

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

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held at the Glamorgan Records Building, Leckwith, Cardiff on Friday 2 October 2009 at 2.00pm.

Present:

Members Representing: The Vale of Glamorgan County Borough Council
County Borough Councillor A D Hampton (Chair)

Bridgend County Borough Council
Councillors PA Hacking and LC Morgan

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

Officers in Attendance: Miss S Edwards, Glamorgan Archivist
Mr D Pellegrini, Programme Director, Glamorgan Archives
Mr H Jones, ICT Business Manager, Caerphilly County Borough Council
Mr P Bradshaw, Information Manager, Cardiff County Council
Mr H Singh, Accountancy Manager (Special Projects), Cardiff County Council
Ms Jenny Jones, Glamorgan Record Office
Mr J Parry, Committee and Members Services Manager, Cardiff County Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Amos, Merthyr Tydfil County Borough Council; County Borough Councillors R Bevan and E Jenkins, Rhondda Cynon Taf County Borough Council; County Borough Councillor A M Ernest, The Vale of Glamorgan County Borough Council; Mr M McLaggan; and Mr P Evans, Caerphilly County Borough Council

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2. DECLARATION OF INTEREST

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

3. MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Joint Archives Committee 17 July 2009 were approved as a correct record and signed by the Chairman.

4. REPORT OF THE GLAMORGAN ARCHIVIST FOR PERIOD 1 JUNE – 31 AUGUST 2009

The Glamorgan Archivist welcomed everyone to the first meeting to be held in the new building and presented her quarterly report on the work of the Glamorgan Record Office between 1 June and 31 August 2009. She advised that practical completion of the new building had been brought forward to 26 October 2009 with a move to the building commencing from 2 November, ahead of the 4 January estimate originally given.

Members were advised that the 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, had now been resolved following an exchange of letters with the Landlord to formalise the position. It had now been agreed that the Glamorgan Record Office would maintain the strip of land, which was to be seeded.

The Glamorgan Archivist reported that the budget for the move to the new building had been agreed in 2004 and that expenditure on the project was within budget and on time.

Progress was now being made on preparing the Collection for the decant to the new building. All completed items were added to the Document Locations database which contained almost 149,000 entries. The database would be an essential tool for controlling the decant process. All items would be scanned at their current locations and scanned again on arrival at the new building, allowing staff to know the location of any document at any time.

The fit out contractor had made good progress on the building with the emphasis on flexibility and transparency. The public rooms were to be named after the main rivers of each of the six local

authorities.

The first part of the Collection to be moved would be that held at the Maltings with completion anticipated before Christmas.

Cardiff Council was now providing ICT support following Cardiff University's decision to withdraw and was putting together a package to meet the needs of Glamorgan Archives.

The Glamorgan Archivist commented on the publicity which had been generated and added that the new building continued to attract interest in the media and in trade publications. As previously reported, 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 was currently being hosted in the Palace of Westminster in London on 'People and Parliament Connecting with Communities', and this would be followed by travelling exhibitions in 2010 expanding the themes.

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

- maintaining and the future development of CALM;
- maintaining conditions in existing accommodation;
- liaising with contributing authorities on records management;
- planning for the receipt of digital records;
- continuing to manage and maintain existing services and programmes to individuals, groups and educational users;
- development of the website;
- supporting staff and continue the commitment to IIP.

The Glamorgan Archivist reported that this last quarter had seen a rapid progress in projects associated with the new building programme and soon the programme and operational sides of the office would merge.

The Glamorgan Archivist commented on the appendices to the report which related to new accessions, interesting enquiries and forthcoming events.

The Chair thanked Susan Edwards for her comprehensive report and invited Members and officers to join him on a tour of the building.

RESOLVED – That the contents of the report be noted.

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5. 2008-09 STATEMENT OF ACCOUNTS

Mr Hrijinder Singh, Accountancy Manager, Cardiff Council reported that he had spoken to officers of the Rhondda Cynon Taf County Borough Council regarding the audit of the revenue budget which had now been concluded and was pleased to say that no concerns had been raised.