



DINAS A SIR CAERDYDD  
CITY AND COUNTY OF CARDIFF

## **CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD**

### **COMMITTEE SUMMONS**

**You are summoned to attend a meeting of the Glamorgan Archives Joint Committee to be held at Records Office - Clos Parc Morgannwg, Leckwith, Cardiff on Friday, 11 September 2015 at 2.00 pm to transact the business set out in the agenda below.**

### **AGENDA**

#### Item

**1 Apologies for Absence**

To receive apologies for absence.

**2 Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

**3 Minutes** (*Pages 1 - 4*)

To approve as a correct record the minutes of the previous meeting.

**4 Report for the period 1 June-31 August 2015 - Report of the Glamorgan Archivist** (*Pages 5 - 44*)

**5 Transfer of non-archive holdings - Report of the Glamorgan Archivist** (*Pages 45 - 46*)

**6 Statement of Accounts** (*Pages 47 - 56*)

**7 Budget Monitoring Report** (*Pages 57 - 64*)

**8 Date of next meeting**

The next meeting is scheduled to take place on 11 December 2015 at 2.00pm at the Glamorgan Records Office.

**Glamorgan Archivist**  
**Monday, 7 September 2015**

**Contact: Andrea Redmond**  
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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 Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives, Clos Parc Morgannwg on 26 June 2015 at 2.00 pm.

Present:

- |                        |   |
|------------------------|---|
| Members Representing:  | Councillor John, Vale of Glamorgan<br>Councillor Cowan, Cardiff<br>Councillor Griffiths, Rhondda Cynon Taff<br>Councillor Higgs, Caerphilly<br>Councillor Lomax, Cardiff<br>Councillor Robson, Cardiff<br>Councillor Rosser, Rhondda Cynon Taff<br>K Thomas CVO, JP, Co-Optee |
| Officers in Attendance | Susan Edwards, Glamorgan Archives Cardiff Council<br>Richard Grigg, Legal Services Cardiff Council<br>Rob Green, Finance Cardiff Council<br>Tom Crocker-Wilton, Finance Cardiff Council<br>Andrea Redmond, Clerk Cardiff Council<br>Joanne Jones, Caerphilly Council          |

1 : APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Ward.

1 : DECLARATIONS OF INTEREST

No Declarations of Interest were received.

3 : TO ELECT A CHAIRMAN OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2015/16.

RESOLVED – That County Councillor Brian Mansbridge, Merthyr County Borough Council be elected as Chairman of the Joint Committee for the 2015/16 municipal year

4 : TO ELECT A VICE-CHAIRMAN OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2015/16.

RESOLVED – That County Councillor Margaret Griffiths, Rhondda Cynon Taff County Borough Council be elected as Vice - Chairperson of the Joint Committee for the 2015/16 municipal year

5 : MINUTES

The minutes of the meeting held on 13 March 2015 were agreed as a correct record and signed by the Vice Chairperson.

## 6 : REPORT ON THE PERIOD 1 MARCH - 31 MAY 2015 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 March 2015 to 31 May 2015.

The Chairperson invited questions and comments from Members:

- Members wished to thank the Glamorgan Archivist and her staff for all the hard work being done in difficult budgetary times, and considered that their dedication and achievements should be noted.
- Members wished to express their sentiments to the late Councillors Ray Davies and Graham Davies.
- Members asked whether the Archives had the facilities to take in 'Items' and treat/clean them, then return them and charge a fee. Officers advised in the affirmative and that although paper conservation was the main expertise one staff member was trained in museum conservation. In addition, advice on conservation can be provided..
- With reference to IT/Wi-Fi issues, members asked whether any resolutions had been made. Officers advised that there hadn't been as yet; there were still issues with being able to print from public PC's, they needed to be hard wired and this was chargeable; Officers considered that IT should meet these charges and sought Member support on this.
- Members sought further information on why former trainees had not taken up employment offers. Officers explained that these traineeships had been funded by the Heritage Lottery Fund (restricted funding) and the offers of employment needed to be made to the 16 trainees; 3 of the trainees may now have been identified to possibly take up the offer of employment, this issue was with Cardiff's Human Resources section at the moment.
- Members asked for information on why the NNDR increase had been so large. Officers explained that the building had an assessment and was classed as an archive building and the rates increased; in addition the building is also classed as a Local Authority so no rebate can be awarded. The increase in the rates has resulted in three posts being lost in the budget. It was added that six local authorities pay into the Archives and Cardiff take the rates but as Cardiff collects the most rates in Wales then they are then shared around. Members asked whether any further investigation was being done about the increase in NNDR; officers advised that yes it was, the Welsh Government division with responsibility had set up a business rates panel to address the recommendations of a task and finish group on the subject. Gwent Archives had also experienced the same problem, they are awaiting the results of their appeal.
- Members advised that there may be some items to add to the Stan Stennett Collection if the Archives wished to have them. Officers said they would. The collection will be listed in time for the Christmas events programme which would link to Pantomimes.

RESOLVED: To note the content of the report

7 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2014/2015- REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

Members were advised that the report presents a brief overview of the financial results for the year ending 31<sup>st</sup> March 2015 together with the unaudited draft Welsh Audit Office return for the year ended 31<sup>st</sup> March 2015. Section 3 of the return 'approval by the body' requires completion but the unaudited draft financial statements are presented to the Committee for information only.

Members were provided with a thorough explanation of the papers and figures contained therein.

Officers also advised that with reference to report 2, the Committee had previously received a full set of accounts which had meant an external Audit and therefore a fee. The new threshold is now £2.5million, therefore the Committee are only required to produce a simple return to summarise the issues throughout the year. A final fully audited version would be brought to Committee in September.

The Chairperson invited questions and comments from Members of the Committee:

- Members asked whether there was a policy for keeping a certain level of reserve. Officers advised that there was not a policy as such but through discussion at Committee it had been agreed that £100k minimum should be kept in order to mitigate any shifts.
- Members noted that the contribution to the revenue account of £100k from the reserve was being kept for 2015/16 but asked whether it would be needed for 2016/17. Officers advised that if 2015/16 plays out as planned then it should be needed for another year, however it was noted that there would become a point whereby the reserve is too small to fund £100k to the general account so efficiency savings would need to be made to counter the £100k. It was considered that this could be done on a phased approach but it would depend on factors such as underspend. Officers added that there was also a need to explore alternative Governance options too as there would likely be new structures emerging in Archives and therefore new opportunities to explore; the re-organisation of local government may also impact, so all options that reduce budget costs and increase income needed to be explored.

RESOLVED:

1. That the outturn position for 2014/15 be noted;
2. That the draft Wales Audit Office Annual Return for 2014/15 be noted.

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**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH  
COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL,  
RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
11 September 2015 2015**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO</b>
<b>REPORT FOR THE PERIOD 1 June-31 August 2015</b>	

**PURPOSE OF REPORT**

1. This report describes the work of Glamorgan Archives (GA) for the period 1 June - 31 August 2015

**2. BACKGROUND**

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

3. Members are asked to note the content of this report.

**4. ISSUES**

**A. MANAGEMENT OF RESOURCES**

**1. Staff**

*Maintain establishment*

Several externally funded appointments have been made to the Relief Records Assistant (RRA) bank post. The underspend from the CLOCH Heritage Lottery funded project is to be used to employ former trainees still seeking employment in the sector on a digitisation project. 3 appointments have been made, including Andrew Booth whose Department of Works and Pensions (DWP) Bridging the Gap funded post ended in June. Access to Work funding has been obtained for a part-time assistant for a staff member with health issues. Matthew Coleman, previously employed under a DWP Youth Contract scheme, has been appointed. Dan Jewson, a Cardiff University undergraduate, has also been appointed to the RRA post. He will work during searchroom opening hours over the summer vacation period, and will continue on a part time basis once he resumes his studies in the autumn. His salary is covered by

maternity leave vacancies. Lowis Elmer, RRA, has moved onto Archives and Records Council Wales funded cataloguing projects.

Another member of staff will be on maternity leave from October. Options for covering her absence have been agreed; it will not be possible to recruit a replacement.

#### *Continue skill sharing programme*

During the quarter 49 volunteers and work experience placements contributed 1398 hours to the work of the Office. Of these 26 came from Cardiff, 10 from the Vale of Glamorgan, 8 from Bridgend, 2 from Caerphilly, 1 from Rhondda Cynon Taf, and 2 from outside the area served. Tours for prospective volunteers and work experience placements are now offered monthly with 3 people attending during the quarter.

The summer months have been busy with students on weekly work experience placements. The majority of these have been year 12 students working towards the Welsh Baccalaureate qualification. Feedback has been positive; a student from Llanishen High School reported:

*'I completed all the tasks I was given and I was pleased with that, but my favourite things about the placement were that I got on with the staff as they were very friendly and kind and all of my days were really interesting and fun.'*

Feedback was also received from Cardiff University's School of Welsh, for taking postgraduate student Ciara Ni Bhroin on placement:

*'Rydym yn gwerthfawrogi'r ffaith i'ch gweithle gynnig rhaglen waith a oedd yn gweddu i brofiad a sgiliau estynedig y myfyriwr, ac iddynt elwa'n fawr o dreulio cyfnod byr â chi. Gobeithio y bydd modd i ni gydweithio eto yn y dyfodol.'*

Stephanie Brown, a history undergraduate at Swansea University who came on a two week placement in June and July, wrote about her experience on her blog Apprentice Historian. It was interesting for staff to read about a placement through the eyes of a student, and confirmed that proposed changes to the system were warranted.

Margaret Brooks, Pembrokeshire Archives' Trainee Conservative, completed a further work placement in the Conservation Studio. Amanda Jones, conservation student at Cardiff University, completed her studies and has returned to the USA. She has been a regular and valued volunteer who has promoted the service to fellow students.



The NADFAS volunteers have continued their work on the Quarter Sessions Deposited Plans and are now more than halfway through the collection. One of their number, Elizabeth Tabenor, is considering a career in conservation. Consequently, she is spending more time volunteering in the studio to gain experience.

A pupil from Ysgol y Deri, the new special education needs (SEN) school in Penarth, has completed his placement. Harry digitised the Mary Traynor collection of sketches and paintings which will shortly be made accessible via the online catalogue. His support worker was also kept busy, listing buildings included in sketchbooks.

As a result of the reduction in staffing levels changes to the work experience and volunteer programme have been implemented. In order to maintain the high standard and quality of placements the number offered has been restricted to one each fortnight, rather than weekly. The option of students completing a ten day, rather than five day placement has been withdrawn.

Coleg Llandrillo held an awards day in the Archives. Staff were pleased to see Tom Davies, former CLOCH trainee, receive a Level 2 certificate in Archives, Libraries and Information Services.

*Ensure all staff access appropriate CPD*

In August the Investors in People (IIP) accreditation was reviewed and the standard achieved at the previous review retained. As this review followed a period of change and challenge rather than seeking to build on the previous level of success it was decided to seek confirmation that good practices recognised in 2012 are still in place and to provide a sense check on staff morale. The Archives has been an IIP organisation since 2001. The current award report (*Appendix V* below) states:

*Achieving Bronze additional accreditation places you at the leading edge of the best people management practice in the UK and shows that you are an advanced Investors in People.*

The Archives has been identified as an exemplar of good practice in staff communication for Cardiff Council's Governance and Legal Directorate to which it belongs. A case study, based on a visit from the Directorate's Senior Improvement and Information Officer, is on the agenda for the next management team meeting.

All staff have agreed objectives with managers in line with the annual plan.

The Glamorgan Archivist attended a course on the implications of the European PSI directive on cultural services. The directive governs the re-use of public sector information.

The Senior Archivist has completed the five day Cardiff Manager Programme and submitted the required assignments.

Four members of staff completed the second year of the Mynediad course with Cardiff University Welsh for Adults Centre. Three of them sat the WJEC Mynediad exam in June and passed with flying colours. They now progress onto the Sylfaen course at Severn Road Centre in September.

Hannah Price, Archivist, attended a meeting for assessors of the Libraries, Archives and Information Services qualification held at Cardiff and the Vale College in Barry.

The Conservator attended two training days held by MALD (formerly CyMAL) on hazards and pollutants within collections.

Other training is listed under the objective to which it applies.

