



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 December 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 September -30 November 2015 - Report of the Glamorgan Archivist (*Pages 5 - 40*)

5 2015-2016 BUDGET MONITORING and 2016-2017 BUDGET PROPOSALS - Report of the Treasurer to the Glamorgan Archivist (*Pages 41 - 54*)

6 Date of next meeting

The next meeting is scheduled to take place on 11 March 2016 at 2.00pm at the Glamorgan Records Office.

Glamorgan Archivist
Monday, 7 December 2015

Contact: Andrea Redmond
Tel: 029 2087 2434 Fax:
Email: a.redmond@cardiff.gov.uk

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 Records Office - Clos Parc Morgannwg, Leckwith, Cardiff on 11 September 2015 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff
 Councillor Griffiths, Rhondda Cynon Taff (Vice-Chair)
 Councillor John, Vale of Glamorgan
 Councillor Lomax, Cardiff
 Councillor Robson, Cardiff
 Councillor Rosser, Rhondda Cynon Taff County Borough Council
 Councillor Smith, Bridgend County Borough Council
 Councillor Thomas, Cardiff
 Councillor Ward, Rhondda Cynon Taff
 K Thomas CVO, JP, Co-Optee

Officers in Attendance: Susan Edwards Glamorgan Archivist
 Joanne Jones, Caerphilly
 Thomas Crocker-Wilton, Cardiff
 Richard Grigg, Cardiff
 Andrea Redmond, Cardiff

8 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clarke, Higgs and Forehead. Apologies were also received from Mr. M McLaggan.

9 : DECLARATIONS OF INTEREST

No declarations of interest were received.

10 : MINUTES

The minutes of the meeting held on 26 June 2015 were approved.

11 : REPORT FOR THE PERIOD 1 JUNE-31 AUGUST 2015 - REPORT OF THE GLAMORGAN ARCHIVIST

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

The Chairperson invited questions and comments from Members:

- Members congratulated the Archivist on the Investors In People Bronze Award.

- Members asked what the effects of reduced staff numbers had been on morale. Officer advised that she engages regularly with staff via the PPDR process and she also referred Members to the IIP report in which it stated that '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.'
- With regards to Volunteers a Members asked whether time banking was offered. Officers advised that it was not at present but it was something that could be explored in the future.
- In reference to the Welsh Language Standards Members asked who provided the translation service for the Archives. Officers advised that they use the Cardiff Council in house service at a discounted fee; small pieces of translation work were carried out by staff members. Members were pleased that the Cardiff in house service was being used as they have income targets to meet and they were also pleased that the Archives were benefitting from a reduced fee.
- Members asked whether the Archivist considered it a risk waiting for the Welsh Government decision on NNDR reliefs before progressing Trust status. The Archivist advised that MALD were not supporting the speedy move into trusts of local authority services, and that information gathering continued. No single service had gone into Trust before and the move needed to be carefully considered with all options being considered for the time being. In the meantime, income generation capacity was being developed and extended in a bid to meet budget shortfalls.
- A Member offered to provide more information to the Archivist Time Banking.
- Members discussed skill sharing and noted that there was only 1 volunteer from Rhondda Cynon Taff, so asked how it was being advertised across the authorities. Officers explained that there was a cap of 50 volunteers that the service could accommodate with 49 currently engaged. The scheme is advertised on the website and to educational institutions but not actively promoted. Staff reductions have affected capacity. Members were asked instead to help promote educational services to schools in their authorities; the take up for this activity is mostly from Cardiff and Vale of Glamorgan schools at present.
- Members queried the reduction in Remote Enquiries and Website hits. Officers explained that website hits were now counted in a different way which could account for a decrease. Some enquiries may be answered from on-line sources, including information now on Find my Past and Ancestry, and social media. Officers will try to assemble more data from these sites.

RESOLVED: To note the content of the report.

12 : TRANSFER OF NON-ARCHIVE HOLDINGS - REPORT OF THE
GLAMORGAN ARCHIVIST

Members were provided with an outline of the report which sought Members' approval to present an album of water colours by Thomas Hornor to an appropriate institution, preferably the National Museum of Wales.

Officers explained that it was not appropriate to accommodate the collection at the Archives building's strong room, however it was fully digitised.

The Chairperson invited questions and comments from Members:

- Members considered that a clause was needed that stated that the National Museum of Wales would not be able to sell the collection.
- Members asked of the collection would be stored in another strong room at the National Museum of Wales and were advised that it would be but the Museum would have the ability to display it if they so wished; this could not be done at the Archives.
- Members asked whether there had been any caveat when the collection had been given to the Archives. Officers advised that there was not, it been gifted.
- Members asked whether access to the collection could be requested at the Museum and were advised that it could.

Members were then shown the collection by the Archivist.

- It was considered that there could be an additional caveat stating that the collection be publically available; and joint press releases could be issued from the various authorities so that the public were aware of the new location of the collection.
- Members asked whether the Archives had many requests to view the collection. Officers advised that they do but they refer them to the website and CD's in the search room.

RESOLVED: to authorise the Glamorgan Archivist to arrange the presentation of the album of water colours by Thomas Hornor to the National Museum of Wales subject to the agreement of the West Glamorgan Joint Committee.

13 : STATEMENT OF ACCOUNTS

Members were provided with an outline of the 2014-2015 Audited Wales Audit Return. It was noted that the statement needed to be resigned as it had been adjusted following the Wales Audit Office audit.

The Chairperson invited questions and comments from Members:

- Members sought clarification on balances carried forward and were advised that the figure carried forward was £306,460.
- Members discussed the reference made to the Census in the Audit Office letter. It was noted that the Joint Agreement states that the percentage/proportion of

contributions would remain for 25 years from the occupation of the new building. Although the proportion is based on the census population statistics this is not stated in the agreement and there is no provision to alter the proportions. Furthermore, the changes to date have been so small that very little difference would be made. Officers were asked to apprise WAO of these facts.

- Members asked if the Archives service was getting value for money from the Audit Office. Officers explained that the Audit Office's fees had been reduced recently due to the new report format and no full report being produced.

RESOLVED:

- I. to note the 2014-15 Audited Wales Audit Return;
- II. sign the amended statement;
- III. write to the Wales Audit Office explaining the terms in the joint agreement and percentage and proportion of contributions not being based on Census information.

14 : BUDGET MONITORING REPORT

Members noted the Budget Monitoring Report.

The Chairperson invited questions and comments from Members:

- Members sought clarification on the use of the Reserve Fund. Officers explained that they had come to the building with a £500k reserve, partly to contribute to the building fund, and this was carried forward; at that time they were able to benefit from high interest rates and the Reserve Fund was healthy. When austerity came about a decision was taken that £100k per year would be drawn down from the Reserve rather than asking for increased contributions from the contributing authorities.

It was further explained that currently the Archives is generating around £68k per annum in income which is further reducing the funding demand on authorities. An addition £100k will be impossible to raise in this way. If the issue with the NNDR cannot be resolved then it was noted that at the next Joint Committee meeting contributing authorities may be asked for increased contributions; all options would be considered in the next 18 months and it was considered that taking the Reserve down to £50k would be acceptable.

RESOLVED: to note the Budget Monitoring Report.

15 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee was scheduled to take place on 11 December 2015 at 2.00pm.

The meeting terminated at 3.30pm

**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 December 2015**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 September – 30 November	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 September – 30 November.

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.

Members are asked to note the content of this report.

3. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

Hannah Price, Archivist, started her maternity leave in October and was safely delivered of a daughter in November. Kate Boddy, Records Assistant, left in November for the start of a sabbatical year during which she will be travelling to Canada. Her role will be covered by Relief Records Assistants until she returns. November also saw the Senior Archivist, Rhian Phillips' wedding, and change of name to Mrs Diggins.

An additional hour a week is being funded through Youth Contract for the Relief Records Assistant employed through Access to Work funding, bringing his hours up to 16 a week. Dr Heather Mountjoy, Archivist, was presented with a long service award in recognition of her 25 years with Glamorgan Archives.

Continue skill sharing programme

During the quarter 44 volunteers and work experience placements contributed 1480 hours to the work of the Office. Of these, 25 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 2 from Caerphilly, and 1 from Rhondda Cynon Taf. Tours were provided 4 prospective volunteers and references for work supplied for 2 former volunteers. Students on the work experience placements have given positive feedback.

Jehu Mbimu, a Cardiff University history student, originally from the Democratic Republic of Congo reported:

It has developed my desire to be an archivist and historian researcher and also given me a huge understanding of the past and the way in which the Archive opens up a door for research and allows historians to recreate the past.

Emma Griffiths, of Swansea University, was equally positive:

Everyone was pleasant and friendly. They made me feel welcome and part of the team. I thoroughly enjoyed my time and experience at the Archives.

Volunteer projects progressed this quarter include indexes for Vernon House Asylum, Cardiff Union lists of paupers, crew agreements, Rhondda building plans and the diaries of Henry Fothergill. Work also continues on First World War (WW1) records, extracting information from the Dowlais Iron Company letter books.

Work experience students, working with the Collections Team, have created box lists for the Edward 'Ted' James Davies of Cardiff Collection (D1290), the Llynfi Valley Historical Society Collection (D1288) and the records of J M Pritchard, landlord of the Grange pub, Cardiff (D1026).

In Conservation, NADFAS volunteers continue to clean the Quarter Sessions Deposited plans and have completed three quarters of the series. Their Thursday team are cleaning and reboxing crew agreements which are then passed on for indexing.

Following discussion at the last Joint Committee meeting, Hannah Price, Volunteer Co-ordinator, made an approach to the SPICE administrators. More information is needed, especially on potential costs to the host institution.

The Glamorgan Archivist assisted 2 students on the MSc Care of Collections course at Cardiff University who were preparing a case study on an organisation in the heritage sector.

The Glamorgan Archivist was invited to speak at a conference of Flemish heritage professionals in Brussels in November on the theme of skill sharing. The CLOCH project was explained and compared with the current Heritage Lottery Fund (HLF) Skills for the Future programme represented at the conference by the Archivist from Ballet Rambert. The Glamorgan Archivist also contributed to the evaluation of the HLF Skills or the Future programme through a telephone interview.

At a Welsh Government Museums Archives and Libraries Division (MALD) training event on Forward Planning, held in Merthyr Tydfil, the Senior Archivist delivered a case study based on good practice in forward planning at Glamorgan Archives. She also spoke at the annual Archives and Records Council Wales (ARCW) Forum held at Maesmawr Hall in Caersws, describing the Office's involvement in Kids in Museums' Taking Over Day over the past three years, highlighting development and lessons learnt.

