

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 Glamorgan Archives, Leckwith, Cardiff on Friday 13 SEPTEMBER 2013 at 2.00pm

Present:

Members Representing: Cardiff County Council
Councillors Cowan, Davies, Lomax. Parry,
Robson

Caerphilly County Borough Council
Councillor Davies, Higgs

Rhondda Cynon Taff County Borough Council
County Councillors J David, R Bevan

Vale of Glamorgan Council Councillors Mrs
MEJ Birch, G John

Officers in Attendance: Miss S Edwards, Glamorgan Archivist

Charlotte Hodgson, Deputy Glamorgan Archivist

Andrea Redmond, Democratic Services, Cardiff
Council

Tracy Hughes, Cardiff Council

Mrs K Thomas The Lord Lieutenant

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Bridgend County Borough Council, Councillor L Morgan

Rhondda Cynon Taff County Borough Council Councillors J
Ward, Mrs M Davies

Merthyr Borough Council Councillor G Davies

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2. To elect a Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2013/2014

The Committee AGREED that Councillor C Rees, Bridgend County Borough Council be Elected as Chairperson of the Committee for the Municipal Year 2013/2014

3. To appoint a Vice-Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2013/2014.

The Committee AGREED that Councillor G John, Vale of Glamorgan County Borough Council be appointed as Vice-Chairperson of the Committee for the Municipal Year 2013/2014

4. The Committee AGREED that Councillor R Bevan, Rhondda Cynon Taf County Borough Council be appointed as a temporary Chairperson in the absence of the nominated Chairperson from Bridgend Council, *as the Vice – Chair had a previous appointment and had to leave the meeting early.*

5. DECLARATION OF INTEREST

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

6. MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Archives Joint Committee on 28 June 2013 were approved as a correct record and signed by the Chairman.

7. REPORT ON THE PERIOD 1 JUNE 2013 – 31 AUGUST 2013
REPORT OF THE GLAMORGAN ARCHIVIST.

The Committee was provided with an update on the work of Glamorgan Archives for the period 1 June 2013 to 31 August 2013 including;

Staff: establishment

Maintain appropriate levels of staff

To replace the agency staff used to cover maternity absence a Relief Records Assistant post had been created. The post would be used to cover staff absences, out of hours opening and additional work funded by external grants. As only 6 hours a

month were guaranteed the financial impact was minimal at the level of guaranteed hours and it had been possible to appoint to the position staff previously employed through Cardiff Works who were already fully trained.

Following the Committee's adoption of Cardiff Council's long service award scheme at its June meeting, two staff members had been offered benefits. Both have over 30 years continuous local government service.

Develop volunteer programme

During the quarter 31 volunteers and work experience placements contributed 1294 hours to the work of the Office. Of these, fourteen came from Cardiff, ten from the Vale of Glamorgan, three from Rhondda Cynon Taf, one each from Bridgend and Caerphilly, and two from outside our area: one from Newport and one from Barcelona. In addition four tours had been provided to prospective volunteers.

The above figures include placements provided to 8 work experience students, two each from Y Pant Comprehensive in Pontyclun, Fitzalan High School in Cardiff and Llanishen High School and one each from Stanwell School in Penarth and Cowbridge Comprehensive.

A two week conservation based work experience placement was provided for a graduate intending to train as a conservator. Interest in such placements has grown with two further enquires received during the quarter. Former work experience placement and current volunteer Corinne has successfully gained a place on the Archive Administration MSc Econ course at Aberystwyth University.

Following the success of a previous placement the Office is again hosting a Spanish archivist for 3 months through the European Centre for Training and Regional Co-operation.

Staff Development

Five members of staff attended the Archives and Records Association Conference, held in Cardiff, as day delegates. Costs were largely defrayed through a training grant from CyMAL.

Maintain commitment to good health and safety practices

A records office Administrative Assistant, completed her manual

handling 'train the trainer' qualification and is now qualified to provide manual handling training for staff of any local authority in Wales.

Regular training in the use of the evacuation chairs continues. The chairs have been serviced and all office equipment PAT tested.

Partnerships

Conserving Local Communities Heritage: CLOCH

Cohort 3 trainees completed their 3-month Induction at Glamorgan Archives on 28 June and moved onto their placements at Tredegar Library (Blaenau Gwent), Swansea Central Library, the University of South Wales, Caerleon Learning Resource Centre and Gwent Archives.

Cohort 2 trainees were coming to the end of their year-long traineeship. One trainee had already been successful in securing full-time employment within the sector.

