
| <b>Balance as at 31<sup>st</sup> March 2019</b>               | <b>175,968</b>  |

The £57,977 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 2019/20 has been increased to £50,000 drawdown from Reserve. Despite the attempts to phase out the need for drawdown, the increasing funding gaps each year mean that this will be more difficult moving forward and it will need to be monitored in the future.

#### **WALES AUDIT OFFICE ANNUAL RETURN FOR 2018/2019**

13. The draft Annual Return (attached) for the year ended 31<sup>st</sup> March 2019 is unaudited at this stage. The Wales Audit Office has yet to begin the audit of the accounts but 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).
14. 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**

15. 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**

16. The financial performance for the year resulted in an overspend against the agreed budget of £32,977 therefore there was the need to draw down more than the planned £25,000. The final Reserve drawdown figure was £57,977.

### **RECOMMENDATIONS**

1. That the outturn position for 2018/19 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2018/19 be noted and signed.

**Christopher Lee**  
Treasurer to the Glamorgan Archives Joint Committee

### **Appendices**

1. Appendix 1 – Outturn Position 2018/19
2. Appendix 2 – Draft Wales Audit Office Annual Return for 2018/19
3. Appendix 3 – Glamorgan Archives Statement of Accounts 2018/19

## Appendix 1 - Outturn Position 2018/19

| <b>Expense/Income Account</b>         | <b>Plan<br/>£</b> | <b>Actual<br/>£</b> | <b>Variance<br/>£</b> |
|---------------------------------------|-------------------|---------------------|-----------------------|
| <b>Employees</b>                      |                   |                     |                       |
| Gross Pay                             | 410,245           | 427,551             | 17,306                |
| LG Pensions                           | 95,756            | 102,120             | 6,364                 |
| National Insurance                    | 38,584            | 36,098              | (2,486)               |
| Misc Allowances                       | 820               | 217                 | (603)                 |
| Holiday Pay                           | 0                 | 633                 | 633                   |
| Accumulated Absences (IAS19)          | 0                 | 1,572               | 1,572                 |
| Agency Staff - Cardiff Works          | 0                 | 5,050               | 5,050                 |
| Staff Training Expenses               | 0                 | 4,680               | 4,680                 |
| Apprenticeship Levy                   | 0                 | 2,149               | 2,149                 |
| Employer & Public Liability Insurance | 550               | 0                   | (550)                 |
| Employer Costs Contingency            | (10,000)          | 0                   | 10,000                |
| <b>Employees Total</b>                | <b>535,955</b>    | <b>580,071</b>      | <b>44,116</b>         |
|                                       |                   |                     |                       |
| <b>Premises</b>                       |                   |                     |                       |
| Repairs, Alterations & Maintenance    | 10,000            | 21,253              | 11,253                |
| Security Measures                     | 5,500             | 7,282               | 1,782                 |
| Rodent & Pest Control                 | 350               | 360                 | 10                    |
| Maintenance of Grounds - General      | 1,500             | 1,380               | (120)                 |
| Waste Disposal Services - PHS Unit    | 0                 | 228                 | 228                   |
| Fire Alarm Service                    | 2,500             | 3,396               | 896                   |
| Maintenance Contracts                 | 10,000            | 10,504              | 504                   |
| Electricity                           | 22,000            | 21,667              | -333                  |
| Gas                                   | 6,000             | 2,960               | (3,040)               |
| CRC Allowances                        | 0                 | 1,430               | 1,430                 |
| Hire of Premises                      | 0                 | 80                  | 80                    |
| National Non-Domestic Rates           | 176,000           | 181,185             | 5,185                 |
| Water Rates                           | 7,000             | 2,025               | (4,975)               |
| Security Services                     | 300               | 30                  | (270)                 |
| Key Holding                           | 0                 | 250                 | 250                   |
| Cleaning Materials                    | 300               | 201                 | (99)                  |
| Refuse Collection/Bulk Containers     | 1,500             | 1,470               | (30)                  |
| Contract Cleaning                     | 9,200             | 9,658               | 458                   |
| Window & Flue Cleaning                | 200               | 0                   | (200)                 |
| Specialist Waste Disposal             | 600               | 463                 | (137)                 |
| Insurance                             | 2,500             | 0                   | (2,500)               |
| <b>Premises Total</b>                 | <b>255,450</b>    | <b>265,823</b>      | <b>10,373</b>         |
|                                       |                   |                     |                       |
| <b>Transport</b>                      |                   |                     |                       |
| Hire of Transport CTS                 | 500               | 191                 | (309)                 |
| Public Transport - Staff Use          | 600               | 495                 | (105)                 |
| Car Allowances                        | 150               | 284                 | 134                   |
| Travel Expenses                       | 150               | 77                  | (73)                  |
| MV Hire Ins Prems                     | 0                 | 25                  | 25                    |
| <b>Transport Total</b>                | <b>1,400</b>      | <b>1,072</b>        | <b>(328)</b>          |

