

These minutes are draft and will be subject to approval as an accurate record at the next full meeting of the Glamorgan Archives Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Reconvened Glamorgan Archives Joint Committee held at Glamorgan Archives, Clos Parc Morgannwg on 09 January 2015 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan County Borough Council (Chair)
Councillor Cowan, City of Cardiff Council
Councillor Higgs, Caerphilly County Borough Council
Councillor Lomax, City of Cardiff Council
Councillor Robson, City of Cardiff Council
Councillor Huw Thomas, City of Cardiff Council
Councillor M Griffiths Rhondda Cynon Taff County Borough Council
Councillor Ward, Rhondda Cynon Taff County Borough Council
Mr M McLaggan

Officers in Attendance: Susan Edwards, Glamorgan Archivist,
Marie Rosenthal, County Clerk & Monitoring Officer, City of Cardiff Council,
Robert Green, Financial Services, Cardiff County Council
Richard Grigg, Legal Services, Cardiff County Council
Joanne Jones, Corporate Information Governance Manager Caerphilly County Borough Council
Gill Nurton; Democratic Services, City of Cardiff Council

23 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ray Davies (Caerphilly County Borough Council); Councillor J David (Rhondda Cynon Taff County Borough Council) and Councillor Jackie Parry (City of Cardiff Council)

24 : WELCOME

The Chairman welcomed Councillor Huw Thomas to his first meeting of the Committee. A welcome was also extended to County Clerk and Monitoring Officer, Marie Rosenthal.

The Chairman advised that this was the reconvened meeting from 12 December, 2014 which had deferred its decision on Item 5 – 2014/2015 Budget Monitoring and 2015/16 Budget Proposals.

24 : DECLARATIONS OF INTEREST

The Chairman reminded Members of their responsibility under Article 16 of the Members' Code of Conduct to declare any interest, and to complete Personal Interest forms, at the commencement of the item of business.

Susan Edwards, the Glamorgan Archivist declared a personal and prejudicial interest in accordance with the Officer Code of Conduct with regards to Item 5 - 2014/2015 Budget Monitoring and 2015/16 Budget Proposals deferred at the last meeting. Susan Edwards withdrew from the meeting during the discussion in relation to 2015/16 Budget Proposals Option C.

25 : BUDGET MONITORING 2014/2015 & 2015/2016 BUDGET PROPOSALS

(Susan Edwards withdrew from the meeting during the discussion in relation to 2015/16 Budget Proposals Option C)

The 2015/16 budget is being proposed at a time of severe reductions to Local Authority budgets, and following the discussions at the last meeting each of the constituent Local Authorities had been requested to consider the budget options for 2015/ 16 and report back to this reconvened meeting.

The Financial Services Officer took the Committee through the three proposed options and provided clarification on the financial detail of the proposals

Option A - Growth of £50,000 on the net 2014/2015 budget representing a net budget increase of 7.3%.

Option B - A standstill budget. No net change from the 2014/2015 budget.

Option C - A saving of £34,995 on the net 2014/2015 budget representing a net budget reduction of 5.1%.

It was noted that each options would have on employee resource impact on the service

Each option proposed the use of reserves. As at 31 March 2014 the balance of general reserve was £509,246. The current year intended contribution from reserve was £100,000. If the current arrangement to draw down £100,000 per year was extended to 2015/16 this would result in a fall in the reserves balance of £224,139 if options B or C are accepted and if Option A was accepted £274, 139. This did not take into account Voluntary Severance costs associated with each of the proposals.

The Chairman invited Local Authority representatives to comment on the three options and report on their constituent Authorities preferred option. It was unanimously Agreed that Option C was not feasible.

(Ms. Susan Edwards Glamorgan Archivist returned to the meeting).

The Chairman requested an updated on the on the matter of rate relief on National Non Domestic Rates (NNDR) for the Glamorgan Archives building currently at £120,000 per annum - the impact of which was a net overspend on premises costs off set by some utility and insurance savings. The Glamorgan Archivist had formally written to the Welsh Government; sought a new rates assessment from Valuation Agency Wales which had resulted in a small rate reduction in the rateable value, the rebate for which would be returned this year and would result in a reduction of £4,500 on NNDR next year. The Archivist had also sought advice on eligibility for

Discretionary Rate Relief and confirmed that the Archives building was not eligible for discretionary relief.

In response to a Members query, the Archivist advised that the issues around alternative viable options on the status of the Archives were complicated not least because it was owned by 6 constituent authorities however progress would be made at looking at alternative delivery options.

Members had concerns about the depletion of the reserves and no contingency but recognised that the Archivist was looking at driving through efficiencies where possible. The only other option was to ask partner authorities for increased contributions.

Members of each of the authorities spoke on the Options A and B and there was unanimous agreement. Members felt it had been important to defer this matter to ensure that each authority could consider the options. It was recommended that in future any Budget Proposal report come to the Committee at an earlier stage.

The Committee wished to thank all staff for the important contribution they make to the service and its customers.

RESOLVED – That

- (1) the projected full year position for the 2014/15 Out-turn position be noted;
- (2) Option B the standstill budget as proposed be unanimously approved;
- (3) the Glamorgan Archivist consider options for an alternative delivery model and update and involve the Committee as appropriate.

(Meeting closed at 15.15pm)