Archives and Records Council Wales (ARCW)

In her capacity as an officer of ARCW, the Deputy Archivist attended the ARA Conference and contributed to a session on the benefits of working in partnership in Wales. She attended a meeting of a working group of the World War I Commemorations Board, tasked with exploring community plans for commemorative events.

ARCW had been successful in securing funding from the Heritage Lottery Fund for its project 'Cynefin: Mapping Wales' Sense of Place'. The grant of £486,000 would enable tithe maps (c.1842) of all Welsh parishes to be digitised and mounted on line with volunteer generated transcriptions of the awards.

National

The assessment report for the pilot of the national Archive Accreditation scheme had been received. The service met all the requirements in full.

In response to the collection development recommendations a series of stakeholder analyses had been undertaken starting with the most recent census returns. This revealed the population of the Office's funding authorities to be, on average, slightly younger, and more ethnically and religiously diverse than the mean for Wales. The decline in Welsh language skills was also reversed in this area. The information would be used in planning and promoting events. A similar exercise had been carried out on

historic census statistics. The results, following analysis, would be useful in plotting gaps in the Collection.

The Glamorgan Archivist attended a meeting of the CyMAL Advisory Council held at the Archives. It was the first meeting for John Griffiths, the new Culture Minister. The Minister was impressed with the building which he was able to tour after the meeting, and with the range of activities the joint service was able to resource.

Staff from Cuturennet Cymru and the National Library of Wales (NLW) visited as part of an all-Wales project to digitise sources illustrating the impact of the First World War on life at home. Material from collections held was evaluated for metadata and scans prepared.

The Senior Archivist attended a meeting of the CyMAL Marketing Group. A presentation was given by Marie Owens of the Archive and Records Association on the forthcoming UK-wide 'Explore Your Archive' campaign.

Local groups

A group of young women from Cardiff Women's Workshop 'Mothers Then and Now' HLF project visited in August. They were given a tour of the building and were introduced to Canfod and to the various online family history resources available to access free of charge at the Archives.

Dr Kate Watson of Cardiff University visited the Archives to discuss her Water and Walk project, a walking trail along the route of the Glamorgan Canal using Twitter to provide people with 'clues' as to the past use of the area. Glamorgan Archives provided a number of images which were used as 'clues'. Following the success of the initial event, Dr Watson was hoping to continue and expand the programme.

The Senior Archivist attended the June meeting of the Grangetown Local History Society to show all members the Sea of Words animation. She also attended the Society's August meeting to discuss their plans for commemoration of the First World War in Grangetown.

The Senior Archivist attended the AGM and Conference of Cardiff

People First. Presentations were given by various groups within the organisation, including the Community Voices Group who were currently working with the Archives and other partners to produce a multicultural heritage trail.

A letter was written to support the Cardiff Story in its latest funding application to the Heritage Lottery Fund, to establish a Community Exhibition Gallery. The Museum has always worked closely with the Archives.

Potential partnerships

The Senior Archivist met with Jamie Baker from the Vale Councillor Voluntary Service 'Barry - A New Community' project. The project involves volunteers working to research the history of Barry from 1891-1945, with a particular focus on the people who settled, and the communities that developed in the town.

Building and systems

Maintain and develop building and systems

The inner pane of the window in the rear hall was found to have shattered. Glass remained in place and the metal shutter was being kept closed to prevent shards escaping. The original suppliers had quoted for a replacement as it appears not to have been an existing defect. The work was currently on hold while the use of a non-approved contractor was debated with Cardiff Council's Facilities Management and Procurement sections.

THE COLLECTION

Conservation

Develop conservation services for external user

The project to clean and repackage Cardiff Library's special collection continues. The second consignment of 38 volumes and 98 folders had been completed and returned and the third delivered. An assessment of work completed had shown that the time spent on cleaning considerably exceeded the original estimate. This was the result of previous poor storage and the lack of secondary packaging.

Manage repositories environment and storage issues

CMB, the maintenance contractors, were working more closely with staff to resolve issues regarding the repository environment. ACS engineers visited to look at the software controls on the

building management system which the company installed. Their recommendations on the parameters for temperature and relative humidity will be introduced, replacing the current set points.

An Insect Pest Report was produced in July analysing the data collected over the previous year. Blunder traps were positioned by each entrance to the building and strategically in the strongrooms. These are inspected monthly and the location, occurrence and species collected recorded. After a full 12 months of monitoring it was clear that there was no major insect problem in the building.

