

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 DECEMBER
2013 at 2.00pm

Present:

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

Caerphilly County Borough Council
Councillor Davies

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

Vale of Glamorgan Council Councillor G John

Officers in Attendance: Susan Edwards, Glamorgan Archivist
Charlotte Hodgson, Deputy Glamorgan Archivist
Rhain Phillips, Senior Archivist
Lydia Stirling, Conservator
Andrea Redmond, Democratic Services, Cardiff
Council
Lorna Lewis, Legal Services, Cardiff Council
Robert Green, Finance, Cardiff Council
Mrs K Thomas The Lord Lieutenant
Mr Murray McLaggan

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Bridgend County Borough Council, Councillors C Rees & L Morgan

Caerphilly County Borough Council Councillor A G Higgs

Merthyr Borough Council Councillor G Davies

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 Archives Joint Committee on 13 September 2013 were approved as a correct record and signed by the Chairman, subject to 2 typographical amendments and the inclusion of the following at point 4:

‘as the Vice – Chair had a previous appointment and had to leave the meeting early’.

4. REPORT ON THE PERIOD 1 SEPTEMBER 2013 – 30 NOVEMBER 2013 REPORT OF THE GLAMORGAN ARCHIVIST.

The Committee was provided with an update on the work of Glamorgan Archives for the period 1 September 2013 to 30 November 2013, some of the points were outlined including;

Staff: establishment - Maintain appropriate levels of staff

The vacant archivist post was to have been advertised after Christmas to avoid recruitment clashing with the holiday season. However the post had been frozen as part of the required savings to next year's budget.

The vacant post of Conservator had been filled.

The reputation of the Office's volunteer programme was growing. The European Centre for Training and Regional Co-operation (ECTARC) had based a second internship at the Archives during the quarter.

A student on the Erasmus programme had approached the Archives with a placement request. Details were being explored.

Staff Development

Following the introductory course in Welsh greetings held in the Archives in February six members of staff wished to continue improving their language skills. After exploring all the options it was decided to host a course on a Monday morning for these individuals in the search room.

CyMAL has confirmed funding provision for an Archivist to complete a LANTRA Level 3 Award in Volunteer Management.

The Deputy Glamorgan Archivist and the Senior Archivist attended training in Risk Management.

Following a request from the Access Team Charlotte Hodgson gave a short training session on records of the coal industry. These are one of the largest and most frequently consulted series of records in the Archives, but currently one of the least well catalogued.

Staff held a Macmillan Coffee Morning, bringing in homemade cakes which were eagerly consumed for a charitable contribution. A total of £70 was raised for Macmillan.

Maintain commitment to good health and safety practices

A Records Assistant, has completed training to become an official Unison Health and Safety workplace representative. Risk assessments are being reviewed and assessed for gaps with his assistance.

Two members of staff have been referred to Occupational Health during the quarter.

Budget - Maximise benefit from income opportunities

Following a visit from a representative of the Wales Screen Commission the Archives has registered for the Commission's locations database.

Further orders for bespoke boxes have been received from the West Glamorgan Archives Service.

Room hire to external organisations was a developing and income generating service. The rate was originally set at a level to encourage use by community groups but bookings have tended to be from training organisations including CCC. Consequently, a slight increase in the full day rate to £100 has been proposed, to commence in the new financial year.

Following a good response at the Open Doors event Archive publications were being promoted both externally and on-site in the hope of attracting Christmas sales.

The Archives is a partner in a national agreement to digitise school admission registers. The agreement, brokered by the Archives and Records Association (ARA), is with Brightsolid and the images will be mounted onto the website Findmypast on pay-per-view access.

Promote partnerships - Conserving Local Communities Heritage: CLOCH
CLOCH is a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, will prepare 16 unemployed young men for entry level posts in

the sector. The project has a Facebook presence and a Twitter feed, accessible through the CLOCH page on the Archives' web site.

Archives and Records Council Wales (ARCW)

At the end of November the Deputy Archivist stood down from ARCW at its AGM. She organised a best practice Forum for the archive community in Wales, chaired a conference 'Steel Connections: Historical Records and New Research on the Steel Industry in 20th Century Britain' hosted by Tata Steel at Port Talbot and attended a meeting of ARA Wales and CyMAL representatives.

National

Baroness Kay Andrews visited the Archives and talked to senior staff about services to young people. Baroness Andrews will be reporting to Welsh Government on the capacity of cultural heritage institutions to effect change among deprived communities and particularly to help young people.