*Maintain commitment to good health and safety practices*

The newly appointed Unison Health and Safety officer visited the office in August. He was shown around by David Hail, Records Assistant and the Archives' union health and safety representative. The officer was impressed with the level of commitment demonstrated to ensuring a safe working environment.

## **2. Budget**

*Manage to best advantage*

Regular meetings of the Resources Team address issues arising with the budget and monthly monitoring ensures compliance. Building issues are monitored to align repairs with planned preventative maintenance visits where possible to avoid additional call out charges.

The leased vehicle has been returned as it is no longer used as frequently. Options for staff travel have been assessed and the most efficient method will be chosen on each occasion.

Further representation has been made on the archives' behalf, including by Leighton Andrews, Minister for Public Services, in relation to the burden of non-domestic rates (nndr) on the building. In response, Edwina Hart, Minister for Economy, Science and Transport, has confirmed the establishment of a

Business Rates Panel to examine the recommendations of the Business Rates Task and Finish Group and make strategic proposals. The Welsh Government's expert review of local museum provision in Wales released a report in August which included the recommendation that local authority museums should be eligible for the same rate of nndr relief as those with charitable status. Representation has been made for extending this benefit to archive services, should it be implemented.

*Maximise benefit from income generation*

An external client has commissioned a database of its collection stored at Glamorgan which staff have completed for a fee. Cardiff Story staff have inspected storage space for their holdings. Cardiff Library staff have reviewed available space as part of an options proposal for the future delivery of local studies services in the city and a statement of the archives' offer was presented to inform the cabinet report on the Library's stock management strategy.

Several large orders for custom made boxes have been received. Additional staff have been trained to use the box machine to cover staff absences and orders have been progressed over the summer.

The building is being considered as a site for solar panels. If implemented the proposal could save up to £2,000 a year on the energy bills.

Grangetown Local History Society has arranged to store exhibition materials at Glamorgan Archives in return for an annual donation of £25 to the service.

*Promote partnerships*

*National*

A meeting of the Archive Accreditation panel was held at the Archives with the Glamorgan Archivist in attendance. Attendees including staff from the National Archives and Tyne and Wear were impressed with a tour of the building. The Glamorgan Archivist attended a meeting at the National Library of Wales (NLW) to discuss the promotion of a National Conservation Strategy for Wales, led by CyMAL and NLW, and a meeting of Archives and Records Council Wales. She contributed, via a telephone interview, to an evaluation of the all-Wales ARCW funded cataloguing project, *Wales, showing our metal*.

She also attended a celebration of the Women's Archive of Wales 'Voices from the Factory Floor' project at the Senedd. The film produced as part of the project was shown and contributors thanked for their memories.

The Archives continues to be cited as a best practice exemplar. The Welsh Local Government Association's Policy Lead on Culture Leisure and Sport met the Glamorgan Archivist to discuss the operation of the joint service and the benefits of collaboration in connection with options for the future development of archive services in north Wales. Staff from Aberystwyth University were welcomed for a tour and discussions about planning the new building and designing service delivery.

The Conservation Studio has also hosted partners. Lenis Vasilis from Aberystwyth University discussed parchment with the Conservation Team. He is researching Welsh sheep breeds which he hopes to identify from DNA testing parchment scraps.

The Curator of the Fan Museum in London was provided with space to survey the fan collection of an external client.

The Parliamentary Archives communities' project, Parliament 750, which celebrates the 750<sup>th</sup> anniversary of the De Montfort Parliament and the 800<sup>th</sup> anniversary of Magna Carta, culminated this quarter with a series of events and an exhibition. These are detailed in section C below.

The Glamorgan Archivist represented the archive domain at a meeting of the Schools Challenge Cymru programme at the Welsh Government Offices in Cathays Park, and by video conference with other sites. She attended a meeting of the local Pioneer Area Programme, a partnership across the Communities First areas in west Cardiff and north Merthyr Tydfil. The officer responsible for Welsh Government's newly launched Creative Portal came to see the Archives and to learn about services already provided for schools both in Glamorgan and throughout Wales.

The Senior Archivist attended a joint Llafur: Welsh People's History Society and Women's Archive of Wales Day School held at Big Pit National Coal Museum. The theme for the day was 'Understanding the Miners' Strike in South Wales: Women, Men and Support Groups in 1984/5', and a number of speakers featured in the programme had undertaken research at Glamorgan Archives.

The Art Libraries Society, ARLIS, held its annual conference in Cardiff in July. The Conference saw the launch of the latest ARLIS publication, *Art Researchers Guide to Cardiff and South Wales*, which features relevant collections held at Glamorgan Archives. The Senior Archivist attended the launch and was presented with a copy of the publication. She also delivered a

paper at the conference on the Archives' skill sharing programme.

#### *Local*

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate team. David Hail contributed to the Chief Executive's Employee Engagement process, attending a forum to raise issues specific to the service.

The newly elected Member of Parliament for Cardiff North, Craig Williams, visited for a tour and introduction to services.

The Glamorgan Archivist attended the Humanities Graduation Dinner at Cardiff University. The invitation recognised the longstanding partnerships between the Archives and several university departments.

The Senior Archivist represented the Archives at the launch of the Waterloo Lives exhibition at the Firing Line Museum, Cardiff Castle. Archive volunteers are among contributors to the exhibition.

The Friends of Cathays Cemetery held an exhibition over the summer at the Cardiff Story museum. Much of the research for the exhibition was based on cemetery records held at Glamorgan Archives. The Senior Archivist attended the exhibition launch.

Llantrisant Town Trust have received grant funding to develop the Guildhall at Llantrisant. A representative from the Trust met with the Senior Archivist to discuss options for the display of items from the Borough of Llantrisant records following completion of the renovation work.

The partnership with Cardiff People First has continued with a multicultural heritage trail project, 'Our Cultural Voices'. This culminated in August with an exhibition at the Pierhead building in Cardiff Bay which showcased the digital stories and research work undertaken by members of Cardiff People First. The Senior Archivist spoke at the launch. She also attended the launch of the Cardiff People First Pink Ladies film produced in conjunction with Cervical Screening Wales, at Chapter Arts Centre.

Planning is underway for a second heritage day at the Winding House museum this September. The Senior Archivist met with colleagues from the Museum and from Gwent Archives to progress this work.

Louise Hunt, Archivist, attended the Caerphilly Local History Forum at the Winding House at which the various groups in the Borough have the opportunity to share news. A representative from Caerphilly Borough Council provided information on opportunities available for heritage projects to apply for funding from the Rural Development Plan EU fund.

#### *Potential partnerships*

A request to accommodate a visit from a group of Chinese archivists has been agreed. The group, from Guangxi autonomous region on the south east of China, is expected in September.

The Glamorgan Archivist met the Development Officer of Addoldai Cymru, the Welsh Religious Buildings Trust, a registered charity devoted to the built heritage of non-conformity in Wales. The Trust is developing a centre for the history of chapels in Bethania, Maesteg, and the Archives' potential contribution is being discussed.

This year marks 600 years since the Battle of Agincourt. The Senior Archivist met with a representative from the Agincourt 600 Wales project to discuss potential involvement in commemorations.

Pontypridd YMCA is applying for Heritage Lottery funding. As the proposed project will include an al element a representative visited to discuss potential partnership work, and a letter of support has been provided.

Discussions have been held with the community arts organisation Head4Arts, based in the Heads of the Valleys area. They are applying for Heritage Lottery funding for a project using archives to inspire creative writing amongst 11-25 year olds in particular. If successful, both Glamorgan Archives and Gwent Archives will be partners in the project.

### **3. Building and systems**

#### *Maintain building*

Issues with the rising bollards were rectified using a local company. Issues with the entry and exit gates were managed until the maintenance contractors planned annual attendance.

A planning application has been submitted to Cardiff Council for a residential housing development on land opposite the House of Sport. A response to the notification has been registered.

Assurance has been received that Cardiff Council is managing the Japanese Knotweed on the Leckwith Drovers Allotments adjoining the Archives.

### *Ensure compliance*

The Glamorgan Archivist met Cardiff Council's Operational Manager for Improvement and Information to ensuring the safe transfer of non-current records from sections vacating buildings.

The Senior Archivist attends meetings of Cardiff Council's Welsh Language Co-ordinators group at which the implementation of the new Welsh Language Standards was discussed. Small changes have been made to office documentation in preparation, and a formal response submitted in relation to the requirement to translate all committee reports. This is a concern shared by colleagues across Cardiff Council and representations will be made to the Welsh Language Commissioner.

One complaint has been received about the failure to provide a Welsh language service to a depositor. A full response was made.

### *Archive Accreditation*

Bi-lingual award plaques are now available and will be purchased for display.

## **4. Governance**

### *Review options*

The National Archives has updated its guidance on "spinning out" or transferring to trust status. Information has been obtained from cultural organisations in England which have moved into trusts. No further work will be undertaken on this task until the results of the Welsh Government's consideration of nndr are known.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

Over the summer, environmental conditions require air conditioning to maintain stability. By the end of August the air handling units were turned off as the temperatures were falling with a consequent rise in relative humidity. Conservation staff monitor conditions daily and adjust intervention appropriately.

Insect traps in the repositories show no signs of activity although the annual migration of cluster flies from the allotments has

commenced. Dead flies, blown into the buffer zones through the vents, are regularly removed.

A leak has been noted in the top buffer zone, most likely to be caused by water pooling on the roof due to a blocked down pipe. The water ingress is small, contained, and is being monitored until a contractor can be identified to investigate.

#### *Conservation and preservation plans*

The survey of collections holding negatives has been completed and a register of types compiled.

In preparation for the project to digitise the degrading cellulose nitrate and acetate negatives a position paper has been submitted to the National Archives proposing the destruction of originals. A quote to move the fume cabinet into the cleaning area in the back hall has been requested and additional IT equipment ordered. The plan is to carry out the digitisation in the fume cabinet in the small room to limit both the movement of the negatives through the building and restrict the number of staff in the vicinity. The cleaning table has been moved out and will be operated elsewhere.

Three volumes of private work have been completed in including one large family Bible and two smaller volumes on Cardiff. Work carried out during the quarter is detailed in *Appendix IV* below.

#### *Curtain Up*

The playbills from the Theatre Royal, Cardiff have been digitised and the encapsulation begun. In addition, all playbills which were not washed and deacidified have been backed with MicroChamber, a product which traps and removes harmful by-products of deterioration remaining in the paper. The laminator used for encapsulation has been returned to the manufacturer for repair which has delayed completion of the project. The final report of the accredited conservator for the project, Kate Newton, has been received following her assessment visit.

#### *Of Mouse and Manors*

An appointment has been made to the post of Conservation Intern. The range of applicants was excellent and included former volunteers at the Archives.

#### *Forging Ahead*

The last set of packaging materials for the Richard Burton Archives has been delivered.



## 2. Cataloguing

### *Strategies and plans*

The translation of CALMView, the public interface of the catalogue, has begun. The Senior Archivist met Bilingual Cardiff staff to discuss the work required and to set deadlines. The project is funded through an ARCW small grant and the results will be shared with archive services across Wales.

Collection Level Descriptions for Welsh language and bilingual collections have been translated. Translation of item level descriptions has commenced and continues.

Glamorgan Archives was due to host a project archivist funded by MALD (formerly CyMAL) to explore the options for transferring catalogue data from Archives Wales to the Archives Hub. Interviews were held in June, but the panel was unable to make an appointment as no candidate was sufficiently qualified. MALD are exploring alternative options for progressing this work. Meanwhile, staff at the Archives Hub have been examining a sample of catalogue data from the CALM database in order to establish methods for transferring the data into their systems.

A Collections Week was held in June during which the searchroom was closed to the public to allow staff to undertake essential work on the collection. Staff concentrated on processing and relocating outstanding material in strongroom 4 in order to free up space for rental to external clients. A great deal was achieved, and the exercise will be repeated at the end of November, week commencing 30th.

A regular programme of collections days, on which all available staff focus on the backlog of accessions, has been established for the remainder of 2015. During the quarter, such focussed activity has allowed staff to catalogue completely a complex deposit from Afon Taf High School which included records of several predecessor schools in Merthyr Vale, and a large new acquisition of records from the Women's Institute. This was prioritised in preparation for the centenary in September 2015.

Accessions received during the quarter are listed in *Appendix I* below.

### *Collection development*

Receipts were issued within the target time of 15 working days for 77% of the new accessions received during this quarter. Nearly all the accessions which were not processed within the target time have now been completed and progress has been made on some of the backlog.