Although now 6 years old, the building, and the service delivery it has enabled, continue to be of interest to heritage sector colleagues seeking to develop new projects. This quarter responses have been supplied to enquiries from Conwy, Powys, Durham, Suffolk, and from even further afield. It is good to be able to return the assistance provided in the planning phases of the current building by other colleagues and the shared documentation and experience is greatly appreciated, as this email demonstrates:

Thank you so, so very much for all your help over the past few years and especially during the last few months. The documents and information that you and your various team members very kindly supplied and the further investigation you did on the costs of equipping the conservation workshop, supplies of box making board etc. all helped us enormously. We feel much more confident about our figures as a result.

We owe you a huge debt of gratitude for so generously giving us your precious time and support in this way.

Archivists from the Archives Administration of Guangxi and the Municipal Archives of Nanning, Liuzhou, Chongzuo and Hechi, all Directors and a Division Chief, visited in September to learn about Glamorgan's approach to archival storage and preservation. They were particularly interested in conservation, the provision of on-line catalogues, governance and funding.

They were shown documents relating to the links between Glamorgan and China in the past including 1872 entries from the Fothergill diaries, alien registration cards, a Police photograph register of stowaways, the visit of the Chinese ambassador to the Lord Mayor of Cardiff in 1986 and a letter sent to an address in Canton, Cardiff in the 1930s which had been misdirected to Canton, China, before correct delivery with Chinese postmark. They were, however, most impressed with the older documents displayed, especially parchments and wax seals.

(See Appendix V)

Ensure all staff access appropriate CPD

Half yearly development reviews have been completed for all staff and entered on Cardiff Council's electronic monitoring system, Digigov.

Three members of staff are continuing with their Welsh language course, having moved to the next level from Mynediad to Sylfaen. The Glamorgan Archivist is following a Pontio Uwch course.

In October the Conservator attended an ICON Pathway meeting, hosted at Glamorgan Archives, to learn more about the application process for becoming an Accredited Conservator and how the portfolio should be constructed.

The Senior Archivist has completed the final element of the Cardiff Managers Programme.

Maintain commitment to good health and safety practices

Regular checks of the building are carried out and the fire alarm call points tested on a weekly rota. All portable appliances were tested by the appointed external contractor. A guard has been purchased on the advice of the contractor for use when the lifts are being serviced.

One referral to Occupational Health has been made although as the member of staff had returned to work fully recovered no appointment was required.

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 Glamorgan Archivist responded to a questionnaire circulated by Arts Council England (ACE), which has

responsibility for Museums and Archives, on the impact of business rates (NNDR) on heritage institutions. A complaint has been submitted to the Royal Institute of Chartered Surveyors about CVS, the company which appealed the original valuation.

Maximise benefit from income generation

The current major client in the storage area has delayed removal until January. A second client has nevertheless been accommodated. Carmarthenshire Archives has provided lists to part of its stored collection. Remote searches can now be accepted on the same basis as for Glamorgan records while searchroom productions are recharged to the authority. Enquiries continue to be received for long and medium term secure storage.

The Conservation Team has completed a number of large private commissions this quarter and made a quantity of boxes for external customers. A working arrangement with the National Conservation Centre should result in an increase in orders for custom made boxes. After one large order, for West Glamorgan Archive Service, had been completed it was noticed that creasing had failed as the compressor was losing pressure. The creased are needed for the boxes to be correctly folded. The entire order has been hand scored and the compressor replaced.

One unusual project was the restoration of the bye-laws of Maesteg market, pasted to a large wooden shutter, for Bridgend County Borough Council. The Assistant Conservator undertook much of the work and the entire team was invited to the opening ceremony of the market at which the reinstated "Market Charter" was unveiled.

Other clients have included the University of Wales Registry, and the Agatha Christie Archive for which a condition survey was completed, alongside a private conservator, on items to be exhibited in Montréal. Some interventive conservation work was carried out and all items boxed.

On-line access to digitised parish registers continues to provide a welcome income stream, now enhanced by pay-per-view access to school admission registers following a project managed by Archives and Records Association (ARA). At a meeting of Welsh County Archivists the options for continued digital access to parish registers was discussed and other potential series for income generating digitisation debated.

Further surveys have confirmed the suitability of the building for solar panels and their installation is anticipated in early December.

A donations box has been created from a redundant parish strongbox for display in the front hall.

Promote partnerships

National

The Glamorgan Archivist has attended meetings to progress the proposed National Conservation Strategy for Wales which she is helping to write. She attended a meeting of the Wales@War steering group and the ARCW AGM.

As agreed at the last meeting of the Joint Committee the Honor albums were transferred to the National Museum of Wales and publicity photographs taken of the Glamorgan Archivist handing them over.

The Deputy Minister for Culture, Sport and Tourism, Ken Skates AM, visited the office during November's national Explore Your Archives campaign. He viewed items from the Collection, discovered more about recent Glamorgan Archives projects including Kids in Museums Taking Over Day, and in the Conservation Studio saw the Fonmon Estate maps recently conserved in the Of Mouse and Manors project.

Two workshops, aimed at potential volunteers for the Cynefin project, were hosted. The project will digitise all Wales' tithe maps, with the apportionments being indexed by volunteers.

Records Management staff from Welsh Government, based at offices across Wales, visited for a tour of the office, to learn more about procedures and to share best practice.

The WW1 exhibition, The National Assembly Remembers, was launched at the Senedd on 11 November, with a lecture delivered by Sir Deian Hopkin on Keir Hardie's legacy. The Senior Archivist represented the Archives. She attended the 25th anniversary celebration event of the Welsh Heritage Schools Initiative, also at the Senedd. Many of 2015 participating schools were present, including Albany Primary who were successful in winning a prize with their WW1 project, to which Glamorgan Archives contributed.

The Senior Archivist attends the ARA Survey Group which is currently planning a survey of group visitors to archive services. This will prove useful to Glamorgan Archives where group usage continues to increase, and developments are therefore being monitored. She also joined a meeting of the Archives Wales Marketing Group by telephone at which the Explore event was discussed.

Local

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team. At the Directorate's staff conference the Senior Archivist represented the Archives and explained the work of the service.

The Glamorgan Archivist attended meetings of the local Pioneer Area project board, from Fort to Pit to Port, and also contributed to the project evaluation. One of the proposed projects involves a film company which has already met the Senior Archivist to discuss collaboration. Projects focus on linking Communities First wards in Cardiff and Merthyr Tydfil and is led by Cardiff University.

The Glamorgan Archivist attended the Merthyr Tydfil Heritage Forum in the town's Civic Centre.

Caerphilly County Borough Council offices at Ty Penallta hosted a display promoting the Archives for a fortnight in October to raise awareness of the service among Council staff, particularly the role of custodian of the authority's corporate memory, and to encourage the transfer of records. The second week was an extension to the original plan for which the display was moved from the front hall to the staff canteen. The Senior Archivist delivered and collected the display, remaining all morning on both occasions to take questions.

She also met Menna James from Rhondda Cynon Taff Libraries to discuss closer collaborative working to promote community engagement and collection development.

Louise Hunt, Archivist, attended a meeting of the Caerphilly Heritage Group held at the Caerphilly Miners' Centre. Updates were heard from all the local history societies and a presentation was given on the development of the Caerphilly Miners' Centre.

A number of local organisations have been successful in gaining HLF support for projects which will involve the Archives.

VCS Cymru's project, 'Chronicle', will research the history of volunteering in Cardiff. Glamorgan Archives is a partner in the project and the Senior Archivist assisted recruitment for the post of project officer.

No Fit State Circus' project to collate and catalogue their archive is nearing completion. Project staff and a film crew visited the Archives to capture footage for a short film explaining and celebrating the project. All areas of the building and aspects of service delivery were filmed and the Senior Archivist interviewed.

The Insole Court Archives Group visited for advice and guidance on preserving material held at the house. Louise Hunt, Archivist, provided advice on how they could arrange their archives and make them accessible.

A small group linked to Hen Dy Cwrdd Chapel in Trecynon visited the searchroom to consult the chapel records and were also given a tour of the building. The chapel is now under the care of Addoldai Cymru (the Welsh Religious Buildings Trust) and it is likely that a further deposit of records will follow.

The Senior Archivist attended meetings of the Council of the Glamorgan History Society and the South Wales Records Society as a co-opted member representing the Archives.

Glamorgan Archives continues to host meetings of Grangetown Local History Society while Grangetown Library is undergoing refurbishment. At the September meeting Sir Malcolm Pill was invited to speak on his memories of his childhood years in Grangetown and brought family cinefilm footage from the 1930s and 1940s to illustrate his talk. Glamorgan Archives staff provided technical support. Following the meeting the Secretary wrote:

Your continued help and support to the Society is much appreciated by all of us, and has made what might have been a very difficult year very easy and pleasant. Thank you.

Potential partnerships

The Glamorgan Archivist met representatives of Addoldai Cymru to discuss future collaboration on their developing website.

Discussions have been held with Gwent Archives and the Widening Access, Research and Mentoring (WARM) Community Research Group on a potential partnership project working with people who have experienced mental health issues, using archives to inspire a response through artwork and creative writing. Potential funding avenues are being explored.

An initial meeting has been held to discuss a potential collaborative project with Cardiff University and Communities First in Cardiff based around the heritage of the Ely and Caerau areas of the city.

VCS Cymru is planning an 'attic project' in which volunteers help elderly people to clear attic space. The proposal has an element of reminiscence work with which the Archives may be able to assist.

3. Building and systems

Maintain building

An issue with the BT broadband connection remains outstanding.

The ceiling mounted air handling units have a water feed which is not required for the way they are operated. At the end of 2014 a connector failed resulting in a quantity of water cascading into Rhondda. Although damage was minimal the potential risk is high and maintenance contractors were consulted on the feasibility of draining the systems where they run across the rooms. This has now been partially completed.

Work has also begun on rectifying faults identified in the dilapidation survey on the building management system (BMS). A recurrent fault related to water pressure in the boilers has been identified which cuts off the upper offices' heating. The Conservator has been shown how to rectify this so maintenance contractors do not need to be called out.

Ensure compliance

The Senior Archivist continues to represent Glamorgan Archives on Cardiff Council's Welsh Language Co-ordinators Group where compliance with the Welsh Language Standards is monitored and discussed.

Although the room in the front hall, Garw, is rented out for part of the week it has recently been used as a prayer room by a visitor attending a training event in the building.

Archive Accreditation

The Accreditation panel were notified of the proposed housing development opposite the Archives building. There should be no impact on accredited status although the building works will need to be monitored for potential risk escalation.

4. Governance

Review options

As reported last quarter this task is on hold until Welsh Government's position on NNDR in heritage institutions is clarified.