Potential partnerships

A meeting was held with David Prior of the Parliamentary Archives to develop plans for a new initiative to mark the 800th anniversary of the signing of the Magna Carta and the 750th anniversary of the De Montfort Parliament, both of which fall in 2015. The anniversaries will be noted with a celebration of democracy and the influence of local MPs on Parliament. The partnership with Glamorgan Archives will focus on Merthyr Tydfil MP S. O. Davies and his work on several workmen's compensation bills and acts.

Building and Systems

Cracked tiles at the entrance to the building have been replaced. For aesthetic effect a full line of tiles was replaced in front of each door as the new tiles are slightly darker than the originals.

The signage on the outside of the building has begun to fail. Two letters have fallen and areas underneath have been cordoned off for safety. The company which erected the signage were not able to respond to requests for inspection and has now merged with another firm.

Complete and implement disaster recovery plan

A disaster recovery event has been planned with CyMAL. The event will take place in the Archives early next year.

The Collection - Conservation

Develop conservation services for external user

Preservation Assistants have produced over 750 bespoke boxes for external clients. The project to clean and repackage Cardiff Library's special collection continues with almost 6,400 items completed during the quarter.

Manage repositories environment and storage issues

Three repositories have been operating within the tolerance for temperature and humidity levels without the use of any air conditioning plant. The fourth room is currently hired by external heritage institutions consequently the plant has continued to run.

Cataloguing - Review current policies, strategies and procedures

An upgrade to the latest version of the CALM and CalmView software was carried out in October. The upgrade of CalmView, the software for the online catalogue, has provided a greater level of customisation, allowing for more of the site to be made bilingual. Further advantages in the new software include an option to attach documents to catalogue descriptions and further scope to sort search results. Glamorgan Archives' staff are now working with Axiell to develop a fully bilingual version of the online catalogue, which, if successful, could be rolled out to other archive services in Wales.

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 closure and merger and from council offices being closed as part of the current Our Space exercise.

An Information Officer for Rhondda Cynon Taf County Borough Council (CBC) enquired about services offered. Following a tour and a discussion she has arranged a visit of key officers from the authority in December.

Continue to plan for the management of born-digital records

Work continued with the Digital Preservation Consortium for Wales. Each member of the consortium has signed up to contribute to a workstream. Staff from the Archives and Cardiff University are working together to provide a checklist and explanatory document regarding criteria for a Trusted Digital Repository.

ACCESS - Develop educational services

Pupils from Porth Infants School were welcomed in October to research the history of the school for the 150th anniversary celebrations.

Members of the Archaeology Club from Fitzalan High School, Cardiff explored the effect of the Blitz on Cardiff. They consulted various documents, including a map of bombing sites, ARP records, including a whistle, and photographs of buildings damaged in air raids.

The Senior Archivist attended the launch at Cynon Valley Museum of the Aberdare Girls School centenary exhibition. The exhibition was curated by a group of pupils who consulted school records at the Archives as part of their preparatory work.

Catching the Wave is a group of students at Bridgend College, engaged on an arts project as part of the annual Porthcawl Splash Up, with the aim of projecting old images of Porthcawl onto current buildings in the town. They were working with film company Tantrwm, who had previously worked with Glamorgan Archives when they produced the films on the Tell Us Your Story entries and launch event. The group blogged about their visit to the Archives and the post can be accessed at:

<http://splashup.wordpress.com/2013/09/10/delving-into-glamorgan-archives-to-catch-the-wave/>

The Senior Archivist attended the Enhancing Impact, Inspiring Excellence conference at Birmingham University, organised by the National Archives. The aim of the conference was to share experiences and best practice of archives working with the higher education sector. The Senior Archivist gave an intensive case study presentation on the work completed in partnership with Charlotte Boman of Cardiff University in producing a resource for Welsh Baccalaureate students on Photographing the Family in the 19th Century.

Kids in Museums Taking Over Day

In a first for the Archives, 25 pupils from Cwmfelin Primary School near Maesteg took over on 13 November as part of the Kids in Museums Taking Over Day. A national event across the UK, Glamorgan was one of the few archive services taking part.

The pupils worked in teams across the Office. It was a very enjoyable day for staff and pupils and the feedback has been uniformly positive.

External Events

Contribute to heritage events programmes across the funding authorities
Morol, the Welsh maritime history society, held their annual conference at the Pierhead Building in Cardiff this year. The Glamorgan Archivist attended and spoke about sources held in local authority archive services of

relevance to society members. A former staff member also spoke on place names around the coast of Glamorgan.