Hannah Price, Archivist, met Gethin Shepherd, librarian at Barry Library to look at records held in the basements there and to offer advice on packaging. The list for possible transfer includes building plans and ARP warden notebooks.

Hannah Price and Lydia Stirling, Conservator, visited the Royal College of Music and Drama to offer advice on collections held and storage conditions. They met with the library and cataloguing assistants who showed them the main library and storage areas located around the College. Opportunities for training in a range of subjects such as climate control, packaging, digitisation and volunteer management were discussed. Collections may also be transferred.

Negotiations are in progress with National Museum Wales regarding the transfer of the Horner watercolours to the Museum. A separate report has been prepared on the subject.

The Senior Archivist met Joanne Jones, Information Officer at Caerphilly County Borough Council, to discuss future collaboration including issues relating to the transfer of records to the Archives and the preservation of born digital records.

A meeting has been arranged with officers holding responsibility for records management within each of the six funding authorities to discuss the transfer of records and digital preservation issues.

A number of objects relating to the Caerphilly County Borough area have been identified and transferred to the Winding House museum as the appropriate local place of deposit. These comprise sealing instruments for Caerphilly Urban District Council and a pennant for Llanbradach WI.

Several objects were received amongst papers donated to the Archives by the now defunct Barry Axis local history society. Although the documentary material has been retained, a suitable home has been sought for the museum items within the collection. The Chair of the Barry at War museum committee visited in August to view the objects and accepted several items for display and use at the museum.

#### *Digital preservation*

Louise Hunt, Archivist, continues to sit on the ARCW Digital Preservation Project Board. The focus of the work being carried out at present is on assessing the viability of a system which could be hosted at the National Library of Wales versus a system based on cloud storage.

## C. ACCESS

### 1. On-site use

#### *Monitor service and implement improvements*

Ask the Experts sessions, conducted jointly by archives staff and Glamorgan Family History Society member Nick Davey, continue to prove popular. This quarter 5 people booked sessions. The free monthly tours were taken up by 1 visitor.

A further three members of staff from Cardiff Bereavement Services at Thornhill visited for a tour of the office and to learn more about the records of Cathays Cemetery.

Grangetown Local History Society continues to hold its monthly meetings in Llynfi while Grangetown Library undergoes refurbishment.

Members of the Wales branch of the Guild of One Name Studies were given a tour and a talk about holdings and services. Among the group were renowned family historians John and Sheila Rowlands. The organiser wrote following the visit:

*Many, many thanks for welcoming members of the Guild of One-Name Studies to Glamorgan Archives yesterday. The tour was extremely interesting and informative and was much appreciated by our group.*

Tours and record displays have also been provided for a local history group from Pontyclun, the Friends of the National Museum of Wales (37), Birchgrove WI and Treharris Boys and Girls Club. Club members are researching the history of their club and local area and consulted documents of Deep Navigation Colliery.

The Cardiff People First Pink Ladies women's group held their July meeting at Glamorgan Archives. The Senior Archivist spoke to them about women's history, items relating to women's history were displayed, and the group discussed their efforts to create their own archive recording the history of women with a learning disability, which will be deposited at Glamorgan Archives.

The Glamorgan Family History Society Cardiff & Vale Branch also held their July meeting at the Archives. Archivist Hannah Price gave an introduction to poor law records ahead of the formal part of the meeting.

#### *Programme of user events*

A joint event with the Women's Archive of Wales was held to celebrate the completion of the *Voices from the Factory Floor*

project recording the experiences of women in Wales who worked in manufacturing industries after 1945. The event was led by Catrin Edwards, project field officer, who spoke about her work and showed a film produced as part of the project. Many women contributed their memories to the project, some of whom attended the event. Following the film there was an interesting and lively discussion with contributions from all of those present.

The Parliamentary Archives' *Magna Carta and Parliament* exhibition was installed at Glamorgan Archives in early July. The exhibition is travelling to a number of locations across the UK. In each place it visits extra panels are added to provide a local context. In Glamorgan, information was added on S. O. Davies and his work in progressing workplace compensation legislation. Over 100 people have been to view the exhibition since July.

While the exhibition has been in place two public events were held in collaboration with the Parliamentary Archives. Dr Daryl Leeworthy drew on his research both at Glamorgan and in Parliamentary Archives for his talk, *S. O. Davies: Merthyr, Democracy and Workplace Compensation*. A compilation of film from the ITV Wales Archive, supplied by the National Screen and Sound Archive of Wales and featuring interviews with S. O. Davies, was shown. To close the event, Ceinwen Statter and Huw Williams, both members of Merthyr Tydfil Historical Society, recounted their personal memories of S. O. Davies. The event was very well received and drew an audience of 26 people.

The second event saw Dr Mike Mantin from Swansea University's Disability and Industrial Society project gave a talk entitled "*Even a Day out means that Someone Must Go Short*": *Welfare for Disabled People in the British Coalfields, 1880-1940*, accompanied by a display of relevant items, including records of the Dowlais Iron Company, the Cresswell Surgery in Dowlais, and the S. O. Davies Papers.

#### *Education*

Twenty-seven pupils from Allensbank Primary School, Cardiff, visited in June for a workshop on the coal trade and Cardiff docks. The majority of the pupils were from Year 6, together with some children from the special needs unit. After the workshop they completed a quiz using original documents and were shown the strongrooms.

As part of the Parliament 750 project undertaken in partnership with the Parliamentary Archives, AS Level history and law students from Merthyr College came to a workshop on workplace compensation, with a particular focus on the

contribution of S. O. Davies. The day at Glamorgan Archives was followed by a visit to the Parliamentary Archives in London.

In June, Glamorgan Archives took part in the all-Wales Rugby Stories initiative to promote and celebrate the heritage of rugby. Linked to the 2015 Rugby World Cup, Rugby Stories featured a creative writing competition for children and young people. The winning entries will be presented by First Minister Carwyn Jones at a ceremony at the National Museum of Wales in September. The event, run in partnership with the Cardiff Blues, was funded through a grant from MALD. Year 5 pupils from Ysgol Gynradd Gymraeg Tonyrefail attended a workshop based around the life of Cardiff, Wales and Lions captain Bleddyn Williams. They then spent an afternoon at Cardiff Arms Park, visiting the Cardiff RFC trophy room and trying out their rugby skills on the pitch with the Cardiff Blues staff. The stories produced by the children, all inspired by Bleddyn Williams' experiences on the 1950 Lions tour to Australia and New Zealand, have been entered into the competition. They will also be displayed at the Archives during the talk on rugby in Victorian Cardiff on 17<sup>th</sup> September. The teachers and pupils all thoroughly enjoyed the event, and the headteacher commented:

*...diolch yn fawr ichi am drefnu'r diwrnod yn Archifau Morgannwg a Pharc yr Arfau i ddisgyblion B15 – roeddynt wir wedi mwynhau y profiad. Gobeithio y gallwn gydweithio eto yn y dyfodol.*

The Cardiff Blues staff also enjoyed the experience:

*The kids were buzzing by the time they came to us, they had a great day. They certainly knew their stuff about Bleddyn when they arrived. We had a good look around the trophy room and had a good afternoon of fun so all in all I think they had a great day and I know the teachers were very happy.*

Statistics of use are given in *Appendices II* and *III* below.

## **2. External events**

### *Contribute to heritage events*

Hannah Price and Heather Mountjoy, Archivists, attended the Rhondda Remembers family history day at Rhondda Heritage Park in June. They were based in the Visitor Centre, alongside the Rhondda Remembers group who were gathering family stories from the First World War period. Staff linked iPads to a large screen, enabling the public to search the online catalogue and make use of family history website subscriptions. Several local history enquiries were received.

The Senior Archivist attended the 'Representing Butetown: The Lens' event. Organised by the University of South Wales'

Representing Butetown project, it focussed on photographic representations of the people of Butetown both past and present. The event was held in the Cory Buildings on Bute Street, and as people entered the dark foyer images from the Glamorgan Archives Collection could be seen projected onto the stairwell wall. The event provided an opportunity to make the wider community aware of the material held at Glamorgan Archives.

Cardiff Central Library held a family history day in August at which Stefan Walker, Records Assistant, staffed a joint stand with Gwent Archives. The event was well attended and several people enquired about resources.

#### *Identify and respond to major anniversaries*

The blog continues to highlight the work undertaken by volunteers on our First World War records. This quarter, postings have included a six-part series on Roath Women and the War, the use of allotments during the war, the Aberdare Grandpa's Army, and the Bridgend Boys and the Machine Gun.

July featured a guest blog from Elen Phillips, Principal Curator: Contemporary & Community History at St Fagan's National History Museum. With her colleague, Sioned Williams, she is currently researching the history of St Fagan's Castle during the First World War for a book to be published later this year. The post featured the use of St. Fagan's Castle as an auxiliary hospital during the war, and drew heavily on Glamorgan Archives' Plymouth Estate collection.

### **3. Remote access**

#### *Monitor service and implement improvements*

We have been experiencing issues recently with remote access to both our website and catalogue. The matter is under investigation by Cardiff Council ICT and software provider Axiell, and should be resolved soon.

#### *Publicity*

A BBC film crew visited the searchroom to film a documentary on The Cardiff Blitz of 1941. The programme will be presented by journalist John Humphries, a native of Splott, who was filmed in the strongrooms and in the searchroom, where he consulted records and spoke to the Senior Archivist. The programme will be broadcast in September.

The Senior Archivist appeared on the daily BBC1 programme Crimewatch Roadshow speaking about the history of crime and policing. Images from the Cardiff Constabulary fingerprint and photographic registers were used in the programme.

Contacts with the local media continue to be developed. The Senior Archivist met Media Wales journalist Ruth Mosalski to discuss the use of Glamorgan Archives material in their publications and in Wales Online. She also met Bryn Roberts, controller of Made in Cardiff TV, to discuss potential partnership working. A film crew from Made in Cardiff TV visited the searchroom to film for a documentary piece on the Cardiff Race Riots of 1919.

Articles featured by Media Wales both in print and online this quarter include features on the Glamorgan Asylum, the Blitz in Cardiff, the Women's Archive of Wales Voices from the Factory Floor project and event, Roath Park, Cardiff bus station, the S. O. Davies event, and a 'back to school' feature based on school rules and school log books.

Articles from the Archives have also featured in the Merthyr Express and the Penarth Times, the latter including a piece on work at St. Augustine's Church on their roll of honour and the research at the Archives.

The Glamorgan Archivist was quoted in an article in the Daily Telegraph investigating the processing of appeals against business rates assessment.

Social media continues to thrive. In addition to the First World War posts, the blog has featured the Squelch drying technique in use in the conservation studio, and celebrated the 150<sup>th</sup> anniversary of the arrival of the Mimosa in Puerto Madryn, Patagonia.

Postings on Twitter and Facebook have included updates on collections week, cycling records to coincide with Velothon Wales, playbills featuring a performance by Charles Chaplin (father of Charlie) and sheep shearing (for the Royal Welsh Show), the National Eisteddfod, and new accessions including a poster from Hancock's Brewery. A series of recipe cards produced by the Cardiff Gas Light and & Coke Company during the 1930s proved very popular. During the annual conference of the International Association of Women Police, held this year in Cardiff, several items relating to women police in south Wales were posted.

Document of the Month on the website has seen commemoration of the 200<sup>th</sup> anniversary of the Battle of Waterloo with Glamorgan's links to the event, the history of agricultural shows in Glamorgan and a new accession, the visitors' book of Alderman Dorothy Lewis compiled during her time as Lord Mayor of Cardiff.

## **SUMMARY**

Steps taken to ameliorate the immediate effects of staff reductions have been successful, assisted by the employment of eternally funded operational staff, all of whom have some level of experience in the Archives. Reductions to service levels have been contained and should be sustainable although the likely absence of 3 staff members on maternity leave from the autumn will be a challenge. Income generation continues to rise and all possible steps have been taken to reverse the rating increase which has dealt such a severe blow to the budget. Staff are committed to the continuing survival of the service and are thanked for their hard work.

## **5. LEGAL IMPLICATIONS**

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

## **6. FINANCIAL IMPLICATIONS**

Any direct financial implications arising from this report have been accounted for in the 2015-2016 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve.

