



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

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

AGENDA

Committee GLAMORGAN ARCHIVES JOINT COMMITTEE

Date and Time of Meeting FRIDAY, 16 JUNE 2023, 2.00 PM

Venue REMOTE MEETING

Membership Councillors K Jones, M Lewis, Mackie, Robson, Shimmin, John, Birch, Simmonds, Andrews, Blundell, Colbran, Harris, G Jones, W Lewis, Stephens and Winstanley

- 1 To elect the Chairperson and Vice Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2023/24.**
- 2 To note the Membership of the Glamorgan Archives Joint Committee for the Municipal Year 2023/24. (Pages 3 - 4)**
- 3 To note the Joint Agreement/Terms of Reference of the Glamorgan Archives Joint Committee for the Municipal Year 2023/24. (Pages 5 - 16)**
- 4 Apologies for Absence**

To receive apologies for absence.
- 5 Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.
- 6 Minutes (Pages 17 - 18)**

To approve as a correct record the minutes of the previous meeting.
- 7 Report of the Glamorgan Archivist for the period 1st March to 31st May 2023 (Pages 19 - 44)**
- 8 Glamorgan Archives Annual Report 2022 (Pages 45 - 52)**
- 9 Glamorgan Archives Joint Committee - 2022/23 Outturn Report (Pages 53 - 76)**

10 Dates of forthcoming meetings

Proposed dates of forthcoming meetings.

22 September 2023 – 2pm

15 December 2023 – 2pm

22 March 2024 – 2pm

14 June 2024 – 2pm

20 September 2024 – 2pm

13 December 2024 – 2pm

Davina Fiore

Director Governance & Legal Services

Date: Monday, 12 June 2023

Contact: Andrea Redmond,
02920 872434, a.redmond@cardiff.co.uk

- Councillor Jon Shimmin Cardiff Council
- Councillor Keith Jones Cardiff Council
- Councillor Margaret Lewis Cardiff Council
- Councillor Norma Mackie Cardiff Council
- Councillor Adrian Robson Cardiff Council
- Councillor Gwyn John Vale of Glamorgan Council
- Councillor Rhiannon Birch Vale of Glamorgan Council
- Councillor Julian Simmonds Caerphilly County Borough Council
- Councillor Carol Andrews Caerphilly County Borough Council
- Councillor Jon-Paul Blundell Bridgend County Borough Council
- Councillor Elaine Winstanley Bridgend County Borough Council
- Councillor Malcolm Colbran Merthyr Tydfil County Borough Council
- Councillor Bob Harris Rhondda Cynon Taf County Borough Council
- Councillor Gareth Jones Rhondda Cynon Taf County Borough Council
- Councillor Wendy Lewis Rhondda Cynon Taf County Borough Council
- Councillor Barry Stephens Rhondda Cynon Taf County Borough Council

*Membership for Bridgend County Borough Council – to be confirmed at their AGM on 20 June 2023.

** Membership for Caerphilly County Borough Council – to be confirmed.

This page is intentionally left blank

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

P. J. Lucas

Director of Legal and Administrative Services

Rhondda Cynon Taff CBC

11/14/06

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 12th 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 31st 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

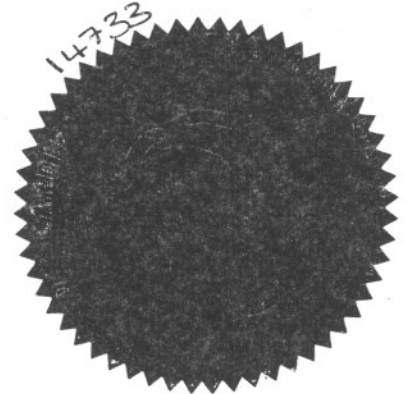


14716

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

was hereto affixed in the presence of:

David Marr
AUTHORISED SIGNATORY

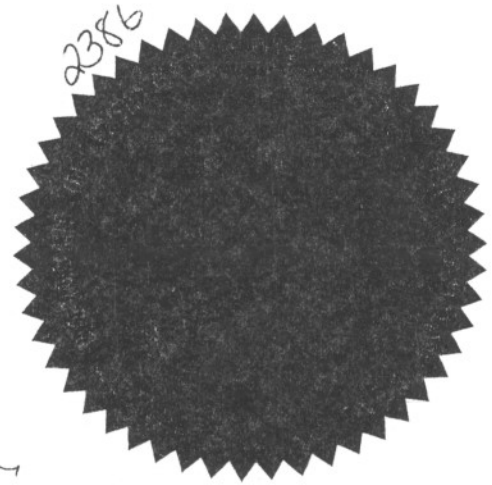


14733

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

was hereto affixed in the presence of:

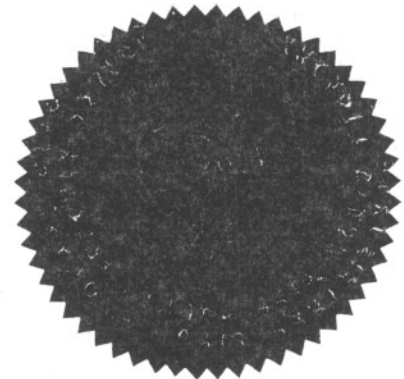
C. S. Keady
AUTHORISED SIGNATORY



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

Getha Williams
Authorised Signatory

AUTHORITY	
DEPUTY No.	
USE OFFICE	
TYPE	Delegated
DATE	Auth at
BY	Auth
DATE	31.1.06
CHAIRMAN	
VICE CHAIRMAN	
DATE	
BY	Auth



782611

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

P. H. Evans



12481

This page is intentionally left blank

GLAMORGAN ARCHIVES JOINT COMMITTEE

24 MARCH 2023

Present: Councillor W Lewis (Chairperson)
Councillors Cowan, M Lewis, Mackie, Robson, John, Birch,
Andrews, Colbran, G Jones and Stephens

1 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Harris and Simmonds and Richard Grigg.

Cllrs Cowan, M Lewis and Robson advised they would be late joining the meeting.

2 : DECLARATIONS OF INTEREST

None received.

3 : MINUTES

The minutes of the meeting held on 16 December 2022 were agreed as a correct record.

4 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1ST
DECEMBER 2022 TO 28TH FEBRUARY 2023

Members were provided with a comprehensive update on the work of the service for the period 1 December 2022 – 28 February 2023 all categorised against the outcomes of the Annual Plan.

In summary the Archivist explained it has been a busy quarter for Glamorgan Archives with plenty of ongoing projects continuing and some large pieces of work underway. The financial situation remained challenging, although there had been some positive developments in potential income streams.

One of the most pleasing developments in the last quarter was that the service was now close to bringing in a digital preservation repository, which was identified a few years ago as a key priority for Glamorgan Archives and was emphasised as an urgent action within 2020's Accreditation report. It was hoped that this would be in place before the next quarterly report to the Joint Committee.

The Chairperson invited questions, comments and observations from Joint Committee Members.

Joint Committee Members were content with the report and there were no questions, however Members wished to thank Officers for the detailed report.

RESOLVED: to note the contents of the report.

5 : DATE OF NEXT MEETING

16 June 2023 at 2.00pm.

The meeting terminated at 2.30 pm

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



GLAMORGAN ARCHIVES JOINT COMMITTEE

JUNE 2023

REPORT OF: THE GLAMORGAN ARCHIVIST TO THE GLAMORGAN ARCHIVES
JOINT COMMITTEE

AGENDA ITEM:

PURPOSE OF REPORT

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1st March to 31st May 2023.

BACKGROUND

2. 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.

ACHIEVEMENTS AGAINST ANNUAL PLAN

Please note that targets due for completion in later years may not be mentioned here unless work has taken place in this quarter.

3. **Outcome 1: User communities are able to access the service's resources, no matter where they are in the world, through enhanced provision of digital services.**

1.1 Establish a priority programme for digitisation of collections and enhance access to digital collections through a broad range of avenues

The Glamorgan's Blood exhibition is now available to view through People's Collection Wales (PCW). The work to upload the images and text was led by PCW staff and undertaken by students studying on the Archive Administration course at Aberystwyth University. By making the exhibition available through PCW we hope it will reach a new audience across Wales and the world.

Discussions have been held with the Roman Catholic Archdiocese of Cardiff about the digitisation of safeguarding files that they hold. Agreement has been reached for Glamorgan Archives to undertake this work on their behalf, utilising the Corporate Trainee Digital Assistant post.

1.2 Improved access to collections through an enhanced online catalogue

Work to set up the Epexio public catalogue continues with indexes and research guides in the process of being added. The writing of in-house instruction manuals and further tweaks to the set-up of the database also continues before the system can be made live in the forthcoming months.

1.4 Increased use of social media shared amongst the whole team with growing usage figures

We continue to work with People's Collection Wales on their social media project with archive services from across Wales. The theme for March was Women's History Month and for April was Healthcare Professionals. Data has been received on the Love and Romance theme for January and February, with posts generating 41,380 impressions and reaching a total audience of 32,577 people across 4 weeks. The Women's History Month campaign in March generated 44,489 impressions and reached an audience of 36,309 over the course of the month.

We use our own social media accounts to publicise our events and activities and items for sale. In addition, our posts this quarter have featured St David's Day, World Book Day, World Wildlife Day, British Pie Week, International Women's Day and Women's History Month, International School Meals Day, Pi Day, St Patrick's Day, World Meteorological Day, the closure of Howell's Department Store in Cardiff, World Theatre Day, National Walking Day, Easter, National Pet Month, National Tea Day, Eid, International Day of the Midwife, the Coronation, Nurses Day, Norwegian Constitution Day, British Sandwich Week, and Whitsun. We also feature items from the collection in 'on this day' posts, where relevant.

The work of Bridgend photographer Edwin Miles continues to provide a focus for our blog posts. Images used this quarter feature Pencoed, Nash Point Lighthouse, Penllyn Chapel of Ease, and Ewenny Priory.

We have recently undertaken box-making work for Gloucestershire Archives. They posted a film of the box making machine in action, along with an explanation of the work being done and the reasons for its completion, on their social media channels. We shared it through our own channels to illustrate this element of the Archives' work.

1.5 Enhanced range of online events, with additional services like recorded events

Our events programme continues. In March, a successful in-person event was led by local historian Don Gerrard, who spoke on 'The Cowbridge Story'. In April we were joined by Rosie James from Cardiff Parks Services who gave a talk on 'The Pettigrews: The Family Who Landscaped Cardiff'. Another well-received talk, feedback included:

What a great talk, very enjoyable and fascinating to hear their connections with the Bute and Windsor Clive families.

Our February event, delivered online by Jen Evans of the Crowd Cymru project, was recorded and was made available through our You Tube channel in early-March.

1.6 Agree and deliver a digital preservation repository

An agreement was reached in March for Preservica to supply Glamorgan Archives with a digital preservation repository solution from 1st April 2023. Some initial meetings have been held and training will be conducted with all staff who will be using the system.

