



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD

PWYLLGOR GWYS

Fe'ch gelwir i fynychu cyfarfod o'r Cydbwyllgor Archifau Morgannwg sydd i'w gynnal yn Swyddfa Gofnodion - Clos Parc Morgannwg , Lecwydd , Caerdydd ar Dydd Gwener , 24 Mehefin 2016 am 2.00 pm i drafod y busnes a nodir yn yr agenda isod.

AGENDA

Item

1 Ymddiheuriadau am Absenoldeb

Derbyn ymddiheuriadau am absenoldeb.

2 Datgan Buddiant Personol

I'w gwneud ar ddechrau'r eitem agenda dan sylw, yn unol â Chod Ymddygiad yr Aelodau.

3 Cofnodion (Tudalennau 1 - 4)

Cymeradwyo cofnodion y cyfarfod blaenorol fel rhai cywir.

**4 ADRODDIAD AR GYFER Y CYFNOD 1 Mawrth – 31 Mawrth 2016
gan Archifydd Morgannwg (Tudalennau 5 - 40)**

**5 SEFYLLFA ALLDRO DERFYNOL A FFURFLEN DDRAFFT
SWYDDFA ARCHWILIO CYMRU AR GYFER 2015/2016
(Tudalennau 41 - 58)**

6 Dyddiad y cyfarfod nesaf

I'w ddsbarthu yn ôl cytundeb y Cyngor – 30 Mehefin 2016.

**Glamorgan Archivist
Dydd Llun, 20 Mehefin 2016**

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***This document is available in Welsh / Mae'r ddogfen hon ar gael yn
Gymraeg***

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

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 18 March 2016 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan
Councillor Birch, Vale of Glamorgan
Councillor Cowan, Cardiff
Councillor Griffiths, Rhondda Cynon Taff (Vice-Chair)
Councillor Lomax, Cardiff
Councillor Robson, Cardiff
Councillor Clarke, Bridgend County Borough Council
Mansbridge, Merthyr (Chair)
Councillor Rosser, Rhondda Cynon Taff County Borough Council

Officers in Attendance

22 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Higgs, Forehead, Ward and Smith.

Apologies were also received from Mrs Kate Thomas and Mr Murray McLaggan.

23 : DECLARATIONS OF INTEREST

No declarations of interest were received.

24 : MINUTES

The minutes of the meeting held on 11 December 2015 were agreed as a correct record and signed by the Chairperson.

25 : REPORT FOR THE PERIOD 1 DECEMBER 2015 - 29 FEBRUARY 2016 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 December 2015 to 29 February 2016.

The Chairperson invited questions and comments from Members:

- Members asked if the Archives advertises sessions on family history searching. Officers advised they are advertised on the website and promoted regularly via social media; people can pay for one to one sessions at a cost of £5 and

they are 'walked through' how to search and advice is provided; this past quarter there had been seven sessions booked.

- Members noted that this was an excellent report produced during very difficult circumstances. Members asked with regards to volunteers, whether previously they had been used to add value but due to staff reductions, were they now being used to do tasks that staff would ordinarily carry out. Officers explained that they were not; staff were qualified and professional, operational staff are trained in the required duty of care for the documents they look after; only full time members of staff have access to the whole of the building, casual staff and volunteers do not. Using volunteers to carry out staff tasks would not be acceptable to the Trade Unions or to HR.
- Members sought an update on the NNDR position. Officers advised that there was no progress to report on this, although the expert review of local authority museums in Wales includes the strong recommendation that NNDR on heritage sites is subject to the same relief as Charity Museums; if this happens then it would provide a strong position for the Glamorgan Archives. The report is awaiting ministerial approval. The option of moving to Trust would be a complicated one. Currently to off-set the NNDR costs, officers were working to increase incomes streams that do not impact on service delivery.
- With reference to volunteers, Members noted that most were Cardiff and wondered why there weren't many from the other joint authorities. Officers stated that this was mainly due to the location of the building, it was easier for people from Cardiff and the Vale of Glamorgan to access; also the University being based in Cardiff, there were lots of student volunteers. It was noted that the service could only really cope with 70 volunteers and they get more than this; volunteers come for a half day quite often and they needed to be given a task to do and the work checked, so it takes staff time, although volunteers were a very valuable resource to have.
- Members noted that there were staff on maternity leave and asked when they were due to return. Officers advised that there had been 3 members of staff on maternity leave, one had recently returned, one was due to return in June and one in October; however, there would be another staff member going on maternity leave in June. It was also added that one staff member was on a one-year sabbatical. Officers had attracted access to work funding; DWP youth contract funding and HLF grant to help with covering costs.
- Members congratulated the team on the End of an Era event at Whitchurch Hospital stating that the exhibition was outstanding and members wished to pass on their thanks to the team.

