



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, 15 DECEMBER 2023, 3.00 PM
Venue	REMOTE MEETING
Membership	Councillor Mackie (Chairperson) Councillors K Jones, Lewis, Robson, Shimmin, John, Birch, Simmonds, Andrews, Blundell, Colbran, Harris, Jones, W Lewis, Stephens and Winstanley

1 **Apologies for Absence**

To receive apologies for absence.

2 **Declarations of Interest**

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

3 **Minutes** *(Pages 3 - 6)*

To approve as a correct record the minutes of the previous meeting.

4 **Report of the Glamorgan Archivist for the period 1 September to 30 November 2023** *(Pages 7 - 32)*

5 **Proposed Fees and Charges 2024/25** *(Pages 33 - 42)*

6 **2023/24 Month 7 Monitoring Report** *(Pages 43 - 50)*

7 **2024/25 Budget Report** *(Pages 51 - 60)*

8 **Medium Term Financial Plan 2024/25 - 2027/28** *(Pages 61 - 68)*

9 **Date of next meeting**

22 March 2024 at 2.00 pm.

D Marles

Interim Monitoring Officer

Date: Monday, 11 December 2023

Contact: Michele Chesterman

02920 873606 michele.chesterman@cardiff.gov.uk

GLAMORGAN ARCHIVES JOINT COMMITTEE

22 SEPTEMBER 2023

Present: Councillor Mackie (Chairperson)
Councillors Lewis, Robson, Birch, Andrews, Colbran, Harris,
Stephens and Winstanley

11 : APOLOGIES FOR ABSENCE

Apologies were received from Cllrs W Lewis, G Jones, John, K Jones, Simmonds

12 : DECLARATIONS OF INTEREST

None

13 : MINUTES

The minutes of the meeting held on 6 June 2023 were agreed as a correct record with the inclusion of Cllr Barry Stephens' apologies.

14 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1 JUNE TO 31 AUGUST

Members were provided with a comprehensive update on the work of the service for the period 1 June 2023 to 31 August 2023 all categorised against the outcomes of the Annual Plan.

In summary, the Archivist explained that the Archives continued to be very busy, both in terms of usage of the building and collections and in terms of planning for future use as well. Staff had taken the opportunity to take leave over the summer and that, as always, had created challenges in ensuring everything was covered.

Members noted that the team had continued to be very busy and to deliver to a high standard. Members' attention was directed to the appendices which showed that a large quantity of accessions had been received and much work had been done on the collections.

The Senior Archivist drew Members' attention to Appendix 5 which provided a summary of the ARA Survey of Visitors to UK Archives on-site searchroom services (from the adult individual's point of view) which had taken place from 3 October 2022 to 4 December 2022. Members noted that it was the first survey to be conducted since the pandemic and that a total of 111 archive services across the UK participated in the survey which included 15 Welsh services. The survey questions remained largely the same as those used in the 2018 and 2016 surveys, which allowed comparison across the years.

The Survey of Visitors to UK Archives 2022 had shown that Glamorgan Archives had continued to provide a high quality service to the public despite the disruption caused by the Covid19 pandemic and reductions in resources. Improvements had been

made in a number of areas, and quality of service maintained across the board, since the 2018 survey, and solutions had been identified to help the service improve scores in those areas where it was currently falling below its own high standards.

The Chairperson thanked the Archivist for her work on the report and invited questions from the Joint Committee Members.

Members asked about action being taken over the rising temperature in the building's strongroom. The Archivist responded that work taken place the previous week to try to resolve a problem with the heating coils. The equipment had failed due to its age and the fact that it was open to the elements. Members noted that parts were being replaced over time. The increasing temperature in the strongroom was also affected by seasonal factors. Work was currently underway with the maintenance contractor who were doing their best to carry out repairs. This was also reflected in the budget.

Members noted the different opening hours in 2018 and 2022 and enquired whether this had affected the customer satisfaction statistics. The Archivist responded that the opening hours had been reduced and it was found that some people would have liked them to be extended. However, the majority were happy to visit when it was open. The service would continue to monitor to identify any trends.

Members referred to The Cardiff Registry Office team moving into the Archives building in October 2023 and renting three rooms and storage space in the repository. Members asked where the Registry Office would be located and Archivist responded that the team would be providing a back office function, occupying a couple of different offices and in addition using the public side of the building for the registration of births and small notices and displaying notices of marriages. The foyer would be the only shared space with Archives. This would bring in considerable income to the service, as well as enhanced benefits such as increased footfall and raising the profile of the service amongst members of the public.

RESOLVED: to note the contents of the report.

15 : 2023/24 MONTH 4 MONITORING REPORT

Members were provided with a comprehensive outline of the report and all its key headings which provided details of actual expenditure and income as at 31 July 2023 (Month 4), against the approved 2023/24 Budget and projections for the full year outturn position.

Members were informed that the projected income and expenditure for 2023/24 had indicated an increased reserve drawdown forecast compared to the amount budgeted (£65,000 budget, £99,475 projected).

Members noted that Month 7 would provide them with an updated indication of the projected outturn, including updates on the pay award and more certainty regarding trends in income. This would be looked at in parallel with the development of the 2024/25 budget and sustainability of reserve levels.

RESOLVED: to note the projected full year outturn position for 2023/24 as detailed in the report.

16 : DATE OF NEXT MEETING

15 December 2023, 2.00 pm via Microsoft Teams

The meeting terminated at 2.57 pm

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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

DECEMBER 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 September to 30th November 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.**

1.2 Improved access to collections through an enhanced online catalogue

Epexio, the new collection management system and public catalogue was successfully launched in September following team training. All staff are now using the new system and seeing many benefits. The public can now email enquiries directly from the catalogue and emails received suggest that they are finding relevant material more often due to the improved search functionality. Additional updated research guides will be added to the catalogue website in the

forthcoming months. There are some minor outstanding issues with the new system, especially with the workflows for conservation. These are being followed up with the software providers.

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

We continue to contribute to the pan-Wales social media project led by People's Collection Wales. Recent themes have featured disasters, with a focus on the Edwardsville Tornado of 1913, transport and parties. Content provided for the Marine Week theme over the summer attained 34,354 impressions on Facebook, 18,416 on X (formerly Twitter) and 11,387 on Instagram.

Late-November saw the start of the national 'Explore Your Archive' focus week. We contributed content on the daily social media tags. Our own social media accounts' posts this quarter have also included content on 'Back to School', the Rugby World Cup, Strictly Come Dancing, World Maritime Day, National Sporting Heritage Day, World Animal Day, World Teachers' Day, World Smile Day, National Baking Week and Armistice Day. And we have continued to highlight the work of our volunteers and our Glamorgan's Blood exhibition and featured the launch of our new catalogue.

We have been highlighting the Stephenson and Alexander records through our blog, with articles featuring the sale of notable properties including the Royal Clarence Theatre in Pontypridd, All Saints Church in Newtown, Cardiff, the Naval Steam Coal Colliery pits in the Rhondda, and Hollanton House in Penarth.

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

In October Dr David Coates from the University of Warwick delivered a talk on 'Recovering Britain's Amateur Theatrical Past 1789-1914: A Glamorgan Perspective'. The talk was based on his ongoing research, including work undertaken in our searchroom, and was followed by a display of documents from the Archives and from Dr Coates' own personal collection.

Two events were held in November. The first was an in-person talk by Dr John R. Kenyon on 'Llandaff Cathedral: History, Art and Architecture'. Dr Kenyon drew on his extensive knowledge of the Cathedral to give a detailed and informative talk, with documents from the collection displayed afterwards. The second event took place online in partnership with The National Archives and Applied Stories. 'From May to Etta With Love' saw the premiere of six new audio dramas based on photographs held at Glamorgan Archives of people from Cardiff's Docklands community, taken during the 1910s and 1920s. The dramas were written by Cardiff authors Danielle Fahiya and Kyle Lima and performed by a local cast.

The Senior Archivist delivered a talk as part of the 20th Century Society Wales' online events programme. It focussed on records within our collection relating to

20th century built heritage, and promoted the collection as a valuable resource for this area of research in Wales.

1.6 Agree and deliver a digital preservation repository

The Glamorgan Archivist and Louise Hunt, Archivist, attended the ARCW Kickstart Cymru Hackathon in October. It was a good opportunity to hear how other services have been using the kickstart bundle for digital preservation and provided some answers to questions that had arisen.

The work towards a Wales digital preservation consortium is progressing with a decision on Welsh Government financial support expected in December. The draft tender specification for the required software has been developed and that will form the basis of the procurement (which will be led by Glamorgan Archives as lead partner).

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

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

The deposit of records of the Cardiff United Synagogue at the Archives, through the Jewish History Association of South Wales, featured in news items on Nation Cymru and the Jewish News. An article in student-produced news outlet The Cardiffian featured the 'From May to Etta With Love' event.

Two images from our police collections have been licensed for use in the forthcoming Channel 4 documentary 'Prisons: Britain's Criminal Past'.

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

Work is continuing on the project to create a Research Guide to Sources for the Study of Minority Ethnic History. The paid researchers have attended the office to progress their research into aspects of the collection, including estate records and records of the coal industry. The project, funded by Welsh Government, is on track for completion in early 2024.

We have supported members of Cardiff People First to deliver a presentation to the Open University on archives of people with a learning disability and working with archive services. The Senior Archivist was interviewed on film about our ongoing partnership with Cardiff People First.

Kiran Cymru held a celebration event at the Senedd on 21 September highlighting their heritage projects. The Senior Archivist attended and spoke to

the children present who had been undertaking research on the contribution of the Indian army during the Second World War.

The Senior Archivist visited Ffotogallery Cymru to advise them on the care of their collection. A letter of support has been provided for a funding application to ensure their records can be appropriately packaged and catalogued, with advice and guidance from Glamorgan Archives staff. She also met with Heritage staff from the Welsh Rugby Union to provide similar advice on collections care.

Women's Archive Wales held their annual conference at St Fagan's National History Museum during the first weekend of October. Several of the speakers had undertaken research at Glamorgan Archives and were presenting their findings. The Senior Archivist attended.

We continue to support the Innovate Trust's Secret Garden project. Volunteers returned to the Archives in October to undertake family history research on the past inhabitants of Sgubor Fawr Farm at St Fagan's, where their current project is based.

The Senior Archivist met with Sian James, former MP for Swansea East. 2024 marks 40 years since the Miners Strike of 1984/5, when Sian was active within the Women's Support Group. She is currently seeking to track down the Group's distinctive banner, which is missing, and photos of which are held within the records of the South Wales Women's Support Group. Copies of photos were provided to Sian, and have also been shared with the media, including the BBC for their website and for Wales Today, and Tinopolis, producers of S4C's nightly magazine programme Heno. They have also been requested for use in a forthcoming BBC Wales documentary on the Miners' Strike and a programme currently in production for BBC2 nationally.

Volunteers and project staff from the Sub-Sahara Advisory Panel's Kumbukumbu project visited the Archives in October for a tour and an introduction to archive research. The project will be exploring links between Wales and Africa, drawing on archive and museum collections as part of this work. The project was officially launched at the National Museum of Wales on 1 November, and the Senior Archivist attended.