|  |                |                |                |
|--|----------------|----------------|----------------|
| <b>Supplies &amp; Services</b>             |                |                |                |
| Purchase/Repair - Furniture                | 0              | 269            | 269            |
| Purchase/Repair - Office Equipment         | 0              | 118            | 118            |
| Equipment & Materials                      | 500            | 1,666          | 1,166          |
| Other Materials                            | 0              | 16             | 16             |
| Translation Costs                          | 0              | 2,013          | 2,013          |
| Conservation                               | 10,000         | 83,480         | 73,480         |
| Soft Drinks                                | 0              | 71             | 71             |
| Vending Machines - Purchase                | 1,500          | 777            | (723)          |
| Catering Sundries                          | 1,500          | 1,626          | 126            |
| Uniforms/Protective Clothing               | 100            | 0              | (100)          |
| General Printing & Stationery              | 600            | 739            | 139            |
| Photocopiers                               | 500            | 0              | (500)          |
| Photocopying Materials                     | 0              | 224            | 224            |
| Welsh Translation                          | 1,500          | 0              | (1,500)        |
| Audit Fee                                  | 2,300          | 0              | (2,300)        |
| Archiving/Storage Service                  | 500            | 0              | (500)          |
| Consultants Fees                           | 0              | 3,810          | 3,810          |
| Central Telephone Exchanges                | 4,200          | 4,045          | (155)          |
| Telephones                                 | 1,500          | 1,159          | (341)          |
| Postages                                   | 500            | 535            | 35             |
| Internet Charges                           | 200            | 566            | 366            |
| Software Purchase                          | 200            | 724            | 524            |
| Hardware Purchase                          | 0              | 5,314          | 5,314          |
| Software Licences & Maintenance Agreements | 4,250          | 4,840          | 590            |
| Maintenance & Development                  | 0              | 2,841          | 2,841          |
| Security Expenses                          | 0              | 35             | 35             |
| Subscriptions                              | 475            | 1,065          | 590            |
| Public Liability Insurance                 | 1,020          | 0              | (1,020)        |
| Miscellaneous Insurance                    | 700            | 0              | (700)          |
| <b>Supplies &amp; Services Total</b>       | <b>32,045</b>  | <b>115,934</b> | <b>83,889</b>  |
|  |                |                |                |
| <b>Support Services</b>                    |                |                |                |
| Accountancy                                | 6,500          | 5,690          | (810)          |
| Income Recovery                            | 300            | 310            | 10             |
| Payroll                                    | 200            | 280            | 80             |
| Payments                                   | 500            | 380            | (120)          |
| Audit                                      | 1,200          | 0              | (1,200)        |
| Commissioning & Procurement                | 500            | 300            | (200)          |
| SAP Support                                | 3,000          | 3,000          | 0              |
| ICT Services                               | 8,000          | 8,000          | 0              |
| Human Resources                            | 7,200          | 7,000          | (200)          |
| Legal                                      | 500            | 0              | (500)          |
| Bilingual Cardiff                          | 0              | 100            | 100            |
| <b>Support Services Total</b>              | <b>27,900</b>  | <b>25,060</b>  | <b>(2,840)</b> |
|  |                |                |                |
| <b>GROSS EXPENDITURE</b>                   | <b>852,750</b> | <b>987,959</b> | <b>135,209</b> |