RESOLVED: To note the content of the report.

This report updated Members on the achievement of targets set out in the Annual Plan for 2015-2016.

Progress towards targets in the annual plan are reported to each meeting of the Joint Committee. This end of year report notes success in achieving planned targets.

Progress has been made in all key objectives. Income generation had increased and was planned to complement service delivery. Access targets had been met successfully and new approaches to publicity continued to develop. All staff contributed appropriately to their targets.

The Glamorgan Archivist provided a summary of the report and explained that the plan had been completed on 29 February 2016; some targets had not been reached due to the reduction in staff numbers and some due to external partnerships.

In Summary the Glamorgan Archivist stated that the plan was an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. As in previous years, targets had tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

The Chairperson invited questions and comments from Members:

- Members considered it may be helpful to have an additional column explaining whether targets had been achieved, if not when they were likely to be achieved. This was noted.

RESOLVED: to note the progress made towards key objectives in the plan.

27 : ANNUAL PLAN 2016-17

The Glamorgan Archivist explained to Members of the Joint Committee that during the current financial year, progress had been made against all targets in the current annual plan.

The three-year strategy agreed in March 2015 was being continued. Planned evaluations were proposals only; detailed evaluation would be identified for the bullet points to which staff work under each task. The objectives for the agreed period were attached to the report followed by the detailed plan for the current year. The plan had been drawn up with full staff consultation and targets would be monitored through the year.

The impact of staff losses, both professional and senior operational, continued to be felt, along with additional maternity leave absences. Procedures and processes had been developed and staff appropriately trained to maximise efficiency and focus effort but there would still be shortfalls; the annual plan had been drawn up with this in mind.

The Glamorgan Archivist added that they have become more reactive rather than proactive due to present staff capacity; having the detailed plan helps to source external

funding; it meets Welsh Government guidelines in terms of skill sharing, helping vulnerable people, encouraging the preservation of heritage; all in its statement of purpose.

The Chairperson invited questions and comments from Members:

- Members asked why volunteers hadn't been included in the staffing section. Officers advised that they had been included in the skill sharing section. Members considered this should be detailed and should include the optimum number that can be managed in the Evaluation Planned Column.
- Members made reference to section A2(ii) of the plan and asked whether it included new partnerships. Officers explained that when they are approached they evaluate the proposal however they wouldn't consider it if there was no benefit. Members considered that the word 'existing' be removed.
- With regards to Targets in Section C1 (Tasks iii), Members suggested including a minimum number to give an indication to those reading the plan; officers agreed that the plan had been over simplified and noted to build a target base back into the plan rather than just including in the annual report at the end of the year. Officers agreed to bring a revised Plan to the next meeting.

RESOLVED: To endorse the report.

28 : ANY OTHER BUSINESS

The Glamorgan Archivist advised Members of the Joint Committee that Mr Murray McLaggan had advised officers that he was finding it increasingly difficult to travel to Joint Committee meetings and had asked if the Joint Committee would prefer it if he stood down.

Joint Committee Members discussed Mr McLaggan's very valuable contribution to the Joint Committee over the years, in a number of different roles.

It was decided that the Committee Clerk, with the advice of the legal officer, write to Mr McLaggan asking if he would like to stay as an honorary member of the Joint Committee and also to ask if he could recommend a replacement Joint Committee Member.

29 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 24th June 2016 at 2.00pm

**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
24 June 2016**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 March – 31 May 2016	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 March to 31 May.

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

The team of Relief Records Assistants has been expanded to ensure cover throughout the week with Dan and Grace now trained to assist Matthew with guidance from permanent staff members Dave Hail and Stefan Walker.