Work is also continuing with the development of the Wales consortium project. The business case has been finalised and will be used to apply for Welsh Government funding for the first year of the project. Some of the university archives from across Wales have joined in with the project in the hope of making it available to all Archives and Records Council Wales (ARCW) members.

4. Outcome 2: A wider range of people are aware of Glamorgan Archives and the work that the service does.

The majority of work under Outcome 2 is due to be completed in forthcoming years. However some progress has been made in the last quarter against the following targets:

2.2 Build relationships with local media outlets to tell stories of local interest from across Glamorgan

Filming took place in the Archives last year for a documentary on epilepsy. The resulting programme, 'Drych: Alex Humphreys - Epilepsy a Fi', aired on S4C on 19 April. Records of the Glamorgan Asylum were featured.

2.3 Work with existing and potential community groups from across the area through broad community engagement

Our project to create a Research Guide to Sources for the Study of Minority Ethnic History began in May. Ophelia Dos Santos was recruited to the role of Project Officer and began work on 2 May. The Project Steering Group met in early May and recruitment of volunteers and researchers is underway.

The partnership project with the National Archives to create short audio dramas based on life in Butetown in the 1910s and 1920s, inspired by our collection of photographs taken by Bute Street photographer Fred Petersen, is progressing. Recording of the scripts written by authors Danielle Fahiya and Kyle Lima took place in April with a cast comprising professional actors and local residents. Editing work is underway.

The Glamorgan's Blood exhibition was on display at a number of Bridgend Libraries during March. The whole exhibition was featured at Pyle Library during the first part of the month. It was then split into two sections for display at the smaller libraries at Ty'r Ardd Local and Family History Centre in Bridgend and at Aberkenfig. In April it moved to Bargoed Library and in May it was on display at Merthyr Tydfil Library.

We continue to work with the Innovate Trust on their Secret Garden project. In March the group visited to view a range of maps showing Ysgubor Fawr Farm in St Fagan's, illustrating how the Farm and the surrounding area has changed over time. They visited again in early-May to create digital copies of the maps, receiving training from Records Assistant Melanie Taylor in using the digitisation camera equipment. They also spent some time exploring census returns for the Farm.

Trainees from the Invisible Cardiff project, let by The Wallich, visited for two sessions during April. The first session introduced the trainees to the Archives with a tour and a selection of items from the collection. The second session included document handling training led by the Conservator and an opportunity to explore items relating to their own areas of interest. The trainees are now working on developing their own tours of the city and have booked to return individually to the searchroom to progress their research.

Volunteers from the Jewish History Association of South Wales attended in March for a tour behind the scenes, having previously completed training in document handling and listing archive material. A new group of volunteers received the handling and listing training at two sessions delivered in May.

The Senior Archivist met with Dr Rachel Lock-Lewis of the University of South Wales and representatives from the Women's Archive Wales, Gwent Archives and West Glamorgan Archives to discuss options for the cataloguing and digitisation of collections relating to the women's liberation movement. Dr Lock-Lewis has been working on collections relevant to this topic across South Wales and is looking to secure funding to progress this work.

A Purple Plaque was unveiled to County Alderman Mrs Rose Davies of Abedare at Cynon Valley Museum on 12 May. Rose Davies was the first woman Member, Alderman and, in 1949, Chairman of Glamorgan County Council. We hold a small collection of her papers, and digital copies were used to publicise the unveiling and featured in a small display at the Museum.

The Senior Archivist attended a heritage walk organised in partnership by the Women's Archive Wales and Pontypridd Museum to celebrate International Women's Day. Sadly heavy rain on the day meant that the walk itself had to be postponed, but those who had booked to attend gathered at the museum and were given a talk on the women featured along the route, and introduced both to the Women's Archive and Glamorgan Archives.

The Senior Archivist met with representatives of Cor Meibion Morlais to discuss a project they are planning to celebrate the heritage of their base, Morlais Hall in Ferndale, formerly North Street Congregational Chapel. We hold a small number of records for the chapel and the Choir are keen to make use of these as part of their work researching the history of the site and the people connected to it.

The Senior Archivist visited Railway Gardens in Splott in Cardiff, which is run by Green Squirrel, to discuss potential partnership working around the history of their site and locality.

A small group of students arranged a Friday afternoon visit to the Archives in advance of their attendance at the conference of the Society for Name Studies in Britain and Ireland, which was being held in Bridgend. They were given a tour of the Archives followed by a display of documents relevant to name studies. Particular thanks must go to Richard Morgan, retired Archivist at Glamorgan Archivist and expert in local place names, who suggested items of note from within the collection.

Glamorgan Archives hosted the joint-AGMs of Glamorgan History Society and the South Wales Records Society on 13 May. The Senior Archivist was elected to the role of Secretary for the Glamorgan History Society. The formal meetings were followed by a talk by Prof. Madeleine Gray, Dr Alun Withey and Tony Hopkins on 'The Commonplace Book of John Gwin of Llangwm' and closed with tea and coffee.

The Glamorgan Archivist attended the Gelligaer Historical Society Conference at Llancaiach Fawr. Our place had been held from the 2020 conference, which was cancelled due to the pandemic, and we were pleased to be able to support the event on its return.

The Cardiff Branch of Glamorgan Family History Society continue to hold meetings at the Archives. In April they viewed a range of school records following on from the coffee and chat session in January on that topic which was led by the Senior Archivist.

Members of Whitchurch Hospital Historical Society have held two meetings at the Archives. They also visited for a tour behind the scenes and for an introduction to our collection of records from the Hospital.

Members of St Mellon's Library Ancestry Group visited the Archives in April for a tour of the building and an introduction to our sources. One member of the group was delighted to be able to look at a letter written by her grandfather to his friend during the First World War.

The Archives continue to host meetings of Grangetown Local History Society on the first Friday of each month.

The service works closely with the staff at the South Wales Police Heritage Centre, who visit regularly to consult items from the police collections held at the Archives. In April we provided a tour for a student on placement at the Heritage Centre.

5. Outcome 3: People of all ages have developed skills and are better prepared for the workplace through engagement with Glamorgan Archives.

3.2 Use collections to engage schools in discussions re topics of interest

A teacher from Pencoed Comprehensive School visited the searchroom to view material relating to the history of the school, which celebrates its 50th anniversary this year. The material will be used in school by staff and pupils to plan for the celebrations.

3.3 Strengthen existing and develop new partnerships with Higher and Further Education establishments in the area

The Senior Archivist met with PhD students from Cardiff University's School of History, Archaeology and Religion to discuss their planned research on histories of Black Welsh coalminers and on the immigration of people of colour to South Wales from the 19th century onwards.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

A number of Cardiff University students continue to work in the Conservation section, helping with ongoing projects.

6. Outcome 4: The legal and evidential value of archives is at the forefront of the service's work.

4.1 Work to increase advocacy and representation within constituent local authorities

The Glamorgan Archivist hosted Cardiff Council's Governance and Legal Services Management Team meeting in March, including a tour of the building.

The Glamorgan Archivist also attended Caerphilly County Borough Council's Information Management Project Team meeting in March to discuss the types of records that officers might be able to transfer to the Archives, including digital records.

4.3 Ensure records from all partner authorities are transferred to Glamorgan Archives in a timely and efficient manner, and are stored to the best professional standards both in paper form and electronically

The Glamorgan Archivist and Louise Hunt, Archivist, met with representatives from the Coroner's Office in April to discuss the process around providing access to coroners' records on deposit. A new procedure and templates have been sent to the Coroner for review.

7. Outcome 5: Collections are gathered, kept and shared using the best professional standards.

5.1 Begin a systematic stocktake of all collections as part of Collections Weeks

Preparation for the Collections Week in June has included updating a survey of outstanding accessions and other items stored in the temporary holding area of the strongroom. As a result of this work, a list of material awaiting return to depositors because it falls outside the scope of the collection policy has been compiled. Depositors will be contacted again with an opportunity to collect items before the unwanted material is disposed of.

5.2 Ensure a balance of cataloguing, conservation and digitisation priorities

Initial receipts for accessions were issued within the target time. Full receipts were issued within 15 working days for 86% of the accessions; the target is 60%. 93% of the accessions received between June and November 2022 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

Further records were collected from the House of Fraser store in Cardiff, formerly Howell's Department Store, on its closure in March. These add to the records previously received from the store, and include material relating to Bethany Baptist Chapel which was enclosed within the store building.

The Senior Archivist and the Conservator visited UWC Atlantic in St Donat's to view the college archive. The conservator gave advice on storage conditions and we provided recommendations on items to be retained permanently. The College are now considering options for the future storage of the collection.

As a result of the evaluation of catalogue prioritisation data, cataloguing of local authority records will be prioritised, with one team working solely on these records during future Collections Weeks.

5.3 Develop coherent programme of external funding applications

Work has continued on the Burges plans of Cardiff Castle, etc. as part of the National Manuscripts' Conservation Trust-funded project. Emily O'Reilly, a private works-of-art-on-paper conservator is working alongside the Conservator and Assistant Conservator to repair a series of large-scale plans. Twenty plans have been completed so far, with a further eleven either already being worked on or still to be started. Three students have been assisting with the project, either working on their own plans or assisting with the general work underway.

The Archives has been successful in obtaining funding from the Friends of the National Libraries towards the purchase of a survey of St. Donat's and Sully from 1776. This small volume, which includes a beautiful watercolour painting in the opening pages, was listed for sale through an antiquarian bookseller in Hay-on-Wye. After being alerted to the item by a service user, the Glamorgan Archivist liaised with the seller and the funder to put the funds in place to facilitate the purchase. Glamorgan Archives wishes to thank the Friends of the National Libraries trustees for their support of £2,500. As the service does not maintain a document purchase fund, external funding is essential when items like this become available for purchase.

An application to the Business Archives Council cataloguing grants scheme for work on the records of the Principality Building Society is being worked on for submission in June 2023.

5.4 Complete half-finished collections

Work continues on the Coroners' records when time allows. The work on the Associated British Ports collection has stalled after the departure of the Archivist working on it but plans are underway for how to complete this project.

5.5 Reinterpret collections descriptions so that they reflect modern views of history

The project to look at archival catalogues for offensive and biased terminology stalled slightly due to issues with the recruitment of the Project Officer with the National Library of Wales. The post has been readvertised and interviews will be held in June. It is hoped to be able to get this underway soon afterwards.

8. Outcome 6: Resources are managed to the best possible advantage with all due consideration given to sustainability and value-for-money, whilst maintaining a flexible and agile service.

6.1 Manage budget to ensure best value for money and appropriate use at all times

The Glamorgan Archivist and Admin Officer continue to meet regularly with the service's accountant to discuss the budget and ensure that funds are spent where required ensuring best value for money. This year's budget outcome currently seems to be looking more positive than was feared when the budget was set.