Members of the Welsh Muslim Cultural Foundation visited the office for a pilot workshop on starting family history research. They will be launching a project in December, tied into the Women's Peace Petition of the 1920s, which will see members tracing their relatives back to the 1921 census. Further workshops are planned for 2021.

Glamorgan History Society held their annual Autumn Day in Bridgend on Saturday 4th November. The theme for the day was 'A World of New Ideas: Knowledge and Glamorgan in the Long 18th Century', chosen to celebrate the 300th anniversary of the birth of Richard Price of Llangeinor. The Senior Archivist, now Secretary of the Society, attended.

The Senior Archivist met with members and staff of Vale People First to discuss a potential new heritage project for 2024.

Grangetown Local History continue to hold their monthly meetings at the Archives.

Nine members of a family history group from Cardiff were given a tour and document display, specifically discussing our most useful documents for genealogy.

Thirteen members of the Rhiwbina WI were given a tour and document display, this time including documents relating to Rhiwbina. The group organiser sent us an email of thanks:

A thank you to all involved in our visit to the Archives. A special thanks from our members, goes to Hannah Price our tour guide, her knowledge so impressed everyone, and her lovely personality made it all so enjoyable!

Following the deposit of records earlier in the year, a visit was arranged for nine members of the South Wales Baptist Union. The group organiser contacted us with feedback following the visit:

Thank you very much indeed for the amazing tour of the archives you gave on Friday. It was absolutely fascinating, and we all learnt such a lot. I never imagined we would see canisters of argon gas, or a box making machine. Learning about acid in paper, and storage by size made us realise that there is always so much more 'behind the scenes' than one would ever realise.

You looked after us so well and were very generous with your time. The icing on the cake was certainly the items from the archive that you had selected for us to see. We could understand why you are fascinated by school log books, which are such a window into every day life in years gone by. Some of us were very moved by the accounts of the asylum, thinking that if we had lived in those times, we might very well have been in-patients. The church records held lots of personal interest for those on the tour too, and some of us found reference to lots of people known to us.

We are so grateful for all you did – it was a truly magnificent tour.

2.5 Enhance the Glamorgan Archives building as a community asset

Our events programme continued in September with a very successful Open Doors Day on Saturday 23rd September. Four behind the scenes tours were offered and all were fully booked, with 60 people attending. Feedback received includes:

Just wanted to say a huge thank you to Rhian and co. for a fab tour last Saturday (23 Sept) during the Open Doors event. My husband and I really enjoyed it. It was truly fascinating to see behind the scenes at the Archives.

We've been raving to friends & family that they should look out for next year's Open Door event(s).

Many thanks for a lovely couple of hours at the Archives.

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

3.1 Enhance offer to schools through direct engagement and mounting education packs online

Our online digital education resources for schools have been updated to reflect the new curriculum. The Senior Archivist met with representatives from People's Collection Wales and the resources on their site – and on the Hwb – have been similarly updated.

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

Three classes from Llansannor and Llanharry Church in Wales Primary School visited the Archives in October. All Year 4, 5 and 6 pupils attended. They spent the day undertaking in rotation a workshop on the Second World War with us, a tour of the Cardiff City Stadium, and a football coaching session at the House of Sport. The visits were combined in order to minimise transport costs. Following the visits one of the teachers contacted us:

...we were really pleased with the delivery and felt it really hit the skills of the new curriculum.

We will definitely use the facility and resources again. It was a great trip.

Year 5 pupils from Kitchener Road Primary School visited the office in October. The workshop focussed on the changes in the Riverside community over the last 100 years, using maps, photographs and entries from the Kitchener Road School log books. The pupils were really engaged and were keen to ask questions about how their own community had changed over time as well as to find out more about the work of the Archives and the records that we keep.

Two classes of Year 6 pupils from Mount Stuart Primary School visited in November to learn about Cardiff in the Second World War. The workshop supplemented content they had been learning in class and they were able to view original documents including letters written by children in Rumney to a classmate who had been injured in a bombing raid in 1941. They also enjoyed a tour of a strongroom.

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

Masters' students from the Welsh School of Architecture at Cardiff University, from Cardiff University's School of Welsh, and from Cardiff Met's creative writing programme all visited for tours of the office and an introduction to our collections.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

Work placements have been offered through the project to create a Research Guide to Sources for the Study of Minority Ethnic History in Glamorgan. Three students have been recruited through Cardiff University's Insights programme and will be working with us until the end of 2023. We are also again supporting the University's Masters Degree in History community engagement / research placement module. Abbie Harper will be working with us this term to identify stories linked to the production of the Research Guide and producing blog posts to share these findings.

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

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

In this quarter, further records have been received or are in the process of arranging transfer from partner authorities, including electoral registers and the Cardiff and the Vale of Glamorgan Coroner.

4.4 Work with ARCW Collections at Risk Project

Contact was made with a local charity who had announced that they were closing in the hope of receiving records from them before they finished trading.

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

A successful collections week was held in November. Work on cataloguing the records of our current local authorities was progressed. Cataloguing of records from Bridgend CBC and Caerphilly CBC is now up to date and work has begun on Cardiff Council's records. A second team worked on the outstanding accessions from the past six months, completing four collections. The Records Assistants continued with the stocktake of the boxes in the strongrooms.

5.2 Ensure a balance of cataloguing, conservation and digitisation priorities

Initial receipts for accessions received during this quarter were issued within the target time. Full receipts were issued within 15 working days for 86% of the accessions; the target is 60%. 92% of the accessions received between March and May 2023 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

The Senior Archivist met with a representative from Chapter Arts in Cardiff to discuss the deposit of their archive. Work began towards the transfer of material in 2019, with the first deposit due in March 2020. This was postponed due to the pandemic, but the work has now been picked up again and the first boxes of material were received in early November, with more to follow.

The Conservator and Assistant Conservator are working on records from the Glamorgan Constabulary collection that are in poor condition and unfit for production, as well as continuing to flatten Quarter Sessions rolls. A condition assessment on records from Glamorgan County Asylum is planned for when other tasks are complete.

5.3 Develop coherent programme of external funding applications

Phase One of the NMCT (National Manuscript Conservation Trust)-funded project to conserve the drawings, paintings and plans from the Cardiff Castle collection is complete. This phase dealt with the large, rolled items and included repackaging of items that did not need specific treatment. An application for funding for Phase Two of the work was submitted in October and has been successful. Work on this phase, which will repackage items that do not need interventive conservation and conserve and repackage items that were created on tracing paper, will start in January 2024. A third phase is planned, subject to funding, for 2026.

5.4 Complete half-finished collections

Work is continuing on listing deposits of Coroner's records to ensure discoverability.

Work on the Associated British Ports (ABP) collection has stalled since the staff who were working on the material left the Archives. To solve the backlog and ensure the collection is completed, a special one-off Collections Week will be held in early 2024.

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

A consultant was recruited in November to assist with the Revising Archival Descriptions project, with Glamorgan Archives as lead partner. The project, which is funded by Welsh Government through the Archives and Records Council Wales (ARCW), has been truncated due to issues recruiting a Project Officer.

The decision was taken to employ a consultant to deliver on parts of the planned work. Over the next few months, the consultant will use an agreed wordlist to check against archival catalogues to identify offensive and biased terminology. This will then be used as a 'proof-of-concept' so that other partner organisations can use the same methodology on their own catalogues, before making decisions as to any changes required.

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

Budget monitoring of expenditure and income continues on a regular basis, with support from the Finance team in Cardiff Council. Work has also been completed on the budget for financial year 2024-25.

6.2 Maximise income generation opportunities

As well as budget planning for the forthcoming financial year, proposed changes to fees and charges from April 2024 have been looked at (see separate paper).

Cardiff Register Office staff moved in to the Archives building in October, renting three rooms as well as storage space in the repository. This uses up all spare capacity within the building.

The project for conservation work on behalf of Carmarthenshire Archives has received funding and will progress, starting in January.

Two new sets of material have been stored with the Archives on a commercial basis (paying for storage in the repository). Whilst only small, this adds some much needed income to the budget.

Work to quote for several digitisation and box-making opportunities is underway.

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

The Corporate Trainee post, which had been extended through the use of digitisation income will cease at the end of December due to lack of general income. The digitisation projects that are underway and planned will continue to be undertaken by the permanent staff.

6.4 Ensure an inclusive and well-developed workforce

Two members of staff continued weekly Welsh classes with Cardiff University.

Hannah Price, Archivist, attended two Welsh Government funded workshops on LGBTQ+ Language and History.

We held our annual Macmillan Coffee Morning on 2 October. Staff and volunteers baked and attended, raising a total of £202.50.

6.5 Ensure sharing of skills with partner organisations as much as feasible

ARCW is planning external training on conservation and preservation issues, which will be taken advantage of if required.

Conservation staff from Cheshire Archives Service visited to see the Conservation Studio and get ideas for their planned new buildings.

6.7 Ensure a broad range of opportunities for volunteers

During the quarter, 36 volunteers and students have contributed to the work of the Archives.

A new project has started to list photographs taken by Brian Jarrett, a professional photographer based in Cardiff who predominately worked 1950s-2010s. The volunteer who has joined us to assist with this project was formerly the chief librarian for the Media Library at the Western Mail and Echo and brings much knowledge and expertise to the role.

In addition 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 Ogmore Valley Local History and Heritage Society Journal (2000-2021);
- 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.

In addition, several volunteers work independently on research projects.

Conservation volunteers and students are continuing to work on:

- Police newspaper cutting books
- National Coal Board plans
- Associated British Ports collections (photographs and volumes)
- Seal repair from a deed in the Barons Dynevor collection

To continue the cleaning of records catalogued as part of the Glamorgan's Blood project two new cleaning groups have been formed. To accommodate the groups of four volunteers, together with staff, a cleaning area has been established in the document reception area at the back of the building.

Our annual volunteer get-together took place at the end of November. Held in Ogmore staff put together a presentation covering key events during the year, a selection of festive treats and hot drinks were provided. Fifteen volunteers attended and we had a very enjoyable afternoon.

6.8 Ensure service is run transparently

The searchroom continues to be busy. Ask the Experts sessions are offered to visitors seeking advice on starting their family tree, and to those who have hit a brick wall in their genealogical research. Sessions are delivered in partnership with the Cardiff Branch of Glamorgan Family History Society.

The target for responding to remote enquiries is met. Feedback includes:

Thank you for such a detailed and useful response, you really have gone above and beyond on this one.

Again, my profound thanks for all your assistance... I now have a much clearer picture of what happened. The documents included a lot of information of which I was either unaware or failed to absorb at that time. I'm much indebted to you.

Many thanks for your help in finding information about my birth mother. Your service has been brilliant and helped make the process much simpler than I had imagined.

The ARA Distance Enquiries Survey is currently underway. The survey is distributed to those who contact us with enquiries by email, seeking their feedback on our remote services. The survey window opened on Monday 9th October and invitations will continue to be issued until the survey closes on Sunday 17th December.

6.11 Work more collaboratively with neighbouring archive services

Heather Mountjoy, Archivist, attended the ARCW Marketing meeting in September to discuss content for the Explore Archives campaign and a series of animation films to promote local archives.

Laura Cotton, Glamorgan Archivist and Chair of ARCW, and Hannah Price, Archivist, attended the ARCW Forum in Aberystwyth at the beginning of October. The theme for the event was 'Connecting with Communities'.