**Susan Edwards**  
**Glamorgan Archivist**  
**2 September 2015**



**Local Government Act 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item :** WORK OF THE ARCHIVES  
1 June – 31 August 2015

**Background Papers**

CALM database.

**Officer to Contact: Susan Edwards – 029 2087 2202**

## Appendix 1

<b>Alderman Mrs Dorothy Lewis, OBE, JP, Cardiff Council, Records</b>			
<b>Accession No:</b>	2015/125	<b>Reference No:</b>	D1255
Visitors' Book, 1960-1961; Presentation Book, 1961 Date of records: 1960-1961			
<b>Confodion Eglwys Annibynnol Ebenezer, Tynewydd, Treherbert / Ebenezer Independent Church, Tynewydd, Treherbert, Records</b>			
<b>Accession No:</b>	2015/126	<b>Reference No:</b>	D1252
LLyfr cyfrifon, 1908-1966; llyfrau cyfraniadau, 1915-1965 / Accounts book, 1908-1966; Contributions books, 1915-1965 Date of records: 1908-1965			
<b>Troedyrhiw Secondary School, Merthyr Tydfil, Records</b>			
<b>Accession No:</b>	2015/127	<b>Reference No:</b>	ESEC52
Admission registers, summary register, bills of quantities and stocks and stores books Date of records: 1939-1967			
<b>Quakers Yard Secondary School Records</b>			
<b>Accession No:</b>	2015/128	<b>Reference No:</b>	D1253
Log books, admission registers, staff registers, headteacher's diary and reports, certificates Date of records: 1922-1967			
<b>Pantglas Senior/Secondary School Records</b>			
<b>Accession No:</b>	2015/129	<b>Reference No:</b>	ESEC7
Pantglas Girls admission registers (1908-1940); Pantglas Secondary Domestic Science Department stock and stores accounts (1948-1964) and post school age record (1945-1947); Pantglas Mixed admission register (1958-1966); Pantglas Senior Mixed Department (1930-1961). Date of records: 1908-1966			
<b>Windsor Road United Reformed Church, Barry, Records</b>			
<b>Accession No:</b>	2015/130	<b>Reference No:</b>	DECONG10
Sketch of exterior of Old Hall, 1890; architects' drawings (copies), 1903 Date of records: 1890-1903			
<b>Porthkerry Road Methodist Church, Barry, Records</b>			
<b>Accession No:</b>	2015/131	<b>Reference No:</b>	DWESB/24
Centenary Year poster, cradle roll, photographs of Frank Murrell and Walter Lucas Date of records: 19th-20th century			
<b>Ebenezer United Reformed Church, Llantwit Major, Records</b>			
<b>Accession No:</b>	2015/132	<b>Reference No:</b>	D1260
Marriage registers Date of records: 1987-1992			

<b>William Hancock and Company Limited, Brewers, Cardiff, Poster</b>			
<b>Accession No:</b>	2015/133	<b>Reference No:</b>	D1259
Promotional posters			
Date of records: 1950s			

<b>Mr Sydney Berks Lacey of Cardiff, Papers</b>			
<b>Accession No:</b>	2015/134	<b>Reference No:</b>	D1258
Personal correspondence			
Date of records: 1960s-1970s			

<b>Llandaff Diocese Mothers' Union Records</b>			
<b>Accession No:</b>	2015/135	<b>Reference No:</b>	DMUL
St John's Branch, Canton, minutes, members' registers, accounts			
Date of records: 1947-2010			

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2015/136, 159	<b>Reference No:</b>	D37/1/118, D37/3/9-11
Journal No 118.			
Veteran Miners Committee minute book (Nov 1974-Mar 1988); Pentre School Infants' Department teachers' service records (1925); photograph of No 3 rescue team with kit, Ynysfaio Colliery, Penyreglyn, Treherbert. Individuals identified (1910s).			
Date of records: Early 20 <sup>th</sup> century - Jun 2015			

<b>Penarth and Llandough Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2015/137	<b>Reference No:</b>	P46CW
Church electoral rolls, inventories, accounts, parish directories			
Date of records: c1914-c2005			

<b>City United Reformed Church Cardiff, Records</b>			
<b>Accession No:</b>	2015/138, 155	<b>Reference No:</b>	D957/1/34-35
Date of records: Jun - Aug 2015			

<b>Cilybebyll Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2015/139	<b>Reference No:</b>	P73CW
Minutes book, baptism register, confirmation register, registers of banns of marriage, register of burials, registers of services, accounts books			
Date of records: 19th-20th century			

<b>Cofnodion Eglwys y Bedyddwyr Calfaria, Blaenrhondda</b>			
<b>Accession No:</b>	2015/140	<b>Reference No:</b>	D1267
Rhestr bedyddiadau, 1912-1952, rhestr aelodaeth, 1917-1961, cyfraniadau aelodau, 1946-1961			
Date of records: 1912-1961			

<b>Llantrisant Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2015/141	<b>Reference No:</b>	P62CW
St David's, Miskin, marriage registers Date of records: 2007-2012			

<b>Friends of St Mary's (Caerau) Records</b>			
<b>Accession No:</b>	2015/142	<b>Reference No:</b>	D1060
Graveyard suvey and index Date of records: 2015			

<b>Howard W Ireland, Auditor, Papers</b>			
<b>Accession No:</b>	2015/143	<b>Reference No:</b>	D1256
Household accounts Date of records: 1975-2008			

<b>Bethesda Methodist Chapel, Miskin</b>			
<b>Accession No:</b>	2015/144	<b>Reference No:</b>	D1251
Marriage register Date of records: 1971-1994			

<b>Llanwonno Parish Church Monthly Magazines</b>			
<b>Accession No:</b>	2015/145	<b>Reference No:</b>	D1257
Monthly magazines Date of records: 1892			

<b>South Glamorgan County Council Records</b>			
<b>Accession No:</b>	2015/146	<b>Reference No:</b>	SD/PR/2
Plans of Dyffryn House and gardens Date of records: c1970s-1990s			

<b>Magistrates Court Records</b>			
<b>Accession No:</b>	2015/147	<b>Reference No:</b>	PSMBO
Court registers Date of records: 1982-1987			

<b>Collection of local magazines and sports programmes</b>			
<b>Accession No:</b>	2015/149	<b>Reference No:</b>	D1264
Rugby programmes, 1980s-1990s; 'What's Happening!' Magazine, 1985-1987; Polytechnic of Wales Rag Magazine, 1985; UWIST Student Union handbook, 1980-1981; Cardiff Pub Guide, 1996 Date of records: 1985-1996			

<b>Gelligaer Parish Records</b>			
<b>Accession No:</b>	2015/150	<b>Reference No:</b>	P2CW/46
Churchwarden's Parish accounts. Records include: an agreement to undertake carpentry, joinery and ironmongery on behalf of the Parish (1852), provision of cloths (nd, c1840s), assessments of contributions to be made towards repairs of the parish church (1842-1843), correspondence (1852). Date of records: 1840s-1850s			

<b>Dr T F Holley of Merthyr Tydfil Collection</b>			
<b>Accession No:</b>	2015/151	<b>Reference No:</b>	D332
Ernest T. Bush postcards of Llandaff, the Welsh National War Memorial, Cardiff and the war memorial in Mountain Ash. Date of records: 1910s-1920s			

<b>Cardiff and the Vale Peace Festival Records</b>			
<b>Accession No:</b>	2015/152	<b>Reference No:</b>	D1036
History and constitution of the Peace Festival, administration and correspondence relating to competitions. Date of records: 2007-2012			

<b>Deeds relating to 35 Wellfield Road, Cardiff</b>			
<b>Accession No:</b>	2015/153	<b>Reference No:</b>	D1263
Deeds and documents relating to 35 Wellfield Road, Cardiff Date of records: 1891-2009			

<b>Postcard of Roath Park and Lake</b>			
<b>Accession No:</b>	2015/154	<b>Reference No:</b>	D1266
Colour postcard showing Roath Park and Lake. Produced by Raphael Tuck & Sons as part of their "View" series 1440. Date of records: c1906			

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2015/156	<b>Reference No:</b>	DLNS
Newsletter 162 Date of records: Jun 2015			

<b>Cor Cochion Caerdydd Records</b>			
<b>Accession No:</b>	2015/157	<b>Reference No:</b>	D254
Correspondence between choir members and externally, posters created by the choir, newspapers and internet articles covering matters of interest, details regarding particular events the choir was involved in. Date of records: 2014			

<b>Cofnodion Merched y Wawr Cangen Bro Radur</b>			
<b>Accession No:</b>	2015/158	<b>Reference No:</b>	D1261
Cyfrifon y trysorydd (1989-2008), cofnodion y trysorydd (1989-2008), cofrestrï aelodau (1989-2002), cofnodion (1989-2012), Oriel Luniau (2008-2014). Date of records: 1989-2014			

**Thomas Francis, Grocer and Provision Merchant of Treharris Records**

<b>Accession No:</b>	2015/160	<b>Reference No:</b>	D1262
Notebook of Thomas Francis providing detailed specifications for the construction of a shop at Quakers Yard, Edwardsville for Messrs Tho Treharne Cottage Co. William Dowdeswell, Architect, Treharris. Written in a notebook embossed 'Thomas Francis, Grocer & Provision Merchant, Clive Stores, Edward's Ville, Treharris'.			
Date of records: Early 20th century			

**Glamorgan History Society Records**

<b>Accession No:</b>	2015/161	<b>Reference No:</b>	DGHS
Correspondence, administrative papers and minutes collected by Geoff Evans former secretary of the Society.			
Date of records: 1980s-1990s			

**Park Colliery and Cambrian Colliery Records**

<b>Accession No:</b>	2015/162	<b>Reference No:</b>	D1265
Cambrian Colliery explosion report and supporting papers, 4 files, 1 booklet (1965-1974); book of plans relating to Park Colliery no 1 & 2 pits (c1954-c1958).			
Date of records: 1954-1974			

**Church Patronage Records**

<b>Accession No:</b>	2015/163	<b>Reference No:</b>	D1268
Records relating to churches in Pontyrhun and Pentrebach, both Merthyr Tydfil, and Cardiff.			
Date of records: 1867-1879			

**Graham Croad Collection**

<b>Accession No:</b>	2015/164	<b>Reference No:</b>	DX325
Scouting diaries, maps of south Wales, Great Western Society Membership Cards, Conference Handbook, Llantrisant Parish Council Rights of Way Act, 1932.			
Date of records: 1930s-1986			

**Caerphilly Local History Society Collection**

<b>Accession No:</b>	2015/165	<b>Reference No:</b>	DCAEHS
Three albums of photographs and postcards of Caerphilly town collected by Michael Clewer of Caerphilly. First album labelled by the Society; application from residents of Caerphilly to the Gorsedd and National Eisteddfod Association for the 1926 Eisteddfod to be held in the town; Order of Service for the laying of the commemoration stone of the tower of St Martin's Church; Two photographs showing the demolition of Park Lane School; Exercise books of Elizabeth and Rachel Phillips pupils at the above school			
Date of records: 1870s-2015			

**Victor Eveleigh, Managing Director, Collection**

<b>Accession No:</b>	2015/166	<b>Reference No:</b>	D1269
Records of Penrad Ltd, Myson Radiators (Wales) Ltd, various printed items and a photograph of a container ship.			
Date of records: 1959-1989			

**St Fagans Community Council**

<b>Accession No:</b>	2015/167	<b>Reference No:</b>	P33
Community Council minutes			
Date of records: 1967-2010			

**Hope Presbyterian Church, Merthyr Tydfil records**

<b>Accession No:</b>	2015/169	<b>Reference No:</b>	D1270
Minutes of Church Meetings, 1901-1957; Minutes of Governing Body Meetings, 1918-1924; Minutes of Sunday School Meetings, 1939-1942; Minutes of Church Council Meetings, 1941-1944; Minutes of Elders' meetings, 1982-1998; Register of Promissory Notes, 1893-1945; Roll of Church members, 1905-1945; Transfer certificate of membership, 1908-1929			
Date of records: 1901-1998			

**Market Square Congregational Church, Merthyr Tydfil records**

<b>Accession No:</b>	2015/170	<b>Reference No:</b>	D1271
Church meeting minutes, 1872-1917; Deacons' meeting minutes, 1929-1953			
Date of records: 1872-1953			