B. THE COLLECTION

1. Conservation

Repositories

The environmental conditions have continued to be relatively stable with slight fluctuations due to adverse weather conditions. BMS monitoring is checked with daily manual monitoring. Work is continuing on the dilapidation report with the boilers and chiller units now fully operational. Until this is completed and the digital controls correctly programmed the Conservator is able to switch the equipment by hand.

No further leaks have been observed in the buffer zone since the roof drains were cleared.

Conservation and preservation plans

The project to digitise degrading negatives from the National Coal Board (NCB) collection is progressing. An additional, small, mobile fume cupboard has been purchased with a small grant from ARCW and Stephen, a former CLOCH trainee, has started to produce some interesting images. Correspondence with the National Archives (TNA) indicates that permission will eventually be granted to destroy the originals.

While awaiting delivery of the necessary hardware for the project Stephen began to digitise the glass plate negatives identified by the survey. This is the only way they can be accessed as the originals are so fragile. Good images have been produced, even from damaged plates, and are already being used including by a researcher looking at the Neal and West shipping fleet. The originals are carefully packaged after digitisation and stored.

The team has moved on to the next priority substrate and has begun a survey of tracing papers in the Collection. There is a large quantity of this among the maps, building plans and other technical drawings. It is very brittle and difficult to access without damage. The Conservation team hopes to run a pilot for TNA on options for preservation.

Bench work has been driven by conservation priorities noted by the Access team and is listed in *Appendix IV*. Income generation work is separately reported above and statistics can be found in *Appendix IV*.

Curtain Up

Conservation work on the playbills from Cardiff's Theatre Royal is complete and all materials purchased. The laminator was returned from the manufacturer following repair with more damage and has been sent back. The grant has been claimed as this final phase can be completed without further costs.

Of Mouse and Manors

The work on the Fonmon estate maps and accompanying reference books has been completed to target and to budget under another National Manuscripts Conservation Trust grant. The Conservation Intern, Jorge Garcia, who made a significant contribution to the success of the project, has completed his fixed term of employment. He has already been provided with a reference for work elsewhere. The final assessment by the external accredited conservator is set for early next year.

Forging Ahead

This all-Wales NMCT project is being progressed elsewhere with the Archives responsible for the budget.

2. Cataloguing

Strategies and plans

Monthly collections days continue to be held, focussing this quarter on the recent, large, deposit of records from the Glamorgan Federation of Women's Institutes. This significant accrual to the existing collection includes records of the Federation itself, Groups, Branches and business ventures including local WI markets.

A second Collections Week began on 30 November. The Office will be closed to public and volunteers for the week to allow staff to undertake work on the collection.

Two cataloguing projects funded by the ARCW small grants stream have been progressed. *Driving Chris Taylor* will see the historian's extensive archive, cleaned and boxed using a previous small grant, sorted and box listed in readiness for a volunteer indexing project. *It's Behind You* will sort and list the Stan Stennett archive, deposited by his son. Lewis Lovell has been employed as Archive Intern for these projects and has made good progress. Items from the Chris Taylor archive have already been produced for an on-site enquirer while the Stan Stennett material will be used for the December public events.

A grant has been received from the Wellcome Trust for a scoping study of the NCB records. A consultant archivist and a consultant conservator have made separate assessments of the collection. Both were enthusiastic about the research potential of the material. Their reports will be submitted to the Trust which will decide whether to accept a full application for a cataloguing and conservation project.

Collection development

Receipts were issued within the target time of 15 working days for 65% of the new accessions received during this quarter.

Those that missed the target have either been completed since or will be progressed in the near future. Accessions received during the quarter are listed in *Appendix I* below.

The Glamorgan Archivist attended meetings to advise on the future of the Cardiff Library manuscript collection as part of the Library's stock management plans. The National Library, Cardiff University, Vale of Glamorgan Library Service and MALD are also represented.

The Horner watercolours were transferred to National Museum Wales in October, as reported above. The watercolours will be featured in an exhibition on Horner to be held at the Museum during 2016.

Following the display at Caerphilly CBC offices the Rights of Way Officers asked for advice on records retention. Louise Hunt, Archivist, visited their offices at Ty Pontllanfraith. Officers of Rhondda Cynon Taff CBC have been in touch to discuss the transfer of a large quantity of planning records.

As a result of the Rugby World Cup event held at the Archives in September a representative of the Cardiff and District Rugby Union made contact to discuss the potential deposit of their records.

Digital preservation

Contact has been made with officers from each of the 6 funding authorities with responsibility for records management and digital records. A meeting was held at the Archives in early September to open a dialogue between all parties on the transfer of records, both hard copy and digital. All those attending found the day useful and it has been agreed that the group continues to meet on a quarterly basis.

Louise Hunt, Archivist, continues to sit on the ARCW Digital Preservation Project Board. She also attended a Digital Preservation event in October hosted by IRMS Wales, ARA and ARCW, in Swansea.

C. ACCESS

1. On-site use

Monitor service and implement improvements

The searchroom service continues to receive positive feedback:

Super place, very helpful and pleasant staff. Many thanks.

Groups welcomed on visits and tours include a sub-group of the Cardiff Ramblers, the Cardiff Strollers; members of the St. Donat's Parish, Abercynon, Social Hour Group; the Cardiff Branch of the Aberystwyth University Old Students Association; the Valley and Vale Cynefin Project Group; Whitchurch WI; Rhiwbina Trefoil Guild

Ask the Experts sessions remain popular, with 8 attending this quarter. The majority of the sessions are now delivered by a volunteer from Glamorgan Family History Society.

Programme of user events

The Magna Carta and Parliament exhibition, hosted through the summer, was removed in early-September. It proved a great success with over 100 people visiting to view it.

The Rugby World Cup in September was celebrated with a talk by noted sporting historian Gwyn Prescott, *The Impact of Rugby Football in Victorian Cardiff*. The 23 attendees were provided with refreshments thanks to grant funding received through the Welsh Government's Rugby Stories initiative. A display of rugby-related documents from the Collection accompanied the talk. The event was featured in the South Wales Echo, filmed for Made In Cardiff TV's nightly What's Occurring programme, and the Senior Archivist spoke about it on Radio Cymru's Rhaglen Dylan Jones.

Historian and film maker Colin Thomas spoke in October on Welsh migration to the USA, *The Dragon and the Eagle*. Colin demonstrated his new app of the same name, narrated by Cerys Matthews, which he believes to be the first Welsh history app.

The annual Open Doors event in September was restricted to the morning in response to decreased staffing levels. Thirty-four people visited on three tours. Conservation staff demonstrated document repair and cleaning, a selection of items from the Collection was displayed in the searchroom and staff offered advice and guidance on research. The majority of those who attended were first time visitors, including two who travelled from Carmarthen after finding the event advertised on the Open Doors website. Feedback on the day was very positive.

Education

MALD Explore Your Archives funding covered transport costs to enable Taking Over Day by 34 Year 5 pupils from Ysgol Gynradd Gymraeg Tonyrefail and their teachers. Events were held across Wales on Thursday 12 November and the successful template of previous years was developed further. The class was split into 5 groups each of which took over a different area of the service. The Resources group created

bilingual notices for display; the Conservation group cleaned parchment deeds, made boxes and checked the insect traps; in Cataloguing they made sense of a newly acquired 19th century diary and dated photographs; the Access group registered new users, produced documents for use by the public and undertook research work; Community Engagement pupils learnt how to lead a tour of the office and then delivered this to camera. All groups filmed their work during the day using the Archives' iPads. The grant funding also included the purchase of editing software to enable the transfer of this footage into a promotional film which will be available online. A journalist from BBC Newyddion attended on the day to interview and film the children (and the Glamorgan Archivist) for S4C's children's news programme, Ffeil.

Other Year 5 pupils have visited from Llansannor Church in Wales Primary and Lansdowne Primary (2 classes) for the Victorians workshop.

As part of their project investigating the use of their school as a hospital during the First World War, Year 6 pupils from Albany Primary, Cardiff, visited for the workshop on the war and to consult the school log books for the period. The information gathered informed an event held by the school in October, reported below.

Students from the Cardiff City Community Foundation, who undertake courses at the House of Sport and at Leckwith Athletics Stadium, visited with their tutor to learn more about the work of Glamorgan Archives. They were particularly interested in the football related items displayed.

Heather Mountjoy, Archivist, spoke to 2nd year undergraduate students at the Cardiff University School of Architecture in October. Over 50 students attended the talk in preparation for carrying out individual study projects over the coming year.

Postgraduate students from the School of Welsh at Cardiff University visited for a tour of the office and an introduction to our resources.

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

2. External events

Contribute to heritage events

The Glamorgan Archivist and the Senior Archivist attended the WW1 event at Albany Primary School, Cardiff on 17 October. The event saw the school revert to a war hospital, as it would have been in 1915, and guided tours and entertainments were

provided by the children. The school log books were displayed at the event and consulted by visitors under supervision.

The Senior Archivist represented Glamorgan Archives at the Winding House museum's annual heritage day. She gave a short talk to those attending on Women in the Archives.

Hannah Price, Archivist and Dan Jewson, Relief Records Assistant attended the Cardiff Remembers WW1 event held at the Castle in September. Several local organisations had stands at the event, which was attended by the Lord Mayor.

Assistant Archivist Harvey Thomas represented the Office at the Glamorgan Family History Society's annual fair at Rhydycar Leisure Centre, Merthyr Tydfil.

During Explore Your Archives week, 16-20 November, the Glamorgan Archives banner and leaflets were on display at Barry Library.

Identify and respond to major anniversaries

The blog continues to highlight the work undertaken by volunteers on WW1 records with posts featuring the work of the Prince of Wales Hospital and the Cowbridge Food Control Committee; William Clifford Harris of Cwmaber, the first Glamorgan teacher to die during the war; the role of the boy signallers from Barry, and the work of Caerphilly Girls School pupils to support the war effort.

The blog also marked the 150th anniversary in September of the opening of Howell's Department Store, Cardiff with a piece on the staff during the early 20th century.

3. Remote access

Monitor service and implement improvements

Glamorgan Archives participated in the UK-wide ARA Public Services Group's distance enquiry survey from 14 September to 29 November. The survey is issued to all those who contact the Archives by email or post and can be completed online or in paper format. 52 responses were received which will be analysed by CIPFA with data available in the spring.

The content management system used to support the website will soon become obsolete. Following discussions with the web team at Cardiff Council it has been decided to migrate the site over to a Wordpress supported system. This work is currently underway and the upgraded site is due to go live in early-December.

The issues regarding access to the catalogue reported last quarter have largely been resolved following liaison between Axiell, the providers of the CALMView catalogue software, and Cardiff Council ICT.