Beth Amos, Archive Trainee at West Glamorgan Archive Service, spent a day with us learning about our services and systems. She had a tour of the building and then spent time with staff in each area of the office. Beth contacted us with feedback on her visit:

Thank you very much again for kindly organising the tour of the building and for the useful talks last week.

It was fascinating to learn about some of your outreach strategies, conservation techniques, volunteer project management, switch to Epexio, use of various databases, cataloguing and accession processes, staff routines and your own career paths. It was also really interesting to see your well-equipped building.

I appreciate you all for taking the time out of your busy schedules to chat with me in depth - I am looking forward to reflecting upon your valuable insights further in the coming weeks/months/years!

The Crowd Cymru digital volunteering project concluded the first phase of the project, as funded by the National Lottery Heritage Fund, at the end of November. Further funding has been secured to continue the project until May 2024, with other funding hopefully identified to continue after that as well.

6.12 Improve management of Glamorgan Archives building

The Glamorgan Archivist and the Archives Conservator had a meeting with the Health and Safety Advisor from Cardiff Council regarding the use of chemicals in the Conservation Studio. This was followed up with a site visit.

The temperature and humidity readings for the strongrooms over the last quarter are:

Strongrooms	Average Temperature	Average Relative Humidity
1	20.7°C	59.7%
2	21.1°C	55.8%
3	22.3°C	55.4%
4	21.5°C	59.2%

Readings are slowly falling with the onset of winter but are all still within the acceptable range.

SUMMARY

9. It has been another busy quarter for the Archives, especially with the move of Cardiff Register Office staff into the building and a large number of group and school visits.

A number of projects have continued and concluded, with planning underway for more projects to come.

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 2023-24 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
8th December 2023

Appendix 1

St John's Chapter of Royal Arch Masons, Number 36, Cardiff, Records			
Accession No:	2023/116	Reference No:	D1964
Minutes, attendance books, ledgers, cash books, register of members, agendas and returns to Grand Chapter and Provincial Chapter Date of records: 1856-2011			
South Wales Baptist Association			
Accession No:	2023/117	Reference No:	D1689
Beulah Baptist Church, Dowlais 1856-2008; The Life of Cwmparc Baptists to 2004; Bethel, Treharris Centenary Magazine 1977; Llandough Baptist Church 1859-2009; Zion, Maesteg 1884-1984; Llandough Baptist Church - brief narrative history 1979-1996; 'Within these walls' - a history of Stanwell Road Baptist Church, Penarth; SWBA Trustees' Reports and Financial Statements for period ending December 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012 Date of records: 1977-2012			
Cofnodion Ysgol Gyfun Rhydfelen			
Accession No:	2023/118	Reference No:	D1963
Scrapbooks Date of records: 1960s-1970s			
Cardiff Borough Records, Parks Department			
Accession No:	2023/119	Reference No:	BC/P
Prosser family photographs of Parc Cefn Onn, Cardiff, 1910-1939; typed copy of unpublished history of Cardiff Parks by Andrew Alexander Pettigrew, written between 1915-1932; Parks Committee minute book, 1908-1912 Date of records: 1908-1939			
St Donat's Church, Abercynon 1898-2023			
Accession No:	2023/120	Reference No:	D1965
125th Anniversary brochure Date of records: 2023			
Pontyclun Football Club Records			
Accession No:	2023/121	Reference No:	D1966
Team line-ups and results of Pontyclun FC and Pontyclun FC Reserves Date of records: 1968-2015			
Reg Malpass, Mining Historian, Papers			
Accession No:	2023/122	Reference No:	D1967
Mr Malpass' research notes Date of records: 20th century			
City United Reformed Church Cardiff, Records			
Accession No:	2023/123, 145	Reference No:	D957
City Link Church magazine Date of records: Oct-Nov 2023			

G.B. Williams, Ross & Co, Chartered Accountants of Pontypridd Records			
Accession No:	2023/124	Reference No:	D1968
Day book Date of records: 1970-1991			

Ebenezer Chapel, Cardiff, Records			
Accession No:	2023/125	Reference No:	DWCONG1
Marriage registers Date of records: 1899-1996			

Cardiff Registration District Records			
Accession No:	2023/126	Reference No:	D1969
Registry of buildings for marriages. Date of records: 1845-1973			

Cathedral Road Presbyterian Church, Cardiff, Records			
Accession No:	2023/127	Reference No:	D1970
Marriage registers Date of records: 1927-1979			

Bethlehem Chapel, Gwaelod-y-Garth, Pentyrch, Records			
Accession No:	2023/128	Reference No:	D1971
Marriage register Date of records: 1981-1990			

Tabernacle Baptist Church, The Hayes, Cardiff			
Accession No:	2023/129	Reference No:	D933
Marriage register Date of records: 1963-1967			

Splott Road Baptist Church, Cardiff, Records			
Accession No:	2023/130	Reference No:	DBAP49
Marriage registers Date of records: 1921-1980			

Cardiff City Police, Group Photograph			
Accession No:	2023/131	Reference No:	D1972
Group photograph of uniformed officers Date of records: 1933			

Clifton Street Calvinistic Methodist Chapel, Roath, Cardiff Records			
Accession No:	2023/132	Reference No:	D1973
Marriage register Date of records: 1900-1902			

Tabernacle Calvinistic Methodist Chapel, Whitchurch, Cardiff Records			
Accession No:	2023/133	Reference No:	D1974
Marriage register Date of records: Aug 1971-Jun 2004			

Splott Road Wesleyan Methodist Church Records

Accession No:	2023/134	Reference No:	D1975/2/11
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Marriage register

Date of records: Aug 2005-Aug 2010

Captain Abraham Widdess of Cardiff, Presentation Certificate

Accession No:	2023/135	Reference No:	D1976
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Certificate presented to Captain Abraham Widdess, Commander of RMS 'Torrington', by his friends on the occasion of his birthday

Date of records: 22 Dec 1911

Probus Club of Cardiff, Records

Accession No:	2023/137	Reference No:	D1978
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Minutes, Secretaries' files, attendance register, photo albums

Date of records: 1976-2011

Rhondda Cynon Taf County Borough Council, Records

Accession No:	2023/138	Reference No:	CRCT
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Registers of electors, 2020-2022 [published Dec 2020, Jan 2022 and Dec 2022]

Date of records: 2020-2022

Ian Mathias of Sully, Collection

Accession No:	2023/139	Reference No:	D1982
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Photographs of St James' (Cardiff) Cricket Club, 1908-1910; Leases relating to Westgate Hotel, Cardiff, 1870

Date of records: 1870-1910

Brian Jarrett of Cardiff, Collection

Accession No:	2023/140	Reference No:	D1894
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Photographs taken around south Wales, detailed in depositor survey forms 23 - 26. Also additional bundles relating to Cockleshell Houses, Deri; Lewis Boys' Grammar School, Pengam open day for former pupils; launch of multi projector audio-visual production 'The Valley of Surprises'; Hanbury Road, Bargoed; work on Heads of the Valleys road; The Capel Hotel, Bargoed; Elliot Colliery, New Tredegar'.

Date of records: 1970s-2000s

R.P. Culley Presentation Book

Accession No:	2023/141	Reference No:	D1980
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A presentation book given to Richard Palethorpe Culley, a successful Cardiff hotelier and businessman, to mark twenty years in business. A luncheon was held at the Cardiff Coal Exchange by prominent members of the community.

Date of records: 1906

Martin Taylor of Llanishen, Philatelist, Papers

Accession No:	2023/142	Reference No:	D1981
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British Railways Philatelic Society (Cardiff Branch), minutes of meetings, 1975-2015; programmes of meetings, 1976-2015; note confirming closure of Society, 2018; Federation of South Wales Philatelic Societies, minutes and papers 2007-2016

Date of records: 1975-2018

Cardiff Camera Club Records			
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Accession No:	2023/143	Reference No:	DCAMC/8
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Photographs and awarding information for trophies no longer held by the Club. Date of records: 2023			
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New Theatre, Cardiff Records			
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Accession No:	2023/144	Reference No:	DTHN
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Records of The New Theatre, including programme from a Anna Pavlova performance, panto files, direct mail outs, centenary booklet, photos of refurbishment, postcards, and the New Theatre Society. Date of records: Early 20th century-2020s			
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Chapter Arts Centre, Cardiff, Records			
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Accession No:	2023/146	Reference No:	D1983
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Records of Chapter Arts Centre and its activities, including programmes and flyers for events, press cuttings and magazines. Date of records: c1971-c2023			
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Cardiff and the Vale of Glamorgan Coroners' Records			
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Accession No:	2023/147	Reference No:	CORCV
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Coroner's files, numbers 1-1715 Date of records: 2004			
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Merthyr Mawr and Ewenny Churches insurance papers			
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Accession No:	2023/148	Reference No:	P99CW
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Insurance policies and related papers. Date of records: 1927-1957			
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Ainon Welsh Baptist Chapel, Tonyrefail Records			
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Accession No:	2023/149	Reference No:	DWBAP15
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Records include photographs, membership register, pledge book, a booklet about the history of the chapel, 'Seren Cymru' newspaper, grave, monumental inscriptions index and plan, Disposal of Assets report. Date of records: 20 th century			
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Aberthin Village Hall Committee Records			
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Accession No:	2023/150	Reference No:	D1653
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Treasurers' files, newsletters, minutes of committee, papers regarding Village Day Date of records: 1983-2010			
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Canon William Issac Papers			
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Accession No:	2023/151	Reference No:	D1985
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Personal papers of Canon William John Isaac, Parish Priest of St. Teilo's with Our Lady of Lourdes in Cardiff, 2014 - 2021. Date of records: 20th century			
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UWC Atlantic, St Donat's Castle, Llantwit Major, Records			
Accession No:	2023/152	Reference No:	D1986
Minutes, administrative files, annual reports, correspondence Date of records: 20th-21st century			

Welsh Football League Records			
Accession No:	2023/153	Reference No:	D1987
Records include minutes, financial records, and handbooks. Date of records: 1919-2020			

St Alban on the Moors Roman Catholic Church, Cardiff Records			
Accession No:	2023/154	Reference No:	D1988
Marriage registers. Date of records: 1965-2021			

Sales particulars			
Accession No:	2023/155	Reference No:	DXBT/18
Date of records: 1898-1972			

Cardiff Exchange Club Records			
Accession No:	2023/156	Reference No:	D1990
Register of members, candidate book, minute book, letter book and history book. Date of records: 1874-1968			

Dinas Powys Community Council Records			
Accession No:	2023/157	Reference No:	D544
Council minutes including Full Council, Annual Meetings and Committee Meetings and rate books Date of records: 20th-21st century			

Cllr Phyllis Winn-Jones of Sully Papers			
Accession No:	2023/158	Reference No:	D1991
Personal papers relating to events attended in an official capacity by Cllr Winn-Jones, also by her parents Mr and Mrs A T Yeld-Stephens of The Grange, Sully. Date of records: 1919-2003			

Notable accessions

Aberthin Village Hall Committee Records (D1653)

An additional deposit has been made by the Treasurer of the Aberthin Village Hall Committee. Aberthin Church and Community Centre was created in 1971 and was subsequently renamed Aberthin Village Hall. The Secretary and Treasurer of the Village Hall Committee purchased the property on behalf of the village in 1985 and in May 1986, the Aberthin Village Hall Trust became a registered charity.