|                                     |                  |                  |                  |
|-------------------------------------|------------------|------------------|------------------|
| <b>Income</b>                       |                  |                  |                  |
| Archives & Records Council Wales    | (9,000)          | (7,649)          | 1,351            |
| Wellcome Trust Grant Drawdown       | (70,000)         | (81,530)         | (11,530)         |
| Publications General                | (2,000)          | (468)            | 1,532            |
| Sale of Photocopies                 | (2,000)          | (1,947)          | 53               |
| Conservation Income                 | (15,000)         | (16,166)         | (1,166)          |
| Sale of Food                        | (5,000)          | (7,938)          | (2,938)          |
| Course Fees                         | (250)            | (672)            | (422)            |
| Search Fees                         | (4,000)          | (3,222)          | 778              |
| Royalties                           | (5,000)          | (3,951)          | 1,049            |
| Hire Of Specialist Rooms            | (50,000)         | (57,318)         | (7,318)          |
| Sundry Charges & Income             | (10,000)         | (80,702)         | (70,702)         |
| Donations                           | (500)            | (1,995)          | (1,495)          |
| Access Charges for Filming          | 0                | (365)            | (365)            |
| Interest                            | (1,000)          | (72)             | 928              |
| Internal Income Employees - General | 0                | (10,416)         | (10,416)         |
| Trf from Acc Absence                | 0                | (1,572)          | (1,572)          |
| Contributions from Reserves         | (25,000)         | (57,977)         | (32,977)         |
| <b>Income Total</b>                 | <b>(198,750)</b> | <b>(333,959)</b> | <b>(135,209)</b> |

|  |                |                |          |
|--|----------------|----------------|----------|
| <b>NET EXPENDITURE (Contributions)</b> | <b>654,000</b> | <b>654,000</b> | <b>0</b> |
|--|----------------|----------------|----------|

| <b>Local Authority Contributions</b> | <b>Amount<br/>£</b> |
|--------------------------------------|---------------------|
| Bridgend                             | 91,560              |
| Cardiff                              | 209,280             |
| Merthyr Tydfil                       | 39,240              |
| Rhondda Cynon Taf                    | 163,500             |
| Caerphilly                           | 71,940              |
| Vale of Glamorgan                    | 78,480              |
| <b>Total</b>                         | <b>654,000</b>      |