Publicity

Media use remains high. Several articles from the blog have appeared on Wales Online and in the South Wales Echo, along with a feature on the planned event for December based on the Stan Stennett papers and the Theatre Royal playbills.

ITV News Wales used photographs showing the damage caused by the south Wales tornado of 27th October 1913 in a feature on a former soldier who celebrated his 102nd birthday on 27th October 2015. The images were used by weather presenter Ruth Wignall to illustrate weather conditions on the day he was born.

Social media is regularly updated. Notable features this quarter were a series of recipes issued by the Cardiff Gas Light and Coke Company during the 1930s, the 30th anniversary of the founding of the Cardiff Stuttgart Association, Roald Dahl Day, the centenary of the Women's Institute, the centenary of Keir Hardie's death, National Sporting Heritage Day, an advertisement for tennis cake to mark the final of the Great British Bake Off, and National Poetry Day. It is also used to highlight new accessions, and to draw attention to the publications available for sale and advertised on the website.

The UK-wide Explore Your Archives campaign in November included a number of archive-related hashtags: #archiveselfie, #yearinarchives, #archivesrock and #archiveanimals. Relevant content was posted.

Documents of the Month have celebrated the Rugby World Cup, and the descent into winter through a series of photographs of street lighting in Cardiff illustrating the darker nights when the clocks were turned back in October.

An exhibition on "Old Hughesovka", displayed in 2013 at Cardiff's Norwegian Church, is currently on show in Moscow. The Moscow based correspondent who mentioned this states that Glamorgan Archives is *now known to many in Ukraine and Russia and the Russian Embassy here.*

SUMMARY

Staff reductions have affected targets but the service continues to perform at a very high level. Temporary and casual staff are

quickly absorbed into the team with all staff supporting them in achieving the expected standards of delivery. The building and the service are good practice exemplars in Wales, the UK and beyond. Maintaining this will be increasingly difficult in the face of continued budget reductions but it is possible, especially with anticipated increases in alternative income sources. The continued support of the Joint Committee is appreciated.

4. 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.

5. 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 December 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 September – 30 November

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1

St Augustine's Church, Penarth Records			
Accession No:	2015/185	Reference No:	P46CW
Photocopy of an article 'St Augustine's War Memorial' written by Peter Murray for the Nov 2000 edition of the parish magazine. Date of records: 2015			
Bethany Baptist Church, Rhiwbina, Cardiff, Records			
Accession No:	2015/186	Reference No:	DBAP15
Minutes, church magazines, programmes of events, members' handbooks Date of records: c1866-2014			
Cardiff and the Vale of Glamorgan Boys' Brigade Battalion			
Accession No:	2015/187	Reference No:	D1285
Minutes, AGM papers, financial papers. Date of records: 1945-2010			
Kenneth Rowland Harris Family Papers			
Accession No:	2015/188, 207	Reference No:	D45
Photographs, newscuttings and family papers Date of records: 20th century			
City United Reformed Church, Cardiff, Records			
Accession No:	2015/189	Reference No:	D957/1/36
The City 'Link' church magazine Date of records: Sep 2015			
Dr T F Holley of Merthyr Tydfil Collection			
Accession No:	2015/190	Reference No:	D332
Ernest T. Bush postcards of Roath Park Lake and Glamorgan churches Date of records: c1910s			
Annual Clinical Record of United Cardiff Hospitals			
Accession No:	2015/192	Reference No:	D1287
Report containing statistical information. Date of records: 1963			
Corporal Thora Rixon of Penarth Papers			
Accession No:	2015/193	Reference No:	D1275
Letter sent to Thora and photographs Date of records: c1950s			
Lewis Street Methodist Church, Ystrad Mynach, Records			
Accession No:	2015/194	Reference No:	D1279
Statements of accounts, 1958-1961; correspondence regarding property scheme, 1970-1973. Date of records: 1958-1973			

Salem Methodist Church, Nelson, Records

Accession No:	2015/195	Reference No:	D1280
Trustee/church council minute book, 1962-2004; Sunday School AGM minutes, 1962-1999. Date of records: 1962-2004			

Treherbert Methodist Church, Dunraven Street, Records

Accession No:	2015/196	Reference No:	D1281
Marriage registers Date of records: 1946-1984			

Zion Methodist Church, Tonypany, Records

Accession No:	2015/197	Reference No:	D1282
Marriage registers. Date of records: 1927-1946			

Dinas Methodist Church, Porth, Records

Accession No:	2015/198	Reference No:	D1283
Baptism register Date of records: 1947-1961			

Resolven Ecclesiastical Parish Records

Accession No:	2015/199	Reference No:	P214CW
Parish magazines, 1993-1999; Mother's Union minutes, 1991-2003 and accounts, 1978-2003; men's society minutes, 1968-1976; service registers, 1939-1995; banns registers, 1939-1972; PCC minutes, 1956-2004, Easter Vestry minutes, 1895-2004; building plans and papers relating to property; electoral roll, 1980; Archdeacon's returns, 1992-2003; terrier of textiles and inventory, 1976, c1990s; financial records, 1902-2003. Date of records: 1895-2003			

Casgliad Heather Mountjoy Collection

Accession No:	2015/200	Reference No:	D1284
Gem Y Dathlu I nodi hanner canmlwyddiant Yr Urdd XV Carwyn James v. XV Barry John / The Jubilee Game To note the half century of the Welsh League of Youth: XV Carwyn James v. XV Barry John, Date of records: 26 Ebr 1972 / 26 Apr 1972			

Ararat Baptist Church, Whitchurch, Cardiff, Records

Accession No:	2015/201	Reference No:	DBAP5
Sunday School minutes, constitution and associated papers Date of records: c1950s-2010			

Glamorgan Family History Society Records

Accession No:	2015/203	Reference No:	D37/1/119
Journal No 119 Date of records: Sep 2015			

Llandaff Society Records			
Accession No:	2015/204	Reference No:	DLDS/1
Newsletter 132			
Date of records: Summer 2015			

Clive Stanley-Williams, of Aberdare, Photographic Collection			
Accession No:	2015/205	Reference No:	D996/9
Photographs showing construction and completion of Aberdare Community School			
Date of records: 2015			

Pilotage Records			
Accession No:	2015/206	Reference No:	D1302
Ledgers recording ship movements, bundles of dockets taken from the ledgers			
Date of records: c19th-20th century			

Boys' Brigade in Wales District Records			
Accession No:	2015/208	Reference No:	D1286
Minutes, treasurer's reports and annual accounts, handbooks.			
Date of records: 1933-2015			

City United Reformed Church, Cardiff, Records			
Accession No:	2015/209	Reference No:	D957/1/37
The City 'Link' magazine			
Date of records: Oct 2015			

Glamorgan County Lunatic Asylum/Glamorgan County Mental Hospital/Glanrhyd Hospital Records			
Accession No:	2015/210	Reference No:	DHGL
Medical registers, daily returns, notes on treatment, coding reference sheets			
Date of records: 1858-1960s			

Tonna Ecclesiastical Parish Records			
Accession No:	2015/211	Reference No:	P224CW
Parish magazines			
Date of records: 1994-2003			

Vale of Neath Ecclesiastical Parish Records			
Accession No:	2015/212	Reference No:	P251CW
Parish magazines, 2005-2012; booklet re funding, 2006; Vestry Meeting papers, 2006-2010; PCC annual report 2008			
Date of records: 2005-2012			

Aberpergwm Ecclesiastical Parish Records			
Accession No:	2015/213	Reference No:	P140CW
Parish magazines, 1995-2004; PCC minutes, 1975-2000; Vestry meeting minutes, 1978-2004; service registers, 1964-1994; Mothers' Union accounts, 1984-2002 and notes and speakers, 1985-2002.			
Date of records: 1964-2004			

Rhydyfelin Methodist Church, Poplar Road, Records			
Accession No:	2015/214	Reference No:	D1292
Baptism register, 1953-2015; marriage registers, 1959-2015; photocopy of water damaged marriage register			
Date of records: 1953-2015			

Women's Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2015/215	Reference No:	DWAW8/8
Newsletter			
Date of records: Sep 2015			

Grangetown Local History Society, Cardiff, Collection			
Accession No:	2015/216	Reference No:	D1026/2
Records discovered in the roof space of the Grange Hotel, Grangetown, Cardiff including receipts, bills, greetings cards, letters and financial records relating to the Grange Hotel, it's proprietor John Martin Pritchard, local businesses, and Pritchard's farm in Dinas Powys.			
Date of records: c.1900-1920			

Llynfi Valley Historical Society Collection			
Accession No:	2015/217	Reference No:	D1288
Papers relating to an exhibition on the Spanish Civil War held by the Llynfi Valley Historical Society in May 2012, including publicity material and research notes; items collected by the Society comprising items relating to the First World War and Second World War including civil defence records; school inspector's reports for Llettybrongu School, Maesteg, c.1880; minute books of the Maesteg branch of the National Union of Teachers, 1905-1986; English Congregational Church, Maesteg, roll of members, 1948, record book of youth organisations, 1959 and register of baptisms and burials, 1936-1970; Trinity Chapel, Nantyffyllon, register of births, baptisms and deaths, 1939-2007; Maesteg Royal Air Force Association, branch records and newspaper cuttings, 1946-c.1992; collected programmes of chapel services, cymanfaoedd ganu, music festivals etc., 20th century.			
Date of records: c.1880-2012			

Malcolm Ranson of Llanedeyrn Collection			
Accession No:	2015/218	Reference No:	D1299
Llanedeyrn Community Development Corporation records; Toy Library, Llanedeyrn records; City Road Centenary Group records			
Date of records: 1990s-c2010			

Llanedeyrn Community Development Corporation/Challenge Records			
Accession No:	2015/219	Reference No:	D1303
Administrative papers Date of records: 1980s-2010s			

Merthyr Tydfil County Borough Council Records			
Accession No:	2015/220	Reference No:	CMT/C/2/113-127
Deeds to council properties Date of records: 20th century			

Ynyswen Infants School Records			
Accession No:	2015/221	Reference No:	D1289
Class photograph of pupils and teachers of Ynyswen Infants School, 1913 Date of records: 1913			

Edward 'Ted' James Davies of Cardiff, Collection			
Accession No:	2015/222	Reference No:	D1290
Commercial records and private papers Date of records: 19th century - 20th century			

View of Cardiff			
Accession No:	2015/223	Reference No:	D1291
View of Cardiff, showing Cardiff Castle, drawn by H Gastineau and engraved by S Lacey Date of records: nd, early 19th century			

Barry Yacht Club Records			
Accession No:	2015/224	Reference No:	DBYC
Papers relating to presentation made to former President of Yacht Club for services to sailing. Date of records: 2008			