The Glamorgan Archivist and the Deputy Glamorgan Archivist attended the Annual Conference of the Women's Archive of Wales, held this year at Canolfan Soar in Merthyr Tydfil.

The Glamorgan History Society's annual Autumn Day School was held at Court Colman in Bridgend in mid-November. Speakers on the subject of *Belonging: kith and kin in Glamorgan* included Glamorgan Archives Joint Committee member Murray McLaggan and regular visitor to the searchroom J. Barry Davies. The Glamorgan Archivist attended.

In 2014 Glamorgan Archives will be 75 years old. Preparations for celebrating the anniversary have begun and will be revealed next year.

Remote Access - Continue to provide appropriate service

This quarter 1463 remote enquiries were received. The 10 day response period has been met.

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

An Archivist attended a workshop at Swansea University on exporting catalogue descriptions for inclusion on the Archives Hub website. Glamorgan Archives was in a pilot scheme to add Welsh archive catalogues to the website, with the idea that there could be a Wales section of the site.

Publicise service

The Senior Archivist was filmed by Tinopolis television company for a short piece on the Open Doors event for the nightly S4C programme Heno. She was shown giving the presenter Rhodri Davies a tour behind the scenes in a preview of Open Doors activities.

Glamorgan Archives contributed to several radio and television programmes relating to the centenary of the Senhenydd Colliery Disaster. The Senior Archivist was featured on the S4C programme Cofio Senghenydd, and also contributed to the Radio Wales programme Senghenydd Remembered, presented by Roy Noble. October's Document of the Month used photographs and records from the Collection to commemorate the centenary.

November's theme was another centenary; that of a tornado which swept through the Taff Valley in October 1913 causing widespread damage and several fatalities. The centenary coincided with the St Jude storm which,

although it left most of south Wales unscathed, put 'weather' at the top of the media agenda.

Social media channels continue to promote the service. The Twitter account has 1295 followers and Facebook 304 likes. Following discussions at the September meeting Cllr. Cowan had advised senior staff on developing the Office profile.

Enquiries have also begun to arrive via these channels, along with feedback on help received remotely and in person.

Social media channels, especially Flickr, were helping to advertise the sale of publications. The Cardiff Council website refresh projects means that an online shop on the Archives website cannot yet be created. Social media is bridging the gap until this work can be undertaken.

SUMMARY

Another busy quarter had seen staff raising the profile of the service at events across the authorities with a resultant increase in interest from local groups, schools and depositors. Glamorgan was consolidating its position as a centre of excellence in training and volunteering with excellent and sustainable results emerging from partnership working and educational provision. All staff were thanked for their input and enthusiasm.

The Chairperson thanked staff for their work during the last quarter and noted the amount of volunteering work that had been undertaken too.

Members enquired whether staff appraisals were carried out regularly. Officers advised that development reviews are carried out annually for all staff, under the IIP development plan, primarily to determine competency and identify training needs.

Members requested an update on the smashed window pane. Officers advised that the first quote obtained was double the original price, the second quote provided was higher than the original so this was queried and Officers were still waiting to hear back. Members discussed the wider issues of procurement and having to go through Facilities Management for any maintenance issues.

Members were very concerned that due to processes, contracts had not yet been signed for Fire and Security for the coming year, which caused issues with insurance providers. Members discussed exploring whether delegated powers would be available to the Glamorgan Archivist and asked the legal

officer to seek clarification on this.

Members discussed the possibility of setting up a sub – committee to look at the issue, inviting senior facilities management officers to the next meeting and writing a letter to express the committee’s dissatisfaction of the situation. Members also wanted clearly defined lines of governance clarified to them.

Members noted the numbers of deposits received and queried whether the target of 10 days was meaningful. Officers stated that targets had been reviewed and a decision was made to keep to 10 days.

Members were pleased to note the 100% success rate on responses to queries and considered it would be useful for the good practise to be shared across Cardiff Council possibly evidenced through the Democratic Services Committee.

Members discussed the Coal Strike and the book written and deposited by Councillor Ray Davies. It was noted that this topic was programmed for document of the month next year.

Members asked whether the Archives held documentation on the Suffragette movement. The Glamorgan Archivist advised that some legal documentation was deposited.

Members sought clarification on confidentiality agreements mentioned in the report. Officers advised that when volunteers start work at the Archives they are asked to sign confidentiality agreements as they may be exposed to confidential information during their work.