A further 2 temporary appointments have been possible using Youth Contract funding through Elite Supported Employment Agency. Joshua and Sion joined in May for 6 months. They will be working mainly on digitisation projects and, like Andrew Booth on the CLOCH funded project, are both from Rhondda Cynon Taf County Borough.

Hannah Price and Laura Russell, Archivists, have visited during their maternity leave to maintain contact with their team. They are included in staff updates and circulated information.

The establishment list has been updated with assistance from Cardiff Council Human Resources staff. Lowis Elmer, Records Assistant, has begun her maternity leave.

Continue skill sharing programme

During the quarter 44 volunteers and work experience placements contributed 1746 hours to the work of the Office. Of these, 27 came from Cardiff, 8 from the Vale of Glamorgan, 6 from Bridgend, 1 from Rhondda Cynon Taf, and 1 from Caerphilly. Tours were provided 2 prospective volunteers and references for work supplied for a former volunteer. Students on work experience placements have given positive feedback. Rosanna Blatchford, a photography graduate who undertook a placement, commented, *'It has given me a thorough insight to know how the archives work and I feel it is somewhere I would enjoy to work'*.

A further placement has been arranged through employment agency Quest after an initial visit in May.

The volunteer project to transcribe the diaries of Henry Fothergill is nearing completion, with the final diary currently in progress. Several volunteers have worked on the project over a number of years. A group of them have combined to write a series of short articles on the series to appear on the Archives blog over the summer. One volunteer, Ann Konsbruck, recently visited Hawkhurst in Kent which became Henry's home in later years. She passed information from the diary transcriptions to the Hawkhurst Local History Society, who responded:

My goodness still more. Just a quick browse through I thought, but it has really brought it home to me just what a monumental task you have all carried out. I am looking forward to finding enough time to really get involved in reading them right through instead of just dipping in and out. I will be interested in the reaction from our committee members when we have our next meeting. I can't believe how lucky we are to have this information and once again can't thank you enough.

Please pass our thanks for all their incredible work to your colleagues.

Thank you.

The volunteer project to list and digitise the scrapbooks of the Women's Institutes is nearing completion. Two new projects have been added to the current tasks list. The first of these is to produce a detailed list of the vehicle files which were cleaned and sorted with funding from ARCW small grants. A template and

instructions were compiled as part of the funded project. The series comprises 140 standard archive boxes of papers. Details of each file will be added to the catalogue once listing is complete.

The second new project involves research into a range of records to identify information relating to the campaign for women's suffrage and its effect on society. This is preparatory for the centenary of partial women's suffrage, and the 90th anniversary of full suffrage, in 2018.

The NADFAS team continue to make excellent progress in cleaning Ordnance Survey plans and, by way of variety, National Coal Board small volumes. One of their number is volunteering an extra day to develop her conservation skills. Crew Agreements for the Port of Cardiff, 1911 and 1901, are being cleaned and listed by 2 groups of volunteers. This year's student placement from Cardiff University's conservation course, Mona Tian, is cleaning and repairing a Pontypridd Union Workhouse creed register.

Last year's student placement, Amanda Jones, is now working for the Library of Congress in Washington D.C. She was back in touch for advice on PH meters. The Glynn Vivian Art Gallery in Swansea was advised on building management systems. The sampling methodology used for building regulation plans was shared with Cambridgeshire Record Office. The architect for the planned new record office in Carmarthen was shown the building and discussed the original concept with the Glamorgan Archivist.

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. A full fire evacuation drill was completed successfully. Qualified staff have practiced using the evacuation chairs under instruction from trained colleagues.

A gas mask containing asbestos was identified in a miscellaneous deposit. It has been disposed of appropriately.

Deliveries of the Carmarthenshire archives from Harwell are continuing. Random checks have revealed some old mould remaining after cleaning. All boxes are now routinely examined and additional protocols negotiated with the company and Carmarthenshire CC.

Loose pavers at the top of the retail park steps have been repaired and the cost shared with the House of Sport.

Budget

Manage to best advantage

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

The installation of the solar panels was completed after agreement had been reached over safe working methods with reduced electricity bills already being received. Issues with BT have been resolved with the company covering the call out costs directly resulting from the problems.