Papers received cover the period 1983-2010 and include treasurers' files, newsletters, minutes of committee and papers regarding Village Day.

South Wales Baptist Association Records (D1689)

The South Wales Baptist Association exists to encourage the building and development of healthy churches and to enable them to assist each other in mission in their communities, Wales, and the world. The Association formed in 2001 when the three Associations of the South Wales Group merged. South Wales Baptist Association works closely with the Baptist Union of Wales, with whom they hold a joint annual Assembly, 'Momentum'. Records of several churches including Beulah Baptist Church, Dowlais, Bethel, Treharris and Zion, Maesteg have been donated by the Association.

St John's Chapter of Royal Arch Masons, Number 36, Cardiff, Records (D1964)

A long-established masonic chapter has deposited its records. St John's Chapter, Cardiff, held its first meeting on the 30 January 1856. It was initially attached to the Glamorgan Lodge of Freemasons, Number 43 and met at the Lodge Room, St Mary Street, Cardiff. During a meeting of 20 October 1863, it was announced that the number of the Chapter would be changed to 36. St John's Chapter meets regularly at the Masonic Temple, Guildford Crescent, Cardiff. Records covering the years 1855-2011 have been received and include minutes, ledgers, cash books, attendance books, returns to Grand Chapter and Provincial Chapter, and register of members.

Pontyclun Football Club Records (D1966)

Pontyclun Football Club has been part of the South Wales football scene for over a century having been founded in 1896. In the early years, the Club was a member of the Bridgend and District League but immediately after the First World War joined the Cardiff and District League. In 1922 the Club was admitted to the Football Association of Wales, and in 1968 was admitted to the Welsh Football League, then the premier league in Wales. The Club had a respectable first season being undefeated in 16 of its 34 league fixtures. In subsequent seasons the Club played most of its matches in the lowest division but achieved promotion three times. The end of season 2011/12 saw the Club finish at the foot of Division 3 and relegation from the Welsh Football League after 44 consecutive seasons. The Club returned to the Welsh League in 2016/17 by winning the South Wales Alliance League.

Records received include match report forms featuring team line-ups and results of Pontyclun FC and Pontyclun FC Reserves, and match programmes.

Probus Club of Cardiff, Records (D1978)

Records of a local business club for retired professional and businessmen have been received from a committee member. The formation of the Probus Club was an initiative of the Rotary Club of Cardiff. It decided to establish the degree of support for a such a club and an Inaugural Meeting was held at the Park Hotel, Cardiff on 26 January 1976. It was subsequently agreed that the purpose of the Club was 'to provide a meeting point for retired or semi-retired professional and commercial men whereby they might maintain contact and fellowship with persons in similar circumstances'. Over the subsequent years the Club has organised a programme of speakers and numerous social events.

Records received include minutes, Secretaries' files, attendance register and photographs for the period 1976-2015.

Chapter Arts Centre, Cardiff, Records (D1983)

The first of a series of deposits has been received from a well-known Cardiff arts' venue. Chapter Arts Centre, Canton, was founded in 1971 and hosts films, plays, performance art and live music. The deposit reflects the activities of the Centre and includes programmes and flyers, press cuttings and magazines.

UWC Atlantic, St Donat's Castle, Llantwit Major, Records (D1986)

UWC Atlantic is a college for students aged 16-19 years of age, based at St Donat's Castle. Students travel from over 150 countries to live, study and learn together pursuing the International Baccalaureate and an outdoor-orientated experiential education over two years. Established in 1962, it is the founding college of the UWC Movement which encompasses 18 global schools and colleges dedicated to uniting cultures and countries through education.

Items deposited include minutes, administrative files, annual reports and correspondence. Additional deposits are expected over the coming months.

Welsh Football League Records (D1987)

The Welsh Football League was the senior association football league in south Wales for over a century. Records including minutes, financial records, and handbooks, for the period 1919-2020 have been donated by the last Secretary of the League and member of the Council of the Football Association of Wales.

Merthyr Mawr Ecclesiastical Parish Records (P99CW)

Papers have been donated by Merthyr Mawr Ecclesiastical Parish. Merthyr Mawr is an ancient parish within the eastern division of the rural deanery of Groneath Upper in the diocese of Llandaff. It is situated on the River Ogmore, approximately one and a half miles from Bridgend in the hundred of Ogmore. Items received comprise insurance papers relating to Merthyr Mawr and Ewenny Churches for the years 1927-1957

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Sep-Nov 2022	666	431	19	1855
Dec 2022-Feb 2023	517	262	15	1911
Mar-May 2023	673	379	11	1989
Jun-Aug 2023	568	285	14	1653
Sep-Nov 2023	828	602	21	1980

	Remote Enquiries	Website Hits
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
Jun-Aug 2023	1116 (+ 168 un-printed thank you emails)	7370
Sep-Nov 2023	1050 (+ 293 un-printed thank you, etc.)	6500

Interesting Enquiries

Family history continues to prove a popular research area amongst our visitors. Recent enquiries have included the police career of a visitor's father, with the records of the Glamorgan Constabulary confirming the districts in which he served. Another researcher used court licensing records and trade directories to confirm that an ancestor held the licence for the Old House Inn in Llangynwyd during the 1870s. And one person discovered connections to the famous Novello family.

Many of our researchers contact or visit us in the course of their local history research. Topics during the last quarter have included the William Burges designed Park House on Park Place in Cardiff, with building regulation plans and records of Stephenson and Alexander, Auctioneers and Chartered Surveyors, used to build up a picture of the property's history. Other buildings of interest to our customers include Porthcawl Grand Pavilion, the National Museum of Wales, and Glamorgan County Hall in Cathays Park, formerly the home of the Archives. Numerous plans and photographs

were used by a researcher developing a site history of Roath Park in Cardiff. And we also supported a researcher seeking to learn more about the Royal Visit by King George V and Queen Mary to the Rhondda Valleys and Cardiff in 1912.

Students and academics from local universities and those further afield continue to make use of our collections. Several students from the Welsh School of Architecture have visited the searchroom recently, including one exploring the history of Pentre Gardens in Grangetown, in particular the railings, which were replaced after the Second World War. An academic consulted a variety of records, including the Fred Petersen photographs of people from Cardiff's Docklands community, for research on women in Butetown. Our hospital records were consulted as part of an investigation into the early use of photography in hospitals. And an author visited us seeking details of various aspects of the Cardiff Fine Art and Maritime Exhibition of 1896, which has recently been the subject of one of our volunteer projects.

Several community heritage projects are supported through our searchroom and remote enquiries services, as well as through our community engagement programme. A researcher from the Heritage and Cultural Exchange visited the searchroom recently to explore welfare provision in Butetown, looking at the records of the Angelina Street Mission and the Society of Friends. Penarth Civic Society contacted us for help in identifying images for inclusion on new heritage display panels to be placed around the town.

Our shipping records are regularly used by a wide range of researchers. Of note recently was the use of a small collection of papers relating to the brigantine Kara to discover more about the ship's isolation in 1842. And one enquiry brought connections to Cornwall; the Barry Pilot Cutter Molly B was registered in Cardiff in 1906, but was built in Padstow, and Padstow Museum holds a model of her.

Appendix III

Events	
Open Doors	60
Recovering Britain's Amateur Theatrical Past 1789-1914: A Glamorgan Perspective	15
Llandaff Cathedral: History, Art and Architecture	18
From May to Etta With Love	101
20 th Century Society Wales	19
Innovate Trust, Secret Garden Project	6
Ask the Experts	6
Cardiff People First x2	12
Sub-Sahara Advisory Panel, Kumbukumbu Project	4
Welsh Muslim Cultural Foundation	6
Family History Group	9
Rhiwbina WI	13
South Wales Baptist Union	9
Education	
Llansannor and Llanharry Church in Wales Primary	96
Kitchener Primary, Cardiff	32
Mount Stuart Primary, Cardiff x2	44
Welsh School of Architecture	17
Creative Writing Masters students, Cardiff Met	5
Ysgol y Gymraeg Masters students, Cardiff University	7
Local and Family History Groups	
Grangetown Local History Society x3	40
Glamorgan History Society Council	6
Individuals meeting staff	
	77

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>Jun</i>	6305	4253	2161	13,866	1446	111

<i>Jul</i>	6309	3096	2189	5658	1463	152
<i>Aug</i>	6334	6776	2241	15,643	1499	123
<i>Sep</i>	6331	2597	2248	5495	1518	118
<i>Oct</i>	6323	2514	2259	9450	1536	168
<i>Nov</i>	6333	1567	2276	3967	1548	161

Appendix IV

Bench work		
Harry Holland	7 Cartoon designs for Cardiff Castle	Cleaned, repaired.
CVG/C/RE/25,26	5 Electoral registers	Bound up
DCONC/5/37,2,3 6,59,84,21	6 Police Newspaper cutting books	Cleaned & repaired, some rebacked, red rot treated
DCON /292/6	Gladys Police station: general orders and divisional circulars	Cleaned, repaired, resewn, bords flattened, rebound
DCON/292/3/1	Police occurrence book	Cleaned, mould damaged consolidated, repaired, resewn and rebound
D1982/2/1	St James cricket club, photograph	Cleaned, encapsulated with microchamber
D1982/1/2	Mrs Thomas and others. photograph	Cleaned, encapsulated with microchamber
DXRP	Embellished paper serviette	Cleaned, encapsulated with microchamber
DCON/292/2/10	Police occurrence book	Cleaned, pages unstuck, repaired, red rot treated
DXIB/28/3,4,6	3 Diary's	Loose boards and pages reattached.
DMTH/206/4	Great seal from common recovery at the great sessions for Glamorgan	Cleaned, repaired, repackaged.
13.77	Stained glass cartoon from Cardiff Castle	Cleaned, Repaired, repackaged.
	5 OS maps	New hangers attached
Cleaning and Packaging		
DNCB	34 plans	Repackaged
DCBDC/13/2,9	2 folders of photographs	Repackaged
Various	14 boxes of glass slides	Cleaned
Yellow spot boxes	63 large boxes	Cleaned and repackaged
Various	58 volumes	
Bespoke boxes made		
Various	200 Boxes	Made
Barcoded and Relocated		
Various	3542 Items	Barcoded
External Work		
Private individual	Photo album	Cleaned, repaired, repackaged
Local Registrars	157 marriage registers	Condition assessed and mould cleaned off
Local Museum	Photograph	Cleaned, repaired, repackaged

Private individual	1 Photograph. 1 certificate	Flattened, repaired, repackaged
Private individual	3 Volumes 1 map	Cleaned, repaired
Private individual	30 Boxes	Made
Publishers	52 Boxes	Made
Local Private Conservator	4 Boxes	Made
Private conservation company	51 Boxes	Made

**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

DECEMBER 2023

**REPORT OF: PROPOSED CHANGES TO FEES AND CHARGES FROM 1ST
APRIL 2024**

AGENDA ITEM:

PURPOSE OF REPORT

1. To present to the Joint Committee the proposed scale of fees and charges to be implemented from 1st April 2024.

BACKGROUND

2. Fees and charges were increased in April 2022 for the first time in a number of years, and at that time it was indicated that this would become an annual process. As the budget for 2024-25 is being considered at this meeting, it seems an opportune time to review the fees and charges for the year as well.
3. Costs pertaining to the building and source materials, as well as staff salaries, have increased during 2023, and are expected to increase again during 2024. In order to assist with the budget pressures for the forthcoming financial year, the following scale of increases to fees and charges is proposed.