Members were advised that the Archives building was a fully accessible building on all floors including the kitchen and many rooms were fitted with a hearing loop.

RESOLVED TO:

- (i) Agree the Report;
- (ii) Explore the possibility of establishing a Sub-Committee to look at the procurement process.

5. BUDGET MONITORING 2013/2014 and 2014/2015 BUDGET PROPOSALS – REPORT OF THE INTERIM TREASURER TO THE GLAMORGAN ARCHIVES

Members were provided with the projected full year revenue outturn for the 2013/14 financial year and also the details of the proposed revenue budget for 2014/15 financial year.

A number of points were outlined to the Committee including:

- Summary of the projected outturn 2013/14 as at 31 October 2013

	Budget £	Projection £	Variance £
Expenditure			
Employees	582,780	551,042	(31,738)
Premises	228,900	229,175	275
Transport	6,550	6,810	260
Supplies & Services	48,020	70,020	22,000
Support Services	37,700	46,988	9,288
GROSS EXPENDITURE	903,950	904,035	85
Income	(46,520)	(75,903)	(29,383)
Contributions from Reserves	(100,000)	(100,000)	0
NET EXPENDITURE	757,430	728,132	(29,298)

Employees

In line with the projected outturn as at 31 July 2013, an underspend of £9,520 existed against the budget held to fund the costs of a part-time Administrative Officer to provide support to the Archives & Record Council for Wales (ARCW). Due to the fact that responsibility for this post had transferred away from Glamorgan Archives, there were no costs incurred this year.

A further underspend existed as a result of an Archivist post becoming vacant during the year. This post remained vacant for the rest of the year, which resulted in an underspend of £19,255.

Furthermore, as per the monitoring report dated 31 July 2013, there were underspends resulting from a member of staff not being part of the superannuation scheme and seven members of staff experienced a downward change in grade as a result of the implementation of the Single Status agreement. These underspends totalled £8,900. However, they were partly offset by an overspend of £2,250 on other staff expenses, such as training.

The net underspends outlined above were partly offset by an unfunded cost of £21,987 on two Relief Records Assistants. However, this overspend had been partly offset by additional income. Additional expenditure was also projected against the budget for agency staff. However, £4,827 of this overspend would be funded from additional ARCW grant income.

Premises

Within premises was a projected saving of £12,654 against budgets for gas and electricity. This had increased by approximately £2,000 since the monitoring position at 31 July 2013 was reported. Projected gas and electricity costs were slightly lower than the actual 2012/13 costs.

The main change from the position at 31 July 2013, in terms of premises expenditure, related to the budget for repairs, alterations and improvements. Currently an £11,000 overspend was projected against the budget held in respect of this, which represented a £6,000 increase from the position at 31 July 2013. The reason for the overspend was due to the unforeseen level of repairs required to the Glamorgan Record Office. It was likely that there would also be further expenditure before the end of the year in respect of alterations to the search room. However, at this early stage it was not possible to quantify the likely impact the cost of these alterations would have upon the budget monitoring position.

Supplies & Services

Projected expenditure on supplies and services was largely in line with the monitoring position at 31 July 2013, aside from an increase in the projected expenditure on catering and catering sundries. This expenditure related to the provision of catering to parties hiring rooms within the Glamorgan Record Office, and was reflected by a corresponding increase in projected income.

The other significant overspends within supplies and services were against conservation (£8,425), which was funded by the NMCT grant outlined in the report and ICT hardware and Welsh language training (£1,935) which were both funded by ARCW grant income.

Support Services

The net overspend on support services were in line with the monitoring position as at 31 July 2013 and the 2012/13 outturn. The charges for these services were due to be processed in the coming weeks, however, it was not anticipated that they would vary significantly from the projected outturn.

Income

Income was currently projected to exceed budgeted levels, partly due to the receipt of grant income that was not known about at the time of setting the 2013/14 budget. As outlined in the previous monitoring report, these grants related to CyMAL (£500), ARCW (£4,336) and the National Manuscripts Conservation Trust (£8,425). Furthermore, ARCW had subsequently awarded additional grant income totalling £7,762.

Income received in respect of the hire of rooms and sale of food was now anticipated to be £14,560 above the budgeted amount. This represented an increase of £6,235 compared to the amount projected at 31 July 2013. However, this increase in expected income was partly offset by a decrease in the amount of income that could be expected to be received in relation to conservation.