A large order of ready-made standard archive boxes was made at the start of the financial year from the usual supplier and has since been received. Buying in bulk allows the service to maximise the saving available and those boxes should last for at least the whole of this financial year at current rates of use.

6.2 Maximise income generation opportunities

The potential projects for mounting further collections online through agreements with commercial digitisation suppliers continues to progress. In particular, this includes school records as well as other collections that have been identified, such as Burial Board material.

The Glamorgan Archivist has continued to liaise closely with colleagues in the Cardiff Council Registration team regarding the renting of office and storage space from mid 2023. This has included a visit from the Registration Service's Cabinet Member Cllr. De'Ath, who was interested to see the Archives. The Glamorgan Archivist and the Conservator visited the Registrars in their current home in City Hall to view the registers before they transfer into the Archives to ensure that they are safe to be put into the strongroom.

A large number of box-making orders were completed in March before the end of the financial year following the delivery of card that had been ordered months before. The delay in the supply chain caused considerable issues but the hard work of the Preservation Assistants ensured that the box-making orders were all completed on time.

6.3 Maximise staffing complement through grant funding and efficient use of resources

Advertising is underway for the part-time role of Admin Officer within the Glamorgan Archives team following the retirement of the previous (full-time) postholder in February.

Ancestry operative Lettie Chatham, who has been based at Glamorgan Archives since 2019 and has undertaken digitisation of our records for Ancestry, left for a new role at the start of May. Lettie started with us as a volunteer before moving to work for Ancestry.

6.4 Ensure an inclusive and well-developed workforce

All staff have received their end-of-year performance review.

Four members of staff continue to attend weekly Welsh classes.

On St David's Day Melanie Taylor, Records Assistant, attended Cardiff Council's celebration event at City Hall, where she was presented with an award for completing Welsh Level 5.

Hannah Price, Archivist completed three one-hour training sessions entitled 'Copyright in Context'. The online training focused on managing copyright in the workplace.

Hannah Price, Archivist attended a Women's History Day School organised by the Women's Archive of Wales.

The Glamorgan Archivist intended a RLUK seminar on Building Inclusive and Diverse Collections. She presented at a session for Sporting Heritage on the Wales consortium for digital preservation and how that might help sporting collections, as well as attending a separate Sporting Heritage session on the research value of sporting items.

6.7 Ensure a broad range of opportunities for volunteers

During May the funeral was held for Mary Bell, who died in April. Two members of staff attended the service in Barry. Mary had volunteered at the archives since 2015 and will be greatly missed by volunteers and staff. We are pleased that her husband continues to volunteer with us.

During the quarter, 35 volunteers and students have contributed 654 hours to the work of the Archives.

Archive volunteers are contributing to the following projects:

- cleaning and transcribing crew lists of Cardiff registered ships (1863-1913);
- listing building plans of the Gelligaer Urban District Council (c1910-c1974);
- digitisation of photographs from the Cardiff Bay Development Corporation collection (1987-2000);
- creating an electronic index to the Coal Annuals (1903-1932);
- listing bound auction particulars from the Stephenson and Alexander collection (1880-1967);
- indexing the Leversuch family correspondence (1928-1960s);
- indexing letterbooks of the Cardiff Exhibition (1894-1897);
- extracting information relating to World War Two from school log books across Glamorgan;
- indexing Quarter Sessions depositions (1860-1907);
- listing records of Stephenson & Alexander, Auctioneers and Chartered Surveyors (c1710-c2012);
- cataloguing deeds within the Cardiff Library collection.

Conservation volunteers are continuing to work on:

- Police newspaper cutting books
- National Coal Board plans
- Associated British Ports collections (photographs and volumes)

In addition, several volunteers work independently on research projects.

In preparation for the withdrawal of the Crew List Index Project website staff have developed a database to enable the project to be continued in-house. Volunteers have been involved in the testing of this database.

6.8 Ensure service is run transparently

The searchroom remains busy. Feedback on our visitor services includes:

Thank you so much for all your help, I am very grateful. The staff at Glamorgan have been a great help for my dissertation so thanks again to you all.

This is just a short note of thanks for assisting me on Tuesday with use of the Archives and for the very efficient service.

I just wanted to say a huge 'thank you' for being so accommodating earlier this week and for making my visit so fruitful. It was such a lovely environment to work in and I was delighted to have found so much relevant material.

The target for responding to remote enquiries is met.

6.11 Work more collaboratively with neighbouring archive services

The Senior Archivist continues to represent the office on the ARCW Marketing Group, sharing best practice on promotion of our services.

The Glamorgan Archivist continues to attend the Welsh County Archivists' Group and Archives and Records Council Wales meetings. She has also taken over as the ARCW representative on the pan England and Wales Records at Risk committee.

6.12 Improve management of Glamorgan Archives building

The full electrical safety test of the building was completed in this quarter. This brought to light a number of small issues that have been dealt with as part of the ongoing maintenance of the building.

The shelving in the strongrooms received a service from the company that installed it during the build process over a decade ago. This was the first time that it had been done since the building was completed, but only known issues were identified. There is more to be done and some small repairs required.

Planning is underway to repaint the Reprographics Studio to improve the standard of the images that can be captured with the digitisation camera equipment. This will help with photographing large items, such as the Cardiff Castle plans.

The environmental conditions in the strongrooms have remained within acceptable levels over the quarter despite some remedial repairs being required to the plant equipment that manages the environment.

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	17.0°C	50.5%	18.9°C	47.6%	19.4°C	48.1%	17.9°C	49.3%
Variation	±1.3°C	±2.0%	±1.6°C	±2.4%	±1.8°C	±1.8%	±2.0°C	±2.6%

Relative Humidity*

Pest monitoring continues in the strongrooms and buffer zones, but nothing of any significance has been discovered.

SUMMARY

9.

LEGAL IMPLICATIONS

10. 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 Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.
11. The Glamorgan Archivist acts at all times 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.

FINANCIAL IMPLICATIONS

12. Any direct financial implications arising from this report have been accounted for in the 2021-22 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.

**Laura Cotton
Glamorgan Archivist
9th June 2023**

Appendix I

Margaret Gwenonwy Morgan Papers			
Accession No:	2023/26	Reference No:	D1919
Personal papers of Margaret Gwenonwy Morgan from her time as a student at the South Wales Training College for Cookery and the Domestic Arts, Cardiff, 1915-1918. The papers include testimonials, workbooks, teaching diploma and photographs. Date of records: 1915-1918			

Architect's drawings relating to Court Colman, Pen y Fai School and Vicarage, Bridgend			
Accession No:	2023/27	Reference No:	D1921
'Court Colman', Bridgend, drawings; Cottages at Court Colman, specification and articles of agreement; Pen y Fai School, drawings; Proposed vicarage, Pen y Fai Date of records: 19th-20th century			

Dyffryn Gardens, Records			
Accession No:	2023/28	Reference No:	D1900
Scrapbook compiled by the Traherne family covering, primarily, the period 1938-1939; reports of plans for Dyffryn Gardens to be used for other purposes, 1943; newspaper cutting, 1995 Date of records: 1938-1995			

Ogmore Valley Local History and Heritage Society Collection			
Accession No:	2023/29	Reference No:	D126
Records, including: papers and photographs of the Ingram family (William Ingram, scriptwriter); colliery records and photographs; school photographs, Ogmore Grammar, Ogmore Vale Secondary Grammar and Tynewydd Junior; photographs by Louis Lusadi of Nantymoel. Date of records: 19th-20th century			

The Dolphin Sub Aqua Club, Cardiff, Records			
Accession No:	2023/30, 36	Reference No:	D1922
Records, including minutes of committees and AGMs, financial papers, membership records, constitution, updated history of the Club, newsletters, records of associated organisations Date of records: 1969-2020			

Penarth, All Saints Ecclesiastical Parish Records			
Accession No:	2023/31	Reference No:	P199CW
Vestry minutes, 1935-1981; deed of appropriation, 1907; Faculty, 1928; minutes of Parochial Church Council, Church correspondence, and building plans Date of records: 20th century			

Robert Lewis of Cwrt-y-Vil Road, Penarth, Papers			
Accession No:	2023/32	Reference No:	D1924
Letters written to Mr John excusing Bob Lewis' absence from school Date of records: May 1944			

Delyth Mead of Porthcawl Collection			
Accession No:	2023/33	Reference No:	D1925
Programmes, including: Cardiff City Football, 1951-1964; Cardiff Rugby, 1953-1981; Taff Swim, 1957; Battle of Britain Week, 1957; Empire Games, Cardiff, 1958			
Date of records: 1951-1981			

Howells (House of Fraser), Cardiff, Records			
Accession No:	2023/34	Reference No:	D1680
Records, including deeds of Bethany Baptist Chapel; photographs of staff, events, shopfloor and trade displays; newspaper cuttings; advertisements; some miscellaneous correspondence and accounts			
Date of records: c1807-2000			

Boverton Castle Co-operators (Welsh Land Settlement) Limited			
Accession No:	2023/35	Reference No:	D1926
Rules			
Date of records: 1937-1946			

Young Family of Ogmore Vale, Papers			
Accession No:	2023/37	Reference No:	D1045
Records relating to Ogmore Vale Nursery School, including weekly summary registers, time book, accident book, teachers' attendance register, nursery record sheets and plans			
Date of records: 1947-1972			

Cardiff Lugansk Twinning Association Records			
Accession No:	2023/38	Reference No:	D1296
Records including photographs of exchange visits and relating to the 2015 exhibition at Cardiff Story.			
Date of records: 1987-2015			

Cardiff and the Vale of Glamorgan Coroners' Records			
Accession No:	2023/39, 43	Reference No:	CORCV
Stray files held in Coroner's office; Coroner's files, numbers 1-1869.			
Date of records: 1996-2007			

Bethany English Baptist Church, Blaenclydach, Records			
Accession No:	2023/40	Reference No:	D760
Records, including trust deeds, accounts and correspondence			
Date of records: c20th century-2007			

Aberdare and District Soroptomist International, Records			
Accession No:	2023/41	Reference No:	D1927
Minutes, 2013-2023; membership records, 1956-2023; correspondence, 2008-2023; insurance, 2018-2023; history of the club 1956-1981.			
Date of records: 1956-2023			

Cllr Helen Pooley of Cardiff Papers			
Accession No:	2023/42	Reference No:	D1308
Papers relating to Helen Pooley. Date of records: 1950s-1960s			