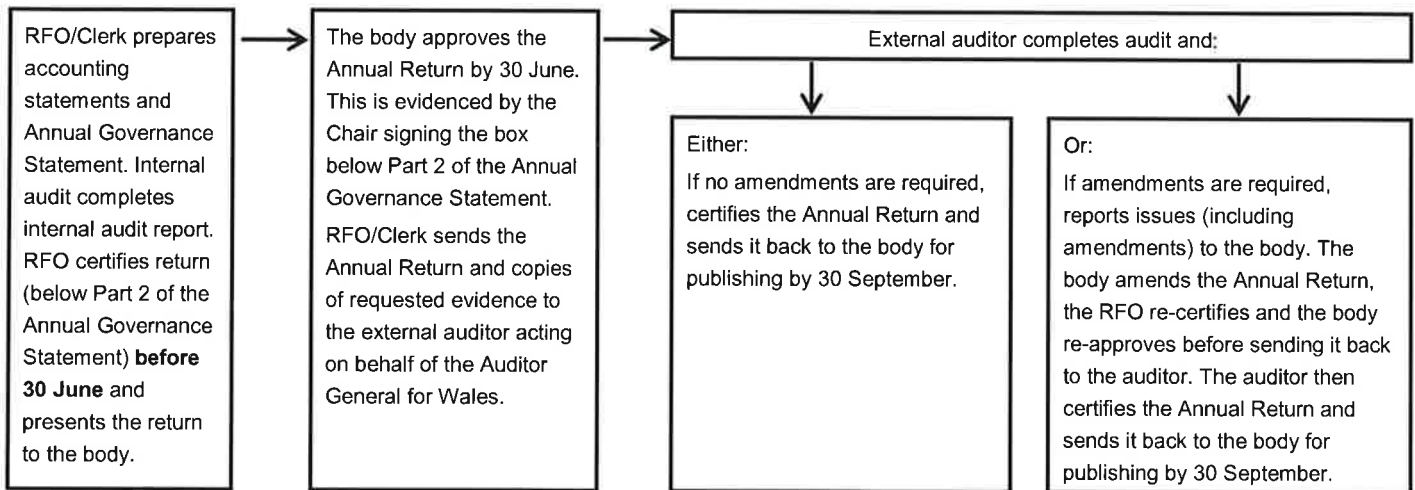
Mae'r dudalen hon yn wag yn fwriadol

# Smaller relevant local government bodies in Wales Annual Return for the Year Ended 31 March 2019

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices. For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication 'Governance and accountability for local councils in Wales – A Practitioners' Guide' (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an annual return. This annual return meets the requirements of the Practitioners' Guide.

## 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 the Annual Governance Statement.

### APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The committee must approve the annual return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

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. **DO NOT send any documents to the Wales Audit Office unless explicitly instructed to do so.**

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

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

# Accounting statements 2018-19 for: Glamorgan Archives

Name of body: Glamorgan Archives Joint Committee

|  | Year ending       |                   | Notes and guidance for compilers  |
|--|-------------------|-------------------|---|
|  | 31 March 2018 (£) | 31 March 2019 (£) |   |
| <b>Statement of income and expenditure/receipts and payments</b> |                   |                   |   |
| 1. Balances brought forward                                      | 262,896           | 233,946           | 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                           | 654,000           | 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                                      | 234,356           | 274,410           | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.   |
| 4. (-) Staff costs   | (550,100)         | (578,499)         | 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                                      | (367,206)         | (407,888)         | 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                                  | 233,946           | 175,969           | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).   |
| <b>Statement of balances</b>                                     |                   |                   |   |
| 8. (+) Debtors and stock balances                                | 74,202            | 64,276            | <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                                | 180,723           | 130,322           | <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  | (20,979)          | (18,629)          | <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                                 | 233,946           | 175,969           | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).   |
| 12. Total fixed assets and long-term assets                      | 9,410,880         | 9,309,333         | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.   |
| 13. Total borrowing  | 4,454,323         | 0                 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

## Annual Governance Statement


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 2019, that:

|   | Agreed?                          |                       | 'YES' means that the 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 the body's accounts as set out in the notice of audit.  | 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 |

\* 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.

## 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.

|   |  |
|---|--|
| <p><b>Certification by the RFO</b></p> <p>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 2019.</p> | <p><b>Approval by the Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p> |
| <p>RFO signature: </p>   | <p>14<sup>th</sup> June 2019</p>   |
| <p>Name: CHRISTOPHER LEE</p>  | <p>Chair of meeting signature:</p>   |
| <p>Date: 5/6/19</p>   | <p>Name:</p>   |
|   | <p>Date:</p>   |

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

|   |  |
|---|--|
| <p><b>Certification by the RFO</b></p> <p>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 2019.</p> | <p><b>Approval by the Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p> |
| <p>RFO signature:</p>   |  |
| <p>Name:</p>  | <p>Chair of meeting signature:</p>   |
| <p>Date:</p>  | <p>Name:</p>   |
|   | <p>Date:</p>   |

## 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 2019 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 2018-2019

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 2019.