Pritchard Family Collection			
Accession No:	2015/225	Reference No:	D414
Notebook of resident of Whitchurch, 19th century; presentation book and invitation given to Ronald Pritchard for being a volunteer bus conductor during the general strike Date of records: 19th century-1926			

Llandaff Diocese Mothers' Union Records			
Accession No:	2015/226	Reference No:	DMUL
'In Touch' magazines, Spring 2014-Spring 2015; Penarth and Barry Deanery Mothers' Union meeting minutes, 2010-2012; Diocesan meeting minutes, 2008-2013 Date of records: 2008-2015			

National Coastwatch Institution, Nells Point, Barry Island Records			
Accession No:	2015/228	Reference No:	D694
Station Watch Logs Date of records: 2012-2014			

Welsh St Donats Community Council Records			
Accession No:	2015/229	Reference No:	D1035
Minutes, accounts and correspondence Date of records: 1997-2013			

Photograph of Whitchurch Hospital Group			
Accession No:	2015/230	Reference No:	D1295
Grouped photograph of a gathering believed to have been held at Whitchurch Hospital during the First World war Date of records: 1914-1918			

Taff Merthyr Colliery, Trelewis, Records			
Accession No:	2015/231	Reference No:	D1301
Colliery records including employment, ventilation and manuals Date of records: 20th century			

St John Ambulance Penarth Division Records			
Accession No:	2015/232	Reference No:	D1293
DVD footage of the centenary service of the St John Ambulance (Penarth Division), held at All Saints Church, Penarth on 13 September 2015. Date of records: 2015			

Cofnodion Undeb yr Annibynwyr Cymraeg: Mudiad Chwiorydd Talaith y De			
Accession No:	2015/233	Reference No:	D1294
Gohebiaeth, papurau ariannol, papurau gweinyddol, cofnodion cyfarfodydd, papurau'n ymwneud ag oedfaon y talaith, toriadau papur newydd Date of records: 1950-2015			

Photograph of pupils and staff, Lewis' School, Pengam			
Accession No:	2015/234	Reference No:	D1297
Grouped photograph Date of records: c1890			

Cardiff Lugansk Association Records			
Accession No:	2015/235	Reference No:	D1296
Records, including constitution, formal agreement, newscuttings and photographs of exchange visits. Date of records: 1959-2015			

Cardiff Borough Council Records			
Accession No:	2015/236	Reference No:	BC/S
Ordnance Survey plans of Cardiff, marked with location of drains. Working copies used by Cardiff Council Engineering Department			
Date of records: c1880s-1970s			

Cardiff Council Records			
Accession No:	2015/237	Reference No:	CC
Committee minutes			
Date of records: 2013-2015			

South Wales Intercultural Community Arts (SWICA) Carnival Records			
Accession No:	2015/238	Reference No:	D1298
Board files, 1990-2015, comprising Board minutes and accompanying documents; photograph albums, DVDs and videos recording SWICA Carnival activities to date.			
Date of records: 1990-2015			

Deeds for 111 Heath Park Avenue, Cardiff			
Accession No:	2015/239	Reference No:	D1300
Deeds for 111 Heath Park Avenue, Cardiff			
Date of records: 1912-1988			

Notable accessions

Pritchard Family Collection (D414)

An interesting diary has been donated by the Pritchard family. The diary is believed to have been written by a resident of Whitchurch, possibly William Lewis, the forge carpenter at the Melingriffith Ironworks. The diary has brief entries recording local and national events. On a local level, some marriages and many deaths are recorded, as well as observations on the weather, payments for labour and nature observations such as hearing the first 'cuckow' in spring. Other events noted in the diary include: fields of corn being set alight (swing riots) in 1830, the Merthyr Riots and the execution of Dic Penderyn, in 1831, the cholera epidemic in 1831 and the Great Reform Act in 1832, 'a great rumpus'. The volume also includes some recipes, including 'how to make silvering for brass' and 'corn plaster' which appear to have been written by Thomas White.

The Pritchard family also donated a souvenir book presented to Ronald Pritchard who served as a volunteer conductor on Cardiff Corporation Tramways and Motor Omnibuses during the General Strike between 3 and 14 May 1926. He was presented with the book as a mark of thanks by Cardiff Corporation at a civic reception on 16 July 1926.

South Wales Intercultural Community Arts (SWICA) Carnival Records (D1298)

A large collection of records, minutes, photograph albums, videos and DVDs have been donated by SWICA, Wales' leading Carnival Arts experts. The organisation was established in 1990 with the aim of injecting new forms of celebration into modern Welsh culture. It ran workshops for carnival arts and samba percussion and organised many carnivals, including the annual Cardiff Carnival from 1990 until 2015. It was also involved in organising the Swansea Carnival and other major parades including the National St David's Day Parade in Cardiff, Olympic and Paralympic Torch Relays, Carnival No. 6 at Festival No. 6 in Portmeirion, Christmas Parades in the south Wales valleys and more. They worked throughout the year on participatory and celebratory projects big and small, in schools and community centres, offering a tailor made range of performances and workshops related to carnival and inspiring and helping local communities to celebrate themselves.

SWICA Carnival closed in November 2015 when their funding ceased. The collection of videos and DVDs showing carnivals will be transferred to the National Screen and Sound Archive of Wales.

Mid Glamorgan Mission Methodist Circuit Records (D1279, D1280, D1281, D1282, D1283, D1292)

Records from Lewis Street Methodist Church, Ystrad Mynach, Salem Methodist Church, Nelson, Treherbert Methodist Church, Dunraven Street, Zion Methodist Church, Tonypany, Dinas Methodist Church, Porth, and Rhydyfelin Methodist Church, Poplar Road. While records are already held for some of these churches, these deposits significantly increase the Archives' coverage of Methodist Church records for the Glamorgan valleys. Records include baptism and marriage registers, accounts, minute books and property records.

Edward 'Ted' James Davies of Cardiff, Collection (D1290)

Edward 'Ted' James Davies was born in Cardiff in 1944. He worked in the steelworks for many years and was later self-employed clearing offices, including many solicitors firms. Many of the records which were deposited were from office clearances and include correspondence, share certificates, deeds, articles of partnership for numerous firms, mainly in Cardiff. Some of the more unusual businesses include Oriental Cafes Ltd and the Collis Diamond Syndicate. Amongst the papers there is also a letters patent for a wall paper machine invention.

Kenneth Rowland Harris Family Papers (D45)

An interesting collection of records has been received from the family of a local newspaper owner. Kenneth Rowland Harris was born 1905 and educated at Cardiff High School. Later he embarked on a varied career that included work on the Western Mail during the 1930s and recruitment to the Ministry of Information (MOI) during the Second World War. Working on Cathedral Road he helped create the MOI's 'Guide to Local Panel of Speakers and Subjects'. He subsequently became editor and publisher of the Glamorgan County Magazine between about 1948 and 1952 working from an

office in Park Place. From 1952 to 1973 he was owner and editor of the Penarth Times and managing director of the associated company Pickford Printers. Kenneth Rowland Harris died March 1973. Records received include photographs, programmes and correspondence.

Cardiff Lugansk Association Records (D1296)

The records of the Cardiff Lugansk Association have been donated, including its constitution, formal agreements, newscuttings and photographs of exchange visits. Cardiff was twinned with Lugansk in 1959 and during the 1960s and 1970s there were several exchange visits made between the two cities. The Cardiff Lugansk Association was formed in 1981 and helped to continue to foster links and arrange exchanges. The twinning agreement between Cardiff and Lugansk came to an end in the 1990s and the Association was later disbanded. The records also include papers relating to an exhibition held at the Cardiff Story Museum in March 2015 which highlighted the relationship between the two cities and also the damage done to Lugansk in the civil war in Ukraine.

Photograph of pupils and staff, Lewis' School, Pengam (D1297)

A photograph of boys and staff has been received from the Gelligaer Historical Society. The Society initially received the image from a private individual whose great uncle, David Lewis Hughes, appears in the photograph. Born 1880 in Penarth Mr Hughes attended Lewis' School as a boarder when the photograph was taken in 1890.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
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
Sep - Nov 2015	2225	(1381)	65	2498

	Remote Enquiries	Website Hits
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
Sep - Nov 2015	751 (+73 un-printed thank-you emails)	10608

Interesting Enquiries

Family history continues to be a popular research subject.

- Overseas visitors have included a Patagonian tracing his Welsh family who left in 1875, some from Treherbert. He was given advice on sources available and made use of material available on Find My Past. An American researcher investigated her connections to the Beaufort and the Kemeys Tynte families through deeds in the Cardiff Library and Kemeys Tynte collection. She is reconstructing land ownership in the local villages where her ancestors lived.
- Coroners accounts from the Quarter Sessions Rolls were used by a researcher seeking details of colliery accidents which resulted in the deaths of a number of his ancestors.
- At the Glamorgan Family History Society annual fair held at Merthyr Tydfil in October researchers from the Caribbean Family History Group

asked about a plantation map from the Mathew Collection. A copy has since been provided.

Several researchers have made use of the Cardiff Library collection this quarter. One was searching for a deed concerning the death of Fulk Mawddwy in 1414, which he located in the handlists. Another wanted a copy of the will of Jenkin Thomas Jenkin who died in Llangynwyd Parish in 1621. Richard Morgan has completed his catalogue of the Shropshire Deeds series and is working through the unlisted Glamorgan Deeds. He needs the information for his continuing place-name research.

A number of enquiries have been made relating to police records. The descendent of a Glamorgan Constabulary police constable investigated his ancestor's career. The constabulary's swearing in book recorded his entry to the force in the 1850s. Another researcher investigated the history of Port Talbot police station, due for demolition, using photographs, notebooks of policemen stationed in Port Talbot and plans of the building. A retired police officer is looking into a spitfire crash on the mountainside above Maerdy in 1940. He intends to place a marker at the site and add the incident to the Rhondda Cynon Taf heritage trail.

Two enquirers travelled from Ellesmere Port and north Wales to research the history of the fire brigade. They were particularly interested in the people working in the service and in fire appliances, consulting Cardiff Borough and Glamorgan County Council minutes.

Local buildings and institutions have formed the basis of a number of enquiries both in the searchroom and remotely via email.

