

These minutes are subject to approval as an accurate record at the next meeting of the Glamorgan Archives Joint Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual General Meeting of the Glamorgan Archives Joint Committee held at the Glamorgan Record Office, Cardiff Friday 17 July 2009 at 2.00pm.

Present:

Members Representing: Caerphilly County Borough Council
County Borough Councillors J B Criddle and
G Parker

Cardiff County Council
County Councillors J Hooper, R Jerrett and
A Robson

Rhondda Cynon Taf County Borough Council
County Borough Councillor D R Bevan

The Vale of Glamorgan County Borough
Council
County Borough Councillors A M Ernest and
A D Hampton

Officers in Attendance: Miss S Edwards, Glamorgan Archivist
Mr D Pellegrini, Programme Director,
Glamorgan Archives
Mrs K Berry, City & County Solicitor,
Cardiff County Council
Mr H Singh, Accountancy Manager (Special
Projects), Cardiff County Council
Mr P Bradshaw, Information Manager,
Cardiff County Council
Mr P Griffiths, Head of Performance &
Resources, Rhondda Cynon Taf County
Borough Council
Mr P Evans, Head of ICT & Property Services
Caerphilly County Borough Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillor L Morgan, Bridgend County Borough Council and County Councillor J Parry, Cardiff County Council.

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2. DECLARATION OF INTEREST

Members had no declarations of personal interest in matters pertaining to the agenda.

3. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2009/2010

RESOLVED – That County Borough Councillor A D Hampton, the Vale of Glamorgan County Borough Council be elected as Chairman of the Joint Committee for the 2009/10 municipal year.

4. APPOINTMENT OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2009/2010

RESOLVED – That County Borough Councillor D R Bevan, Rhondda Cynon Taf County Borough Council be appointed Vice Chairman of the Joint Committee for the 2009/10 municipal year.

5. MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Joint Archives Committee 13 March 2009 were approved as a correct record and signed by the Chairman.

6. MATTERS ARISING

- (a) Future Appointment of Co-opted Members
The Glamorgan Archivist, in response to a question, advised that it was proposed to take forward a report on the appointment of co-opted Members once the Record Office had moved to its new location and consideration had been given to the kind of co-opted support that maybe required.

7. WELCOME & INTRODUCTION

The City & County Solicitor introduced herself and invited her fellow Officers from Cardiff County Council who will be working with this Committee in the future to introduce themselves. She formally thanked Rhondda Cynon Taf County

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Borough Council and its Officers for their help and support of the Joint Committee over a number of years. Mrs Berry advised that she was responsible for Citizens and Democratic Services in Cardiff and that one of the key aims of the service is to engage with citizens and provide good customer service. It was felt that this married with the work being taken forward by the Glamorgan Record Office.

8. REPORT OF THE GLAMORGAN ARCHIVIST FOR PERIOD
1 MARCH – 31 MAY 2009

The Glamorgan Archivist presented her quarterly report on the work of the Glamorgan Record Office between 1 March and 31 May 2009. She advised on the progress of the new building which Members were invited to visit following the meeting. The new build was ahead of scheduled and on target to meet its estimated budget. Members could view progress through the 'Flickr photostream' on the website. She advised that to mark a new era in the provision of archive services it had been decided to adopt the title Glamorgan Archives/Archifau Morgannwg for the new building and services.

Members were advised of a number of issues that were being taken forward including:

- a matter relating to the boundary between the Record Office site and the retail park, involving a strip of 'no-mans' land between the two sites that could detract from the site if not maintained. Efforts were being made to resolve this through negotiations with the developers and landowners;
- it had been necessary to re-tender for the fit out as ECI had gone into administration. This had now been completed to specification and within budget, and the letting of the contract was due to be made on 17 July 2009;
- Cardiff University had indicated that they would be unable to provide full ICT services to the new Record Office. Work was now ongoing to find the best commercially available solution and discussions were taking place with Cardiff Council. Outcomes from this will be reported to the next meeting.

The Glamorgan Archivist was pleased to report that the Record Office was one of five local repositories partnering the Parliamentary Archives in a major project to demonstrate the

impact of Westminster government on selected localities. An exhibition is currently being hosted in the Palace of Westminster in London on 'People and Parliament Connecting with Communities', and this will be followed by travelling exhibitions in 2010 expanding the themes. For the initial exhibition the Glamorgan Record Office had provided two letters from the agent to the Glamorgan Estate of Lord Bute which complemented the display on the Bute Ship Canal and West Bute Dock completed in 1839.

Members were also advised that the application to CyMAL's Strategic Grant Programme had been approved.

The Glamorgan Archivist highlighted other key aspects of the work at the Record Office during the period, including work on:

- maintaining and the future development of CALM;
- a plan for the receipt of digital records;
- managing and maintaining existing services and programmes to individuals, groups and educational users;
- development of the website;
- supporting staff and continue the commitment to IIP.

RESOLVED – That the contents of the report be noted.

9. ANNUAL PLAN 2008 – 2009

The Glamorgan Archivist presented her end of year report on achievements against targets set out in the Annual Plan. She advised that progress had been made against all the key objectives, and that work on many of the objectives had progressed significantly since 31 March 2009.

RESOLVED – That the progress made towards the key objectives in the Annual Plan 2008/09 be noted.

10. STATEMENT OF ACCOUNTS 2008/9

Mr P Griffiths, Head of Performance and Resources, Rhondda Cynon Taf presented the draft Statement of Accounts for 2008/09 including the statement of internal control as approved by Rhondda Cynon Taf County Borough Council on 30 June 2009. He requested that following review of the draft Statement of Accounts by the Joint Committee, this would need to be

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countersigned by the Chairman of the Glamorgan Archives Joint Committee (as required by the Wales Audit Office).

Mr Griffiths took Members through the detail of the financial performance, the accounting statements and the statement of accounting policies. Members noted the positive financial position. Mr Griffiths confirmed that the estimated and actual expenditure shown for Support Service Costs differed due to the requirement for additional staff time to be incurred to complete the transfer of administrative responsibility from Rhondda Cynon Taf to the City & County of Cardiff (as from 1 April 2009). In addition, Mr Griffiths advised that the difference in the average rate of interest received by Rhondda Cynon Taf and the City & County Of Cardiff was due to the differing investment strategies adopted by these Councils.

RESOLVED – That

- (1) the draft Statement of Accounts 2008-09 and the letter of Representation be noted;
- (2) the Chairman of the Joint Committee countersigns the Letter of Representation.

11. PROGRAMME OF MEETINGS FOR THE GLAMORGAN ARCHIVES JOINT COMMITTEE 2009-10

Approval was sought for the proposed schedule of meetings for the Joint Committee during the 2009/10 municipal year. Members discussed the day and time of future meetings, and recognised that some members may have difficulties in attending all of the proposed dates.

RESOLVED – That the proposed dates for meetings of the Glamorgan Archives Joint Committee for the 2009/10 municipal year be agreed in principal subject to further discussion with the Chairman, Glamorgan Archivist and Officers, and the dates be circulated to Members as soon as they are confirmed. All meetings to start at 2.00pm in the Glamorgan Archives new building if possible; otherwise in the Glamorgan Building, in Cathays Park.