Cataloguing

Refine, populate and maintain CALM database

The quarter had once again been busy for accessions, with a large volume of material again being received. A similar volume to the previous quarter was received, approximately 12 cubic metres.

Develop deposit strategies and plans

In June the Office was invited to view a collection of glass transparencies and negatives of local interest being offered for sale by a firm of auctioneers newly established in Cardiff. Research indicated that the images were taken by Gilbert Shepherd, a chartered accountant in Cardiff and one of the founders of the photographic section of the Cardiff Naturalists' Society in the 1920s. A bid was left with the auctioneers but was unsuccessful in obtaining the lot which sold for more than three times the estimate.

The Deputy Glamorgan Archivist visited the volunteers responsible for the care of documents housed in Llandaff Cathedral. The collection included records for the parish of Llandaff, the Dean and Chapter, the Church in Wales primary school and the Llandaff and Monmouth Bellingers. The volunteers had worked hard to store and catalogue the records, and to provide access to researchers but they wished to stand down from their duties and were unable to find replacements.

Meetings with staff from Cardiff Council's records management unit continue on a regular basis and have led to the deposit of school records in instances of closures and merges. The decision to close Llanrumney High School at the end of the summer term was taken at very short notice, and three visits were made to collect material as more came to light during the closing down operation. More recently, acting on advice, staff made contact with

Highways, Bridge Management and Transport sections in Brindley Road, due to move offices, who deposited records.

Continue to plan for the management of born-digital records

An Archivist, attended a consultation meeting in June at the NLW on proposals for a digital centre for Wales to be based at the Library as part of their HLF bid to create a national conservation centre. There was discussion about potential partners in the project, which organisations, institutions and individuals might use the services offered by a digital preservation centre, and what services they would find useful.

She also attended a conference about digital preservation hosted by the National Library Wales at the University of Glamorgan's ATRium. Presentations were given about various issues relating to digital preservation, offering an insight into the solutions the National Library and other organisations such as the National Monuments Record of Wales and S4/C are currently working on or using.

In addition to these events organised by the National Library, she also attended a webinar run by Tessella, a commercial provider of digital preservation solutions about their new software, 'Preservica', which is specifically aimed at organisations within the public sector. Whilst this is not a solution currently being considered by the Digital Preservation Consortium for Wales, the information about the service and cost involved may prove useful when appraising options for storage.

The Deputy Glamorgan Archivist attended a meeting of the South Wales Information Forum. Forum members have focussed on compliance issues, but planned to switch their attention to electronic records including data sharing, email management, fileplans, storage and software systems.

ACCESS

Continue to provide appropriate service

Visitors to the searchroom continue to be satisfied with the service provided. All feedback received this quarter had been positive.

July saw a visit from members of Penarth 41 Club. They were shown documents relating to the history of Penarth and toured the building.

The Garw Valley Heritage Society also toured. Members wanted to learn about the preservation of documents and how to deposit documents. A display of documents relating to the Garw Valley was prepared for them with particular emphasis on the area's railways and the impact of the First World War on its community.

A group from Canolfan Soar in Merthyr Tydfil came in August. Two tours were offered, one in English and one through the medium of Welsh. Both groups then gathered together to consult documents relating to Merthyr. The Welsh tour group included three children who were given a quiz to complete as they made their way around the building.

Develop programme of events for users

The summer season of public events began with 'Making an Impression', two workshops on medieval seals presented in conjunction with Dr Elizabeth New of Aberystwyth University.

Monitor facilities and implement improvements

Following difficulties in locating several items in strongrooms a systematic check was implemented of all items stored in boxes. Before the move to the current site all volumes were packed, references checked and added to the locations database. For boxed items the locations database was populated with the reference codes found on the outside of the boxes with no contents check. It has become clear that errors resulted. The box check will ensure consistency of labelling on the individual documents, the box label and reference codes in the CALM catalogue. Once the reference is verified a single label is printed and applied to the box identifying all items contained within. Work has been carried out by Access Team staff with support from the current CLOCH trainee and Relief Records Assistants. Problems found and resolved lead to improved efficiency in production, shorter waiting time for users and reduced wastage of staff time. Uncatalogued items and documents needing conservation or packaging have been noted and added to appropriate programmes of work. In a little over 500 staff hours most of the ground floor strong room had been surveyed. A report was being analysed and a programme devised to complete the project.