'A Book of Reference to the Maps of the Manors of St Donats and Sully and other Lands in the County of Glamorgan, the property of Thomas Drake Tyrwhitt Esquire'			
Accession No:	2023/44	Reference No:	D1928
Surveyed by Edward Thomas of Margam, Land Surveyor. Two paintings at the front of the volume show the North Gate of St Donats Castle and the castle viewed from the North West. The survey covers land held as St Donats Manor and in the parishes of Llantwit Major, Marcross, Sully and St Andrew. Recorded are details of tenements and tenants, field names, acreages, cultivation, and the total acreage of constituent parts of the estate. The whereabouts of the accompanying map is unknown. Date of records: 1776			

Pamela Rosemary Hill of Cardiff Papers			
Accession No:	2023/45	Reference No:	D1902
Letter from former chairwoman of the Standing Conference of Womens Organisations to Pamela Rosemary Mumford nee Hill, regarding the imminent collapse of the organisation. Date of records: 2008			

Paradice family of Cardiff Papers			
Accession No:	2023/46	Reference No:	D1930
Rail pass completed for Pte. Charles Paradice to travel from Cardiff to Hammersmith (1918), National Ration Book (1918), Souvenir Programme for a Sunday School Rally, United Methodist Church, Cardiff and Barry Circuits (1926). Date of records: 1918-1926			

Cardiff Civic Society Records			
Accession No:	2023/47	Reference No:	D1371
Publications in response to Cardiff Local Development plan, 2006-2026 (2009-2011); Civic News (Summer 2008, Spring 2009); Our Vision for Cardiff (2022). Date of records: 2009-2022			

John Francis Morgan, Mechanical Engineer, Papers			
Accession No:	2023/48	Reference No:	D1932
Records relating to the updating of colliery infrastructure at Lady Windsor, Cwm, Tymawr, Nantgarw, and Tynant. Covering ropeways, conveyors, wagons, rails and pumping. Date of records: 1953-1962			

Richard Pugh of Cardiff Papers			
Accession No:	2023/49	Reference No:	D1933
Programmes, newsletters and fliers from performing arts venues across Cardiff. Date of records: 1970s-1980s			

Plans for Sherwood, Newport Road			
Accession No:	2023/50	Reference No:	D1931
The house was built in 1875. Plans showing intended alterations to the first and second floors. Date of records: nd, late 19th century			

Llancarfan Society Records			
Accession No:	2023/51	Reference No:	DLNS
Newsletter 189 Date of records: May 2023			

Friends of Llandaff Cathedral Records			
Accession No:	2023/52	Reference No:	D127
Ninetieth annual report. Date of records: 2022-2023			

Cross Family Papers			
Accession No:	2023/53	Reference No:	D1934
Letter sent to Charles Cross from the Chief Constable of West Sussex (Capt Arthur Williams), 15 Dec 1926. The letter thanks him for looking after the police billeted at his hotel during the 1926 strike. Also, poster advertising celebrations on the retirement of Mr and Mrs Cross, early 1950s. Date of records: 1926-early 1950s			

Ordnance Survey Plans			
Accession No:	2023/54	Reference No:	OS/CS/6
OS six-inch plans: 32 NE (1900); 40 NE (1900), 43 NW (1900), 43 NW Provisional edition (1948), 43 SW Provisional edition (1947), 43 SW Provisional edition (1938), 46 NE Provisional edition (1947). Date of records: 1900-1947			

Cardiff United Synagogue Records			
Accession No:	2023/55	Reference No:	D765
Records of administration since the creation of the Synagogue. Date of records: 1909-2022			

Bridgend County Borough Council Records. Electoral registers			
Accession No:	2023/56	Reference No:	CBR/C/RE
Electoral registers. Date of records: 2002, 2004-2012, 2014-2021			

South East Wales Unitarian Society Records			
Accession No:	2023/57	Reference No:	DUNI
South East Wales Unitarian Society papers relating to closed Unitarian Churches/Chapels. Also records of Highland Place Unitarian Church Aberdare			
Date of records: c1960s-2013			

Papurau'r Parch. T. B. Phillips, Tyla Gwyn / Papers of the Revd. T. B. Phillips, Tyla Gwyn			
Accession No:	2023/58	Reference No:	D1935
Diaries, poetry and essays, letters			
Date of records: 1890s-1910s			

Welsh Football Magazine Records			
Accession No:	2023/59	Reference No:	D1936
A Captial Season: Celebrating Cardiff Football Clubs' Achievements in 2021-22			
Date of records: 2022			

Notable accessions

Cardiff United Synagogue Records (D765)

A large deposit of records has been received from the Cardiff United Synagogue. The first synagogue in Cardiff opened at East Terrace, Bute Street in 1858. In 1897 the Cathedral Road Synagogue was opened, followed by the Clare Road Synagogue in 1900 and the Windsor Place Synagogue in 1918. In 1955 the Penylan Synagogue was opened in Cyncoed and this was superseded by the Cyncoed Gardens Synagogue in 2003. Records of administration since the creation of the Synagogue have been received including minutes, committee papers, photographs and correspondence covering the period 1909-2022.

Young Family of Ogmore Vale, Papers (D1045)

School records have been donated by the family of a former teacher. Winifred Hopkins was born in 1908 in Pontycymer and trained as a teacher at Bangor Normal College. Before her marriage she taught at Tondy Infants and Blaengarw Junior Schools and in 1941 she returned to work as head of the Ogmore wartime nursery. She continued after the war, when the nursery was taken over by Glamorgan County Council, until her retirement in 1971. Items received cover the period 1947-1972 and include an Ogmore Vale Nursery School weekly summary register, time book, accident book and teachers' attendance register.

Dyffryn Gardens, Records (D1900)

The National Trust has deposited a scrapbook compiled by the Traherne family. Cennydd Traherne (later Sir Cennydd) purchased Dyffryn Gardens in 1937 after the death of Florence Cory and in April 1939 the Glamorgan local authority agreed terms with the Traherne family for the lease of Dyffryn. The house and gardens are still owned by Vale of Glamorgan Council, but the National Trust took over their maintenance and running in January 2013 on a 50 year lease. The scrapbook covers, primarily, the period from April 1938 to April 1939 when Cennydd Traherne

offered Dyffryn Gardens as a “Gift to the Welsh People” with a proposal that it be developed as the National Botanic Garden for Wales

The Dolphin Sub Aqua Club, Cardiff, Records (D1922)

Records of a local sub aqua club have been received from a former committee member. The Dolphin Sub Aqua Club, Cardiff, was formed 1969. It practised at the Guildford Swimming Pool, Guildford Crescent, Cardiff and from 1971 trained at the Wales Empire Pool until its closure in 1998 when training moved to Llanishen Leisure Centre. In 2012 it amalgamated with Cardiff Underwater and South Glamorgan BSAC to form the Trident Club. Records received include minutes of committee meetings, membership, diving logs, administrative files, and Club history.

Aberdare and District Soroptimists, Records (D1927)

Founded in 1921, Soroptimist International is a global volunteer movement that advocates for human rights and gender equality. Its membership work on grassroots projects helps women and girls achieve their individual and collective potential, realise aspirations, and have an equal voice in communities worldwide. The Aberdare and District Soroptimists club was established in 1956 and ran for over sixty years before closing in 2023. Records donated include minutes, membership records and correspondence covering the period 1956-2023.

'A Book of Reference to the Maps of the Manors of St Donats and Sully and other Lands in the County of Glamorgan, the property of Thomas Drake Tyrwhitt Esquire' (D1928)

Purchased with funding from the Friends of the National Library of Wales, the survey covers land held at St Donats Manor and in the parishes of Llantwit Major, Marcross, Sully and St Andrew. Surveyed by Edward Thomas of Margam in 1776 it records details of tenements and tenants, field names, acreages, cultivation, and the total acreage of constituent parts of the estate.

Cross Family of the Rhondda Papers (D1934)

An interesting collection of papers has been received from an individual whose ancestor, Charles Cross, owned a hotel in the Rhondda. The records include a letter sent to Mr Cross by the Chief Constable of West Sussex, Captain Arthur Williams, thanking him for looking after the police billeted at his hotel during the 1926 strike. Also included is a poster advertising the celebrations on the retirement of Mr and Mrs Cross in the early 1950s.

Penarth, All Saints Ecclesiastical Parish Records (P199CW)

An additional deposit has been received from All Saints Church, Penarth. The Church was built 1889-1891 and subsequently rebuilt owing to fire and damage caused during the blitz. Vestry and Parochial Church Council minutes together with correspondence and building plans have been received to be added to the parish records and minutes deposited previously.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Feb-Apr 2022	227	0	0	1625
May-Aug 2022	471	164	5	2414
Sep-Nov 2022	666	431	19	1855
Dec 2022-Feb 2023	517	262	15	1911
Mar-May 2023	673	379	11	1989

	Remote Enquiries	Website Hits
Feb-Apr 2022	1201 (+256 un-printed thank you emails)	9081
May-Aug 2022	1265 (+296 un-printed thank you emails)	8789
Sep-Nov 2022	1041 (+ 204 un-printed thank you emails)	9133
Dec 2022-Feb 2023	894 (+ 174 un-printed thank you emails)	6300
Mar-May 2023	973 (+ 218 un-printed thank you emails)	6700

Interesting Enquiries

We have supported several academics researching interesting and unusual topics this quarter. Several items from the collection, including records of Barry Borough Council, school log books, and records of the Treforest Industrial Estate, were consulted as part of research into South Wales as an area of sanctuary for people fleeing from oppression, discrimination and persecution. A Research Fellow in African and Comparative Literature at the University of Oxford commissioned us to undertake research on his behalf into Cardiff Petty Sessions records, as part of his work on a biography of the Zimbabwean writer, Dambudzo Marechera. Diaries and local authority records were used by an academic researching a weather event during the late-19th century.

An interesting enquiry was received regarding research into prosecutions under vagrancy laws in York in 1596. One of the few descriptions of the case in question is to be found amongst the Fonmon Castle papers. A large number of diaries,

photographs and programmes relating to early theatre productions were consulted in the searchroom as part of a Europe-wide study on amateur theatre during the 18th and 19th centuries. Other topics explored by academics include the Caradog Music Scholarship and film censorship under local councils.

Local and family history continue to inspire researchers to consult with us. This quarter we have supported work on the Barry Island Winter Garden and Pavilion; helped a family historian visiting from Australia to trace ancestors from the Rhondda, with reference to scholarships awarded by Rhondda Education Committee which enabled her father to attend University; and assisted an American researcher to decipher the name of a place featured on a family document from 1860s.

A school librarian from Alabama in the USA has received funding to travel to the UK to research those who emigrated to work as coal miners in their community. Included are people from Wales and Scotland, and they hope to visit Glamorgan Archives during their trip.

We responded to a request for assistance from a member of the Institute of Explosive Engineers with research on Second World War bombing in the rural district of Cardiff. The marketing team from Lanelay Hall visited as part of their work to explore and promote the history of the hall. And a researcher from the National Archives contacted us as part of his work on the 'great escape' from Island Farm Prisoner of War Camp.