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.   | ☉       | ☉   | ☉   | ☉             | Appropriate books of accounts has been kept throughout the year through Cardiff Council's main accounting ledger SAP and were prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and the Service Reporting Code of Practice for 2018-2019.  |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | ☉       | ☉   | ☉   | ☉             | Regular Progress Against the Budget was maintained and monitored by the Accountant and discussed and documented in the Glamorgan Archives Project Board Management Meetings.<br><br>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. |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.              | ☉       | ☉   | ☉   | ☉             | 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.   |



|   | Agreed?                          |                       |                                  |                       | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)   |
|---|----------------------------------|-----------------------|----------------------------------|-----------------------|--|
|   | Yes                              | No*                   | N/A                              | Not covered**         |  |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | <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, progress and expenditure is regularly maintained and monitored by the Accountant.</p> <p>The monitoring is discussed regularly at the Glamorgan Archives Joint Committee Meetings evidenced in the minutes.</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 re-imbursments.   |
| 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 a Capital Balance Sheet was maintained by Cardiff Council's Accountant for 2018/19.   |

|  | 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 2018-2019 were prepared on the correct accounting basis from figures based in SAP.<br><br>Receipts and payments/ income and expenditure agreed with the cashbook and were supported by an adequate audit trail from underlying records. |
| 11. Trust funds (including charitable trusts). The Committee has met its responsibilities as a trustee.  | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | No Trust Funds   |

For any risk areas identified by the 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 checked="" type="radio"/> | <input type="radio"/> |  |
| 13. Insert risk area | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |  |
| 14. Insert risk area | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |  |

### Internal audit confirmation

I confirm that as the Committee's internal auditor, I have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2017-18 and 2018-19. 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:

*Pernille Larsen*

*DBear (Audit Manager)*

Date: 20.05.2019

Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2019

| 2017/18<br>£       |  | 2018/19<br>£     | Bridgend<br>14%  | Cardiff<br>32%   | Merthyr<br>6%   | RCT<br>25%       | Caerphilly<br>11% | VoG<br>12%       | Total<br>100%    |
|--------------------|--|------------------|------------------|------------------|-----------------|------------------|-------------------|------------------|------------------|
|                    | <b>Cost of Services</b>                                    |                  |                  |                  |                 |                  |                   |                  |                  |
| 551,156            | Staff Costs  | 580,071          | 81,210           | 185,623          | 34,804          | 145,018          | 63,808            | 69,608           | 580,071          |