- A researcher preparing a history of a church in Berkshire made contact as the church has a connection with John Prichard, Llandaff Diocesan Architect during the 19th century. He was referred to the papers of the Prichard Family of Collenna, Llandaff Cathedral records, Plymouth Estate records and Cardiff Borough building regulation plans.
- Cardiff Council Registrars investigated the previous addresses of the Register Office in Cardiff. They were informed of building plans for a 'new registrars office' and provided with details of the office taken from an 1891 trade directory.
- For the Records Management section at Cardiff University the address of the Llandaff College of Education, formerly the South Wales and Monmouthshire School of Cookery and Domestic Arts, was located along with information on its early history from a Glamorgan County Council education file.
- A resident of Whitchurch exploring the history of Whitchurch Library, and in particular whether it was recognised as a Carnegie Library, was referred to Parish Council minutes.
- A researcher investigating the history of Maesteg Town Hall and the point at which it was acquired by the District Council visited the searchroom. He used minutes of Cwmdu Local Board of Health and Maesteg Urban District Council and also found relevant information

using the Welsh Newspapers Online site on the searchroom computers.

- The John Morel Gibbs Papers were recommended to a member of staff from a company undertaking a project to preserve the Headlands School building.
- The date when gas was first supplied to Insole Court was established by consulting the annual reports of the Cardiff Gas Company.
- The architect Eric C Francis was the subject of one visitor's research, who consulted relevant building plans within the Rhiwbina Garden Village collection and the records of Cardiff Rural District Council.
- The potential renovation of Bute Street Station was informed by a report prepared on Butetown and Cardiff Bay by the Survey of Cardiff and the Cardiff Bay Development Corporation.
- An enquiry from the owner of a farm built by the family of David Morgan, the store owners, was answered by several references in the catalogue to Brecon properties owned by the Morgan family.

The Archivist from the Rugby Fives Association exploring Jackson Hall and the Cardiff Racquets and Fives Club was advised to consult correspondence on the club, a building plan, and a file produced by the Victorian Society as well as the school log book for Jackson Hall deaf school and a school certificate for Fives from Lewis School, Pengam.

A number of enquiries have been received regarding noteworthy people. The Jennifer Vyvyan Foundation are currently building and cataloguing the archive of Ms Vyvyan's career as a classical soprano, spanning 1941 to 1974. According to diaries left by Ms Vyvyan she performed at Caerphilly Boys' Grammar Technical School, for which school records are held. Giovanni Antonio Noto-Badge worked in Cardiff as a doctor in the 1860s and 1870s at foreign consulates and had been awarded a medal for his work by Emperor Napoleon III. He is recorded in trade directories.

A Professor from the University of Manchester researching the visit of King George V and Queen Mary to Dowlais in 1912 was directed to photographs in the Dowlais Iron Company Records and log books of the Central School.

Other academics assisted have included

- students investigating how an archive operates who requested several key documents, including the oldest held, a grant of Henry II from the Plymouth collection dated c.1140.
- A student researching Chinese migrants in Merthyr and the Ynysfach Ironworks in particular who consulted census returns, school records, Ordnance Survey maps and Cyfarthfa Iron Works Records.
- An undergraduate student who has used records of Glamorgan Asylum to research the perspective of the patients.
- A student writing a dissertation on suicides during the 18th century has been referred to Quarter Sessions Rolls.

The First World War remains a popular topic.

- A Swansea University student researching for a dissertation on returning soldiers identified a number of relevant sources using the catalogue, and was directed to others including information produced by volunteers.
- A local author writing a book on the Welsh at Mametz Wood received permission to use 3 images from the Cardiff Borough Council Roll of Honour.
- A member of a group seeking to establish a war memorial at Llantrisant used pre-First World War registers of electors to identify soldiers living in the area.

Enquiries on the Second World War have also been received. One researcher was investigating the impact of the War on Barry through records of the Home Guard, photographs from the South Wales Police records and Air Raid Precaution records.

ARP records were also used by another visitor to locate bomb sites in Vale of Glamorgan area. Other researchers visited to seek details of the bombing of Cardiff, and records consulted include fire service records and the Leversuch correspondence.

The impact of the Civil War on south Wales was the subject of another enquiry. The researcher consulted relevant items within the Kemeys-Tynte Records, the Blundell Family of Nottage Court Records, the Fonmon Collections and the Plymouth Estate Records.

A number of enquiries were received as a direct result of the appearance of the Archives on the BBC Wales 'Blitz in Cardiff' programme presented by John Humphries, which aired in September. One visitor was seeking information on the bombing of Angus Road; another saw a photograph of her used on the programme and requested a copy, and one researcher sought details of the bombing of Lansdowne Road.

A media enquiry was also received for records of the Aberfan Disaster, in preparation for 50th anniversary commemorations next year.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	8
Public tours	1
Grangetown Local History Society x3	70
Whitchurch WI	12
Rhiwbina Trefoil Guild	4
Cardiff Strollers	31
St Donat's Parish, Abercynon Social Hour Group	9
Insole Court Archive Group	4
Aberystwyth Old Students Association: Cardiff Branch	22
Hen Dy Cwrdd Group	5
Valley and Vale Cynefin Project Group	18
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	14
Welsh Government Records Management Staff	20
South Wales Records Society	15
Cynefin volunteer workshops x2	18
Chinese archive delegation	10
Icon Pathway event	14
Local authority Information Management Group	10
<i>Events</i>	
The Impact of Rugby in Victorian Cardiff	23
The Dragon and the Eagle	21
Open Doors	34
<i>Filming</i>	
BBC Newyddion: Ffeil	1
No Fit State Circus	3
<i>Education</i>	
Llansannor Church in Wales Primary	36
Cardiff City Community Foundation	4
Ysgol Gynradd Gymraeg Tonyrefail	37
Albany Primary School, Cardiff	16
Lansdowne Primary School, Cardiff x2	64
Cardiff University School of Welsh	10
<i>Individuals Meeting Staff</i>	76
<i>Tours for prospective volunteers</i>	4
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 50	767

Appendix IV

Bench work		
UPP/136/8-11	Pontypridd workhouse plans	Washed, backed and repaired.
CL/MS/5/178	Volume of maps	Volume dis-bound, old repairs removed, new repairs carried out and repackaged
UPP/136/1,5,6	Pontypridd workhouse plans	Repaired
DXEL/4/41	Annual report 1930	Flattened creases and repaired
UM/28/5	Admissions and discharge register	Cleaned, repaired and re-backed
DCONC/3/2/6	Finger print register	Cleaned and re-backed
DX731/2,3,4,5,6,7,8	Letters written from America	Flattened and repaired
D138/7	Printed pamphlet	Repaired
D138/5,6	Letter	Flattened and repaired
DXJO/191-288/287	Letter in a volume	Detached letter, repaired, cut down guard and reattached letter
DF/VOL/9	Fonmon castle letter book	Cleaned and repaired damaged document
DF/M/400	1622 map of the Fonmon estates	Cleaned, old repairs and attachments removed, humidified, flattened, repaired and mounted
CL/MS/672/1,2,3	Three 1622 maps of the Fonmon estates	Cleaned, old repairs and attachments removed, humidified, flattened, repaired and mounted
DF/VOL/44	Reference and Rent book relating to the 1622 Fonmon estate and maps	Cleaned, dis-bound, Iron gall ink treated, washed, alkalised, backed, tears repaired and missing areas infilled. Rebound into two limp vellum bound volumes
DS/23/2	5 Documents	Washed, backed and repaired
Cleaning and Packaging		
Q/D/P	156 plans	Cleaned
DCA/1901/89208-95169	51 crew agreements	Cleaned and listed
DCA/1889/86497-87463	51 Crew agreements	Cleaned and listed
Bespoke boxes made		
Various	Boxes 98	

Barcoded and Relocated		
Various	759 Items	Barcoded and located into the collections
Size 7 Volumes	356 Volumes	Barcodes checked due to relocation
External Work		
Local Authority	Market Bylaws/Charter	Repaired, alkalised and consolidated
Record Office	1200 Boxes	Bespoke boxes re-created due to issues with the compressor
Private Archive	51 items condition surveyed, 6 items cleaned and repaired 24 boxes made	
University	92 Volumes	Cleaned, red rot treated and boxed

广西壮族自治区档案局

October 15, 2015

To: Ms. Susan Edwards
Glamorgan Archivist / Archifydd Morgannwg, Operational Manager
Glamorgan Archives
Clos Parc Morgannwg
Leckwith,
CARDIFF
CF11 8AW

Dear Ms. Susan Edwards,

I am writing this letter to thank you for your gracious hospitality accorded to me and my delegation during our visit to Glamorgan Archives. The warm welcome we received made our trip, which was the very first we made to the United Kingdom, a memorable one. Please kindly pass on our gratitude and greetings to your colleagues.

The comprehensive and professional introduction presented by you and kindness shown by your staff were highly appreciated. We were deeply impressed by the abundant resources, advanced management and modern facilities at Glamorgan Archives.

We believe this visit had paved the way for further cooperation between the Archives Administration of Guangxi Zhuang Autonomous Region and Glamorgan Archives. Hereby, I propose to facilitate more exchanges between both sides as part of our efforts to enhance China-UK friendship.

I sincerely invite you to visit Guangxi at your convenience, and I hope to return your hospitality then.

I look forward to welcoming you in the beautiful region of Guangxi.

Yours sincerely,



LI Fuwen
Director-General
The Archives Administration of Guangxi Zhuang Autonomous Region
P.R. China

This page is intentionally left blank

**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 December 2015**

REPORT OF:

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

AGENDA ITEM NO.
2015-2016 BUDGET MONITORING & 2016-2017 BUDGET PROPOSALS

PURPOSE OF REPORT

1. This report provides members with the projected full year revenue outturn for the 2015/16 financial year. It also details the proposed revenue budget for 2016/17.

PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2015/16

2. Appendix 1 details the position for the 2015/16 financial year, as forecasted at 31st October 2015. This is summarised in the table below.

Table 1: Projected Outturn 2015/16 (at 31st October 2015)

	Budget	Actual to date	Projection	Variance
	£	£	£	£
Expenditure				
Employees	439,720	262,332	449,213	9,493
Premises	303,200	229,423	300,729	-2,471
Transport	2,550	-375	2,421	-129
Supplies & Services	49,520	37,336	58,044	8,524
Third party Payments	0	0	0	0
Support Services	54,700	349	44,904	-9,796
GROSS EXPENDITURE	849,690	529,065	855,312	5,622
Income	-68,000	-55,842	-82,003	-14,003
Contribution from Reserves	-100,000	0	-100,000	0
NET EXPENDITURE	681,690	473,223	673,309	-8,381

3. The net expenditure for the full year is projected to be £673,309, which represents an underspend of £8,381 against the approved budget of £681,690. This projected underspend represents an increase of £5,093 on the reported projected underspend of £3,288 as at 31st August 2015. The main reasons for the variances are given below.

Employees + £9,493

4. A net overspend on employees is forecast mainly as a result of the availability of one-off grant income to fund additional staffing costs.