Appendix III

Events		
The Cowbridge Story		30
The Pettigrews: The Family Who Landscaped Cardiff		37
Invisible Cardiff x2		26
Innovate Trust, Secret Garden Project x2		18
Ask the Experts		8
JHASW Volunteers: Tour		7
JHASW Volunteers: Training on listing records		3
JHASW Volunteers: Training on document handling		3
Education		
SSNIB Student Group		6
Cardiff University History PhD students		3
Local and Family History Groups		
Grangetown Local History Society x3		40
Glamorgan Family History Society Cardiff Branch		10
Whitchurch Hospital Historical Society x3		15
Glamorgan History Society Council		9
Glamorgan History Society / South Wales Record Society AGMs		31
St Mellon's Hub Genealogy Group		14
Sully U3A		14
Training		
Menter a Busnes		15
Lewis Martin Court x4		24
Individuals meeting staff		66

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<i>Feb</i>	5954	2503	1670	5100	1230	121
<i>Mar</i>	5981	4968	1687	6335	1245	128
<i>Apr</i>	6006	6633	1867*	17,709	1258	73
<i>May</i>	6025	4192	1897	11,715	1265	85
<i>Jun</i>	6043	2691	1910	5884	1270	107
<i>Jul</i>	6088	19,005	1923	7824	1297	125
<i>Aug</i>	6095	2315	1933	8209	1300	120
<i>Sep</i>	6109	4023	1948	2150	1311	117
<i>Oct</i>	6133	6498	1974	15,957	1317	100
<i>Nov</i>	6146	14,090	1993	5229	1321	116

<i>Dec</i>	6150	3232	2002	4663	1358	115
<i>Jan</i>	6179	4467	2019	7508	1362	121
<i>Feb</i>	6193	2830	2027	4673	1384	115
<i>Mar</i>	6234	18,753	2067	15,239	1399	101
<i>Apr</i>	6258	2633	2106	16,037	1408	90
<i>May</i>	6288	6499	2131	5779	1426	117

* Figures are now provided based on followers, not likes

Appendix IV

Bench work		
PT.SSR.3.16,4,6,19,18,7,8,17,13,15&14,11,10,2,1,12	15 Cardiff Castle Summer Smoking Room Plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
PT.RG.11.10,8,4,7,	4 Cardiff Castle Roof Garden Plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
DXON/2/22	WI Scrapbook	Butterflies stuck back together
DCONC/5/63,50,	Police Newspaper cutting books	Cleaned & repaired
DCONC/5/22	Police Newspaper cutting books	Cleaned, repaired and rebound
Q/S/R1851/B,C,D	2 Quarter session roll	Cleaned, flattened and repaired
PT.RG.10.18	1 Cardiff Castle Roof Garden Plans	
43.12	9 OS maps	New hangers attached
Cleaning and Packaging		
Various	51 boxes of crew lists and fishing lists	Cleaned and re boxed
DABP/Plans/117, 113,80 DDB32/1, 50/1,12/2, 51/2,39/1,12/1,26 /1, 51,1	11 bundles of plans	Cleaned
DNCB	19 plans	Repackaged
DCBDC13/22, 6,3,5	4 folders of photographs	Repackaged
D1411/2/13/6	Surface Work, Pay Book, Risca Collieries	Cleaned
D1663/1/3	Scrapbook	Repackaged
Colliery papers	2 Boxes	Cleaned
Various	2 Boxes	Cleaned
Bespoke boxes made		
Various	270 Boxes	Made
Barcoded and Relocated		
Various	145 Items	Barcoded
	1000 Boxes	Moved
External Work		
Private individual	4 volumes	Repaired
Private conservator	7 Boxes 10 sleeves	Made
Local Archive	Boxes	Made
Local History Association	3 photographs	Flattened and encapsulated

English Archive	883 Boxes	Made
English university	50 Boxes	Made
Private conservator	15 Boxes	Made
Private conservation company	37 Boxes	Made
Private individual	1 Box	Made

This page is intentionally left blank

Glamorgan Archives

Annual Report 2022

Glamorgan Archives is the archive service for the historic counties of Mid and South Glamorgan, serving the local authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and Vale of Glamorgan.

Vision

The vision for the service is to collect, preserve and share the documentary heritage of the historic county of Glamorgan (incorporating Mid and South Glamorgan, as well as some records for West Glamorgan) for and with everyone.

Mission Statement

The mission of the service is to safeguard and develop the collections, whilst also making them as widely accessible as possible in order to engage, educate and empower all those who come into contact with them, now and in the future. The service will take a proactive and inclusive approach to enhancing the collection and its access by addressing cataloguing and conservation backlogs, developing a comprehensive solution for digital preservation and embracing new and innovative approaches for engagement and access to the collections in an increasingly digital world.

Welcome to the 12th Annual Report from Glamorgan Archives covering the period 1st January to 31st December 2022

Introduction

This is the first full year that the service has been open since the pandemic and, whilst there are some practices that have been altered since that time, things are largely back to normal. It has proved to be a busy and productive year, as the table of statistics below shows. The search-room has been busy, with very high demand for places at times over the year. The updated procedure means that people are asked to book in advance and notify the staff what they would like to see so that a few items can be got out for each searcher in advance. This has proved popular amongst researchers as it means they can start work as soon as they arrive, thus maximising their time in the search-room.

2022 saw Carmarthenshire Archives move their collections to their newly completed building in Carmarthen. A large proportion of their collections had been stored at Glamorgan Archives for over five years, and it was very pleasing to see their collections finally return home and become fully accessible again.

As well as visitors on-site gradually increasing again, the amount of remote enquiries has remained high as people continue to request information from a distance away making use of the remote enquiry service and digitisation service.

In addition to utilising the high-resolution camera system (mentioned in last year's report) for high-quality digitisation of collections held in the Archives for user requests, the service has also continued to work on digitisation of whole series of records alongside commercial suppliers. Over the course of the year, more of our collections have launched on Ancestry, and work has continued on capturing colour, high-resolution images from the Diocese of Llandaff parish registers that are held.

Work to enable Glamorgan Archives to be able to manage the preservation of born-digital records has continued over the course of the year, both within the service and as part of a Wales-wide consortium. This links with several of the improvement requirements that were laid out within the service's Archives Accreditation report from November 2021. Improvements in this area have included the acquisition of hardware for digital preservation, thanks to Welsh Government and the National Library of Wales, and moving towards software to assist with managing born-digital material.

Over the last six years, Glamorgan Archives has been part of the Cultural Ambition programme managed by Creative and Cultural Skills. The programme featured placements for young people in cultural heritage organisations across Wales, like archives and museums. Over the course of the programme, Glamorgan Archives hosted placements for five young people, with the last one of those concluding in 2022. Some of the young people that were hosted have gone on to work or further education in cultural heritage and the programme was a very successful initiative.

In June, the Archives were pleased to welcome Dawn Bowden MS, Deputy Minister for Arts and Sport, to the building in conjunction with International Archives Day. She was introduced to the work of archives through a behind the scenes tour and viewed a selection of documents from the collection.

In Numbers

Number of Visitors	2,270 (including 29 group visits)
Number of documents produced	7,031 (including items produced by staff for research and digitisation)
Remote enquiries	4,207
Attendance at events and engagement with staff	759
Website Hits	32,103
Increased followers on social media	Twitter—254 Facebook—365 Instagram—141 Biggest reach— 19,005 on Twitter (July 2022)

Outreach

The Archives continues to benefit massively from the ongoing work of the bank of volunteers who continue to devote their own time to the service and the collections that are held. It is no exaggeration to say that the service could not function without them. Whilst some activities were curtailed during the pandemic, the reopening of the service allowed for a re-evaluation of the way in which the service manages the volunteer programme so that not as many people are now accommodated at once, and contributions are managed on a rota basis. Over the course of the year, a number of projects have continued including indexing crew lists, indexing the Merthyr Tydfil Union admission and discharge registers, producing a finding aid for the Crawshay diaries, and transcribing the Leversuch family correspondence, and the cleaning of National Coal Board volumes, amongst many other things.

In addition to the normal volunteering programme run from the office, the service has also been part of the Crowd Cymru digital volunteering project, working alongside Gwent Archives and Cardiff University Special Collections and Archives. This project (which will run until November 2023) allows people to transcribe, index and tag archival material from their own homes using a crowd-sourcing platform developed by the National Library of Wales.

The schedule of talks and visits has been busy over the course of 2022. Talks included 'Cardiff Arms Park: The Early Years' by David Allen, 'The Wales Women's Rights Committee' by Dr Rachel Lock-Lewis, 'Local History and the Royal Commission's Archive: Exploring Glamorgan in Six Sites' by Rhodri Lewis, 'Railway Work, Life and Death in South Wales (& beyond) before 1939' by Dr Mike Esbester and the first in-person talk since the pandemic: 'Edging the City' by Peter Finch.

Group visits have now resumed following the pandemic and the Archives were pleased to welcome groups from a range of organisations from across the area. Some of those who visited were Cardiff Council's Tenants' Participation Service, Cardiff People First, the Rugby Memorabilia Society and the Jewish History Association of South Wales. Glamorgan Family History Society Cardiff Branch and Grangetown Local History Society continue to use our meeting room for their regular meetings.

School visits have also resumed and the service has worked with pupils from Ysgol Bro Edern, Adamsdown Primary Investigators, Victoria Primary Penarth, and Albany Primary School looking at a range of different topics from local history through to World War One.

Visits and sessions from Higher and Further Education establishments from across the area have also continued. As always, we are pleased to be able to work with Cardiff University across a range of departments (including Conservation, Welsh, and History), as well as Cardiff Metropolitan University Creative Writing students.

The service was also very pleased to be able to host the first 'Open Doors' event since 2019 with building tours being held throughout the day.

The 'Glamorgan's Blood' touring exhibition, which was developed as part of the Wellcome Trust funded project of the same name in 2019, started touring libraries during the year. The tour had been due to start in 2020 but was hugely impacted by the pandemic. Two years later, that tour has been able to start with visits to Cynon Valley Museum and Pontypridd Library. The exhibition will continue to tour venues around the area throughout 2023 and is also available to view online through the Glamorgan Archives website.

The Archives' social media accounts (on Twitter, Facebook and Instagram) have continued to grow steadily over the course of the year, as can be seen by the figures in the table above. One of the very successful initiatives this year has been work that has been done alongside People's Collection Wales and a number of other archive services from across Wales on a pilot project to cross promote social media content. This has meant working on a number of themes across collections and PCW using paid promotion to see what impact can be made on different platforms.

The service was very pleased to be able to work with the Archives and Records Council Wales (ARCW) on the development of two films highlighting the work of archives across Wales. The films looked in particular at women's history and LGBTQ+ history and are available to view on You Tube.