**Radcliffe Hall Presbyterian Church, Penydarren records**

<b>Accession No:</b>	2015/171	<b>Reference No:</b>	D1272
Church meeting minutes, 1949-1964; annual accounts 1961, 1963; analysis of Church collections 1964			
Date of records: 1949-1964			

**English Presbyterian Church, Elizabeth Street, Dowlais records**

<b>Accession No:</b>	2015/172	<b>Reference No:</b>	D1273
Church meeting minutes, 1925-1932.			
Date of records: 1925-1932			

**Ebenezer English Calvinistic Chapel, Merthyr Tydfil records**

<b>Accession No:</b>	2015/173	<b>Reference No:</b>	D1274
Accounts book, 1858-1876			
Date of records: 1858-1876			

**Cardiff Union Ordnance Survey Plans**

<b>Accession No:</b>	2015/174	<b>Reference No:</b>	UC
Volumes of plans			
Date of records: c1880-1920			

<b>John Smith of Cardiff Papers</b>			
<b>Accession No:</b>	2015/175	<b>Reference No:</b>	D14
Rhondda My Valley Brave by Emrys Pride, published by The Starling Press Ltd of Risca, 1975. With additional notes by John Smith.			
Date of records: 1975			

<b>Bedlinog County Secondary School, Treharris records</b>			
<b>Accession No:</b>	2015/176	<b>Reference No:</b>	ESEC60/2
Admissions register Sep 1958-May 1973			
Date of records: 1958-1973			

<b>Vale of Glamorgan Council Records</b>			
<b>Accession No:</b>	2015/177, 181	<b>Reference No:</b>	CVG/C
Committee agendas and reports, signed minutes, Cabinet agendas and reports, call-in papers			
Date of records: 2007-2009			

<b>Kenneth Rowland Harris papers</b>			
<b>Accession No:</b>	2015/178	<b>Reference No:</b>	D45
Family papers			
Date of records: 19th-20th century			

<b>Merthyr Tydfil Borough Records</b>			
<b>Accession No:</b>	2015/179	<b>Reference No:</b>	BMT/E
Education Committee minutes, 1927-1928, 1973-1974			
Date of records: 1927-1974			

<b>Corporal Thora Rixon of Penarth Scrapbook</b>			
<b>Accession No:</b>	2015/180	<b>Reference No:</b>	D1275
Scrapbook containing postcards and photographs taken during her time with the Auxiliary Territorial Service. Libia, (Nov 1943), Italy (Christmas 1943),			
Date of records: 1943-1950			

<b>Mid Glamorgan Mission. The Methodist Church Records</b>			
<b>Accession No:</b>	2015/182	<b>Reference No:</b>	DWESRH
Relating to churches in Pontypridd, Ystrad Mynach, Nelson, Treherbert, Tonypandy and Porth			
Date of records: 1904-2004			

<b>Penygraig and District Historical Society</b>			
<b>Accession No:</b>	2015/183	<b>Reference No:</b>	D1276
Records relating to Bethania Chapel, Llwynypia.			
Date of records: 1879-1955			

<b>Captain Owen Llewellyn John Papers</b>			
<b>Accession No:</b>	2015/184	<b>Reference No:</b>	D1277
Photographs, papers and newspaper cuttings.			
Date of records: 1940s-1960s			



## **Notable accessions**

### **Alderman Mrs Dorothy Lewis, OBE, JP, Cardiff Council, Records (D1255)**

Dorothy Lewis was elected a Councillor of the City of Cardiff Council in May 1944 and served as the Lord Mayor for the year 1960-1961. A family member has presented the official visitors' book which records the numerous visitors including royalty and political figures received by the Lord Mayor during her year in Office. The accession also includes an illuminated volume presented to Dorothy Lewis by Cardiff Council upon the completion of her duties as Lord Mayor.

### **Howard W Ireland, Auditor, Papers (D1256)**

An unusual collection of personal papers has been received which illustrate an individual's spending and saving habits over a quarter of a century. Howard W Ireland was born in 1923 in Cardiff and served overseas with the Royal Air Force Signals during World War II. Later he joined the Civil Service, working in the District Audit based in Cardiff. He travelled throughout south and mid-Wales conducting the audit of local government. Mr Ireland compiled a meticulous set of household accounts for the period 1975-2008 recording money spent on a range of items including utility bills, subscriptions and football pools and amounts received through pensions and bonds.

### **Park Colliery and Cambrian Colliery Records (D1265)**

A collection of colliery records has been received from a former National Coal Board Insurance Inspector via the Glamorgan History Society. These comprise a book of plans relating to Park Colliery and records relating to the Cambrian Colliery explosion of 1965 which include papers of the subsequent inquiry.

### **Caerphilly Local History Society Collection (DCAEHS)**

An interesting collection of records has been deposited by Caerphilly Local History Society. The deposit includes three albums of photographs and postcards of the town and an application from residents of Caerphilly to the Gorsedd and National Eisteddfod Association for the 1926 Eisteddfod to be held in Caerphilly.

### **Hope Presbyterian Church, Merthyr Tydfil records (D1270)**

Records of several Merthyr churches have been deposited recently including Hope Church which was built on the High Street in 1861. Records received from the Secretary reflect the development of the Church and include minutes of meetings, including those of the council, elders and Sunday School together with a roll of church members and a register of promissory notes.

### **Corporal Thora Rixon of Penarth Scrapbook (D1275)**

A scrapbook of wartime photographs and postcards has been received from South Shields Museum and Art Gallery. The scrapbook was compiled by Thora Margaret Rixon who served with the Auxiliary Territorial Service (ATS) during the Second World War. Her duties took her to the middle-east, north Africa and Europe and the scrapbook records her postings and activities with the ATS over several years

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
June - Aug 2014	2188	(1250)	55	3247
Sep – Nov 2014	2693	(1618)	75	2849
Dec 2014 – Feb 2015	1898	(1143)	60	2345
Mar - May 2015	1806	(1081)	42	2936
June - Aug 2015	1875	(982)	43	2819

	<b>Remote Enquiries</b>	<b>Website Hits</b>
June - Aug 2014	1262	11272
Sep – Nov 2014	1065	12376
Dec 2014 – Feb 2015	789	10206
Mar - May 2015	867 (+79 un-printed thank-you emails)	10444
June - Aug 2015	806 (+53 un-printed thank-you emails)	9268

### Interesting Enquiries

Local authority records are accessed regularly by local government officers. This quarter an enquiry was received regarding the birth place of Edward 'Taffy' Bowen, a Welsh physicist who made a significant contribution to the development of radar, so that a commemorative blue plaque could be attached to the building. Glamorgan County registers of electors were consulted.

Members of the general public also make use of local authority records. A former pupil at Ynysboeth Primary School who sat his 11+ exams during the 1940s sought assistance in accessing his exam result. Records of Glamorgan County Council entrance examinations to secondary grammar schools were suggested.

Records of the National Industrial Development Council have been consulted several times this quarter. An academic researching the scientific attempts to draw oil from coal during the 1930s viewed a number of items from the collection, along with material from the Powell Duffryn records. A postgraduate student used the collection to research the experience of Welsh migrants to England during the inter-war years, especially how they were viewed by government and employers etc. He also consulted council minutes and items from the Maes-yr-haf Educational Settlement Records.

A postgraduate student at the University of Wisconsin-Madison in the USA was directed to the Theatre Royal playbills for her research into blackface minstrelsy in Britain, France and the Empire during the period 1850-1930.

Another international researcher was from the Institut d'Histoire de la Médecine et de la Santé Publique in Lausanne, who requested information on the film unit at Glamorgan Asylum.

Researchers for television programmes have become searchroom regulars. This quarter a number of topics have been researched for the BBC1 series 'My Life on a Plate', including items from the culinary history of Cardiff born athlete Colin Jackson.

A copy of a National Coastwatch Institution report on an incident involving a kayak in distress at Nell's Point was supplied. The watchkeeper on duty at the time intends to use the report in a presentation on the incident to a local yacht club.

One researcher was exploring the origin and use of a pair of 'Pilkington' handcuffs in his possession. He was directed to the Glamorgan Constabulary records that relate to uniform and equipment.

A family history query was received relating to Hancock's Brewery. The enquirer's parents worked for the brewery during the 1940s and he wanted a photograph of the building. There are several in the records of E Turner & Sons Limited while employee records of the Brewery are also available.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	5
Public tours	1
Grangetown Local History Society x3	60
Glamorgan Family History Society: Cardiff and Vale Branch	6
Guild of One Name Studies	7
Pontyclun History Group	5
Birchgrove WI	27
Treharris Boys and Girls Club	5
Cardiff People First Pink Ladies	8
Friends of the National Museum Wales	38
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	13
Cardiff Council Bereavement Services	3
Aberystwyth University staff	4
<b><i>Events</i></b>	
Women's Archive of Wales: Voices from the Factory Floor	24
Parliament 750 Project: S. O. Davies: Merthyr, Democracy and Workplace Compensation	26
Parliament 750 Project: "Even a Day out means that Someone Must Go Short": Welfare for Disabled People in the British Coalfields, 1880-1940	12
<b><i>Exhibitions</i></b>	
Parliament 750 Project: Magna Carta and Parliament	115
<b><i>Filming</i></b>	
BBC Cardiff Blitz documentary	10
Made in Cardiff TV: 1919 Cardiff Race Riots documentary	3
<b><i>Education</i></b>	
Allensbank Primary School	30
Parliament 750 Project: Merthyr College	19
Ysgol Gynradd Gymraeg Tonyrefail	40
<b><i>Individuals Meeting Staff</i></b>	60
<b><i>Tours for prospective volunteers</i></b>	3
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 26	421
TNA	11
South Wales Libraries & Archives Award Day	30

## Appendix IV

<b>Bench work</b>		
UM/28-61/28/5	Admissions and discharge register	Tears repaired, missing areas infilled, loose pages guarded and rebound
DMULL/33/2/1	Accounts book	Tears repaired, pressure sensitive tape removed and folds reinforced.
DMUL/33/2/2	Accounts book	Pressure sensitive tape removed, spine repaired and strengthened.
D452	35 playbills	Washed, backed and repaired.
DMW/309	Family Memoranda by George Buckley Mathew	Iron gall ink treated, washed, alkalised, backed, tears repaired and missing areas infilled.
<b>Cleaning and Packaging</b>		
	3 large, 9 small volumes, 18 plans	Cleaned of mould; repackaged
Q/D/P	240 plans	Cleaned
D452	162 playbills	Encapsulated
<b>Bespoke boxes made</b>		
Various	115 boxes	
<b>External Work</b>		
Private Company	70 boxes	Bespoke boxes made
Record Office	1499 Boxes	Bespoke boxes made
Private individual	2 books	Re-backed, rebound and repaired
Private individual	1 bible	Re-backed, tears repaired and bespoke box made

Appendix V

Investors in People Review Report

## **INVESTORS IN PEOPLE**

### **REVIEW REPORT - BRONZE**

**for**

### **Glamorgan Archives**

Prepared by: Sue Rowlands, Investors in People Specialist (Assessor)

On behalf of: Investors in People Wales  
Tŷ'r Afon, Bedwas, Caerphilly, CF83 8WT  
iipops@wales.gsi.gov.uk

Report date: 6<sup>th</sup> August 2015



Llywodraeth Cymru  
Welsh Government

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Feedback on Objective 2.....4

Continuous Improvement.....5

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## **Review – Background and Objectives**

Glamorgan Archives has held Investors in People accreditation continuously for fourteen years, since its original accreditation as Glamorgan Records Office in 2001. At the previous review in 2012 the organisation achieved Bronze accreditation. This review follows a period of change and challenge and therefore rather than seeking to build on the previous level of success it was decided to seek confirmation that good practices recognised in 2012 are still in place and to provide a sense check on people's morale.

The objectives for this review were:

1. To confirm that the previous Bronze accreditation can be re-accredited.
2. To seek people's views, hopes and fears following some staffing reductions, further reductions to budget and some consequent operational changes.

The selection of additional evidence requirements reflected a real desire to understand people's thoughts and experience.

## **Acknowledgements**

My thanks go to all the team within Glamorgan Archives for sharing their experiences, thoughts and aspirations as part of this review, and in particular to Susan Edwards the Glamorgan Archivist.

## **Strengths and Areas of Good Practice**

Well-embedded good practice has served the organisation well during the recent recent period of change, and some of these are highlighted below.