At 31 July 2013, the projected level of income expected to be received in royalties was £2,704. However, it had become apparent that income totalling £9,110 could now be expected. This was a new source of income and was, therefore, not budgeted for.

Local Authority Contributions

Any surplus projected in February against the revenue budget this year would reduce the second instalment required from the six contributing Local Authorities, as per the strategy outlined in the Glamorgan Archives Committee report dated 10 December 2010. On the basis of the projected underspend of £29,298 at 31 October 2013, the contributions required would be as follows:

Authority	%	Contribution		
		2013/2014 Original	2013/2014 Current	Reduction
		£	£	£
Bridgend C.B.C.	14	106,040	101,938	(4,102)
Caerphilly C.B.C.	11	83,317	80,095	(3,222)
Cardiff Council	32	242,378	233,002	(9,376)
Merthyr Tydfil C.B.C.	6	45,446	43,688	(1,758)
Rhondda Cynon Taf C.B.C.	25	189,357	182,033	(7,324)
Vale of Glamorgan C.B.C.	12	90,892	87,376	(3,516)
Total	100	757,430	728,132	(29,298)

CLOCH

The projected expenditure for this year was £115,751, which was mainly required to fund the costs associated with bursary payments to trainees. Applications would be made to HLF throughout the year for payment of grant and it was currently anticipated, based on projections at 31 October 2013, that £99,522 would be unclaimed at the end of 2013/14 and, therefore, available for use during the fourth and final year of the project. It should be noted that within the £115,751 expenditure projected for 2013/14 was an additional £3,570 which was over and above the main grant of £322,500.

Proposed Budget for Financial Year 2014/2015

The 2014/15 budget proposed below was set against a backdrop of severe reductions to local authority budgets. With this in mind, it was requested, by the lead authority, that Glamorgan Archives consider a 10% reduction in the net revenue budget. This equated to a net budget reduction of £75,740. A number of options have been considered and proposed, including additional income generation, which enabled the target to be achieved. The table below gives a summary of the proposed budget.

	Current 2013/2014 Budget £	Proposed 2014/2015 Budget £	Yr on Yr change £	Yr on Yr change %
Expenditure				
Employees	582,780	538,570	(44,210)	-7.59
Premises	228,900	204,900	(24,000)	-10.48
Transport	6,550	6,550	0	0.00
Supplies & Services	48,020	42,020	(6,000)	-12.49
Support Services	37,700	37,700	0	0.00
GROSS EXPENDITURE	903,950	829,740	(74,210)	-8.21
Income	(46,520)	(48,050)	(1,530)	-3.29
Contribution from Reserve	(100,000)	(100,000)	0	0.00
NET EXPENDITURE	757,430	681,690	(75,740)	-10.00

Employees

The proposed saving against the employee budgets consists of savings totalling £56,000, offset by a financial pressure of £11,790. This financial pressure related to annual increments for staff that were yet to reach the top of their grade and an assumed 1% pay award for all staff. This 1% pay award was in line with that awarded in respect of the 2013/14 financial year.

The main saving proposed against employee budgets related to the currently vacant Grade 6 Archivist post. This post had become vacant during 2013/14

and it was proposed that it would remain vacant going forward. Therefore, it was possible to delete the £33,710 budget associated with this post. However, it was not the intention to delete the post from the Glamorgan Archives establishment, as it may be possible to fill this post in the future, on a temporary basis, should any means of funding the post become available.

The second saving within employees relates to the Deputy Archivist post. It was intended, from 1 April 2014, for the hours worked by the post holder to reduce by 7 hours a week. Therefore, it was possible to reduce the budget in line with this proposal, equating to a saving of £8,770. If at any point in the future it was intended to restore the hours to those of a full time employee, it would be necessary to fund the increased expenditure from within existing resources or new income streams.

Other savings within employees included the removal of the £3,000 budget held for agency staff. All staff were now in either permanent or casual posts, which were budgeted for elsewhere. Furthermore, it was proposed to remove the £1,000 staff training budget, with the intention being that other funding sources would be used to cover any costs of training during the year. Also, within the overall reduction to the employee budget was the removal of the budget held for the grant funded Administrative Officer (£9,520)

Premises

Despite the fact that the projection for 2013/14 was for the premises budget to be fully spent, it had been possible to identify savings totalling £24,000 going into the 2014/15 financial year. This was mainly due to the fact that it was anticipated that the amount of repairs and alterations that have been carried out on the Glamorgan Record Office would not be repeated during 2014/15.