The @PlymouthMaps social media account launched on Twitter in June. Created by two Cardiff University history placement students, the account highlighted content from the Plymouth Estate Surveys following the

completion of the successful National MCT-funded conservation project. The students put together a series of daily posts throughout the month highlighting content from the survey volumes and what they can tell us about local history and topography, along with their artistic merit.

Glamorgan Archives has continued to work alongside a wide range of partners over the course of the year on their own projects as well as Glamorgan Archives' own projects. Partners over the course of the year have included the CAER Heritage project, Heritage and Cultural Exchange, Welsh Gifted and Black, Cardiff People First, Vale People First, the Innovate Trust, The Wallich, Kiran Cymru and The National Archives, amongst others. Some of those projects continue into 2023.

Conservation

Work on the NMCT-funded project to conserve the Plymouth Estate plans was concluded during the year. The project had been much delayed because of the pandemic, but the end result of the work is beautiful. The work involved taking apart the existing binding on the volumes to enable cleaning, repair and digitisation of each plan before the volumes were re-bound and boxed.

Work was also completed on conservation commissioned by the Royal Welsh College of Music and Drama, through their NMCT-funded project. This was only one of several different externally commissioned pieces of work completed in Conservation over the course of the year, including work for Glamorgan Cricket Club, Rhondda Cynon Taf Heritage Services and Barry War Museum, amongst others.

The Conservation team have continued to support a range of students from Cardiff University undertaking placements within the Studio, some short-term and others long-term. The students have contributed to a wide range of projects, from the external commissions through to remedial repairs undertaken on the core collections. Their contribution is greatly appreciated in enabling more work to be done, whilst they are trained in paper conservation techniques.

Thanks to funding from ARCW, one of the pieces of work that was undertaken during the year was a Preservation Assessment Survey on a sample of the core collection. This followed up surveys that had been conducted in 2001 and 2011, thus giving useful trend data from before the Archives moved to the current building, afterwards and ten years into the new building. This kind of data about the collection informs planning for projects and priorities for core work.

One of the key pieces of equipment within Glamorgan Archives is the box-making machine, that was purchased to ensure all loose volumes and other material was boxed prior to the move to the new building. This is now used to box all new collections as they are received, but also to make boxes for other organisations. A large number of box-making orders were received during the year, meaning that the box-maker was kept very busy indeed!

Collections

The service held two successful Collections Weeks during the year, in June and November. These weeks are essential for staff to have time to deal with larger accessions and make real progress with collections tasks that otherwise would not get done due to the normal day-to-day pressures on the service. This year, staff continued with stocktaking the strongrooms to help locate mis-placed items, as well as reviewing the Butetown History and Arts Centre collection deposited by the Heritage and Cultural Exchange. They also catalogued two large collections: the records of the South Wales Police Authority and the records of the New Theatre, Cardiff.

The Glamorgan Archivist is representing colleagues from across Wales on a working group looking at the future retention of records of adopted and care-experienced people. Funding has been put together from The National Archives and Welsh Government, as well as contributions from archive services across England and Wales to enable consultants to be appointed to scope the amount of collections spread between national and regional agencies plus local authorities, to enable informed decisions about the long-term retention of these collections to be made.

Work has continued behind the scenes on the development of a new catalogue for collections. This includes the staff database as well as a new public front-end. The new catalogue will be launched during 2023.

Many new accessions have been received over the course of the year, encompassing a wide range of different areas of collecting. In total, 150 new deposits were received. Some of the highlights of that newly accessioned material include:

- A broad range of ecclesiastical and nonconformist records including Church in Wales parishes (such as Llandough-juxta-Penarth with Leckwith, Pwllgwaun, Llanddewi Rhondda and Penarth, etc.), records for a number of different Methodist churches from across the area (in particular marriage registers), several United Reformed Churches (such as Minster Road and Roath Park, Cardiff) and Congregational Churches, Kingdom Hall of Jehovah's Witnesses, Maesteg, etc.
- A number of different deposits of material from schools from across the area, including photographs and other school records. This included Barry High Street Girls' School, Abercedin School, Tonysguboriau School, Graigddu Infants School, Rhondda County School for Girls Porth, Ogmore Comprehensive School, etc.
- Additional records were received to supplement some existing collections. This included additional Associated British Ports photographs from the 20th century, and additional material on Penarth Civic Society, amongst others.
- Collections that highlight the industrial heritage of the area are noticeable amongst this year's new deposits. For example, there are Cardiff Tram Plans, c1924-c1968; Records of the Lan Gas Coal Company, Brynceithin, C20th; Plans of seams and workings from Bute Colliery, Treherbert, C20th; files relating to the development of Nantgarw Colliery, 1940s-1960s; Mineral Estates Records and Plans from the Land Valuer for Wales, 1870-1960s; Taff Vale Railway Company records, C19th-C20th, etc.
- Women's Archive Wales deposited records from the South Wales Branch of the Women's International League for Peace and Freedom, 1960s-2009.
- Estate material received included: Wenvoe Castle Estate papers, 1824-1999; photographs of performances held at Dyffryn Gardens to celebrate the Festival of Britain in 1951; as well as a number of small deposits.
- Records of local societies deposited included: Ogmore Valley Local History and Heritage Society journals and local collected records, 1864-2021; Cowbridge History Society records, C19th-C20th; Penygraig and District Historical Society records, C19th-C20th; records of Eglwys Newydd Women's Institute, 2015-2022; Grangetown Local History Society collected records, etc.

- A number of business collections have been received including the records of the Bird family business of Cowbridge, c1900-c2010; records of Tynewydd Dairy Farms Ltd of Hirwaun, 1907-1940; South Wales Police Authority records, c1967-2012, etc.
- As usual, there have been a large number of family and personal collections received. These include: papers from Hiram Davies of Maesteg, c1895-2014 including his service in World War One; papers from Brian Jarrett of Cardiff, c1953-2010 including records of the Welsh Counties Car Club; records of the Ireland family, C20th; papers of the Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker families, C19th-C20th; Robert Edward John Tanner of Penarth papers relating to World War One; etc.
- There have, of course, also been collections taken in from our constituent local authorities (including Council records and other related material) and associated bodies, such as the Coroner, Town Councils, Community Councils, etc. There have also been political papers from some of the local political party branches.
- An interesting item was a poster promoting an Aberfan Disaster Fund appeal organised by The Jersey Welsh Society in 1966.
- One significant collection received this year was the Butetown History and Arts Centre collection. Whilst this collection had been stored in the Archives for a number of years, it had not been formally deposited until now. The collection encompasses material that tells stories from the rich heritage of Butetown and Tiger Bay. There are a broad range of photographs in the collection, as well as documentary sources. Work is already underway, in conjunction with Heritage and Cultural Exchange (the depositor), to catalogue and share material from the collection.
- Another significant collection included scrapbooks, programmes, photograph albums and files of papers relating to the New Theatre, Cardiff, c1910s-2005.

Laura Cotton

Glamorgan Archivist

This page is intentionally left blank

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

**AGENDA ITEM NO:
2022/23 OUTTURN
2022/23 DRAFT AUDIT WALES RETURN**

THE GLAMORGAN ARCHIVES JOINT COMMITTEE 16th JUNE 2023

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

FINAL OUTTURN POSITION & DRAFT AUDIT WALES RETURN FOR 2022/23

PURPOSE OF REPORT

1. This report presents a brief overview of the financial position for the year, together with the unaudited draft Audit Wales (AW) return for the year ended 31st March 2023. Page three of the return, 'Committee Approval and Certification,' requires completion but the unaudited draft financial statements are presented to this Committee today for information only.

FINAL OUTTURN POSITION FOR 2022/23

2. The Glamorgan Archives Joint Committee approved a proposed budget of £826,918 for the financial year 2022/23, 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.
3. The table below summarises the final outturn position for financial year 2022/23:

	<u>Budget</u> £	<u>Actual</u> £	<u>Variance</u> £
Expenditure	910,198	908,298	(1,901)
Income	(73,280)	(101,128)	(27,848)
Reserve (Drawdown)	(10,000)	19,748	29,748
Net Expenditure	826,918	826,918	0

4. Appendix 1 provides a detailed analysis of the 2022/23 outturn.

Employee (£539,267 Budgeted, £79 underspent)

5. The Archives employed 14 full time equivalent (FTE) staff during 2022/23, receiving contributions from the Department for Work and Pensions (DWP) for the employment of one member of the team (0.6 FTE). Details of the funding are found in table 2 below.
6. The 2022/23 pay award was agreed at £1,925 across all FTE pay scales. In percentage terms, this is a 10.50% increase at the bottom of the pay spine, 4.30% at the top, and between 1.02% and 3.97% for senior officers (equivalent to an average 5.60 % across all pay scales).
7. In the last quarter of 2022/23, a Corporate Trainee began their tenure with the Archives. Under the scheme, Cardiff Council will corporately fund six months of the employee costs, after which the Archives will fund a further two months. Therefore, there was no budget implication within 2022/23.
8. Table 2 below shows the funding streams for Employment costs in 2022/23:

	<u>Budget</u> £	<u>Actual</u> £	<u>Variance</u> £
<u>Employees</u>			
Internally Funded	529,017	517,291	(11,726)
Corporate Trainee Scheme	0	6,300	6,300
DWP Contributions	10,250	15,597	5,347
Employees Total	539,267	539,188	(79)

9. In 2022/23, eight members of staff completed manual handling training, and a further two staff members are scheduled for the training in 2023/24.

Premises (£296,522 Budgeted, £7,736 Overspent)

10. Overspends on utilities, including gas (£13,121), electricity (£8,930) and water (£2,166), largely contributed to the premises outturn. This was due to unforeseen global events bringing high inflation rates that have had a nationwide impact.
11. However, these overspends were mitigated by savings against other areas such as ground maintenance (£1,199) and maintenance contracts (£2,967). Additionally, insurance premiums were not realised in 2022/23 leading to a saving (£12,797).
12. Due to the building's age, there was an ongoing requirement for maintenance. These repairs, which included replacement for emergency lights, building management system remedial work, a glass panel replacement, and repairs for a ceiling leak, exceeded the budget (£2,547).
13. The National Non-Domestic Rates (NNDR) charge remained at £188,588 (£3,782 saving) for a third year.

Transport (£240 Budgeted, £90 Overspent)

14. The budget overspend was from hiring a minibus (£330), which provided transport for the Vale People First Takeover Day. However, the cost was fully grant funded by the Archives and Records Council Wales (ARCW) and therefore had no impact to the outturn position.