LEGAL IMPLICATIONS

4. 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.
5. 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

6. Any direct financial implications arising from this report have been accounted for in the 2024-25 budget plan.

SUMMARY

7. The proposed scale of fees and charges has been developed with the needs of the service in mind and will continue to be reviewed annually.

RECOMMENDATION

8. Members are asked to agree the proposed scale of Fees and Charges for 2024-25.

Laura Cotton
Glamorgan Archivist
8th December 2023

	Pre-22 charge	Charge 2022-23 (inclusive of VAT)	Charge 2023-24 (inclusive of VAT if applicable)	Proposed charge 2024-25 (inclusive of VAT if applicable)	Rationale
Digitisation services					
Single image (inclusive of printout)	£5.00	£10.00	£12.00	£12.00	Previous increases have brought the charges in line with costs
Subsequent images (per image, inclusive of printout, from same document)	£2.00	£2.00	£3.00	£3.00	Previous increases have brought the charges in line with costs
Multiple images from multiple documents (per hour)	New	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Digital images from existing files - single image	New	£10.00	£12.00	£12.00	Previous increases have brought the charges in line with costs
Digital images from existing files - subsequent images	New	£2.00	£3.00	£3.00	Previous increases have brought the charges in line with costs
Postage (UK address)	£1.00	£1.20	£1.40	£1.50	Increased postage charges by Royal Mail
Postage (Overseas)	£2.50	£3.00	£4.00	£4.50	Increased postage charges by Royal Mail
Postage - parcels	New	Variable	Variable	Variable	Dependant on charge levied by Royal Mail, to be quoted as required

Certification of facsimile copies of documents, per image	£5.00	£25.00	£27.50	£27.50	Previous increases have brought the charges in line with costs
Research					
Minimum charge (up to 1 hour)	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Minimum charge (up to 1 hour, Commercial)	£60.00	£80.00	£90.00	£90.00	Previous increases have brought the charges in line with costs
Hourly rate	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
1:1 Consultation (limited to 40 minutes)	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Conservation					
Conservator - hourly rate	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Conservator - day visit	£200.00 + Travel	£240.00 + Travel	£270.00 + Travel	£270.00 + Travel	Previous increases have brought the charges in line with costs
Conservator - half day visit	£100.00 + Travel	£120.00 + Travel	£135.00 + Travel	£135.00 + Travel	Previous increases have brought the charges in line with costs
Preservation Assistant - hourly rate	£15.00	£20.00	£25.00	£25.00	Previous increases have brought

					the charges in line with costs
Preservation Assistant - day visit	£100.00 + Travel	£120.00 + Travel	£150.00 + Travel	£150.00 + Travel	Previous increases have brought the charges in line with costs
Preservation Assistant - half day visit	£50.00 + Travel	£60.00 + Travel	£75.00 + Travel	£75.00 + Travel	Previous increases have brought the charges in line with costs
Small box (650mu)	£3.00	£3.50	£3.50	£4.00	Increased costs
Medium box (650mu)	£4.50	£5.00	£5.50	£6.00	Increased costs
Large box (650mu)	£7.50	£8.50	£9.50	£10.00	Increased costs
Medium box (1000mu)	£6.00	£7.00	£7.50	£8.00	Increased costs
Large box (1000mu)	£10.50	£11.50	£13.00	£13.50	Increased costs
Extra large (1000mu)	£21.00	£22.00	£26.00	£26.50	Increased costs
Glass Plate Negative box - small (650mu)	£2.50	£3.50	£3.50	£4.00	Increased costs
Glass Plate Negative box - medium (650mu)	£4.00	£5.00	£5.50	£6.00	Increased costs
Glass Plate Negative box - large (650mu)	£5.00	£6.00	Price on application	Price on application	Only made rarely so will quote when required
Glass Plate Negative box - medium (1000mu)	£5.50	£6.50	Price on application	Price on application	Only made rarely so will quote when required
Glass Plate Negative box - large (1000mu)	£9.95	£11.00	Price on application	Price on application	Only made rarely so will quote when required
Photographic Slide Box - small (650mu)	£9.00	£10.00	Price on application	Price on application	Only made rarely so will quote when required

Photographic Slide Box - medium (650mu)	£10.50	£11.50	Price on application	Price on application	Only made rarely so will quote when required
Photographic Slide Box - large (650mu)	£12.00	£13.00	Price on application	Price on application	Only made rarely so will quote when required
Scroll Box - small (650mu)	£3.00	£3.50	£3.50	£4.00	Increased costs
Scroll Box - medium (650mu)	£4.50	£5.00	£5.50	£6.00	Increased costs
Scroll Box - large (650mu)	£7.50	£8.50	£9.50	£10.00	Increased costs
Scroll Box - medium (1000mu)	£6.00	£7.00	£7.50	£8.00	Increased costs
Scroll Box - large (1000mu)	£10.50	£11.50	£13.00	£13.50	Increased costs
Publication and Research for Media					
Research for media use (per hour)	New	£80.00	£90.00	£90.00	Previous increases have brought the charges in line with costs
Filming facility fee at Glamorgan Archives (per half day, minimum charge)	New	£125.00	£150.00	£150.00	No change
Licensing for re-use: Printed and digital media (print run under 1,000) UK only (per image)	New	£24.00	£25.00	£25.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run under 1,000) worldwide (per image)	New	£45.00	£48.00	£48.00	Previous increases have brought the charges in line with costs

Licensing for re-use: Printed and digital media (print run under 1,000) not-for-profit (per image)	New	£6.00	£8.00	£8.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 1001-5000) UK only (per image)	New	£45.00	£48.00	£48.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 1001-5000) worldwide (per image)	New	£100.00	£110.00	£110.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 1001-5000) not-for-profit (per image)	New	£12.00	£14.00	£14.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 5001+) UK only (per image)	New	£60.00	£65.00	£65.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 5001+) worldwide (per image)	New	£120.00	£130.00	£130.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 5001+) not-for-profit(per image)	New	£18.00	£20.00	£20.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Website - commercial (per image, per year)	New	£60.00	£65.00	£65.00	Previous increases have brought

					the charges in line with costs
Licensing for re-use: Website - not-for-profit (per image, per year)	New	£1.20	£1.50	£1.50	Previous increases have brought the charges in line with costs
Licensing for re-use: Display in exhibitions where an admission fee is charged	New	£60.00	£65.00	£65.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Stills images for use in TV/film (per image, UK only, in perpetuum)	New	£100.00	£110.00	£110.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Stills images for use in TV/film (per image, Worldwide, in perpetuum)	New	£300.00	£325.00	£325.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Advertising or other commercial use (per image)	New	£500.00	£600.00	£600.00	Previous increases have brought the charges in line with costs
Repository storage charges					
One-off administration fee (set-up)		£25.00	£45.00	£50.00	Increased costs
Storage (per standard shelf, per year)	£7.50	£10.00	£12.50	£15.00	Increased costs
Storage (per narrow '8' shelf, per year)			New	£5.00	New charge

Staff costs for any work required on collection, including retrieval - paraprofessional (per hour)	£15.00	£20.00	£25.00	£25.00	No change
Staff costs for any work required on collection, including retrieval - professional (per hour)	£30.00	£40.00	£45.00	£45.00	No change
Room hire					
Meeting room hire - Llynfi (per day)	£110.00	£120.00	£140.00	£150.00	Increased core costs
Meeting room hire - Rhondda/Llynfi (per half day)	£60.00	£65.00	£80.00	£90.00	Increased core costs
Meeting room hire - Rhondda/Llynfi (hourly charge)	£15.00	£20.00	£40.00	£50.00	Increased core costs
Catering	Variable	Variable	Variable	Variable	Costs to be levied based on supply costs etc.

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

15th December 2023

2023/24 MONTH 7 MONITORING REPORT

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

Reason for this Report

1. To provide the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 30th September 2023 (Month 7), against the approved 2023/24 Budget and projections for the full year outturn position.

Background

2. Members approved the 2023/24 budget in December 2022.
3. The budget is funded from local authority revenue contributions, apportioned on the relative populations.
4. The current General Reserve balance is £132,708 as at 1st April 2023.

Table 1: Projected Outturn 2023/24 (at Month 7)

	Budget	Actual to Date	Projection	Variance
	£	£	£	£
<u>Expenditure</u>				
Employee	545,886	317,332	578,550	32,664
Premises	440,474	273,758	405,087	(35,386)
Transport	240	8	240	0
Supplies & Services	33,339	541,553	94,273	60,935
Support Services	32,192	450	34,306	2,115
GROSS EXPENDITURE	1,052,130	643,161	1,112,457	60,327
<u>Income</u>				
Income	(87,858)	(34,391)	(161,063)	(73,205)
Contribution from Reserves	(65,000)	0	(52,122)	12,878
NET EXPENDITURE	899,273	608,770	899,273	0

Glamorgan Archives: Balanced Budget Position

5. The position at month 7 indicates projected gross expenditure of £1,112,457 for the year. This is £60,327 more than budget and is offset by higher than anticipated income. The overall position will be balanced through a drawdown reserve funding which is less than originally budgeted.

Employee Budget: (£545,886 budget, £32,664 overspend)

6. The employee budget is based upon 14 full time equivalent (FTE) staff and one staff member funded through contributions from the Department for Work and Pensions (DWP). The 2023/24 pay award offer was agreed in month 8 as payment of £1,925 for each FTE. Though not paid at month 7, the projected costs include the pay award.

Table 2: Employee Financing Structure (Internal Funding or External Grants)

	Budget	Actual	Projected	Variance
	£	£	£	£
<u>Employees</u>				
Internally Funded	523,718	313,196	541,639	17,921
Corporate Trainee	7,032	0	7,257	225
WG Project Officer	0	0	21,524	21,524
DWP Contributions	15,135	4,413	8,130	(7,005)
Employees Total	545,885	317,332	578,550	32,664

7. Following the final manual handling training session (£95), all Archives staff are now up to date with their training. This will continue to be a requirement in future years, and for new staff members joining the team. Additionally, training on 'Copyright in Content' has been completed by an individual (£180), with further plans to attend an Archives and Records Council Wales (ARCW) forum in the upcoming months. All items mentioned will be achieved within the set budget (£500).

Premises Related Budget: (£440,474 budget, £35,386 underspend)

8. At month 7 most expenditure items are projected to be in line with the budget. This includes projected 250%, 450% inflation rates have been included for gas and electricity respectively, which is still in line with Cardiff Council's estimates.
9. Continuous repair work is planned for the building in year, including an electrical installation condition survey and replacement of a radiator (£20,000 budget, £30,000 projected).
10. Change to the maintenance contract provider will incur an additional upfront cost (£1,400) for the remaining 4 months, on basis that ongoing repair work will see a reduction.
11. Additionally, the National Non-Domestic Rates (NNDR) charge for the year has been confirmed at £189,912, which exceeded the associated budget by £1,324.