In line with the above it had, therefore, been possible to remove the contingency budget held for repairs to the building (£10,000). This was because of the fact that the building had now been opened for a number of years and any problems associated with a new building should have been remedied. However, the budget for repairs, alterations and improvements was proposed to increase by £1,000, which meant that a £5,000 budget would still exist for any work that was required.

The other savings proposals within premises related to reducing the budgets held for gas (£5,000) and electricity (£10,000). These reductions were in line with the projected 2013/14 outturn. It was anticipated that these budgets

would be sufficient going forward, despite an expected increase in the unit cost of energy.

Supplies & Services

Although the projection for 2013/14 was £22,000 overspent, it was proposed to reduce the supplies and services budget by £6,000 for 2014/15. This was mostly due to the fact that the main overspends outlined in the monitoring section of this report were either not expected to recur in 2014/15 or had been funded by one-off sources of grant funding.

The main saving within the supplies and services budget had been identified against the budget for ICT hardware (£5,000). This reduction was possible due to the fact that a renewal of ICT hardware was due to take place during the 2013/14 financial year. As a result, it was not anticipated that any purchase of hardware would be required during 2014/15.

The other proposed saving was in respect of the £1,000 budget for Welsh Translation. This service was now provided by Cardiff Council and is already accounted for within the budget for support services.

Income

For 2014/15, a contribution from reserves of £100,000 had been retained within the budget, in line with the budget strategy outlined in the 2011/12 budget report. This would result in a continued reduction in the contributions required from the six local authorities.

Income levels have increased significantly since the opening of the new Glamorgan Record Office, and this had continued to be the case in 2013/14. As a result it was possible to increase the income budgets further for the 2014/15 financial year. The main increases proposed were to the budget for the hire of special rooms (£7,000) and income from the sale of food (£5,000). These combined increases were slightly below the additional income projected in 2013/14, as it was expected that income levels in 2014/15 would not be quite as high.

Local Authority Contributions

The effect of the 2014/15 budget proposals on the contributions made by the constituent authorities is shown in the table below. The current year budgeted contributions and the year on year reduction is also shown for comparative purposes.

Authority	%	Contribution		
		2013/2014	2014/2015	Decrease
		£	£	£
Bridgend	14	106,040	95,437	(10,603)
Caerphilly	11	83,317	74,986	(8,331)
Cardiff	32	242,378	218,141	(24,237)
Merthyr Tydfil	6	45,446	40,901	(4,545)
Rhondda Cynon Taf	25	189,357	170,422	(18,935)
Vale of Glamorgan	12	90,892	81,803	(9,089)
Total	100	757,430	681,690	(75,470)

In line with the approach adopted from 2011/12, the 2014/15 contributions would be invoiced in two instalments. The first instalment in July 2014 would be for 50% of the approved budget for the financial year and the second instalment, in February 2015, would invoice for the remaining funding required based on the projected outturn at that time. Any shortfalls or surpluses generated on these amounts would then be managed through contributions to or from the general reserve.

This process was implemented to help limit any further build up of the general reserve, which at 31 March 2013 was £603,518, and may also lead to a reduction in the required contributions from the six authorities when an underspend was projected against the approved budget. Any overspend against the approved budget would be met from the general reserve.

CLOCH

The CLOCH project would enter its final year in 2014/15. £322,500 of grant funding was made available and, prior to 2013/14, £110,797 had been claimed. A further £112,181 was currently projected to be used in 2013/14.

The project was due to end on 31 December 2014. Based on current projections for 2013/14, it was anticipated that £99,522 would be available to fund project activities during 2014/15. This funding would largely be used to cover the bursary costs associated with the trainees involved. However, it should be noted that this figure would ultimately be determined by the final 2013/14 outturn.

SUMMARY

For the current year, the net cost of the provision of the Glamorgan Archives Service was projected to be £728,132 representing an underspend of £29,298 against the approved budget of £757,430.

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

The proposed net budget for the 2014/15 financial year was £681,690. This represents a decrease of £75,740 compared to the 2013/14 budget.

RESOLVED TO:

- Note the projected full year position for the 2013/14 financial year as presented in paragraphs 2 to 20 of the report and detailed in Appendix 1.
- Approve the draft budget proposals for 2014/15 as presented in paragraphs 21 to 41 of the report and detailed in Appendices 2 and 3.

**COUNTY COUNCILLOR G JOHN
VICE - CHAIRMAN**