| 275,917            | Premises   | 265,823          | 37,215           | 85,063           | 15,949          | 66,456           | 29,240            | 31,899           | 265,823          |
| 1,215              | Transport  | 1,072            | 150              | 343              | 64              | 268              | 118               | 129              | 1,072            |
| 62,369             | Supplies & Services  | 115,934          | 16,231           | 37,099           | 6,956           | 28,983           | 12,753            | 13,912           | 115,934          |
| 27,705             | Central Departmental Support                               | 25,060           | 3,508            | 8,019            | 1,504           | 6,265            | 2,757             | 3,007            | 25,060           |
| 101,547            | Capital Charges  | 101,547          | 14,217           | 32,495           | 6,093           | 25,387           | 11,170            | 12,186           | 101,547          |
| <b>1,019,910</b>   | <b>Operating Expenditure</b>                               | <b>1,089,506</b> | <b>152,531</b>   | <b>348,642</b>   | <b>65,370</b>   | <b>272,377</b>   | <b>119,846</b>    | <b>130,741</b>   | <b>1,089,506</b> |
| (1,175,571)        | Contributions from Local Authorities                       | (654,000)        | (91,560)         | (209,280)        | (39,240)        | (163,500)        | (71,940)          | (78,480)         | (654,000)        |
| (87,493)           | Grant Income   | (89,179)         | (12,485)         | (28,537)         | (5,351)         | (22,295)         | (9,810)           | (10,702)         | (89,179)         |
| (146,605)          | Fees and Charges   | (185,159)        | (25,922)         | (59,251)         | (11,110)        | (46,290)         | (20,367)          | (22,219)         | (185,159)        |
| <b>(1,409,670)</b> | <b>Operating Income</b>                                    | <b>(928,338)</b> | <b>(129,967)</b> | <b>(297,068)</b> | <b>(55,700)</b> | <b>(232,085)</b> | <b>(102,117)</b>  | <b>(111,401)</b> | <b>(928,338)</b> |
| <b>(389,760)</b>   | <b>Net Cost of Services</b>                                | <b>161,168</b>   | <b>22,564</b>    | <b>51,574</b>    | <b>9,670</b>    | <b>40,292</b>    | <b>17,728</b>     | <b>19,340</b>    | <b>161,168</b>   |
| (258)              | Interest & Investment Income                               | (72)             | (10)             | (23)             | (4)             | (18)             | (8)               | (9)              | (72)             |
| 243,449            | Interest Payable   | 0                | 0                | 0                | 0               | 0                | 0                 | 0                | 0                |
| <b>243,191</b>     | <b>Financing &amp; Investment Income &amp; Expenditure</b> | <b>(72)</b>      | <b>(10)</b>      | <b>(23)</b>      | <b>(4)</b>      | <b>(18)</b>      | <b>(8)</b>        | <b>(9)</b>       | <b>(72)</b>      |
| <b>(146,569)</b>   | <b>(Surplus) / Deficit on Provision of Services</b>        | <b>161,096</b>   | <b>22,553</b>    | <b>51,551</b>    | <b>9,666</b>    | <b>40,274</b>    | <b>17,721</b>     | <b>19,332</b>    | <b>161,096</b>   |
| 0                  | Other Comprehensive Income & Expenditure                   | 0                | 0                | 0                | 0               | 0                | 0                 | 0                | 0                |
| <b>(146,569)</b>   | <b>Total Comprehensive Income &amp; Expenditure</b>        | <b>161,096</b>   | <b>22,553</b>    | <b>51,551</b>    | <b>9,666</b>    | <b>40,274</b>    | <b>17,721</b>     | <b>19,332</b>    | <b>161,096</b>   |