- Management of change has been handled well with open communication, involvement and much management support.
- Communication mechanisms are robust and they ensure that people are well informed and can engage with decision-making; specifically around areas such as producing the Annual Plan, solving problems and responding to new challenges.
- There continues to be a flexible approach to managing people's work loads and work lives which is complimented by a necessity for people themselves to be more flexible to meet the business demands – there is more cross skilling and collaboration required.
- The focus on skills development, which underpins the core values, is being continued, and good use is made of free and low cost options as well as 'desk top' development through coaching and more direct training. Much of the investment is time and this is

recognised to be the main resource issue for example for Welsh Language group training.

- The PPDR system provides regular formal feedback to individuals with a clear line of sight to the objectives and reinforcing individual contributions to those objectives.
- The core values reflect and support the culture and operation of the organisation – these include Flexible, Skilled and Innovative. Most people could quote these and reflect on managerial and operational behaviours that demonstrate the values. More importantly their language and attitude also reflected the values.
- The operational environment is exceptionally inclusive in terms of staff, volunteers, interns and workplacements. It is recognised that some control over numbers of non-employed workers, needs to be exercised to reduce the impact on core functionality, however there is no question that this very strong commitment to diversity and providing a supportive environment for all is being undermined.
- The Management Team have historically been good at horizon scanning, and this continues to be the case.
- People experience high levels of job satisfaction and several see their work as a vocation, hence they have low expectations of remuneration and advancement.
- The whole team are highly committed, loyal and proud to work for Glamorgan Archives and speak of it as a flagship organisation within the sector.

In summary, and taking account of the challenges of recent months, Glamorgan Archives presents itself as a resilient organisation with a robust approach to delivery of its services which continues to be delivered by a highly committed and motivated team.

## **Feedback on Objective 2**

**To seek people's views, hopes and fears following some staffing reductions, further reductions to budget and some consequent operational changes**

Budgetary reductions, and in particular business rate increases have meant some serious decisions have had to be taken. This has been challenging, emotional and unprecedented within this tight-knit organisation. The resulting change management process has been handled exceptionally well, as noted previously. What is also heartening is the way in which people are clearly pulling together, closing gaps, accepting additional responsibilities and supporting the management team. (The latter now comprises the Glamorgan Archivist and the Senior Archivist, as the post of Deputy Archivist has been removed).

In practical terms the staffing reductions have also resulted in a business response, which has included reduced opening hours for the public, the removal of Saturday morning opening, and closure for two separate weeks to 'catch up'. All of these measures have resulted from people's suggestions, ideas and pilot initiatives i.e. full consultation, involvement and engagement.

People presented themselves as having concerns, but not worries, for the future – they are aware of the external constraints and the potential for further cuts, as well as the possibilities, which might present in future. For the present they are pulling together to deliver the quality of service, which has been a source of pride for many years, and accepting that to do this some things may just take longer. Recent discussions have resulted in changes to KPIs for responses and searches for example, which are now set at fifteen days rather than ten. Another impact is prioritising cataloguing activities, specifically on large collections. In fact the operational challenges are leading to SMARTER ways of working, and making people question and challenge why activities are carried out in particular ways, talking about what is really important to the organisation and seeking solutions. In addition people have to be more accountable and make more decisions at a personal level – they are supported to do this and are consequently developing more personal leadership. There is acceptance that much is outside the direct control of the leadership of the organisation and also confidence that what is controllable, or at least capable of being influenced is being managed as well as it possibly can be.

The Management Team of Glamorgan Archives should take heart from the findings of this review.

## **Continuous Improvement**

Rather than challenge the organisation with a list of potential improvements it is more appropriate at this point in time to encourage good practice to be maintained.

1. Work life balance, workloads, stress and capability are all regularly monitored formally and informally. Do ensure that this good practice continues, in particular watch for signs of stress. (Some organisations specifically train managers in stress recognition)
2. The 'new' Management Team is still adjusting to its additional responsibilities and form – the new relationships need to mature and consolidate. Good use is made of the Professional Group to support decision-making and this augers well for the future.
3. The forthcoming publication (September 15<sup>th</sup> 2015) of Version 6 of the Investors in People Standard, contains some new elements, which may be useful to Glamorgan Archives as a springboard for benchmarking good practice. Look also at the new Health & Wellbeing Award.

It will be worth looking at **Section 5** of the new Standard, which covers **Recognising and rewarding high performance**, as this is an area where there may be some challenges, and some innovative practice and interpretation will be needed.

As the new version has a considerable emphasis on metrics it would be worth thinking about undertaking a short survey on staff engagement and management effectiveness from time to time to benchmark performance. Typical examples of these can be found on [www.HSE.gov.uk](http://www.HSE.gov.uk), and on the Investors in People website itself. ([www.investorsinpeople.co.uk](http://www.investorsinpeople.co.uk))

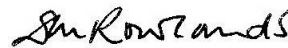
A format for continuous improvement planning is attached as Appendix A, should this be needed.

## Outcome

Having carried out this review rigorously and in line with guidelines provided by UKCES and liP Wales I recommend Investors in People Bronze status be continued.

Achieving, and maintaining Bronze additional accreditation places you at the leading edge of the best people management practice in the UK and shows that you are advanced Investors in People.

Assessor Signature on behalf of Investors in  
People Wales



Date of report:	6 <sup>th</sup> August 2015
Date of interim review:	TBA
Date of 3 year Review:	August 2018

### Note:

Your accreditation is valid for three years. In September 2015 a new version of the standard will be launched. Alongside this there will be changes to the following:

- The management and administration of investors in People in Wales
- Assessment methodology
- Frequency of contact and reviews (The 3 yr cycle will be maintained for full reviews)
- Fee structures

All clients are advised to be proactive in terms of monitoring these changes through the Investors in people website ([www.investorsinpeople.co.uk](http://www.investorsinpeople.co.uk)) and track any communications from Investors in People Wales and liP National Office.

**APPENDIX A investors in People-Continuous Improvement plan**

<b>Organisation Name:</b>		<b>Date of interim Review:</b>	
---------------------------	--	--------------------------------	--

	<b>Area for improvement (identified in assessor's report)</b>	<b>Action proposed</b>	<b>Measure(s) of success</b>	<b>By When</b>	<b>By whom</b>
Page 43					
	Expand as required				

Investors in People Wales, Tŷr Afon, Bedwas, Caerphilly, CF83 8WT

✉ [iipops@wales.gsi.gov.uk](mailto:iipops@wales.gsi.gov.uk)

Ref: Assessment – Review Report September 2012



## APPENDIX B: Review Evidence Requirements Results

Please use the key to refer to all the evidence requirements addressed by this assessment / review.

39 = the Standard  
 additional 26 = Bronze  
 additional 76 = Silver  
 additional 126 = Gold

**Key:**  
 ✓ Met  
 n/a Not applicable  
 ✗ Not met  
 □ Not assessed

Total number in this assessment/review = 39 core + 34 additional = 71 (BRONZE)

\* shaded area indicates core standard

	Indicator									
	1	2	3	4	5	6	7	8	9	10
1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	✓		✓		✓				✓	
5	✓		✓						✓	
6	✓									
7										
8										
9										
10										
11										
12		✓					✓			
13		✓					✓	✓	✓	
14		✓						✓		✓
15		✓						✓		
16		✓			✓		✓			
17		✓			✓	✓				
18					✓		✓	✓		
19					✓	✓	✓			
20										
21					✓					
22	✓				✓					
23	✓		✓		✓					
24	✓		✓		✓					
25	✓		✓							
26										
27										
28										
29										

**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN**

**COMMITTEE**

**THE GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<p><b>Transfer of non-archive holdings</b></p>	

**1. PURPOSE OF REPORT**

The report seeks members’ approval to present an album of water colours by Thomas Hornor to an appropriate institution, preferably the National Museum Cardiff.

**2. RECOMMENDATION**

Members are asked to authorise the Glamorgan Archivist to arrange the presentation of this item to the National Museum Cardiff.

**3. BACKGROUND**

“A Tour Through the Vales of Glamorganshire” by Thomas Hornor, 1819, is an album with text and forty-one watercolours in blue and sepia, of scenes in the Vale of Neath, Merthyr Tydfil, Caerphilly, Rhondda Cynon Taf, Cardiff, the Vale of Glamorgan and Bridgend. One of ten versions of this album it is the only one in public ownership with all forty-one watercolours. It was presented to Glamorgan County Council by a descendant of Hornor in 1957.

The album was one of the disputed items during the negotiations for a final settlement with West Glamorgan County Council after its withdrawal from the Joint Archive Committee in 1992. In 1994 a meeting between both parties in the dispute was held to discuss all the items, ownership of which was in dispute. Representatives of the Glamorgan Archives Joint Committee suggested that it was not appropriate for the album to be held in a record office which had neither the facilities nor the expertise for the conservation, storage and exhibition of watercolours. Instead, the album should be offered to the National Museum, to be kept in Cardiff with its art collections, access to fine-art conservation and opportunities for suitable public access.

No agreement was reached at that time; however, the issue of the final settlement was revived in meetings between the Glamorgan Archivist and the recently appointed County Archivist of West Glamorgan

Archives Service in 2005. The proposed solution would be acceptable to the Archive Service and to its Joint Committee.

A high quality digital copy is available for public access at Glamorgan Archives. The album has also been accessible digitally for over 10 years via the Gathering the Jewels website.

Should the Museum be willing to accept the item, a condition of presentation would be that the items should not be sold.

**Susan Edwards  
Glamorgan Archivist  
1 September 2015**



**THE CITY OF CARDIFF COUNCIL, COUNTY BOROUGH COUNCILS OF BRIDGEND, CAERPHILLY,  
MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
11th September 2015**

**WALES AUDIT RETURN AND AUDIT  
OPINION:**

**THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE**

	AGENDA ITEM NO.
<b>2014-2015 AUDITED WALES AUDIT RETURN</b>	

The attached provides members with the final Wales Audit Office Return for 2014/15 and the ISA 260, which details the audit opinion and highlights other matters that do not affect the audit opinion to be discussed by the committee.

The basis for the attached return is the draft return signed off by the co-chair and Committee on the 26<sup>th</sup> June 2015. Any adjustments have been recommended by Wales Audit Office and the return has been amended. Adjustments are detailed on the Wales Audit Office letter also attached.

**Christine Salter  
Treasurer to the Glamorgan Archives Joint Committee**

## Small Local Government Bodies in Wales Annual Return for the Year Ended 31 March 2015

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to make up accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies (ie, those with annual income and expenditure below £2.5 million) must prepare their accounts in accordance with proper practices.

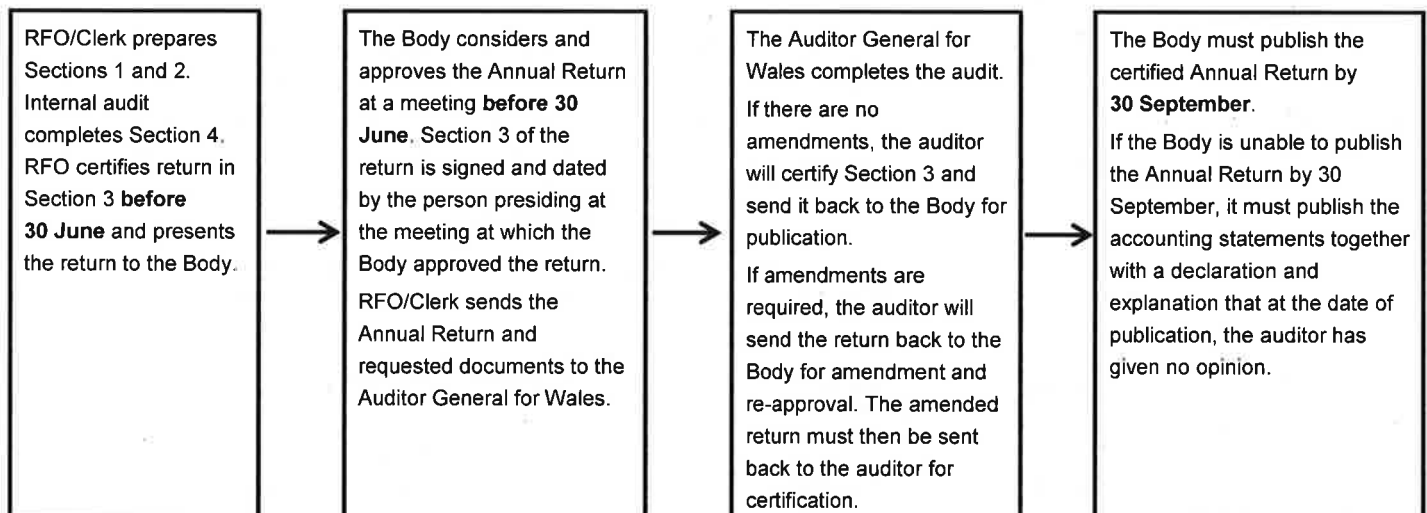
The following legislation defines proper practices as the One Voice Wales/SLCC Guidance publication *Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)* (the Practitioners' Guide):

- Port health authorities: Accounts and Audit (Wales) Regulations 2014, Regulation 4(b)
- Small joint committees: Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003, Regulation 25(1)

The Practitioners' Guide requires that smaller bodies prepare their accounts in the form of an annual return. This Annual Return meets the requirements of the Practitioners' Guide.