Supplies and Services (£39,844 Budgeted, £7,683 Underspent)

15. There was unbudgeted spend on consultancy fees (£10,908), including commissioned work for the Adoption Records project (£7,500) which was majority funded by Welsh Government (£7,000) and the refurbishment of Cardiff Castle artwork fully funded by a National Manuscript Conservation Trust (NMCT) grant.
16. Additional overspend in box making supplies (£5,928) included enabling work for Gloucestershire Archives and other organisations.
17. Some areas achieved underspends, including conservation (£1,262), protective clothing (£3,060) and external audit fees (£1,015).
18. Due to a prepayment for the Apexio digital categorisation system in 2021/22, software licences had a large underspend (£14,300).
19. IT consumables saw a budget overspend (£2,553) due to the purchase of three replacement laptops.
20. The first physical stock take was completed in 2022/23 since COVID-19 which identified additional stock not yet recorded and an adjustment was made in the system (£3,488).

Support Services (£34,325 Budgeted, £1,965 Underspent)

21. Most support service charges were in line with the budget. Variances against specific budgets reflect the difference in support levels provided by these areas compared to 2021/22, e.g. underspends against ICT (£3,688), Human Resources (£1,223) and Bilingual Cardiff (£1,253), and an overspend against Accountancy (£1,478).

Income (£73,280 Budgeted, £27,848 Over target)

Grant Income - £21,341

22. New Burdens grant funding was allocated (£8,220), relating to the 2021 accessions.
23. NMCT provided grant income was received (£5,783) to fund project work, including repair work on drawings at Cardiff Castle.
24. Welsh Government funding (£7,000) was secured for the Adoption Records project, enabling the Archives to seek professional expertise through a consultant.

25. Grant income from the DWP (£15,597) was obtained, contributing towards the employment of a staff member. Details can be found in table 2 above.

Operating Income - £79,787

26. Due to high demand, box making income exceeded income targets (£22,380) due to numerous commissions, including a large order from Gloucestershire Archives. Though the additional income was met with additional expenditure on box making materials (£5,928 overspent), significant revenue was achieved.

27. Conservation work exceeded income targets due to projects with the Royal Welsh College of Music and the Rhondda Cynon Taf Council (£13,727).

Reserve Drawdown (£10,000 Drawdown Budgeted, £19,748 Contributed)

28. The improved outturn position for 2022/23 allowed for a reserve contribution instead of a reserve drawdown to balance the net expenditure.

<u>Movements on Glamorgan Archives General Reserve</u>	<u>£</u>
Balance brought forward at 1st April 2022	112,960
Less Drawdown from General Reserve	0
Transfer to General Reserve	19,748
Balance as at 31st March 2023	132,708

29. The £19,748 in the table above represents the contribution to Reserve, facilitated by the increased income generation in year.

AUDIT WALES ANNUAL RETURN FOR 2022/23

30. The draft Annual Return (appendix 2) for the year ended 31st March 2023 is unaudited at this stage, though it has undergone an internal audit by Cardiff Council. Audit Wales 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 at present is still to be confirmed. Members will be informed when the accounts go on display.

31. To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 31st May 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 Audit Wales then it will be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by Audit Wales.

LEGAL IMPLICATIONS

32. 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) of the agreement dated the 11th of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

FINANCIAL IMPLICATIONS

33. The financial performance for 2022/23 signifies the operation returning to pre 2020/21 levels, with the overall outturn position being better than forecast throughout the year. This performance enabled a contribution to reserve of £19,748, bringing the Reserve balance as at 31st March 2023 to £132,708.

RECOMMENDATIONS

1. That the outturn position for 2022/23 be noted.
2. That the attached draft Audit Wales Annual Return for 2022/23 be noted and signed.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee

Appendices

1. Appendix 1 – Outturn Position 2022/23
2. Appendix 2 – Draft Audit Wales Annual Return for 2022/23
3. Appendix 3 – Glamorgan Archives Statement of Accounts 2022/23

This page is intentionally left blank

2022/23 Glamorgan Archives Outturn

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	2022/23 Outturn £	2022/23 Variance £
Employees			
Employees Gross Pay	411,495	413,342	1,847
Employees Superannuation	85,179	84,598	(582)
Employees National Insurance	38,614	37,204	(1,410)
Employee Miscellaneous Allowances	500	395	(105)
Employer & Public Liability Insurance	704	0	(704)
Apprenticeship Levy	2,074	2,146	72
Medical Expenses	200	707	507
Training Expenses	500	795	295
Employees Total	539,267	539,188	(79)
Premises			
Repairs, Alterations & Improvements	20,000	22,547	2,547
Security	7,235	10,567	3,333
Rodent & Pest Control	400	0	(400)
Grounds Maintenance	1,199	0	(1,199)
Fire Management/Protection	3,458	3,241	(217)
Maintenance Contracts	13,459	10,492	(2,967)
Electricity	28,080	37,010	8,930
Gas	6,240	19,361	13,121
Premise Hire	0	0	0
National Non Domestic Rates	192,370	188,588	(3,782)
Water	3,060	5,226	2,166
Security Services	280	12	(268)
Key Holding	0	0	0
Cleaning Materials	1,500	787	(713)
Window & Flue Cleaning	0	0	0
Refuse Collection / Bulk	2,000	1,694	(306)
Office Cleaning Contract	10,098	10,730	632
Sanitation & Waste Disposal	500	157	(343)
Insurance	6,645	(6,153)	(12,797)
Premises Total	296,522	304,258	7,736
Transport			
Hire Transport	40	0	(40)
Private Transport - Clients	0	330	330
Public Transport - Staff Use	100	0	(100)
Car Allowances	75	0	(75)
Travelling Expenses	25	0	(25)
Transport Total	240	330	90

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	2022/23 Outturn £	2022/23 Variance £
Supplies & Services			
Conservation	4,000	2,738	(1,262)
Box-making supplies	3,500	9,428	5,928
Vending Machines	1,200	260	(940)
Catering Sundries	1,000	169	(831)
Catering Services General		0	0
Uniforms / Protective Clothing	3,060	0	(3,060)
General Printing & Stationery	700	522	(178)
Photocopying Materials	0	99	99
Welsh Translation	0	0	0
Audit Fees	2,300	1,285	(1,015)
Consultant's Fees	0	10,908	10,908
Central Telephone Exchanges	4,080	3,998	(82)
Telephones	1,530	1,024	(506)
Postages	500	438	(62)
Internet Charges	650	752	102
Software		0	0
It Consumables	200	2,753	2,553
Hardware Purchase		0	0
Software Licences & Maintenance	15,200	900	(14,300)
Security Services	0	250	250
Subscriptions	650	200	(450)
Health and Safety		0	0
Maintenance and Development		500	500
Commission (Including Credit Cards)	0	166	166
Stock Adjustment	0	(3,488)	(3,488)
Public Liability Insurance	888	(738)	(1,626)
Miscellaneous Insurance	386	0	(386)
Supplies & Services Total	39,844	32,162	(7,683)
Support Services			
Accountancy	6,222	7,700	1,478
Income Recovery	321	300	(21)
Payroll	249	270	21
Payments	446	450	4
Audit	487	420	(67)
SAP Support	3,215	4,000	785
Democratic Service	0	2,000	2,000
ICT Services	13,688	10,000	(3,688)
Human Resources	7,363	6,140	(1,223)
Bilingual Cardiff	2,333	1,080	(1,253)
Support Services Total	34,325	32,360	(1,965)
Gross Expenditure	910,198	908,297	(1,901)

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	2022/23 Outturn £	2022/23 Variance £
Income			
Archives & Records Council Wales	0	(338)	(338)
Other Grants	(10,000)	0	10,000
WG Welsh Adoption Register	0	(7,000)	(7,000)
Non-Government Grant	0	(14,003)	(14,003)
Government Grant (DWP)	(10,250)	(15,597)	(5,347)
Publications General	(1,020)	(434)	586
Sale Of Photocopies	(2,040)	(2,929)	(889)
Conservation Income	(5,000)	(13,727)	(8,727)
Box Making	(5,000)	(22,380)	(17,380)
Sale Of Food	(2,040)	0	2,040
Course Fees General	(150)	(15)	135
Search Fees	(4,080)	(2,366)	1,714
Royalties	(10,000)	(6,486)	3,514
Hire Of Special Rooms	(22,000)	(14,684)	7,316
Donations	(1,500)	(569)	931
Interest	(200)	0	200
Access Charges	0	(600)	(600)
Income Total	(73,280)	(101,128)	(27,848)
Contributions From Reserves	(10,000)	19,748	29,748
Total Net Expenditure	826,918	826,917	(1)
LA Contributions	(826,918)	(826,917)	1
Budget Gap / (Surplus)	0	(0)	

Reserve

£

Balance at 01/04/2022	112,960
2022/23 Contribution	19,748
Balance 31/03/2023	<u>132,708</u>

LA Contributions

£

Bridgend	115,768
Cardiff	264,614
Merthyr Tydfil	49,615
Rhondda Cynon Taf	206,729
Caerphilly	90,961
Vale of Glamorgan	99,230
	<u><u>826,917</u></u>

This page is intentionally left blank

Minor Joint Committees in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: Glamorgan Archives

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	118,203	112,961	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	758,640	826,917	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	121,347	107,428	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(514,023)	(545,488)	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	(371,206)	(369,110)	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	112,961	132,709	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.
Statement of balances			
8. (+) Debtors	47,550	41,388	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	92,193	123,844	All accounts: 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	(26,782)	(32,523)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	112,961	132,709	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.
12. Total fixed assets and long-term assets	6,061,667	6,117,816	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	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 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<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
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<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
<p>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.</p>	<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
<p>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.</p>	<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
<p>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.</p>	<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
<p>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.</p>	<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
<p>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.</p>	<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
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<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.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statements and/or the Annual Governance Statement

1.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.</p>	<p>Approval by the Council/Board/Committee</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>Minute ref:</p>
<p>Name:</p>	<p>Chair of meeting signature:</p>
<p>Date:</p>	<p>Name:</p>
<p>Date:</p>	<p>Date:</p>

Annual internal audit report to:

Name of body: **GLAMORGAN ARCHIVES**

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Committee'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 Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Appropriate books of accounts have been kept through Cardiff Council's main accounting ledger, SAP.</p> <p>Regular budget monitoring information is maintained by the Accountant. Monitoring reports were provided to meetings of the Glamorgan Archives Joint Committee (copies of reports at month 4 and month 7 were provided for review).</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Purchasing controls were examined at the Glamorgan Archives audit in 2021/2022, when no major concerns were noted. All recommendations raised at the audit have now been actioned and closed.</p> <p>Review was undertaken of debtor and creditor balances.</p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>The body assesses and mitigates significant inherent risks in order to achieve its objectives on a quarterly basis and, when changes occur, these are discussed regularly at the Glamorgan Archives Joint Committee Meetings.</p> <p>The auditor reviewed the minutes of the Joint Committee meetings 23.06.2022, 30.09.2022 and 16.12.2022, as well as the budget monitoring reports for months 4 and 7. The impact of risks are included in budget monitoring reports, although not in a separate section specifically devoted to risk analysis.</p>
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>Regular progress against budget is maintained and monitored by the Accountant and discussed regularly at the Glamorgan Archives Joint Committee Meetings. In 2022/2023, there were meetings of the Joint Committee on 23.06.2022, 30.09.2022, 16.12.2022 (at which budget monitoring reports were presented) and 24.03.2023 (with the only agenda item being a report from the Archivist). The out-turn for 2021/2022 was discussed at the meeting on 23.06.2022.</p>