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| <b>RECONCILIATION TO REVENUE ACCOUNT:</b> |   |           |                                 |
|---|---|-----------|---------------------------------|
| (146,569)                                 | As above  | 161,096   |                                 |
| 0   | 69320 PPE reverse previous imp on reval           | 0         |                                 |
| (101,547)                                 | 89302 Tfr from CAA to Neut                        | (101,547) | Not in above                    |
| 0   | 89305 Trf to CAA re Revaluation                   | 0         |                                 |
| (1,056)                                   | 89600 Tfr to/fm Acc Absence                       | (1,572)   | Not in above                    |
| (243,449)                                 | Interest Payable                                  | 0         | In above not on SAP as notional |
| 521,571                                   | Additional notional contribution income from LA's | 0         | In above not on SAP as notional |
| 0   | 69101 Cont to Oth Earmrkd Res                     | 0         | Not in above                    |
| (28,950)                                  | 89101 Cont from Oth Earmarked Res                 | (57,977)  | Not in above                    |
| 0   | Balance as per revenue account on SAP             | 0         |                                 |

Glamorgan Archives Balance Sheet as at 31st March 2019

|                    |                                       |                  | Bridgend<br>14%  | Cardiff<br>32%   | Merthyr<br>6%  | RCT<br>25%       | Caerphilly<br>11% | VoG<br>12%       | Total<br>100%    |
|--------------------|---------------------------------------|------------------|------------------|------------------|----------------|------------------|-------------------|------------------|------------------|
| <b>31/03/18</b>    | <b>31/03/19</b>                       |                  |                  |                  |                |                  |                   |                  |                  |
| 9,405,689          | Land and Buildings                    | 9,306,737        | 1,302,943        | 2,978,156        | 558,404        | 2,326,684        | 1,023,741         | 1,116,808        | 9,306,737        |
| 0                  | Assets Under Construction             | 0                | 0                | 0                | 0              | 0                | 0                 | 0                | 0                |
| 5,191              | Vehicle, Plant, Furniture & Equipment | 2,596            | 363              | 831              | 156            | 649              | 286               | 312              | 2,596            |
| <b>9,410,880</b>   | <b>Long Term Assets</b>               | <b>9,309,333</b> | <b>1,303,307</b> | <b>2,978,986</b> | <b>558,560</b> | <b>2,327,333</b> | <b>1,024,027</b>  | <b>1,117,120</b> | <b>9,309,333</b> |
| 17,588             | Inventories                           | 17,285           | 2,420            | 5,531            | 1,037          | 4,321            | 1,901             | 2,074            | 17,285           |
| 55,410             | Short Term Debtors                    | 45,318           | 6,345            | 14,502           | 2,719          | 11,330           | 4,985             | 5,438            | 45,318           |
| 181,927            | Cash & Cash Equivalents               | 131,995          | 18,479           | 42,238           | 7,920          | 32,999           | 14,519            | 15,839           | 131,995          |
| <b>254,925</b>     | <b>Current Assets</b>                 | <b>194,598</b>   | <b>27,244</b>    | <b>62,271</b>    | <b>11,676</b>  | <b>48,649</b>    | <b>21,406</b>     | <b>23,352</b>    | <b>194,598</b>   |
| (23,073)           | Short Term Creditors                  | (22,295)         | (3,121)          | (7,134)          | (1,338)        | (5,574)          | (2,452)           | (2,675)          | (22,295)         |
| 0                  | Provisions                            | 0                | 0                | 0                | 0              | 0                | 0                 | 0                | 0                |
| <b>(23,073)</b>    | <b>Current Liabilities</b>            | <b>(22,295)</b>  | <b>(3,121)</b>   | <b>(7,134)</b>   | <b>(1,338)</b> | <b>(5,574)</b>   | <b>(2,452)</b>    | <b>(2,675)</b>   | <b>(22,295)</b>  |
| (4,454,323)        | Long Term Borrowing                   | 0.00             | 0.00             | 0.00             | 0.00           | 0.00             | 0.00              | 0.00             | 0.00             |
| <b>(4,454,323)</b> | <b>Long Term Liabilities</b>          | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>    | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>      |
| <b>5,188,408</b>   | <b>NET ASSETS</b>                     | <b>9,481,635</b> | <b>1,327,429</b> | <b>3,034,123</b> | <b>568,898</b> | <b>2,370,409</b> | <b>1,042,980</b>  | <b>1,137,796</b> | <b>9,481,635</b> |
| 233,945            | Usable Reserves                       | 175,968          | 24,636           | 56,310           | 10,558         | 43,992           | 19,356            | 21,116           | 175,968          |
| 3,654,012          | Capital Adjustment Account            | 8,006,788        | 1,120,950        | 2,562,172        | 480,407        | 2,001,697        | 880,747           | 960,815          | 8,006,788        |
| 1,302,545          | Revaluation Reserve                   | 1,302,545        | 182,356          | 416,814          | 78,153         | 325,636          | 143,280           | 156,305          | 1,302,545        |
| (2,094)            | Accumulated Absences                  | (3,666)          | (513)            | (1,173)          | (220)          | (916)            | (403)             | (440)            | (3,666)          |
| <b>4,954,463</b>   | <b>Unusable Reserves</b>              | <b>9,305,667</b> | <b>1,302,793</b> | <b>2,977,813</b> | <b>558,340</b> | <b>2,326,417</b> | <b>1,023,623</b>  | <b>1,116,680</b> | <b>9,305,667</b> |
| <b>5,188,408</b>   | <b>TOTAL RESERVES</b>                 | <b>9,481,635</b> | <b>1,327,429</b> | <b>3,034,123</b> | <b>568,898</b> | <b>2,370,409</b> | <b>1,042,980</b>  | <b>1,137,796</b> | <b>9,481,635</b> |