Review policies and strategies

The Access Policy, Access Strategy and the Policy for Media Use of Archives had been reviewed. A Social Media Policy had been

written and was currently with Management Team. It was accompanied by a guidance document for staff on using Glamorgan Archives' social media channels.

Develop educational services

Blaengwawr Comprehensive sent 15 Year 9 pupils on an EBP World of Work tour.

In July, 15 pupils from Barry Comprehensive History Club visited to learn more about how to use the services offered to research their community.

The Centenary Group from Aberdare Girls School returned to continue their research on the history of the school which celebrates its centenary in October 2013, and will close at the end of the school year in July 2014.

The Senior Archivist attended the awards ceremony of the Welsh Heritage Schools Initiative. Two of the prize-winning schools had used Glamorgan Archives resources to develop their projects.

Members of the First Friday Group decided to bring the group's activities to a close at the July meeting. First Friday had been a very active group over the years, and had provided a valuable forum for many postgraduate students, especially mature students returning to education. Nevertheless, in recent years attendance has declined and attracting new members had proved difficult.

External events

Contribute to heritage events programmes across the funding authorities

Two members of staff attended Lewis Merthyr Day at Rhondda Heritage Park in June. The event commemorated the 30 year anniversary of the closure of the pit and the rededication of the memorial at the Park. The Archives stand was well placed in the visitor centre, next to the shop and cafe where there was maximum footfall. Visitors to the event included the Mayor of Rhondda Cynon Taff and many ex-miners who were particularly interested in the copy photographs of coal mines and related material which were on display. Visitors were asked to complete Potential User Surveys which gave staff an opportunity to engage with them and encourage visits to the Archives. Many were interested in the Starter Sessions for family history and the public tours.

Identify and respond to major anniversaries and celebrations

Martin Kurzik (producer) and Roy Noble from BBC Radio Wales recorded part of a programme on the Senghenydd mining disaster in Rhondda. They consulted documents relating to the disaster, including entries in school log books.

The director of a BBC Wales television documentary on the Senghenydd mining disaster visited the searchroom to consult documents relating to the disaster, and was particularly interested in photographs showing police involvement in the rescue efforts.

Remote access

Continue to provide appropriate service

A total of 1369 remote enquiries were received during the quarter. Staff continued to respond within the 10 day response period.

Contribute to collaborative projects for on-line access to finding-aids

Staff members attended a meeting hosted by Glamorgan Archives discussing proposals for a Wales section of the Archives Hub website, where catalogues can be uploaded to be searched alongside those of other archive services.

Publicise service

The Annual Report was circulated in July to favourable reviews.

In August the theme was the wartime 'Holidays at Home' Campaign in Barry in the 1940s, highlighting the range of entertainments put on for the local community to persuade them to stay put during the holiday period.

It was noted that Glamorgan Archives continued to promote its services through social media. During the quarter topical events featured included International Archives Day, the centenary of the death of suffragette Emily Wilding Davison, American Independence Day, the Royal Welsh Show and the Bon Jovi concert at the Cardiff City Stadium.

Social media sites had also been used to highlight particular collections and community engagement. Links were posted to photographs taken by Levi Ladd, the photographer from Tonypany, photographs of Second World War bomb damage in Cardiff, of Temperance Town and the demolition of streets in Butetown, images of building plans of Sidoli's ice cream parlour

in Porthcawl, and a series of photographs demonstrating the contribution made to the service by volunteers to mark Volunteers Week.

Students on work placement at the Archives had also been asked to tweet about their experience here, with one tweeting 'Thanks for taking me in this week and giving me a great experience #bestworkexperienceever'.

SUMMARY

The Archivist stated that another busy quarter had seen staff responding with their customary goodwill and ingenuity. She stressed that it had been a pleasure to be able to reward long-serving staff appropriately, particularly on the eve of retirement for one of them. On-site events had been consistently successful, long-standing networks were producing increased levels of accessions and understanding of building systems continued to develop. The Archivist extended her thanks to the teams without whom the impressive service levels would be unobtainable.

Members discussed various ways in which to increase publicity for the Glamorgan Archives, including a Social Media Campaign and the possibility of a Sub- Committee being established for this purpose.

Members sought clarification on when School papers could be viewed and were advised that they are able to be viewed immediately providing there are no conservation issues.

Members discussed the procurement process and the difficulties Glamorgan Archives had encountered when buying specialist items.

Members noted the amount of work undertaken by the Archives between quarterly reports and asked how long it would be before the building ran out of space. The archivist advised that it would be 23 years.