Transport Budget: (£240 budget, balanced budget projected)

12. To date, limited costs in relation to travelling expenses have been incurred (£8), and it is anticipated that transport will not exceed its budget.

Supplies & Services Budget: (£33,339 budget, £60,935 overspend)

13. Grant funding has been secured for various items, including historical document preservation (£2,507 fully funded by Friends of the National Libraries), general printing (£2,819 of which £1,956 funded by ARCW) and hardware purchases (£5,571 of which £876 is funded by DWP).
14. There is currently £37,130 projected for consultancy fees in 2023/24, although these costs are linked to project work which is grant funded. Projects include a Welsh Government (WG) research project (£10,200), and an ARCW project to revise archival descriptions (£20,000).
15. An underspend is projected for software licences and maintenance (£15,200 budgeted, £14,388 projected) after all three relevant licences, namely Preservica, Kasemake and Metadatis, have been charged.

Support Services Budget: (£32,192 budget, £2,115 overspend)

16. Most support service charges will be posted later in the year. The only charge to date is a £450 Internal Audit fee for the 2022/23 financial accounts. Budgets are based on staff time and therefore outturn figures are based on the forecasted pay awards in line with Cardiff Council projections.

Income Budget: (£87,858 budget, £161,063 projected income)

17. Grant funding has been confirmed from ARCW (£21,956) for the archival description project, and for the design and printing of specialist documents. Additionally, funding from the National Manuscript Conservation Trust (NMCT) (£5,693) continued in 2023/24 for conservation work on the Cardiff Castle's drawings and paintings.
18. DWP grant funding of £8,975 is anticipated, partially as a contribution towards employee costs, per table 2 above, but also an additional £845 has been secured for the purchase of an adapted chair for an Archives staff member.
19. Welsh Government funding of £36,420 is anticipated, partially contributing towards the on-cost of a fixed-term FTE project researcher as per table 2 above.
20. Additionally, Cardiff Council will provide a 3-month contribution towards the employment of a Corporate Trainee (£7,257).

21. Hire of specialist rooms is projected to generate £31,402 (£8,552 more than budgeted) during the year. Included within this, the temporary relocation of registrar services whilst City Hall closes is projected to generate £21,892 across 6 months of the financial year.
22. Additional funding for document digitisation has been secured from FindMyPast, as well as a private funder, totalling £16,800.
23. Other lines of income generation are expected to achieve budgeted targets and will be monitored and reviewed closely throughout the remainder of the year and as more information becomes available.

Local Authority Contributions

24. Based on the projected outturn for 2023/24 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Invoices for 2023/24 were raised in October. Please see Appendix 1 for details.

Month 7 Summary

25. The projected income and expenditure for 2023/24 has indicated that a reduced reserve drawdown compared to the budget (£65,000 budget, £52,122 projected) will be necessary at the years outturn.

Financial Implications

26. Current trends project a balanced position at year end as a result of reserve drawdown less than that budgeted for 2023/24.
27. The General Reserve as at 31st March 2023 stands at £132,708, due to a contribution of £19,748 in 2022/23. The budget for 2023/24 determined that £65,000 would be used from reserves to balance the position. However, as at Month 7 it is projected that there will be a need to drawdown £52,122, therefore reducing the General Reserve balance to £80,586.

Legal Implications

28. 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.

RECOMMENDATION

29. It is recommended that Members:
- a) Note the projected full year outturn position for 2023/24 as detailed in this report.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee
15 December 2023

Appendices
Appendix 1 - Month 7 Monitoring Position 2023/24

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2023/24 Glamorgan Archives Month 7 Monitoring Position

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	Actual at Month 7 £	2023/24 Projected Outturn £	2023/24 Variance £
Employees				
Employees Gross Pay	415,907	248,589	444,592	28,685
Employees Superannuation	86,093	46,183	86,883	790
Employees National Insurance	39,941	20,718	43,129	3,188
Employee Miscellaneous Allowances	350	230	350	0
Employer & Public Liability Insurance	739	0	739	0
Apprenticeship Levy	2,157	1,041	2,157	0
Medical Expenses	200	137	200	0
Training Expenses	500	435	500	0
Employees Total	545,886	317,332	578,550	32,664
Premises				
Repairs, Alterations & Improvements	20,000	43,599	30,000	10,000
Security	7,524	8,827	13,474	5,950
Rodent & Pest Control	100	7	100	0
Grounds Maintenance	1,246	1,753	1,753	507
Fire Management/Protection	3,319	3,510	3,510	191
Maintenance Contracts	13,997	6,366	15,414	1,417
Electricity	92,524	10,605	68,048	(24,476)
Gas	87,125	2,775	58,374	(28,751)
National Non Domestic Rates	188,588	189,912	189,912	1,324
Water	5,592	(2,899)	2,765	(2,827)
Security Services	280	0	280	0
Cleaning Materials	300	545	600	300
Refuse Collection / Bulk	2,000	916	2,000	0
Office Cleaning Contract	10,502	7,811	11,481	979
Sanitation & Waste Disposal	400	31	400	0
Insurance	6,977	0	6,977	0
Premises Total	440,474	273,758	405,087	(35,386)
Transport				
Hire Transport	40	0	40	0
Public Transport - Staff Use	100	0	100	0
Car Allowances	75	0	75	0
Travelling Expenses	25	8	25	0
Transport Total	240	8	240	0
Supplies & Services				
	0	962	962	962
Conservation	3,000	9,529	10,000	7,000
Historical Document Preservation	0	2,537	2,537	2,537
Box-making supplies	3,500	5,670	5,670	2,170
Catering Sundries	150	8	400	250
General Printing & Stationery	250	2,825	3,000	2,750
Photocopying Materials	0	224	229	229
Audit Fees	2,300	(2,890)	2,300	0
Consultant's Fees	0	6,930	37,130	37,130
Central Telephone Exchanges	4,162	1,988	4,162	0
Telephones	1,539	1,982	1,982	443
Postages	500	333	500	0
Internet Charges	650	(25)	650	0
It Consumables	100	1,825	1,825	1,725
Hardware Purchase	0	4,609	6,321	6,321
Software Licences & Maintenance	15,200	14,388	14,388	(812)
Subscriptions	650	569	650	0
Health and Safety	0	229	229	229
Commission (Including Credit Cards)	0	80	0	0
Public Liability Insurance	933	0	933	0
Miscellaneous Insurance	405	0	405	0
Supplies & Services Total	33,339	51,553	94,273	60,935

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	Actual at Month 7 £	2023/24 Projected Outturn £	2023/24 Variance £
Support Services				
Accountancy	6,471	0	8,162	1,691
Income Recovery	334	0	318	(16)
Payroll	259	0	286	27
Payments	464	0	477	13
Audit	437	450	450	13
SAP Support	3,343	0	4,240	897
Democratic Service	0	0	2,120	2,120
ICT Services	10,800	0	10,600	(200)
Human Resources	7,657	0	6,508	(1,149)
Bilingual Cardiff	2,427	60	1,145	(1,282)
Support Services Total	32,192	510	34,306	2,115
Gross Expenditure	1,052,130	643,161	1,112,457	60,327
Income				
Archives & Records Council Wales	0	0	(21,956)	(21,956)
Other Grants	(10,000)	(6,636)	(44,613)	(34,613)
Government Grant (DWP)	(15,135)	(4,136)	(8,975)	6,160
Publications General	(1,061)	(208)	(500)	561
Sale Of Photocopies	(2,122)	(2,140)	(2,340)	(219)
Conservation Income	(6,500)	(1,326)	(7,077)	(577)
Box Making	(10,000)	(5,546)	(10,000)	0
Sale Of Food	(1,061)	(24)	(100)	961
Course Fees General	(156)	(35)	(100)	56
Search Fees	(4,243)	(1,556)	(2,500)	1,743
Royalties	(13,000)	(1,586)	(13,000)	0
Hire Of Special Rooms	(22,880)	(9,417)	(31,402)	(8,522)
Donations	(1,500)	(1,304)	(1,500)	0
Interest	(200)	(96)	(200)	0
Digitisation	0	0	(16,800)	(16,800)
Income Total	(87,858)	(34,391)	(161,063)	(73,205)
Contributions From Reserves	(65,000)	0	(52,122)	12,878
Total Net Expenditure	899,273	608,770	899,273	(0)
LA Contributions	(899,273)	(611,505)	(899,273)	0
Budget Gap / (Surplus)	(0)	(2,735)	(0)	

Reserve

£

Balance at 01/04/2023	132,708
2023/24 Contribution	(52,122)
Balance 31/03/2024	80,586

LA Contributions

£

Bridgend	125,898
Cardiff	287,767
Merthyr Tydfil	53,956
Rhondda Cynon Taf	224,818
Caerphilly	98,920
Vale of Glamorgan	107,913
	899,273

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

15th December 2023

2024/25 BUDGET PROPOSALS

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

Reason for this Report

1. To provide the Glamorgan Archives Joint Committee with details of the proposed revenue budget for 2023/24.

Background

2. Members approved the 2023/24 budget in December 2022.
3. The budget is funded from local authority revenue contributions, apportioned on the relative populations.
4. The current General Reserve balance is £132,708 with a projected drawdown of £52,122 in 2023/24.

PROPOSED BUDGET FOR FINANCIAL YEAR 2024/25

5. The proposed budget for the 2024/25 financial year reflects a net budget totalling £910,000, which is a 1.1% increase on the net budget for 2023/24
6. As per the revised Medium Term Financial Plan, there is a projected reserve drawdown of £1,000 in 2024/25.
7. The table below summarises the proposed budget for 2024/25. A more detailed analysis can be found in Appendix 2.

Table 1: 2024/25 Proposed Budget

	2023/2024 Budget £	2024/2025 Budget £	Increase / (Decrease) £
<u>Expenditure</u>			
Employees	545,886	555,918	10,032
Premises	440,474	380,006	(60,468)
Transport	240	240	0
Supplies & Services	33,339	41,005	7,666
Support Services	32,192	39,836	7,644
GROSS EXPENDITURE	1,052,130	1,017,004	141,932
Income	(87,858)	(106,004)	(18,146)
Contribution from Reserve	(65,000)	(1,000)	(64,000)
NET EXPENDITURE	899,273	910,000	72,355

8. In preparing the figures above, consideration has been given to the budgetary pressures on the service alongside potential, and achievable efficiencies and income growth.

Employee Budget: Increase of £10,032

9. A pay award has been factored in at 3% in line with Cardiff Council. This inflation, as well as several staff members moving up a pay scale, contributes to the increase in budget.

Premises Budget: Decrease of £60,468

10. Utility costs, such as electricity and gas, have become increasingly difficult to project due to the volatility of the market. A decrease of 25.0% for gas and 25.0% for electricity is included, matching the Council's budget.
11. As the building ages, the premises budget will need to increase to £30,000 to allow for general maintenance and repairs, though the nature of this spend makes it difficult to project.
12. National Non-Domestic Rates increased in 2023/24 due to a change in the rateable value. This budget has increased by 1.0% in 2024/25 to £191,811.
13. Inflationary increases of 4.0% have been added where applicable to the 2023/24 outturn for expenditure items involving third-party contracts, such as grounds maintenance, fire management, pest control and office cleaning.