**Glamorgan Archives Movement in Reserves Statement 2018/19**

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</b>  | <b>2,950,703</b>  | <b>3,213,599</b> |
| 146,569         | 0                 | 146,569          |
| 0               | 0                 | 0                |
| <b>146,569</b>  | <b>0</b>          | <b>146,569</b>   |
| (175,519)       | 175,519           | 0                |
| (28,950)        | <b>175,519</b>    | <b>146,569</b>   |
| 0               | 0                 | 0                |
| (28,950)        | <b>175,519</b>    | <b>146,569</b>   |
| <b>233,946</b>  | <b>3,126,222</b>  | <b>3,360,169</b> |

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets  
 Charges for Impairment of Non-current Assets  
 Revaluation  
 MRP  
 Accumulated Absences

|                  |                |
|------------------|----------------|
| 101,547          | (101,547)      |
| 0                | 0              |
| 0                | 0              |
| (278,122)        | 278,122        |
| 1,056            | (1,056)        |
| <b>(175,519)</b> | <b>175,519</b> |

**Movement in Reserves Statement 2018/19**

Balance at 31 March 2018 Carried Forward  
 Movement in Reserves during 2018/2019  
 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 2019 Carried Forward

| Usable Reserves  | Unusable Reserves | Total Reserves   |
|------------------|-------------------|------------------|
| <b>233,946</b>   | <b>3,126,222</b>  | <b>3,360,169</b> |
| (161,096)        | 0                 | (161,096)        |
| 0                | 0                 | 0                |
| <b>(161,096)</b> | <b>0</b>          | <b>(161,096)</b> |
| 103,119          | (103,119)         | 0                |
| <b>(57,977)</b>  | <b>(103,119)</b>  | <b>(161,096)</b> |
| 0                | 0                 | 0                |
| <b>(57,977)</b>  | <b>(103,119)</b>  | <b>(161,096)</b> |
| <b>175,969</b>   | <b>3,023,103</b>  | <b>3,199,072</b> |

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets  
 Charges for Impairment of Non-current Assets  
 MRP  
 Accumulated Absences

|                |                  |
|----------------|------------------|
| 101,547        | (101,547)        |
| 0              | 0                |
| 0              | 0                |
| 1,572          | (1,572)          |
| <b>103,119</b> | <b>(103,119)</b> |

**Cashflow Statement for the Year Ended 31st March 2019**

| <b>31/03/2018</b> |  | <b>31/03/2019</b> |
|-------------------|--|-------------------|
| <b>£</b>          |  | <b>£</b>          |
| (146,569)         | Net (Surplus) /Deficit on the provision of services  | 161,096           |
| 54,354            | Adjust net surplus or deficit on the provision of services for non-cash movements  | (111,163)         |
| 258               | Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities | 72                |
| <b>(91,957)</b>   | <b>Net cash flows from operating activities</b>  | <b>50,004</b>     |
| <b>0</b>          | <b>Investing activities</b>  | <b>0</b>          |
| <b>(258)</b>      | <b>Financing activities</b>  | <b>(72)</b>       |
| <b>(92,215)</b>   | <b>Net (increase)/ decrease in cash and cash equivalents</b>   | <b>49,933</b>     |
| 89,713            | Cash and cash equivalents at the beginning of the reporting period   | 181,928           |
| <b>181,928</b>    | <b>Cash and cash equivalents at the end of the reporting period</b>  | <b>131,995</b>    |

| <b>2017/18</b> |   | <b>2018/19</b>   |
|----------------|---|------------------|
| <b>£</b>       |   | <b>£</b>         |
| (101,547)      | Depreciation and Impairment                     | (101,547)        |
| 278,122        | Prudent MRP (Borrowing Repayment)               | 0                |
| 0              | (Increase)/Decrease in Provisions               | 0                |
| (13,701)       | (Increase)/Decrease in Creditors                | 778              |
| (107,939)      | Increase/(Decrease) in Debtors & Prepayments    | (10,091)         |
| (581)          | Increase/(Decrease) in Inventories              | (303)            |
| <b>54,354</b>  | <b>Cash (Inflow)/Outflow from Revenue Items</b> | <b>(111,163)</b> |