**Please complete all sections highlighted in pink.** Incomplete or incorrect returns may require additional external audit work and incur additional costs. Further guidance is included in Section 5 and in Section 2 which includes references to where the Practitioners' Guide has further information.

Under the Accounts and Audit (Wales) Regulations 2014, the Body must formally approve the return and certify Section 3 before the return is sent to the auditor. The Body must approve the Annual Return by 30 June. Unless the Annual Return needs to be amended, the auditor will certify the return and send it back to the Body for publication with no further approval by the Body required. The accounts approval and audit arrangements follow the process as set out below.



Your external audit team will advise you what additional information is needed for the audit.

Please send the original Annual Return (ie, not a photocopy), together with any additional information requested, to your external auditor by the date specified by the auditor. Unless requested, please do not send any original financial records to the external auditor.

Audited and certified returns are sent back to the Body for publication or display of Sections 1, 2 and 3.

**Section 1 – Accounting statements for: Glamorgan Archives**

	Year ending		Notes and guidance for compilers				
	31 March 2014 (£)	31 March 2015 (£)					
			<b>Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the Body's underlying financial records for the relevant year.</b>				
1. Balances brought forward	603,518	539,246	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to Line 7 of the previous year.				
2. (+) Income from local taxation and/or levy	757,430	681,690	Total amount of local taxation, rates and/or levy received or receivable in the year including funding from a sponsoring body.				
3. (+) Total other receipts	187,732	141,467	Total income or receipts as recorded in the cashbook less income from local taxation and/or levy (Line 2). Include any grants received here.				
4. (-) Staff costs	(663,247)	(617,116)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Body's borrowing (if any).				
6. (-) Total other payments	(346,187)	(438,827)	Total expenditure or payments as recorded in the cashbook minus staff costs (Line 4) and loan interest/capital repayments (Line 5).				
7. (=) Balances carried forward	<b>539,246</b>	<b>306,460</b>	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
8. (+) Debtors and stock balances	151,810	42,153	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to and stock balances held at the year-end.				
9. (+) Total cash and investments	430,212	283,929	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10. (-) Creditors	(42,776)	(19,622)	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the Body (except borrowing) at the year-end.				
11. (=) Balances carried forward	<b>539,246</b>	<b>306,460</b>	<b>Total balances should equal Line 7 above:</b> Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	8,046,697	7,938,008	The original Asset and Investment Register value of all fixed assets, plus other long-term assets owned by the Body as at 31 March.				
13. Total borrowing	5,566,811	5,288,689	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			X			X	

## Section 2 – Annual Governance Statement

We acknowledge as the members of the Body, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the Body's accounting statements for the year ended 31 March 2015, that:

	Agreed?		'YES' means that the Body:	PG Chap.
	Yes	No*		
1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and proper practices.	✓		Prepared its accounting statements in the way prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Body to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect and ask questions about the Body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the Body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the Body's accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the Body.	6, 8
7. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Has responded to matters brought to its attention by internal and external audit.	6, 8, 23
8. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Body and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> <li>Discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>			Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
		X		

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

### Section 3 – Certification and approval

#### Approval and certification of the accounts and annual governance statement

The Body is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of an Annual Return which:

- summarises the Body's accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to the external auditor's responsibilities.

<p><b>Certification by the RFO</b>  <b>Certificate under Regulation 15(1) Accounts and Audit (Wales) Regulations 2014</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Body, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2015.</p>	<p><b>Approval by the Body</b>  <b>Approval of accounting statements under Regulation 15(2) Accounts and Audit (Wales) Regulations 2014 and the Annual Governance Statement</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Body under body minute reference:</p>
<p>RFO signature: <i>Christine Saltch</i></p>	<p>Chair signature:</p>
<p>Name: CHRISTINE SALTCH</p>	<p>Name:</p>
<p>Date: 04/09/2015</p>	<p>Date:</p>

#### External Audit Certificate

The external auditor conducts the audit in accordance with guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met. We certify that we have completed the audit of the Annual Return for the year ended 31 March 2015 of:

Body
------

#### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the Body/meeting are included in our report to the Body dated \_\_\_\_\_.]

(\* Delete as appropriate)

<p><b>External auditor's signature:</b>          For and on behalf of the Auditor General for Wales</p>	
<p>External auditor's name:</p>	<p>Date:</p>

**Section 4 – Annual internal audit report to: Glamorgan Archives**

The Body's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2015.

The internal audit has been carried out in accordance with the Body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Body.

	Agreed?			
	Yes	No*	N/A	Not covered**
1. Appropriate books of account have been properly kept throughout the year.	Yes			
2. The Body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Yes			
3. The Body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes			
4. The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	Yes			
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes			
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Yes			
7. Salaries to employees and allowances to members were paid in accordance with Body approvals, and PAYE and NI requirements were properly applied.	Yes			
8. Asset and investment registers were complete and accurate, and properly maintained.	Yes			
9. Periodic and year-end bank account reconciliations were properly carried out.	Yes			
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	Yes			
11. Trust funds (including charitable trusts). The Body has met its responsibilities as a trustee.			N/A	

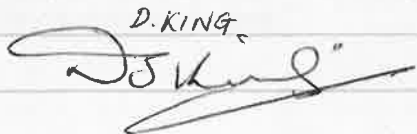
For any risk areas identified by the Body (list any other risk areas below or on separate sheets if needed) adequate controls existed:	Agreed?			
	Yes	No*	N/A	Not covered**
13.				
14.				

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

Name of person who carried out the internal audit:	B. PAREKH
Signature of person who carried out the internal audit:	B. Parekh
Date:	05th June 2015

D. KING



## Section 5 – Guidance notes on completing the 2015 Annual Return

1. Please note the changes to the accounts approval and audit process for this year. These are described on the front cover of this Annual Return.
2. For guidance please read the Practitioners' Guide (*Governance and accountability for local councils: A Practitioners' Guide 2011 (Wales)*) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
3. **The Wales Audit Office Good Practice Exchange ([www.wao.gov.uk/good-practice/finance/community-council-money](http://www.wao.gov.uk/good-practice/finance/community-council-money)) provides further information on the accounts and audit process along with guidance on governance matters.**
4. Please make sure that all sections are completed (ie, no empty pink boxes) by the appropriate person and the certificates in Section 3 are properly signed and dated. Avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are properly initialled and an explanation for them is provided to the auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited.
5. Use the checklist provided below. Use a second pair of eyes, perhaps your internal auditor or the Chair, to review your Annual Return for completeness before sending a copy to the auditor.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the copy Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Body holds any investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to Line 9 in Section 1. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Please **explain fully** any significant variances in the accounting statements. The auditor wants to know that **you** understand the reasons for the change. Please include a relevant and quantified analysis as shown in the Practitioners' Guide examples and not just a copy of your detailed accounts.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful. Please ensure that you enclose all the information that the auditor has asked for. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances this may incur additional costs for which the auditor is entitled to charge additional fees.
9. Please make sure that Section 1 adds up! Also please ensure that the balance carried forward from the previous year (Line 7 of 2014) equals the balance brought forward in the current year (Line 1 of 2015).
10. **Do not complete the External Audit Certificate in Section 3.** The external auditor completes this after the external audit work has been completed.
11. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit to the Body.

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
On submission to the external auditor		Yes	No
<b>Accounts</b>	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2015 agree to Line 9?		
<b>Approval</b>	Has the RFO certified Section 3 (Regulation 15 (1)) no later than 30 June 2015?		
	Has the Body approved the accounting statements before 30 June 2015 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
<b>All sections</b>	Have all pink boxes in Sections 1 and 2 been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
If accounts are amended after receipt of external auditor's report on matters arising		Yes	No
<b>Accounts</b>	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Body's approval of the amendments before re-submission to the auditor?		



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Reference 0903.amh.G  
AISA260  
Date 3 Sept 2015  
Pages 1 of 2

Dear Committee Members

**Glamorgan Archives Joint Committee Annual Return for the year ended 31 March 2015**

The Auditor is responsible for providing an opinion:

- on whether the information contained in the Joint Committee's Annual Return for the year ended 31 March 2015 is in accordance with the Auditor General for Wales' requirements; and
- if any matters have come to the Auditor's attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We received the draft Annual Return for the financial year ended 31 March 2015 in line with the agreed deadline, and have now completed our audit work. We are reporting to you the issues arising from our work.

**Audit certificate and opinion**

It is our intention to issue an unqualified certificate and report. There are a number of misstatements that have been corrected by management, but which we consider should be brought to your attention due to their relevance to your responsibilities. These amendments are set out in appendix 1.

**Qualification issues**

There are no issues in respect of which we propose to issue a qualified audit opinion on the Annual Return for the year ended 31 March 2015

**Misstatements in the Statement of Accounts**

There were no misstatements found in Section 1: the Statement of Accounts that have not been corrected.



**Other matters not affecting our opinion**

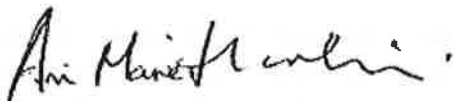
There is one issue not affecting our opinion that we wish to draw the attention of the Joint Committee. The voting rights and budget setting process is currently based on census data from 2001, the most recent census took place in 2011. The Committee should revisit the relevant calculations to take into account any changes in census profiles.

**Approving the Annual Return**

The Responsible Financial Officer should now re certify 'Section 3: The Statement of Accounts' in accordance with Regulation 8B of the Regulations.

The Joint Committee should then approve the Annual Return and the Chair of the meeting approving the Annual Return should resign section 3. Once the Annual Return has been approved, it should be returned to the Auditor. Once we have received the Annual Return from you, we will complete the External Audit Certificate and send you a notice of conclusion of the audit.

Yours sincerely



**Engagement Director**

**Ann-Marie Harkin**

## Appendix 1

	Value of correction	Nature of correction	Reason for correction
1	£6,390.00	2013-14 comparative figures: GL code 97439 (CRC Allowances Provision) had been included in both Creditors (line 10) and Total Borrowing (line 13).	Total borrowing was overstated by £6,390.00
2	£23,480.40	2013-14 comparative figures: The debtor balance line 8 included VAT output tax on three billed charges for local authority contributions, totalling £23,480.40.	VAT should not be charged on contributions and charges.
3	£932.75	2014-15- same issue as 2 above	Same issue as 2 above

**THE CITY OF CARDIFF COUNCIL, COUNTY BOROUGH COUNCILS OF BRIDGEND,  
CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF  
GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
11th September 2015**

**REPORT OF:**

**THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE**

AGENDA ITEM NO.
<b>2015-2016 BUDGET MONITORING</b>

**PURPOSE OF REPORT**

1. This report provides members with the actual expenditure and income to date and projected full year revenue outturn for the current financial year 2015/2016.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2015/2016**

2. **Appendix 1** details the position for the financial year 2015/2016, as forecast at 31st August 2015. This is summarised in the Table below.