Transport Budget: No Change

14. The transport budget has remained the same since 2021/22, when it was reduced to reflect the increased popularity for digital meetings and a reduced necessity to travel for work.

Supplies & Services Budget: Increase of £7,666

15. The contracted items within supplies and services are expected to increase by 4.0% matching the inflation in other budget areas.
16. The Archives have factored in a budget of £3,000 to allow for the gradual replacement of obsolete laptops and other computer hardware.

Support Services Budget: Increase of £7,644

17. Most support services have increased by 3.0% in line with the employee on-cost uplifts, factoring in the CPI forecast within the UK Government Budget.
18. An internal audit is scheduled for 2024/25 and a budget of £x has been included to capture this additional expense.

Income Budget: Increase of £18,146

19. The income target of £106,004 reflects the efficiencies proposed by the Archives. This budget inflates all relevant income targets by 4.0% to match the approach taken within the expenditure and realigns other income targets to achievable levels guided by the month 7 budget monitoring report.
20. Hire of Special Rooms (£55,000) also includes the additional storage of accessions from the Cardiff Magistrates Court and a full year's income from the relocation of Cardiff Registrars (£43,783).
21. Royalties has seen an increase to the budget (£250) to realign with the 2022/23 project outturn. Items that fall into this category are income from Find my Past, Ancestry and Genealogist.

General Reserve: Drawdown of £1,000

22. Despite attempts in the past to phase out the use of Reserves to balance the budget, the unforeseen increase to Gas and Electricity costs has made this impossible.
23. The Reserve balance is projected to be £80,586 as at 31st March 2024 after funding the projected deficit position at year end. It is proposed that a drawdown

of £1,000 be used in 2024/25 to support increased Local Authority contributions and recognised savings, leaving a prudent balance of £79,586 within the reserve.

Local Authority Contributions

24. Table 2 below indicates the effect the budget proposals will have upon the contributions with the current year shown for comparative purposes.

Table 2: Local Authority Contributions 2024/25

Authority	%	2023/24	2024/25	Change
		£	£	£
Bridgend	14	125,898	127,400	1,502
Caerphilly	11	98,920	100,100	1,180
Cardiff	32	287,767	291,200	3,433
Merthyr Tydfil	6	53,956	54,600	644
Rhondda Cynon Taf	25	224,818	227,500	2,682
Vale of Glamorgan	12	107,913	109,200	1,287
Total	100	899,273	910,000	10,727

25. A 1.1% increase has been proposed to address the budget gap and to ensure that Reserves are not depleted in full. Savings have been identified where possible, but energy costs have increased temporarily to a level that cannot be managed without an increase in contribution.
26. Contributions for 2024/25 will be invoiced in one instalment in April 2024, as per the current arrangement.

Summary

27. At the end of 2023/24, the reserve balance is projected to be greater than £80,000 providing a mechanism to fund some inflationary pressures in 2024/25. For the Archives to maintain the current level of service and remain financially sustainable, an increase of 1.1% is proposed. It is also proposed that £1,000 be drawn down from the General Reserve to supplement the increased contributions and fund the budget gap.

Financial Implications

28. The General Reserve as at 31st March 2023 stands at £132,708. The budget for 2023/24 determined that £65,000 would be used from reserves to balance the budget. Based on the month 7 position, the General Reserve balance will decrease to £80,586 after a £52,122 drawdown without further mitigations.

29. The General Reserve balance will decrease further to £79,586 in 2024/25 after allowing for a budgeted drawdown of £1,000. Any additional spend required will need to be funded from a further drawdown.

Legal Implications

30. Each of the parties shall inform the committee not later than the 12th day of March 2023 that its contribution to the budget is approved, or otherwise. The Committee shall only have power to spend within the agreed budget within any given financial year.

RECOMMENDATION

31. It is recommended that Members:
 - a) Recommend the draft budget proposals for 2024/25 be agreed, as presented in paragraphs 5 to 27 of this report.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee
15 December 2023

Appendices

Appendix 2 – Proposed Budget 2023/24

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APPENDIX 2 - GLAMORGAN ARCHIVES PROPOSED BUDGET 2024-25

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	2024/25 Budget £	Increase / (Decrease) £
Employees			
Employees Gross Pay	415,907	426,914	11,008
Employees Superannuation	86,093	82,821	(3,271)
Employees National Insurance	39,941	42,120	2,179
Employee Miscellaneous Allowances	350	350	0
Employer & Public Liability Insurance	739	769	30
Apprenticeship Levy	2,157	2,243	86
Medical Expenses	200	200	0
Training Expenses	500	500	0
Employees Total	545,886	555,918	10,032
Premises			
Repairs, Alterations & Improvements	20,000	30,000	10,000
Security	7,524	16,775	9,251
Rodent & Pest Control	100	0	(100)
Grounds Maintenance	1,246	1,823	577
Fire Management/Protection	3,319	3,651	332
Maintenance Contracts	13,997	16,030	2,033
Electricity	92,524	51,036	(41,488)
Gas	87,125	43,781	(43,344)
National Non Domestic Rates	188,588	191,811	3,223
Water	5,592	2,903	(2,689)
Security Services	280	0	(280)
Cleaning Materials	300	600	300
Refuse Collection / Bulk	2,000	2,000	0
Office Cleaning Contract	10,502	11,940	1,438
Sanitation & Waste Disposal	400	400	0
Insurance	6,977	7,256	279
Premises Total	440,474	380,006	(60,468)
Transport			
Hire Transport	40	40	0
Private Transport - Clients	0	0	0
Public Transport - Staff Use	100	100	0
Car Allowances	75	75	0
Travelling Expenses	25	25	0
Transport Total	240	240	0
Supplies & Services			
Conservation	3,000	3,120	120
Box-making supplies	3,500	5,897	2,397
Vending Machines	0	520	520
Catering Sundries	150	150	0

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	2024/25 Budget £	Increase / (Decrease) £
Supplies & Services			
General Printing & Stationery	250	250	0
Photocopying Materials	0	0	0
Audit Fees	2,300	2,392	92
Central Telephone Exchanges	4,162	4,328	166
Telephones	1,539	2,061	522
Postages	500	600	100
Internet Charges	650	676	26
It Consumables	100	230	130
Hardware Purchase	0	3,000	3,000
Software Licences & Maintenance	15,200	14,964	(236)
Security Services	0	250	250
Subscriptions	650	676	26
Maintenance and Development	0	500	500
Public Liability Insurance	933	970	37
Miscellaneous Insurance	405	422	16
Supplies & Services Total	33,339	41,005	7,666
Support Services			
Accountancy	6,471	8,407	1,936
Income Recovery	334	328	(7)
Payroll	259	295	36
Payments	464	491	28
Audit	437	4,964	4,527
SAP Support	3,343	4,367	1,024
Democratic Service	0	2,184	2,184
ICT Services	10,800	10,918	118
Human Resources	7,657	6,704	(954)
Bilingual Cardiff	2,427	1,179	(1,247)
Support Services Total	32,192	39,836	7,644
Gross Expenditure	1,052,130	1,017,004	141,932
Income			
Other Grants	(10,000)	(10,000)	0
Government Grant (DWP)	(15,135)	0	15,135
Publications General	(1,061)	(520)	541
Sale Of Photocopies	(2,122)	(3,000)	(878)
Conservation Income	(6,500)	(6,760)	(260)
Box Making	(10,000)	(10,400)	(400)
Sale Of Food	(1,061)	0	1,061
Course Fees General	(156)	(104)	52
Search Fees	(4,243)	(3,500)	743

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	2024/25 Budget £	Increase / (Decrease) £
Income			
Royalties	(13,000)	(13,520)	(520)
Hire Of Special Rooms	(22,880)	(55,000)	(32,120)
Donations	(1,500)	(1,500)	0
Interest	(200)	(200)	0
Digitisation		(1,000)	(1,000)
Access Charges	0	(500)	(500)
Income Total	(87,858)	(106,004)	(18,146)
Contributions From Reserves	(65,000)	(1,000)	64,000
Total Net Budget	899,273	910,000	72,355
LA Contributions	0	0	0
Budget Gap / (Surplus)	899,273	910,000	10,727

LA Contributions

	2023/24 Total £	2024/25 Total £	Increase £
Bridgend	125,898	127,400	1,502
Cardiff	287,767	291,200	3,433
Merthyr Tydfil	53,956	54,600	644
Rhondda Cynon Taf	224,818	227,500	2,682
Caerphilly	98,920	100,100	1,180
Vale of Glamorgan	107,913	109,200	1,287
Total Contributions	899,273	910,000	10,727

Reserve

	£
Balance at 01/04/2023	132,708
2023/24 Projected Drawdown	(52,122)
Projected Balance 31/03/2024	80,586
2023/24 Projected Drawdown	(1,000)
Projected Balance 31/03/2025	79,586

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

15 December 2023

MEDIUM TERM FINANCIAL PLAN

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

Reason for this Report

1. To provide the Glamorgan Archives Joint Committee with a draft Medium Term Financial Plan (MTFP) for the next 4 years, providing a revised budget proposal in a time of ever increasing budgetary constraints.

Purpose of the Medium Term Financial Plan (MTFP)

2. The MTFP will assist in forecasting the future financial position of the Glamorgan Archives and ensure that future financial challenges are identified and can be addressed. It will identify key budgets and assumptions for future years and will be used to support business planning.
3. Through forecasting and projecting future income and expenditure, realistic budgets can be set that will both ensure service continuity and ensure that a minimum reserve balance is maintained to allow for unforeseen or unexpected circumstances.

Glamorgan Archives Budget

4. Until 2021/22 an incremental budget was set each year, using the previous year's budget as the basis for building the next. Expenditure and income were reviewed each year and adjusted accordingly to account for any expected changes such as inflation, pay awards and future commitments.
5. In 2022/23 a zero based budget was introduced alongside a four year MTFP, which considered the sustainability of utilising general reserve drawdowns to fund a deficit position every year and proposed a realistic budget with incremental changes to the Local Authority contributions.
6. That Medium Term Financial Plan was the starting point for subsequent annual budgets, alongside outturn projections, and it is now being updated to capture the next 4 years from 2024/25 to 2027/28.

Employee Budget

7. The employee budget is based on 14 FTE staff and the 2023/24 pay award has now been finalised at £1,925 per FTE.
8. Moving forward, projections have been based on a 3% increase in 2024/25 followed by a 2% increase year on year. Where staff have yet to reach the top of a pay grade, these incremental increases have also been built in, as necessary.

Premises Related Budget

9. This budget is in place to maintain the building, alongside all other utilities and cleaning contracts.
10. Now that the building is over ten years old, it is important to ensure that a budget is in place both for ongoing maintenance and for any unforeseen circumstances that may arise. The budget line for repairs, alterations and maintenance remains at £30,000 over the medium term to ensure that any such costs can be addressed.
11. Most costs within the premises budget, including security, grounds maintenance, fire protection and office cleaning, show an average increase of 3% over the medium term, in line with general inflation.
12. The Archives building had its rateable value increase in 2023/24 for the National Non Domestic Rates by 0.7%. There is no plan for the rateable value to change in the medium term, therefore an increase of 1% has been included for inflation.
13. Utility costs for electricity and gas show an increased dramatically in recent years. They are expected to drop over the medium term, but not return to pre-pandemic levels. A reduction of 25% has been included for 2024/25, followed by an additional 10% decrease in 2025/26. Following this, utilities are expected to increase by 5% year on year.