Premises - £2,471

5. It is anticipated that there will be a net underspend on premise costs. Utilities have been projected using the previous year's usage plus a nominal rate for inflation. Gas and electricity are projected to underspend by £13,000 and £7,000 respectively and water is predicted at a £3,000 overspend. The budget for one-off repair costs is forecast as overspent due to the need to spend on dilapidation surveys, hardware alterations and works on air conditioning units.

Supplies & Services + £8,524

6. Overall an overspend is projected on supplies and services, including additional costs on public liability insurance, where there is likely to be an overspend by £1,330 based on previous year's costs, and translation costs (£3,000). In addition, catering expenses are projected to overspend by £1,300, with vending machine and conservation costs each projected to be £3,000 overspent. These cost increases are offset by additional income.
7. Offsetting these overspends is a projected underspend of £3,800 on external audit fees, resulting from a change in the year-end reporting format, and a £1,410 underspend in connection with BT 'red care' lines.

Support Services - £9,796

8. The projected outturn for the majority of central support costs are predicted to be in line with the actual charges for 2014/15. The major variances include internal audit fees, which are anticipated to be £1,850 higher than budgeted, based on previous fees. In addition, ICT and Service Accountancy are expecting underspends of £5,000 and £3,300 based on use of service calculations. Vehicle and fuel recharges from CTS are no longer applicable, resulting in an underspend of approximately £3,600.

Income - £14,003

9. The projected income is £14,003 more than budgeted. Additional income is expected from a number of sources, including the hire of specialist rooms (£10,289), conservation (£3,000) and sale of food (£3,000). The significant increase in room hire income is largely the result of a series of block bookings received. Furthermore, one-off grant income of £3,500 is expected, however this is offset by a shortfall in income relating to royalties (£2,000), interest (£1,000) and publications (£1,392).

Local Authority Contributions

10. An underspend of £8,381 is projected in 2015/16. From 2012/13, the policy has been to reduce local authority contributions in line with each authority's respective share of any underspend achieved. However, in light of the need to identify savings against the net budget going forward, it means that the use of the general reserve will need to be phased out over a longer period than planned and, therefore, the balance will diminish at a greater rate than originally projected. As a result, it is proposed that any underspend achieved by the Service during 2015/16 is retained by the Service and used to supplement the general reserve balance. Therefore, local authority contributions for 2015/16 are proposed to be in line with the budgeted amounts. However, any overspend that results will be funded from the general reserve and not passed back to the contributing authorities.

PROPOSED BUDGET FOR FINANCIAL YEAR 2016/17

11. The 2016/17 budget is being proposed at a time of severe reductions to local authority budgets. With this in mind, it was requested, by the lead authority, that Glamorgan Archives considered a 3% net reduction in budget for 2016/17. This equates to approximately £20,500. However, Glamorgan Archives, since 2012/13, has made a budgeted £100,000 contribution, per year, from its general reserve to support expenditure. The reserve is now at such a level that the policy to use £100,000 from the reserve each year is no longer sustainable. Therefore, it is proposed to reduce the budgeted contribution by £25,000 for each of the next four years, until there is no longer any reliance upon the reserve. Therefore, the net savings required total approximately £45,500.
12. Table 2, below, summarises the proposed budget for 2016/17. A more detailed analysis can be found in Appendix 2.

Table 2: 2016/17 Proposed Budget

	2015/16 Budget £	2016/17 Budget £	Increase / Decrease £
Expenditure			
Employees	439,720	450,440	10,720
Premises	303,200	288,200	-15,000
Transport	2,550	2,550	0
Supplies & Services	49,520	39,110	-10,410
Support Services	54,700	42,700	-12,000
GROSS EXPENDITURE	849,690	823,000	-26,690
Income	-68,000	-87,000	-19,000
Contribution from Reserve	-100,000	-75,000	25,000
NET EXPENDITURE	681,690	661,000	-20,690

13. The Glamorgan Archivist, in preparing the options above, has considered the budgetary pressures on the Service and has sought to meet these pressures by proposing savings and income growth that could be achieved. Budget realignments, totalling a net nil, have also been reflected below.

Employees + £10,720

14. Within the proposed budget there is a total increase in spend of £10,720, which reflects the estimated increase due to potential pay inflation of 1%, annual increments and the statutory change in the cost of National Insurance (NI) employer contributions. The change in the cost of NI employer contributions is the result of the cessation of the differentiation between employees in the pension scheme and those that aren't. Therefore, employer contributions have now been increased to match the level currently paid for employees not in the pension scheme.

15. It has not been possible to identify any savings in relation to employees, especially in light of the significant reductions to staffing budgets as part of the 2015/16 budget proposals.

Premises - £15,000

16. The net reduction in the premise budget reflects savings identified in relation to utilities. Projections have shown that the current costs are significantly less than budget allocations and, therefore, a saving of £10,000 on electricity usage and a further £5,000 on gas has been identified.

Transport - No Change

17. The transport budget has been realigned through the removal of the vehicle insurance budget of £450, resulting from the return of the lease vehicle earlier this financial year. This budget has been realigned to staff travel expenses, to reflect increased costs experienced against that particular budget heading.

Supplies & Services - £10,410

18. The planned reduction in the supplies and services budget largely consists of lower usage of office consumables and general office costs. This includes telephones (£1,000), printing and stationery (£1,000) and ICT consumables (£410) along with a £500 saving target for both photocopying and advertising.

19. Wales Audit Office fees have also dropped significantly following the adoption of a simpler format for the year end reports and an associated reduction in the level of work required as part of the annual external audit. This has reduced the fees by £3,000.

20. The costs associated with conservation work have also been identified as a potential saving, with a planned reduction of £7,000 in 2016/17. Any additional costs will be offset by additional income during 2016/17.

21. These budget proposals also include the insertion of a £3,000 budget to reflect costs incurred in connection with vending machines.

Support Services - £12,000

22. The majority of the net reduction in the support services budget reflects budget savings identified in relation to Financial Services. Savings include £3,400 for Service Accountancy, £600 relating to Technical Accountancy and £500 relating to Project Accountancy. In addition, the cost of ICT services are expected to fall from £17,000 to £12,000. These savings have been based on historical reductions in expenditure. Furthermore, a £4,000 saving has been identified following the end of the lease agreement for the Service's hired vehicle.

23. These savings are partially offset by an additional, estimated, £1,500 charge in relation to internal audit, which is required as a result of the introduction of the new year-end reporting format.

Income + £6,000

24. The net reduction in the income budget comprises an additional income target amounting to £19,000, offset by the £25,000 reduction in the use of the earmarked reserve. The increased income target includes a £5,000 predicted increase in conservation income, a further £2,000 from royalties, and an additional £12,000 in hire of specialist rooms, including specialist storage.

Local Authority Contributions

25. Table 4 below indicates the effect the budget proposals will have upon the contributions to be made by the constituent authorities. The current year budgeted contributions are shown for comparative purposes.

Table 4: Local Authority Contributions 2016/17

Authority	%	2015/16 £	2016/17 £	Change £
Bridgend	14	95,437	92,540	-2,897
Caerphilly	11	74,986	72,710	-2,276
Cardiff	32	218,141	211,520	-6,621
Merthyr Tydfil	6	40,901	39,660	-1,241
Rhondda Cynon Taf	25	170,422	165,250	-5,172
Vale of Glamorgan	12	81,803	79,320	-2,483
Total	100	681,690	661,000	-20,690

26. It is proposed that the contributions for 2016/17 will be invoiced in two equal instalments, representing a change from the current arrangement, whereby any projected underspend is reflected in a reduction to the second instalment required. The first instalment will be invoiced for in July 2016 and the second instalment in February 2017. Any overspends will be managed through contributions from the general reserve, where possible. Any surpluses accrued will be retained within Glamorgan Archives as part of the mitigation of the risk involved in phasing out the reliance upon the general reserve over a four year period.

SUMMARY

27. For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £673,309 representing an underspend of £8,381 against the approved budget of £681,690.

28. A 3% saving in 2016/17 has been requested by the lead authority, which equates to a saving of approximately £20,500. Further to this, there is a requirement to phase out the budgeted use of the general reserve, in light of the reducing level of balances held.

29. Net savings proposals totalling £45,690 have been identified, enabling both the reduced reliance upon reserve levels and the net reduction in local authority contributions requested by the lead authority.

FINANCIAL IMPLICATIONS

30. An underspend of £8,381 is projected for 2015/16 based on the position as at month 7. 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.
31. Any overspend this year will not impact upon the level of Local Authority contributions as the committee had agreed to fund any overspend from the General Reserve. It is proposed that any underspend in 2015/16 is retained by the Service and not used to reduce local authority contributions.
32. The proposed budget for 2016/17 represents a net 3% reduction in contributions required from local authorities, as per the request from the lead authority. In addition, sufficient savings have been identified to enable to a £25,000 reduction in the budgeted use of the general reserve, as part of a proposed four year strategy to phase out the reliance upon the reserve, in light of the current budgeted year end balance of £206,460.
33. It is also proposed that any surpluses generated from 2016/17 onwards are retained by Glamorgan Archives as part of a strategy to mitigate the risk presented by phasing out the use of the reserve over a four year period. Assuming no deficits or surpluses are experienced over the next three years, then, assuming a £25,000 reduction in the use of the reserve each year, the projected balance at the end of 2018/19 is £56,460. Therefore, any additional surpluses to supplement this balance would reduce the risk presented by any exceptional costs being incurred.
34. As a result of net savings of £20,690 being proposed, it means that each contributing local authority will receive a reduction to their annual contribution in line with the figures presented in Table 4.

LEGAL IMPLICATIONS

35. Under the terms of the Joint Archives Committee Agreement, the contributing Authorities delegated to the Committee all their powers and duties in connection with the care, preservation, maintenance and management of archives and records except for the power of setting a budget and borrowing money.
36. The Committee is required under the terms of the Agreement to approve draft budget proposals for 2016/17 for submission to each of the contributing

Authorities for approval, with such budget to be borne in the proportions set out in clause 5 (a) (i) of the Agreement.

RECOMMENDATIONS

37. It is recommended to members that they:

- Note the projected full year position for the 2015/16 financial year as presented in paragraphs 2 to 10 of this report.
- Recommend that the proposal regarding the retention of any underspend in 2015/2016 is accepted, as outlined in paragraph 10 of this report.
- Recommend the draft budget proposals for 2016/17 are accepted, as presented in paragraphs 11 to 29 of this report.