**Table 1: Projected Outturn 2015/2016 (at Month 5)**

	Budget £	Actual to date £	Projection £	Variance £
<b>Expenditure</b>				
Employees	439,720	183,174	439,526	-194
Premises	303,200	216,603	308,390	5,190
Transport	2,550	295	2,621	71
Supplies & Services	49,520	18,556	47,708	-1,812
Third party Payments	0	0	0	0
Support Services	54,700	102	44,607	-10,093
<b>GROSS EXPENDITURE</b>	<b>849,690</b>	<b>418,729</b>	<b>842,852</b>	<b>-6,838</b>
Income	-68,000	-33,617	-64,450	3,550
Contribution from reserves	-100,000	0	-100,000	0
<b>NET EXPENDITURE</b>	<b>681,690</b>	<b>385,112</b>	<b>678,402</b>	<b>-3,288</b>

3. The full year spend is projected to be £678,402 representing an underspend of £3,288 against the approved budget of £681,690. Reasons for the main variances are given below:

**Employees ( - £194)**

4. Employee costs are projected as being closely aligned with the budgeted figures for the year, with a full establishment and no significant changes anticipated.

**Premises ( + £5,190)**

5. It is anticipated that there will be a net overspend on premise costs. The significant variances are detailed below.
- The full National Non Domestic Rates charge of £187,980 has been paid for the year resulting in a small underspend of £2,080. Appeals against these rates are ongoing.
  - Utilities have been projected using the actual figures from last year with an allowance for inflation and price rises. As a result the electricity and gas budgets are likely to be underspent by £13,475 and £6,820 respectively and water overspent by £3,100. The budget figures for these expenses will be reviewed in the 2016/17 budget setting process in light of these variances.
  - Repairs, alterations and improvements are predicted to overspend of £21,000 this year with ongoing work including dilapidation surveys, hardware alterations and improvement works on air condition systems imminent.

**Transport ( + £71)**

6. There is a projected overspend against transport costs of £71. Variances on line items are due to income from the ongoing repayment of a staff travel expenses loan and a predicted overspend on travelling expenses based on last years actual costs.

**Supplies & Services ( - £1,812)**

7. Overall an underspend is projected on supplies and services. Several of the budget lines have been adjusted and these as well as the main variances are explained below.
- External Audit fees have reduced to £2,912 due to the new financial reporting process which replaces a full statement of accounts with a smaller return.
  - Public Liability Insurance is likely to overspend based on the previous years charge creating an estimated overspend of £1,330.

- The hospitality budget of £9,000 has been transferred to the Catering Sundries line to which expenditure is now being coded and looks to underspend by £3,500.
- Previous budget of £2,000 for private circuit rentals has been moved to telephones, where the BT line rental for five 'red care' lines has been charged. These budget line amendments will also form part of the budget update in December.

### **Support Services (- £10,093)**

8. The projected outturn for the majority of central support costs are in line with the actual charges for 2015/16. Significant variances are outlined below.
- An additional audit fee has been projected this year due to the need for an annual Internal Audit report as part of the new financial reporting process. These fees were previously biennial.
  - The vehicle recharge costs and fuel recharges are no longer applicable and the leased car has since been returned. CTS have confirmed no further payments are due and the budget will be realigned for 2016/17 to reflect this.
  - The cost of Central ICT support is projected to deliver an underspend of £5,000 based on previous years actual spend against the budgeted amount for 2015/16.
  - Service Accountancy is also projecting an underspend of £3,300. This incorporates both previous charges and the effect of a change of staff time committed to the Glamorgan Archives Service.

### **Income (+ £3,550)**

9. The projected income is £3,550 less than budgeted. Explanations for the most significant variances are given below.
- There is an over-recovery of income against hire of specialist rooms with an estimated £5,000 of additional income due to continued block booking.
  - Sales of food are also achieving greater levels of income than budgeted and looks to continue in future. Current year estimates amount to an over recovery of £2,000.
  - Conservation income is predicted to make a shortfall of £7,800 with projected income based on previous year's performance. There is still potential for this to be recovered but 2014/15 figures have been used for prudence.

### **Local Authority contributions**

10. On the basis of the projected outturn for 2015/2016 as detailed in this report the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to Committee.

### **FINANCIAL IMPLICATIONS**

11. An underspend of £3,288 is projected for 2015/2016 based on the position as at Month 5. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and Finance Officers. Should an overspend materialise then it will be necessary to draw upon the General Reserve, which currently stands at £306,460 and will be £206,460 after the agreed £100,000 drawdown this year.
12. Any overspend in year will not impact upon the level of Local Authority contributions provided that the overspend can be funded from the General Reserve.

### **LEGAL IMPLICATIONS**

13. There are no legal implications arising from this report.

### **RECOMMENDATIONS**

It is recommended to members that they:

- Note the projected full year outturn position for 2015/2016 as detailed in this report.
- Consider additional future funding streams and phasing out or reducing payments from the General Reserve to fund any overspend.

**Christine Salter**  
**Treasurer to the Glamorgan Archives Joint Committee**

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
<b>EXPENDITURE</b>			
<b>EMPLOYEES</b>			
APT & C GROSS PAY	285,910.00	284,734.42	-1,175.58
APT & C OVERTIME		88.20	88.20
APT & C SUPERANNUATION	65,310.00	63,999.41	-1,310.59
APT & C NATIONAL INSURANCE	16,870.00	16,612.42	-257.58
APT & C MISCELLANEOUS ALLOWANCES	820.00	513.00	-307.00
OPERATIONAL MANAGER - GROSS PAY	53,090.00	53,590.49	500.49
OPERATIONAL MANAGER - SUPERANNUATION	12,160.00	12,272.21	112.21
OPERATIONAL MANAGER - NATIONAL INSURANCE	5,010.00	5,112.77	102.77
HOLIDAY PAY		1,937.42	1,937.42
EMPLOYER & PUBLIC LIABILITY INSURANCE	550.00	350.00	-200.00
MEDICAL EXPENSES		14.00	14.00
STAFF TRAINING EXPENSES		301.85	301.85
<b>TOTAL EMPLOYEES</b>	<b>439,720.00</b>	<b>439,526.18</b>	<b>-193.82</b>
<b>PREMISES</b>			
REPAIRS, ALTERATIONS & IMPROVEMENTS	10,000.00	31,000.00	<b>21,000.00</b>
SECURITY	5,500.00	6,000.00	500.00
RODENT & PEST CONTROL	100.00	315.00	215.00
GROUNDS MAINTENANCE	1,500.00	2,000.00	500.00
FIRE MANAGEMENT/PROTECTION	3,640.00	3,770.00	130.00
MAINTENANCE CONTRACTS	10,000.00	13,000.00	3,000.00
ELECTRICITY	50,600.00	37,125.00	<b>-13,475.00</b>
GAS	16,400.00	9,580.00	<b>-6,820.00</b>
PREMISE HIRE		100.00	100.00
NATIONAL NON DOMESTIC RATES	190,060.00	187,980.00	<b>-2,080.00</b>
WATER	1,200.00	4,300.00	<b>3,100.00</b>
SECURITY SERVICES		30.00	30.00
KEY HOLDING		310.00	310.00
CLEANING MATERIALS	500.00	280.00	-220.00
WINDOW & FLUE CLEANING	700.00	500.00	-200.00
REFUSE COLLECTION / BULK	1,500.00	1,900.00	400.00
OFFICE CLEANING CONTRACT	7,500.00	7,200.00	-300.00
SANITATION & WASTE DISPOSAL	1,500.00	500.00	-1,000.00
INSURANCE	2,500.00	2,500.00	0.00
<b>TOTAL PREMISES</b>	<b>303,200.00</b>	<b>308,390.00</b>	<b>5,190.00</b>
<b>TRANSPORT</b>			
PUBLIC TRANSPORT - STAFF USE	500.00	700.00	200.00
STAFF RAIL LOAN		-578.56	-578.56
CAR ALLOWANCES	600.00	800.00	200.00
TRAVELLING EXPENSES	1,000.00	1,700.00	700.00
VEHICLE INSURANCE	450.00	0.00	-450.00
<b>TOTAL TRANSPORT</b>	<b>2,550.00</b>	<b>2,621.44</b>	<b>71.44</b>

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
<b>SUPPLIES &amp; SERVICES</b>			
PURCHASE/REPAIR OF FURNITURE		17.59	17.59
NEW PLANT/TOOLS		9.75	9.75
EQUIPMENT/MATERIALS		559.00	559.00
OTHER MATERIALS		122.87	122.87
COMPRESSOR REPAIR		94.50	94.50
SIGNS - NEW & REPAIRS	250.00	0.00	-250.00
CONSERVATION	12,000.00	15,400.00	3,400.00
VENDING MACHINES		1,717.37	1,717.37
CATERING SUNDRIES	10,000.00	6,500.00	<b>-3,500.00</b>
CATERING SERVICES GENERAL		800.00	800.00
UNIFORMS / PROTECTIVE CLOTHING	100.00	190.00	90.00
GENERAL PRINTING & STATIONERY	1,500.00	1,700.00	200.00
PHOTOCOPIERS	1,000.00	1,375.00	375.00
PHOTOCOPYING MATERIALS	500.00	0.00	-500.00
AUDIT FEES	6,200.00	2,911.75	-3,288.25
ARCHIVING/STORAGE SERVICE	500.00	800.00	300.00
CENTRAL TELEPHONE EXCHANGES	4,000.00	4,900.00	900.00
TELEPHONES	2,950.00	1,540.00	-1,410.00
POSTAGES	600.00	500.00	-100.00
INTERNET CHARGES	1,000.00	300.00	-700.00
SOFTWARE	1,000.00	500.00	-500.00
IT CONSUMABLES	1,000.00	100.00	-900.00
SOFTWARE LICENCES & MAINTENANCE	4,000.00	4,020.00	20.00
SUBSCRIPTIONS	700.00	600.00	-100.00
PUBLIC LIABILITY INSURANCE	1,020.00	2,350.00	1,330.00
MISCELLANEOUS INSURANCE	700.00	700.00	0.00
ADVERTISING (EXCL STAFF)	500.00	0.00	-500.00
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>49,520.00</b>	<b>47,707.83</b>	<b>-1,812.17</b>
<b>SUPPORT SERVICES</b>			
SERVICE ACCOUNTANCY	17,300.00	14,000.00	-3,300.00
TECHNICAL ACCOUNTANCY	1,500.00	900.00	-600.00
INCOME RECOVERY	100.00	380.00	280.00
PAYROLL	500.00	150.00	-350.00
PAYMENTS	500.00	1,000.00	500.00
AUDIT	0.00	1,800.00	<b>1,800.00</b>
PROCUREMENT	600.00	500.00	-100.00
PROJECT ACCOUNTANCY	500.00	0.00	-500.00
SAP SUPPORT	2,000.00	3,000.00	1,000.00
ICT SERVICES	17,000.00	12,000.00	-5,000.00
HUMAN RESOURCES	7,200.00	7,000.00	-200.00
LEGAL	500.00	800.00	300.00
WELSH TRANSLATION	3,000.00	3,000.00	0.00



	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
VEHICLE RECHARGE	3,500.00	0.00	-3,500.00
FUEL RECHARGES	500.00	76.75	-423.25
<b>TOTAL SUPPORT SERVICES</b>	<b>54,700.00</b>	<b>44,606.75</b>	<b>-10,093.25</b>
<b>GROSS EXPENDITURE</b>	<b>849,690.00</b>	<b>842,852.20</b>	<b>-6,837.80</b>
<b><u>INCOME</u></b>			
PUBLICATIONS GENERAL	-2,000.00	-900.00	1,100.00
SALE OF PHOTOCOPIES	-2,000.00	-1,200.00	800.00
CONSERVATION INCOME	-10,000.00	-2,200.00	<b>7,800.00</b>
SALE OF FOOD	-15,000.00	-17,000.00	-2,000.00
VENDING INCOME		-100.00	-100.00
COURSE FEES GENERAL	-500.00	0.00	500.00
SEARCH FEES	-3,000.00	-2,200.00	800.00
ROYALTIES	-8,000.00	-5,600.00	2,400.00
HIRE OF SPECIAL ROOMS	-25,000.00	-30,000.00	<b>-5,000.00</b>
SUNDRY INCOME		-3,500.00	<b>-3,500.00</b>
DONATIONS		-250.00	-250.00
INTEREST	-2,500.00	-1,500.00	1,000.00
CONTRIBUTIONS FROM RESERVES	-100,000.00	-100,000.00	0.00
<b>TOTAL INCOME</b>	<b>-168,000.00</b>	<b>-164,450.00</b>	<b>3,550.00</b>
<b>TOTAL NET BUDGET</b>	<b>681,690.00</b>	<b>678,402.20</b>	<b>-3,287.80</b>

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