Transport Budget

14. This budget is in place for any transport and travel expenses that may be incurred by staff and includes both public transport and car travel. This budget has seen a decrease year on year in line with reduced travel requirement on staff.

Supplies & Services Budget

15. The supplies and services budget mirrors the assumptions made in other areas, with an average of 3.0% increase across the medium term.
16. There is a £3,000 budget being implemented from 2024/25, continuing over the medium term, for the purchase of replacement laptops and other electrical hardware.
17. The budget for box making supplies will increase in 2024/25 to realign with the actual usage in 2023/24. Following the increase, this budget line will inflate on the same basis as other areas.

Support Services Budget

18. This budget covers staff recharges from within Cardiff Council for work undertaken in connection with the Glamorgan Archives and includes statutory functions such as finance, payroll, human resources and ICT.
19. Over the medium term, these costs have been increased in line with staff salaries to cover estimated pay awards. There is also an increase of £4,500 in both 2024/25 and 2027/28 to accommodate the internal audit scheduled.

Income Budget

20. The pursuit to secure grant income will continue over the medium term, and a budget of £10,000 has been included across the four years to reflect the probable receipt of some funding for services that can be provided within existing resource.
21. Income from commercial activities including search fees, publication sales and photocopying is projected to increase by an average of 3.0% each year in line with inflation.
22. The Hire of Specialist Rooms budget from 2024/25 captures the income from various bodies, including Cardiff Museum and Cardiff Registrars. Both parties are renting space for the storage of records and/or meeting rooms from which to conduct business.

Local Authority Contributions and General Reserve Balance

23. It is therefore recognised that further use of reserves should be minimal, and contributions must be increased to meet the rising costs of expenditure and to enable the Archives service to continue. It is proposed that contributions increase by 1.1% in 2024/25 and then by a further 0%, 1.6% and 1.6% in 25/26, 26/27 and 27/28 as shown in the table below.

Table 1: Proposed Local Authority Contributions

Local Authority	%	2023/24	2024/25	2025/26	2026/27	2027/28
		Current	1.1%	-	1.6%	1.6%
Bridgend	14	125,898	127,400	127,400	129,500	131,600
Cardiff	32	287,767	291,200	291,200	296,000	300,800
Merthyr Tydfil	6	53,956	54,600	54,600	55,500	56,400
Rhondda Cynon Taf	25	224,818	227,500	227,500	231,250	235,000
Caerphilly	11	98,920	100,100	100,100	101,750	103,400
Vale of Glamorgan	12	107,913	109,200	109,200	111,000	112,800
	100	899,2730	910,000	910,000	925,000	940,000

24. In parallel to this, it is proposed that £1,000 will be drawn down from Reserves in 2024/25 to supplement the increase and a further £4,000 in 2025/26, £3,000 in 2026/27 and £10,500 in 2027/28. This will reduce the balance to £62,086 if the 2023/24 projection is realised.

Table 2: General Reserve Balance

	£
Current Reserve Balance as at 31/03/2023	132,708
Projected Drawdown (as at Month 7)	(52,122)
Balance as at 31/03/2024	80,586
Budgeted Drawdown in 2024/25	(1,000)
Balance at 31/03/2025	79,586
Budgeted Drawdown in 2025/26	(4,000)
Balance as at 31/03/2026	75,586
Budgeted Drawdown in 2026/27	(3,000)
Balance as at 31/03/2027	72,586
Budgeted Drawdown in 2027/28	(10,500)
Balance as at 31/03/2028	62,086

Summary

25. The MTFP captures the current inflationary assumptions for expenditure and income generation. This balances ambitious revenue targets with the increasing maintenance demand required to keep the building operational.

26. The MTFP considers the need for annual reserve drawdowns whilst maintaining a prudent balance that can withstand unbudgeted spend each year without requiring Local Authority intervention. This reserve drawdown, alongside a low annual increase in member contributions will balance the net expenditure.

Financial Implications

27. The General Reserve as at 31st March 2023 stands at £132,708. The budget for 2023/24 determined that £65,000 would be used from reserves to balance the budget. Based on current outturn projections, there will be a need to drawdown £52,122 which will reduce the General Reserve balance to approximately £80,586 without further mitigations.

Legal Implications

28. 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.

RECOMMENDATION

29. It is recommended that Members:
- a) Note the current position of the General Reserve balance and the proposed Medium Term Financial Plan.
 - b) Note that a potential annual or in year increase to Local Authority contributions may be required moving forward upon approval from S151 Officers.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee
15 December 2023

Appendices

Appendix 3 – Proposed Medium Term Financial Plan for 2024/25 Onwards

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Appendix 3 - Medium Term Financial Plan 24/25 - 27/28

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	2024/25 Budget £	2025/26 Budget £	2026/27 Budget £	2027/28 Budget £
Employees					
Employees Gross Pay	415,907	426,914	439,447	449,545	460,412
Employees Superannuation	86,093	82,821	85,253	87,212	89,320
Employees National Insurance	39,941	42,120	43,360	44,408	45,555
Employee Miscellaneous Allowances	350	350	350	350	350
Employer & Public Liability Insurance	739	769	792	816	832
Apprenticeship Levy	2,157	2,243	2,311	2,380	2,427
Medical Expenses	200	200	200	200	200
Training Expenses	500	500	500	500	500
Employees Total	545,886	555,918	572,213	585,410	599,597
Premises					
Repairs, Alterations & Improvements	20,000	30,000	30,000	30,000	30,000
Security	7,524	16,775	17,010	11,301	8,467
Rodent & Pest Control	100	0	0	0	0
Grounds Maintenance	1,246	1,823	1,878	1,935	1,973
Fire Management/Protection	3,319	3,651	3,760	3,873	3,950
Maintenance Contracts	13,997	16,030	16,511	17,007	17,347
Electricity	92,524	51,036	45,932	48,229	50,640
Gas	87,125	43,781	39,402	41,373	43,441
National Non Domestic Rates	188,588	191,811	193,729	195,666	197,623
Water	5,592	2,903	3,048	3,201	3,361
Security Services	280	0	0	0	0
Cleaning Materials	300	600	600	600	600
Refuse Collection / Bulk	2,000	2,000	2,000	2,000	2,000
Office Cleaning Contract	10,502	11,940	12,298	12,667	12,921
Sanitation & Waste Disposal	400	400	400	400	400
Insurance	6,977	7,256	7,474	7,698	7,852
Premises Total	440,474	380,006	374,043	375,949	380,576
Transport					
Hire Transport	40	40	40	40	40
Public Transport - Staff Use	100	100	100	100	100
Car Allowances	75	75	75	75	75
Travelling Expenses	25	25	25	25	25
Transport Total	240	240	240	240	240
Supplies & Services					
Conservation	3,000	3,120	3,214	3,310	3,376
Box-making supplies	3,500	5,897	6,074	6,256	6,381
Vending Machines	0	520	536	552	563
Catering Sundries	150	150	150	150	150
General Printing & Stationery	250	250	250	250	250
Audit Fees	2,300	2,392	2,464	2,538	2,588
Central Telephone Exchanges	4,162	4,328	4,458	4,592	4,683
Telephones	1,539	2,061	2,123	2,186	2,230
Postages	500	600	600	600	600
Internet Charges	650	676	696	717	732
It Consumables	100	230	39	19	0
Hardware Purchase	0	3,000	3,000	3,000	3,000
Software Licences & Maintenance	15,200	14,964	15,412	15,875	16,192
Security Services	0	250	250	250	250
Subscriptions	650	676	696	717	732
Maintenance and Development	0	500	500	500	500
Public Liability Insurance	933	970	999	1,029	1,049
Miscellaneous Insurance	405	422	434	447	456
Supplies & Services Total	33,339	41,005	41,894	42,988	43,733

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	2024/25 Budget £	2025/26 Budget £	2026/27 Budget £	2027/28 Budget £
Support Services					
Accountancy	6,471	8,407	8,575	8,746	8,921
Income Recovery	334	328	334	341	348
Payroll	259	295	301	307	313
Payments	464	491	501	511	521
Audit	437	4,964	477	487	4,997
SAP Support	3,343	4,367	4,455	4,544	4,635
Democratic Service	0	2,184	2,227	2,272	2,317
ICT Services	10,800	10,918	11,136	11,359	11,586
Human Resources	7,657	6,704	6,838	6,974	7,114
Bilingual Cardiff	2,427	1,179	1,203	1,227	1,251
Support Services Total	32,192	39,836	36,047	36,768	42,003
Gross Expenditure	1,052,130	1,017,004	1,024,438	1,041,355	1,066,148
Income					
Other Grants	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Government Grant (DWP)	(15,135)	0	0	0	0
Publications General	(1,061)	(520)	(536)	(552)	(563)
Sale Of Photocopies	(2,122)	(3,000)	(3,090)	(3,183)	(3,246)
Conservation Income	(6,500)	(6,760)	(6,963)	(7,172)	(7,315)
Box Making	(10,000)	(10,400)	(10,712)	(11,033)	(11,364)
Sale Of Food	(1,061)	0	0	0	0
Course Fees General	(156)	(104)	(107)	(110)	(113)
Search Fees	(4,243)	(3,500)	(3,605)	(3,713)	(3,787)
Royalties	(13,000)	(13,520)	(13,926)	(14,343)	(14,630)
Hire Of Special Rooms	(22,880)	(55,000)	(58,300)	(60,049)	(61,430)
Donations	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Interest	(200)	(200)	(200)	(200)	(200)
Digitisation	0	(1,000)	(1,000)	(1,000)	(1,000)
Access Charges	0	(500)	(500)	(500)	(500)
Income Total	(87,858)	(106,004)	(110,438)	(113,355)	(115,649)
Contributions From Reserves	(65,000)	(1,000)	(4,000)	(3,000)	(10,500)
Total Net Budget	899,273	910,000	910,000	925,000	940,000
LA Contributions	(899,273)	(910,000)	(910,000)	(925,000)	(940,000)
Budget Gap / (Surplus)	(0)	0	(0)	(0)	(0)

LA Contributions

	2023/24	2024/25	2025/26	2026/27	2027/28
Bridgend	125,898	127,400	127,400	129,500	131,600
Cardiff	287,767	291,200	291,200	296,000	300,800
Merthyr Tydfil	53,956	54,600	54,600	55,500	56,400
Rhondda Cynon Taf	224,818	227,500	227,500	231,250	235,000
Caerphilly	98,920	100,100	100,100	101,750	103,400
Vale of Glamorgan	107,913	109,200	109,200	111,000	112,800
Total Contributions	899,273	910,000	910,000	925,000	940,000

Reserve

Balance at 01/04/20x	132,708	80,586	79,586	75,586	72,586
202x/2x Projected Drawdown	(52,122)	(1,000)	(4,000)	(3,000)	(10,500)
Projected Balance 31/03/202x	80,586	79,586	75,586	72,586	62,086