Administrative staff have established a spreadsheet to improve accuracy in tracking income.

Maximise benefit from income generation

The major client in the repository has (almost) moved out. Additional storage space is being taken by other heritage institutions which will maintain the level of income.

Following detailed discussion a partnership with the National Conservation Service (NCS) has been announced (*see below*) which is expected to enhance income opportunities for conservation and packaging. Marketing will be managed by NCS.

On-line access to indexes and to original documents continues to be explored with the principal providers of pay-per-view digital services. The first major series to be provided is likely to be the electoral registers.

The prominent box in the front hall has encouraged an increase in small donations from visitors to the building.

Promote partnerships

National

The Glamorgan Archivist attended a meeting of the Archives Accreditation panel at which a number of services' applications were considered. She was invited to interview for membership of the Advisory Council on National Records and Archives, an independent body which advises the Secretary of State for Culture, Media and Sport on issues relating to access to public records and represents the public interest in deciding what records should be open or closed.

The Archives hosted a meeting of the Archives and Records Council Wales at which a representative of the Federation of Welsh Museums spoke of their move to charitable status. The Institute of Welsh Affairs' Wales for Peace project also used the building for a workshop to recruit and train volunteers in transcribing entries from Wales' National Book of Remembrance for the First World War.

The Glamorgan Archivist has worked with institutions across Wales to agree a statement of conservation principles to be promoted at a national level. She co-wrote the initial statement and chairs meetings of the working group. The statement is given at *Appendix V*.

Heritage Lottery Fund Wales met at the Archives in May. Their new Director was interested to hear of the many partnerships between Welsh archives and community groups and the local examples of the benefits of HLF support. The Glamorgan Archivist spoke to the group and showed them around the building.

Lydia Stirling, Conservator, and Rhian Diggins, Senior Archivist, attended the Big Reveal conference at the National Library of Wales. Organised jointly by Museums Archives and Libraries Division of Welsh Government (MALD), the National Manuscripts and Conservation Trust (NMCT) and the Wales Higher Education Libraries Forum (WHELP), the conference celebrated projects across Wales which have benefitted from NMCT grant funding. From the many such projects benefitting the Archives staff presented *Curtain Up*, the conservation, digitisation, and cataloguing of the Theatre Royal, Cardiff's Victorian playbills, which covered all aspects of the service.

The Senior Archivist attended a performance by 'Making It!' a women's scripting collective based at the Wales Millennium Centre, which drew on the Women's Archive of Wales' *Voices from the Factory Floor* project, and used images from the Collection.

Local

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team.

She is a member of the advisory panel on Cardiff Library's collections development and has also met potential receiving institutions to discuss transfers. The Conservator has assisted the MALD conservation advisor in surveying the collection remaining with the Library.

Glamorgan Archives representation continues on the local Pioneer Area project board, From Fort to Pit to Port. The Board is planning heritage activities linking Communities First Pioneer Areas in Cardiff and North Merthyr Tydfil and is led by Cardiff University.

Glamorgan Archives had a stand at the opening of the Grangetown Hub on 3 March, along with several community organisations from the Grangetown area. Grangetown Local History Society has relocated their meetings and cabinets to the Hub although members continue to use the searchroom.

Training sessions have been provided for several HLF projects. VCS Cardiff's Chronicle project will document the history of volunteering in Cardiff from 1915 to 2015. After training in Archive Research Skills project volunteers have become regular searchroom users. Chronicle project training sessions in digitisation and oral history delivered by People's Collection Wales were hosted in the Archives.

Volunteers from the South East Wales Biodiversity Records Centre (SEWBRc), working on the Mary Gillham Archive HLF project, received training in packaging and document handling in the Conservation Studio. The archive will be sorted and digitised before transfer to Glamorgan Archives.

Two groups from Merthyr Tydfil, both based at Merthyr Libraries, visited as part of the Head4Arts HLF 'Who Do I Think I Was?' project, which encourages creative response to WW1 inspired by archival documents. Both the Junior Writing Squad and the Library's adult writing and visual arts group were shown around the Archives before being introduced to relevant documents, subsequently producing short creative responses with guidance from the project's writer in residence, Phil Carradice.