Members discussed the international work placements and the differences in the ways in which Archives Offices operate in other countries.

Members suggested that there could be a regular article or item in

the press from the Archives.

Members noted that lots of items are donated to the Archives and queried whether there were ever any requests for items to be returned. Officers advised this was very rare, but when it did happen, people were usually happy to accept copies of the items instead.

RESOLVED: The Committee AGREED the report.

8. BUDGET MONITORING 2013/2014 – REPORT OF THE INTERIM TREASURER TO THE GLAMORGAN ARCHIVES

Members were provided with the actual expenditure and income to date and projected full year revenue outturn for the current financial year 2013/2014, with detail including;

The full year spend was projected to be £733,586, representing an underspend of £23,844 (0.03%) against the approved budget of £757,430. Reasons for the main variances were:

Employees (-£28,515)

There were a number of elements that constituted the net projected underspend on employee costs. The main variances had arisen from the following:

- The budget included £29,298 to cover the cost of employing a Conservator. This post has not yet been filled although it was anticipated that the post would be filled at the beginning of October. The delay in appointing to this post was expected to save £14,649.
- The budget included £9,520 to cover the cost of employing a part time administrative officer to provide support to the Archives & Records Council Wales (ARCW). This post was to be funded by a CyMAL grant from the Welsh Government. No costs would be incurred this year as the responsibility for the post had transferred away from Glamorgan Archives.
- The other contributing factor to the projected underspend against the employee budget was a saving of £2,116 on employer superannuation contributions due to a member of staff not joining the Pension Scheme.
- As a result of the implementation of the Single Status agreement *seven* members of staff experienced a downward

change in spinal point which had reduced costs. The impact of this in 2013/14 was a saving of £6,784.

- Partly offsetting these savings was an anticipated increase in the cost of staff training (£4,183).

Premises (-£3,521)

It was anticipated that there would be a net saving on premise costs.

- There were projected savings on both gas and electricity costs totalling £10,823 against the 2013/2014 budget. The projected expenditure was in line with the actual charges paid in 2012/2013.
- Partly offsetting these savings were additional costs of £5,000 relating to repairs, alterations and improvements to the Glamorgan Records Office. This projection was based on the value of maintenance costs incurred to date.

Supplies & Services (+£15,296)

Overall an overspend was projected on supplies and services. Additional expenditure was expected against a number of budget heads.

- An additional £8,425 would be incurred on conservation to be funded by a grant as detailed under 'income'.
- Spending on catering sundries would increase by £3,478 to be funded by additional income from the sale of food.
- A new lease had been taken out for a vending machine at a cost of £1,033 in 2013/14.
- The cost of the specialist transport contractor used to move archive collections from external organisation to the Glamorgan Records Office would be more than budgeted by £1,127 as a direct result of increased uptake. It was hoped that external funding would be available to cover part of this cost although this had not yet been confirmed provision for this funding had not been made in the projected outturn.

Support Services (+£9,288)

The projected outturn was in line with the costs incurred last year representing an overspend of £9,260 against the budget for support services. Additional costs were incurred in 2012/2013 on support provided by Cardiff Council in relation to accountancy, human resources, welsh translation and media services and this was expected to continue.

Income (-£16,220)

The projected income was £16,220 more than budgeted.

- Small grants amounting to £4,836 had been approved and were accounted for in the projected income. The approved grants to date were £500 from CyMAL and a total of £4,336 for 4 projects from the Archives and Records Council Wales.
- Grant of £8,425 had been awarded by The National Manuscripts Conservation Trust to cover a project entitled ‘Curtain Up: Making accessible the playbills of the Theatre Royal’.
- Additional income totalling £8,325 was anticipated from the hire of rooms and the sale of food.
- Glamorgan Archives had an agreement with a publishing company for the website Find My Past to access online archive records. Royalties were earned based on the volume of access. This year to date royalties of £2,704 had been earned with a further £2,704 expected for the remainder of the year.
- Partly offsetting the additional income was the loss of the CyMAL grant income of £10,470 from the Welsh Government as a result of the transfer of the administrative support post for ARCW.