Christine Salter
Treasurer to the Glamorgan Archives Joint Committee

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
EXPENDITURE			
EMPLOYEES			
EMPLOYEES GROSS PAY	339,000	346,175	7,175
EMPLOYEES OVERTIME	0	63	63
EMPLOYEES SUPERANNUATION	77,470	76,418	-1,052
EMPLOYEES NATIONAL INSURANCE	21,880	21,855	-25
EMPLOYEE MISCELLANEOUS ALLOWANCES	820	512	-308
HOLIDAY PAY		2,525	2,525
EMPLOYER & PUBLIC LIABILITY INSURANCE	550	350	-200
MEDICAL EXPENSES		14	14
STAFF TRAINING EXPENSES		1,302	1,302
TOTAL EMPLOYEES	439,720	449,213	9,493
PREMISES			
REPAIRS, ALTERATIONS & IMPROVEMENTS	10,000	25,000	15,000
SECURITY	5,500	6,000	500
RODENT & PEST CONTROL	100	315	215
GROUNDS MAINTENANCE	1,500	1,995	495
FIRE MANAGEMENT/PROTECTION	3,640	3,770	130
MAINTENANCE CONTRACTS	10,000	11,000	1,000
ELECTRICITY	50,600	37,125	-13,475
GAS	16,400	9,580	-6,820
PREMISE HIRE		100	100
NATIONAL NON DOMESTIC RATES	190,060	187,980	-2,080
WATER	1,200	4,300	3,100
SECURITY SERVICES		30	30
KEY HOLDING		380	380
CLEANING MATERIALS	500	280	-220
WINDOW & FLUE CLEANING	700	500	-200
REFUSE COLLECTION / BULK	1,500	1,900	400
OFFICE CLEANING CONTRACT	7,500	7,474	-26
SANITATION & WASTE DISPOSAL	1,500	500	-1,000
INSURANCE	2,500	2,500	0
TOTAL PREMISES	303,200	300,729	-2,471
TRANSPORT			
PUBLIC TRANSPORT - STAFF USE	500	500	0
STAFF RAIL LOAN		-579	-579
CAR ALLOWANCES	600	800	200
TRAVELLING EXPENSES	1,000	1,700	700
VEHICLE INSURANCE	450	0	-450
TOTAL TRANSPORT	2,550	2,421	-129
SUPPLIES & SERVICES			
PURCHASE/REPAIR OF FURNITURE		18	18

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
PRINTING EQUIPMENT/MATERIALS		125	125
NEW PLANT/TOOLS		10	10
EQUIPMENT/MATERIALS		559	559
OTHER MATERIALS		123	123
COMPRESSOR REPAIR		95	95
SIGNS - NEW & REPAIRS	250	250	0
TRANSLATION COSTS		3,049	3,049
CONSERVATION	12,000	15,400	3,400
VENDING MACHINES		3,069	3,069
CATERING SUNDRIES	10,000	11,300	1,300
UNIFORMS / PROTECTIVE CLOTHING	100	100	0
GENERAL PRINTING & STATIONERY	1,500	1,700	200
PHOTOCOPIERS	1,000	1,510	510
PHOTOCOPYING MATERIALS	500	1,560	1,060
AUDIT FEES	6,200	2,373	-3,827
ARCHIVING/STORAGE SERVICE	500	800	300
CENTRAL TELEPHONE EXCHANGES	4,000	4,900	900
TELEPHONES	2,950	1,540	-1,410
POSTAGES	600	600	0
INTERNET CHARGES	1,000	606	-394
SOFTWARE	1,000	500	-500
IT CONSUMABLES	1,000	100	-900
SOFTWARE LICENCES & MAINTENANCE	4,000	4,020	20
MAINTENANCE & DEVELOPMENT	0	88	88
SUBSCRIPTIONS	700	600	-100
PUBLIC LIABILITY INSURANCE	1,020	2,350	1,330
MISCELLANEOUS INSURANCE	700	700	0
ADVERTISING (EXCL STAFF)	500	0	-500
TOTAL SUPPLIES & SERVICES	49,520	58,044	8,524
SUPPORT SERVICES			
SERVICE ACCOUNTANCY	17,300	14,000	-3,300
TECHNICAL ACCOUNTANCY	1,500	900	-600
INCOME RECOVERY	100	380	280
PAYROLL	500	150	-350
PAYMENTS	500	1,000	500
AUDIT	0	1,850	1,850
PROCUREMENT	600	500	-100
PROJECT ACCOUNTANCY	500	0	-500
SAP SUPPORT	2,000	3,000	1,000
ICT SERVICES	17,000	12,000	-5,000
HUMAN RESOURCES	7,200	7,000	-200
LEGAL	500	800	300
WELSH TRANSLATION	3,000	3,000	0
VEHICLE RECHARGE	3,500	248	-3,252

	2015/16 Plan £	2015/16 Projected £	2015/16 Variance £
FUEL RECHARGES	500	77	-423
TOTAL SUPPORT SERVICES	54,700	44,904	-9,796
GROSS EXPENDITURE	849,690	855,312	5,622
<u>INCOME</u>			
PUBLICATIONS GENERAL	-2,000	-608	1,392
SALE OF PHOTOCOPIES	-2,000	-1,143	857
CONSERVATION INCOME	-10,000	-13,000	-3,000
SALE OF FOOD	-15,000	-18,000	-3,000
VENDING INCOME		-100	-100
COURSE FEES GENERAL	-500	-38	463
SEARCH FEES	-3,000	-2,575	425
ROYALTIES	-8,000	-6,000	2,000
HIRE OF SPECIAL ROOMS	-25,000	-35,289	-10,289
SUNDRY INCOME		-3,500	-3,500
DONATIONS		-250	-250
INTEREST	-2,500	-1,500	1,000
ACCESS CHARGES			0
CONTRIBUTIONS FROM RESERVES	-100,000	-100,000	0
TOTAL INCOME	-168,000	-182,003	-14,003
TOTAL NET BUDGET	681,690	673,309	-8,381

	2015/16 Budget £	2016/17 Budget £
EXPENDITURE		
EMPLOYEES		
EMPLOYEES GROSS PAY	339,000.00	342,390.00
EMPLOYEES SUPERANNUATION	77,470.00	78,240.00
EMPLOYEES NATIONAL INSURANCE	21,880.00	28,440.00
EMPLOYEE MISCELLANEOUS ALLOWANCES	820.00	820.00
EMPLOYER & PUBLIC LIABILITY INSURANCE	550.00	550.00
TOTAL EMPLOYEES	439,720.00	450,440.00
PREMISES		
REPAIRS, ALTERATIONS & IMPROVEMENTS	10,000.00	10,000.00
SECURITY	5,500.00	5,500.00
RODENT & PEST CONTROL	100.00	100.00
GROUNDS MAINTENANCE	1,500.00	1,500.00
FIRE MANAGEMENT/PROTECTION	3,640.00	3,640.00
MAINTENANCE CONTRACTS	10,000.00	10,000.00
ELECTRICITY	50,600.00	40,600.00
GAS	16,400.00	11,400.00
NATIONAL NON DOMESTIC RATES	190,060.00	190,060.00
WATER	1,200.00	1,200.00
CLEANING MATERIALS	500.00	500.00
WINDOW & FLUE CLEANING	700.00	700.00
REFUSE COLLECTION / BULK	1,500.00	1,500.00
OFFICE CLEANING CONTRACT	7,500.00	7,500.00
SANITATION & WASTE DISPOSAL	1,500.00	1,500.00
INSURANCE	2,500.00	2,500.00
TOTAL PREMISES	303,200.00	288,200.00
TRANSPORT		
PUBLIC TRANSPORT - STAFF USE	500.00	500.00
CAR ALLOWANCES	600.00	600.00
TRAVELLING EXPENSES	1,000.00	1,450.00
VEHICLE INSURANCE	450.00	0.00
TOTAL TRANSPORT	2,550.00	2,550.00
SUPPLIES & SERVICES		
SIGNS - NEW & REPAIRS	250.00	250.00
CONSERVATION	12,000.00	5,000.00
VENDING MACHINES		3,000.00
CATERING SUNDRIES	10,000.00	10,000.00
UNIFORMS / PROTECTIVE CLOTHING	100.00	100.00
GENERAL PRINTING & STATIONERY	1,500.00	500.00
PHOTOCOPIERS	1,000.00	1,000.00
PHOTOCOPYING MATERIALS	500.00	0.00
AUDIT FEES	6,200.00	3,200.00

ARCHIVING/STORAGE SERVICE	500.00	500.00
CENTRAL TELEPHONE EXCHANGES	4,000.00	4,000.00
TELEPHONES	2,950.00	1,950.00
POSTAGES	600.00	600.00
INTERNET CHARGES	1,000.00	1,000.00
SOFTWARE	1,000.00	1,000.00
IT CONSUMABLES	1,000.00	590.00
SOFTWARE LICENCES & MAINTENANCE	4,000.00	4,000.00
SUBSCRIPTIONS	700.00	700.00
PUBLIC LIABILITY INSURANCE	1,020.00	1,020.00
MISCELLANEOUS INSURANCE	700.00	700.00
ADVERTISING (EXCL STAFF)	500.00	0.00
TOTAL SUPPLIES & SERVICES	49,520.00	39,110.00
<u>SUPPORT SERVICES</u>		
SERVICE ACCOUNTANCY	17,300.00	13,900.00
TECHNICAL ACCOUNTANCY	1,500.00	900.00
INCOME RECOVERY	100.00	100.00
PAYROLL	500.00	500.00
PAYMENTS	500.00	500.00
AUDIT	0.00	1,500.00
PROCUREMENT	600.00	600.00
PROJECT ACCOUNTANCY	500.00	0.00
SAP SUPPORT	2,000.00	2,000.00
ICT SERVICES	17,000.00	12,000.00
HUMAN RESOURCES	7,200.00	7,200.00
LEGAL	500.00	500.00
WELSH TRANSLATION	3,000.00	3,000.00
VEHICLE RECHARGE	3,500.00	0.00
FUEL RECHARGES	500.00	0.00
TOTAL SUPPORT SERVICES	54,700.00	42,700.00
GROSS EXPENDITURE	849,690.00	823,000.00
<u>INCOME</u>		
PUBLICATIONS GENERAL	-2,000.00	-2,000.00
SALE OF PHOTOCOPIES	-2,000.00	-2,000.00
CONSERVATION INCOME	-10,000.00	-15,000.00
SALE OF FOOD	-15,000.00	-15,000.00
COURSE FEES GENERAL	-500.00	-500.00
SEARCH FEES	-3,000.00	-3,000.00
ROYALTIES	-8,000.00	-10,000.00
HIRE OF SPECIAL ROOMS	-25,000.00	-37,000.00
INTEREST	-2,500.00	-2,500.00
CONTRIBUTIONS FROM RESERVES	-100,000.00	-75,000.00
TOTAL INCOME	-168,000.00	-162,000.00
TOTAL NET BUDGET	681,690.00	661,000.00

This page is intentionally left blank