

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual General Meeting of the Glamorgan Archives Joint Committee held at the Glamorgan Record Office, Cardiff on Friday, 4th July 2008 at 2.00pm

PRESENT

Representing

Bridgend County Borough Council

County Borough Councillor N. Clarke

Caerphilly County Borough Council

County Borough Councillors M. G. Parker and G. G. Hibbert

Cardiff County Council

County Borough Councillors R. Jerrett, J. Hooper and A. Robson

Merthyr Tydfil County Borough Council

County Borough Councillor J. Amos

Co-opted Members

The Venerable A. J. Lewis

Mr M. McLaggan

Officers in Attendance

Ms S. Edwards – Glamorgan Archivist

Mr G. Tuson – Programme Manager, Glamorgan Archives

Mr A. Havard – Corporate Solicitor, Legal & Democratic Services

Mr P. Griffiths – Head of Performance & Resources, Corporate Services

1 APOLOGIES FOR ABSENCE

Apologies of absence were received from County Borough Councillors L. Morgan (Bridgend County Borough Council), J. Parry (Cardiff County Council), R. Bevan, (Mrs) E. Davies, (Mrs) M. Davies and E. Jenkins (Rhondda-Cynon-Taf County Borough Council).

2 DECLARATION OF INTEREST

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

3 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2008/2009

RESOLVED to elect County Borough Councillor J. Amos (Merthyr Tydfil County Borough Council) as Chairman of the Joint Committee for the 2008/09 municipal year.

4 APPOINTMENT OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2008/2009

RESOLVED to defer the appointment of Vice-Chairman of the Joint Committee for the 2008/09 municipal year until the next available Glamorgan Archives Joint Committee to enable the Vale of Glamorgan to undertake the position of Vice-Chairman.

5 MINUTES

RESOLVED to approve as a correct record the minutes of the meeting of the Glamorgan Archives Joint Committee held on the 14th March 2008.

REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

6 PROGRAMME OF MEETINGS FOR THE GLAMORGAN ARCHIVES JOINT COMMITTEE 2008-2009

The Director of Legal and Democratic Services sought Members' approval of the proposed schedule of meetings for the Joint Committee during the 2008-09 municipal year.

Following consideration of the proposed schedule, it was **RESOLVED** -

- (1) Not to agree the proposed schedule as detailed in the report.
- (2) That all meetings during the 2008/09 municipal year, be held at The Glamorgan Record Office, Cardiff, commencing at 2.00pm and convened as follows:

Friday, 12 September 2008
Friday, 12 December 2008
Friday, 13 March 2009
Friday, 12 June 2009 (Annual General Meeting)

REPORTS OF THE GLAMORGAN ARCHIVIST

7 REPORT FOR THE PERIOD 1ST MARCH – 31ST MAY 2007

In her report, the Glamorgan Archivist outlined the work of the Glamorgan Record Office during the period 1st March to 31st May 2008.

The Glamorgan Archivist highlighted aspects of her report and in summarising, reported that progress has been made in relation to the

new Glamorgan Record Office with staff contributing to this process. She thanked staff for their continued hard work and commitment.

Members were invited to ask questions and did so in relation to the 'added value projects' and the tender process for the 'decant' process.

The Committee extended their gratitude for the production of a concise and informative report and **RESOLVED** to note the contents of the report.

8 ANNUAL PLAN 2007-2008

In her report, the Glamorgan Archivist updated Members on the achievement of targets set out in the Annual Plan for 2007-2008 and following consideration of the report, it was **RESOLVED** to note the progress made towards key objectives in the Plan.

9 DRAFT ANNUAL STATEMENT OF ACCOUNTS 2007-2008

Mr P. Griffiths, Head of Performance & Resources, presented Members with a detailed report outlining the Statement of Accounts for 2007-2008 as approved by Rhondda-Cynon-Taf County Borough Council on the 25th June 2008. He confirmed that the Letter of Representation issued to the Wales Audit Office would need to be countersigned by the Chair of the Glamorgan Archives Joint Committee.

Mr P. Griffiths summarised the financial performance, the accounting statements and statement of accounting policies in relation to the Glamorgan Archives Joint Committee. Responses were provided to Members in relation to several queries regarding the Pension Fund, the Population Census and the significance of the General Reserve Balance carried forward.

Following a brief discussion Members **RESOLVED**: -

1. To note the draft Statement of Accounts for 2007-08 and Letter of Representation
2. That the Chair of the Joint Committee countersigns the Letter of Representation

**J. AMOS
CHAIRMAN**

The meeting terminated at 3.10pm