Local Authority contributions

On the basis of the projected outturn for 2013/2014, the Local Authority contributions to fund the Service would be as follows:

Table 2: Projected Contributions 2013/2014 (at Month 4)

Authority	%	Contribution		
		2013/14	2013/14	Reduction
		Original	Revised	
£	£	£		
Bridgend C.B.C.	14	106,040	102,702	(3,338)
Cardiff Council	32	242,378	234,748	(7,630)
Merthyr Tydfil C.B.C.	6	45,446	44,015	(1,431)
Rhondda Cynon Taf C.B.C.	25	189,358	183,397	(5,961)
Caerphilly C.B.C.	11	83,317	80,694	(2,623)
Vale of Glamorgan C.B.C.	12	90,892	88,030	(2,862)
Total	100	757,430	733,586	(23,844)

Based on the projected outturn position the total contributions payable by the constituent Authorities would reduce by £23,844.

However, the 2nd instalment of contributions, which would be invoiced for in March 2014, would be based on the projected outturn position as at Month 10 which could differ to the projected outturn position reported now.

Conserving Local Communities Heritage (CLOCH)

In June 2010 the Service was awarded a Heritage Lottery Fund grant of up to £224,000 towards the provision of practical work based skills training opportunities in digitisation, research, local history, basic conservation and community engagement. The grant agreement was originally for 3 years but this had been extended to cover a 4th year and additional grant awarded to bring the total grant awarded to £322,500.

The projected costs for 2013/14 (Year 3) was £144,343 which was mainly to cover the cost of bursary payments to the trainees. Applications would be made throughout the year to the Heritage Lottery fund for payment of grant as and when costs were incurred. Based on these projected costs there would be £67,360 of grant unclaimed as at the end of 2013/14 to fund costs in the 4th year.

Members sought clarification on the number of staff that had experienced a downward change in spinal points as a result of job evaluation.

RESOLVED: to note the projected full year outturn position for 2013/2014.

9. ANNUAL STATEMENT OF ACCOUNTS 2012/2013 – REPORT OF THE INTERIM TREASURER TO THE GLAMORGAN ARCHIVES

Members were provided with the Glamorgan Archives audited Statement of Accounts for 2012/2013. Members were advised that the International Standard on Auditing (ISA) 260 requires the Appointed Auditor to report to those charged with governance, on the key matters arising from the audit examination of the Statement of Accounts for the year ending 31 March 2013.

Members were provided with the Audit of Financial Statements Report to fulfil this requirement. Members were advised of the following;

- Some amendments that were deemed to be required in the accounts, the main one being the accounting treatment of the revaluation of the Glamorgan Records Office,
- There were no misstatements identified in the Financial Statements,
- The Auditor highlighted that he encountered some difficulties during the audit, although he received the financial information statements ahead of statutory deadline, he did encounter some delays in receiving some supporting information which in turn resulted in a delay in the audit being completed.

The report highlighted that there were:

- No significant concerns about the qualitative aspects of the accounting practices and financial reporting,
- No material weaknesses in internal control identified,
- No other significant matters, discussed and corresponded with management upon, which need to be reported,
- No other matters significant to the oversight of the financial reporting process, which need to be reported.

Members noted the very late availability of the report to the Committee and requested that in future the report is emailed to Members as soon as is available.

Members were advised of points that were raised by the Auditor including a request for further evidence on central support services such as HR/Accounts, Revaluation of Cipfa and the suggestion that Glamorgan Archives have its own bank account separate to the Council.

Members discussed the delays in providing supporting information to the Auditor and suggested that timing of annual leave etc is planned more effectively for next year.

Members asked whether in the current procurement process, the Archives were able to dispute invoices. Officers advised that they were.

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Glamorgan Archives Joint Committee

Members discussed whether the Temporary Appointed chairperson for the meeting was able to sign the accounts and related documents.

Members agreed that Cllr. Bevan should sign the audited accounts as Chairperson for the day. Should this action prove, on taking legal advice, not to be in order Members delegated responsibility to the appointed Chair of the Joint Committee to countersign. Officers agreed to co-ordinate the necessary actions in consultation with Cardiff County Council's section 151 officer.

Officers sought clarification from Cardiff Council's legal department and were advised that this was in order.

RESOLVED TO:

- Approve the audited Statement of Accounts for the year ended 31 March 2013
- Note the report of the Wales Audit Office on the statement of Accounts for the year ended 31 March 2013
- Provide signatures in the Statement of accounts 2012-2013 in relation to page 15 Statement of responsibilities to be signed by the Chair and page 37 Certification by the chair and the Glamorgan Archivist
- Provide a signature on the letter of representation to be signed by the chair.

**COUNTY COUNCILLOR R BEVAN
CHAIRMAN**