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					The budget for 2022/2023 was presented to the Joint Committee at the meeting on 19.11.2021. It was noted in the report that drawing down from general reserves was to be phased out, with the last drawdown planned for 2022/2023; there were also increases in contributions from the local authorities.
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"/>	Contributions from partner authorities for 2022/2023 are made in accordance with the legal agreement for Glamorgan Archives (based on population percentages). All income had been received in year from the partner authorities.
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"/>	The Glamorgan Archives imprest account is no longer used. There are purchasing cards in use for small purchases.
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"/>	Expenditure on staff is made through Cardiff Council's ledger, SAP, and internal Payroll process including DigiGOV. SAP shows that the expenditure on employees for 2022/2023 was £545,488.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notional Capital Financing Costs and Capital Balance Sheet maintained by Cardiff Council Accountant for 2022/2023.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Monthly and year-end reconciliations for inter companies are undertaken as part of the Council wide reconciliations; any imbalances are rectified during the course of the year. Inter company transactions are not identified individually throughout the year. Reconciliation within the company code is the responsibility of the accountant for that company code. Inter-company cash reconciliation is carried out as part of the end of year closing process. As there is no separate bank account for Archives, no separate bank reconciliation is carried out; it falls within the Council's bank account and is done as a whole (authorised by the Head of Finance).</p> <p>Reconciliations are subject to review by Audit Wales.</p> <p>The end of year individual 'FICO' reconciliation was undertaken.</p>
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Accounting statements have been prepared from figures in SAP.</p> <p>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.</p>

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we 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 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Susan Powell

Signature of person who carried out the internal audit:

A small, square, grayscale image of a handwritten signature in black ink on a light-colored background. The signature appears to be 'Susan Powell'.

Date: 10.05.2023

This page is intentionally left blank

2022/23

Authority	Population	%	Cash Contribution based on Population % £	Notional Contribution based on Debt Funding £	Total Contribution £
Bridgend	130,600	14	115,768		115,768
Cardiff	305,200	32	264,613		264,613
Merthyr Tydfil	59,700	6	49,615		49,615
Rhondda Cynon Taf	238,900	25	206,729		206,729
Caerphilly	104,300	11	90,961		90,961
Vale of Glamorgan	118,800	12	99,230		99,230
	957,500	100	826,917		826,917

Comparative: 2021/22

Authority	Population	%	Cash Contribution based on Population % £	Notional Contribution based on Debt Funding £	Total Contribution £
Bridgend	130,600	14	106,210		106,210
Cardiff	305,200	32	242,765		242,765
Merthyr Tydfil	59,700	6	45,518		45,518
Rhondda Cynon Taf	238,900	25	189,660		189,660
Caerphilly	104,300	11	83,450		83,450
Vale of Glamorgan	118,800	12	91,037		91,037
	957,500	100	758,640		758,640

Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2023

2021/22 £		2022/23 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
	Cost of Services								
522,411	Staff Costs	545,488	76,368	174,556	32,729	136,372	60,004	65,459	545,488
306,396	Premises	304,258	42,596	97,363	18,255	76,064	33,468	36,511	304,258
0	Transport	330	46	106	20	83	36	40	330
33,696	Supplies & Services	32,162	4,503	10,292	1,930	8,040	3,538	3,859	32,162
0	Third Party Payments	0	0	0	0	0	0	0	0
31,115	Central Departmental Support	32,360	4,530	10,355	1,942	8,090	3,560	3,883	32,360
62,778	Capital Charges	(56,149)	(7,861)	(17,968)	(3,369)	(14,037)	(6,176)	(6,738)	(56,149)
956,395	Operating Expenditure	858,448	120,183	274,703	51,507	214,612	94,429	103,014	858,448
(758,640)	Contributions from Local Authorities	(826,917)	(115,768)	(264,613)	(49,615)	(206,729)	(90,961)	(99,230)	(826,917)
(18,036)	Grant Income	(36,939)	(5,171)	(11,820)	(2,216)	(9,235)	(4,063)	(4,433)	(36,939)
(76,881)	Fees and Charges	(64,190)	(8,987)	(20,541)	(3,851)	(16,047)	(7,061)	(7,703)	(64,190)
(853,557)	Operating Income	(928,045)	(129,926)	(296,974)	(55,683)	(232,011)	(102,085)	(111,365)	(928,045)
102,837	Net Cost of Services	(69,598)	(9,744)	(22,271)	(4,176)	(17,399)	(7,656)	(8,352)	(69,598)
0	Interest & Investment Income	0	0	0	0	0	0	0	0
0	Interest Payable	0	0	0	0	0	0	0	0
0	Financing & Investment Income & Expenditure	0	0	0	0	0	0	0	0
102,837	(Surplus) / Deficit on Provision of Services	(69,598)	(9,744)	(22,271)	(4,176)	(17,399)	(7,656)	(8,352)	(69,598)
(26,430)	Other Comprehensive Income & Expenditure	(6,300)	(882)	(2,016)	(378)	(1,575)	(693)	(756)	(6,300)
76,407	Total Comprehensive Income & Expenditure	(75,898)	(10,626)	(24,287)	(4,554)	(18,974)	(8,349)	(9,108)	(75,898)

RECONCILIATION TO REVENUE ACCOUNT:			
76407	As above	(75,898)	
0	69320 PPE reverse previous imp on reval	0	
(62,778)	89302 Trf from CAA to Neut	(132,184)	Not in above
0	89305 Trf to CAA re Revaluation	188,333	
(8,388)	89600 Trf to/fm Acc Absence	0	Not in above
0	Interest Payable	0	In above not on SAP as notional
0	Additional notional contribution income from LA's	0	In above not on SAP as notional
0	69101 Cont to Oth Earmrkd Res	19,748	Not in above
(5,242)	89101 Cont from Oth Earmarked Res	0	Not in above
(0)	Balance as per revenue account on SAP	(0)	

Glamorgan Archives Balance Sheet as at 31st March 2023

31/03/2022		31/03/2023	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
6,061,667	Land and Buildings	6,117,816	856,494	1,957,701	367,069	1,529,454	672,960	734,138	6,117,816
0	Assets Under Construction	0	0	0	0	0	0	0	0
0	Vehicle, Plant, Furniture & Equipment	0	0	0	0	0	0	0	0
6,061,667	Long Term Assets	6,117,816	856,494	1,957,701	367,069	1,529,454	672,960	734,138	6,117,816
16,803	Inventories	20,292	2,841	6,493	1,217	5,073	2,232	2,435	20,292
28,408	Short Term Debtors	19,019	2,663	6,086	1,141	4,755	2,092	2,282	19,019
94,532	Cash & Cash Equivalents	125,922	17,629	40,295	7,555	31,480	13,851	15,111	125,922
139,743	Current Assets	165,232	23,132	52,874	9,914	41,308	18,176	19,828	165,232
(51,823)	Short Term Creditors	(57,564)	(8,059)	(18,420)	(3,454)	(14,391)	(6,332)	(6,908)	(57,564)
0	Provisions	0	0	0	0	0	0	0	0
(51,823)	Current Liabilities	(57,564)	(8,059)	(18,420)	(3,454)	(14,391)	(6,332)	(6,908)	(57,564)
0	Long Term Borrowing	0	0	0	0	0	0	0	0
0	Long Term Liabilities	0	0	0	0	0	0	0	0
6,149,587	NET ASSETS	6,225,484	871,568	1,992,155	373,529	1,556,371	684,803	747,058	6,225,484
112,960	Usable Reserves	132,708	18,579	42,467	7,962	33,177	14,598	15,925	132,708
5,961,667	Capital Adjustment Account	6,017,816	842,494	1,925,701	361,069	1,504,454	661,960	722,138	6,017,816
100,000	Revaluation Reserve	100,000	14,000	32,000	6,000	25,000	11,000	12,000	100,000
(25,041)	Accumulated Absences	(25,041)	(3,506)	(8,013)	(1,502)	(6,260)	(2,754)	(3,005)	(25,041)
6,036,626	Unusable Reserves	6,092,776	852,989	1,949,688	365,567	1,523,194	670,205	731,133	6,092,776
6,149,586	TOTAL RESERVES	6,225,484	871,568	1,992,155	373,529	1,556,371	684,803	747,058	6,225,484

Movement in Reserves Statement 2021/22

Balance at 31 March 2021 Carried Forward
Movement in Reserves during 2021/22
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 2022 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
118,202	2,881,964	3,000,166
(76,407)	0	(76,407)
	3,225,827	3,225,827
(76,407)	3,225,827	3,149,420
71,166	(71,166)	0
(5,242)	3,154,662	3,149,420
	0	0
(5,242)	3,154,662	3,149,420
112,960	6,036,626	6,149,586

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

62,778	(62,778)
0	0
0	0
0	0
8,388	(8,388)
71,166	(71,166)

Movement in Reserves Statement 2022/23

Balance at 31 March 2022 Carried Forward
Movement in Reserves during 2022/23
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 2023 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
112,960	6,036,626	6,149,586
75,898	0	75,898
		0
75,898	0	75,898
(56,149)	56,149	0
19,748	56,149	75,898
	0	0
19,748	56,149	75,898
132,708	6,092,776	6,225,484

Adjustments between Accounting Basis & Funding Basis - analysis

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

132,184	(132,184)
(188,333)	188,333
0	0
0	0
(56,149)	56,149

Cashflow Statement for the Year Ended 31st March 2023

31/03/2022		31/03/2023
£		£
76,407	Net (Surplus) /Deficit on the provision of services	(75,898)
(103,908)	Adjust net surplus or deficit on the provision of services for non-cash movements	44,507
0	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	0
(27,501)	Net cash flows from operating activities	(31,390)
0	Investing activities	0
0	Financing activities	0
(27,501)	Net (increase)/ decrease in cash and cash equivalents	(31,390)
67,031	Cash and cash equivalents at the beginning of the reporting period	94,532
94,532	Cash and cash equivalents at the end of the reporting period	125,922

2021/22		2022/23
£		£
(62,778)	Depreciation and Impairment	56,149
0	Prudent MRP (Borrowing Repayment)	0
0	(Increase)/Decrease in Provisions	0
18,057	(Increase)/Decrease in Creditors	(5,741)
(59,033)	Increase/(Decrease) in Debtors & Prepayments	(9,390)
(154)	Increase/(Decrease) in Inventories	3,488
(103,908)	Cash (Inflow)/Outflow from Revenue Items	44,507

This page is intentionally left blank