Members of the Bay Life Archives, based in Butetown, were welcomed with a behind the scenes tour and introduction to the work of the Archives, including the range of documents held relating to Butetown. Further training sessions are planned.

The Cardiff Remembers project, commemorating WW1, facilitated a visit of the Positive Outlook group, a charity based at the Powerhouse Community Centre in Llanedeyrn which provides learning opportunities for vulnerable learners at risk of becoming non-attenders or with challenging behaviour. The group consulted relevant items as part of a wider project involving several cultural and heritage organisations.

The Senior Archivist met with representatives from South Wales Police and the Police and Crime Commissioner's Office to discuss the transfer of records and collaboration on commemorations of both WW1 and the 175th anniversary of the establishment of the Glamorgan Constabulary.

A visit by art students from Michaelston Community College was organised by People Around Here in conjunction with Action Caerau and Ely (ACE) Communities First, as part of the project

Art Tells the Story of the First World War which seeks to encourage a creative response to the war, looking in particular at the use and impact of propaganda art. Several resources many relating to the Ely and Caerau area, were consulted.

The Senior Archivist represents the Office on the committees of both the Glamorgan History Society and the South Wales Records Society. She attended their joint-AGM on 21 May at Tondu Methodist Church.

Potential partnerships

Staff are assisting Cardiff People First's Golden Oldies group in their HLF application for a project to recreate the social events on which they missed out through being in an institution. Documents from the Archives will be used to inform this work.

Several meetings have been held to progress work on the AHRC funded 'Dusty's War' project. Based at the Dusty Forge in Ely, the project is a collaboration between Cardiff University and ACE Communities First, and will see workshops take place at the Archives over the summer with students from Michaelston Community College and members of the community in Caerau and Ely.

The Wales Puja Committee, a Cardiff based charitable organisation founded in 1973, which introduced various Hindu cultural festivals to South Wales is planning an HLF application for a project to preserve the heritage of Durga Puja Festival. Support was offered.

A letter of support was provided for an HLF application for a project to develop LGBT History Month in Wales.

2. Building and systems

Maintain building

Maintenance contractors continue to carry out maintenance checks and to replace failing components as required. This quarter a number of failed light bulbs and lamp fittings have been replaced. The filters used in the various air handling units have been surveyed to ensure a replacement supply is maintained on-site. The underfloor heating has been managed by hand since the interface between the hardware and the building management system (bms) developed problems. Late in the quarter further issues were identified which resulted in the system being turned off. General issues with the interface continue to be explored. Systems engineers have visited and further reports are anticipated. All the plant is running

Minor damage to the exterior panels on the car park façade caused during the solar panel installation has been repaired satisfactorily.

The bin and pallet store has been tidied, and an arrangement made for the reuse of pallets with the allotment committee at Leckwith Drovers.

Ensure compliance

The Glamorgan Archivist attended a briefing on changes to Cardiff Council's disciplinary policy and has completed the on-line training course.

The Senior Archivist attends Cardiff Council's Welsh Language Co-ordinators Group where compliance with the Welsh Language Standards is monitored and discussed. Issues relating to the interface of Canfod, the online catalogue, were raised and are currently being explored. Four members of staff completed a further year of Welsh language training at different levels.

Planned Personal Development Reviews for 2015/16 were finalised for all relevant staff and objectives for 2016/17, based on the Annual Plan, agreed and recorded. A revised and expanded version of the plan approved at the March meeting of the GAJC has been agreed with staff. The plan, including targets where possible, is at *Appendix VI*

Archive Accreditation

Nothing further was required under this task to complete the year.

3. 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 reports on the temperature and humidity is confirmed by Conservation staff with daily manual monitoring. Passive control was sufficient to meet the required parameters until the very end of the quarter.

The quarterly inspection of pest traps found single moths in two. As they are likely to have been attracted by the pheromones in

the traps additional traps have been positioned outside doors to prevent moths from entering areas where records may be stored.

Conservation and preservation plans

The project to digitise degrading negatives from the National Coal Board (NCB) collection is progressing although it has been delayed through issues with Cardiff Council's ability to store digital images of the size and quantity being created. Solutions are being explored.

The number of private commissions for both work carried out in the studio and box making is continuing to rise. Bench work has been driven by conservation priorities noted by the Access team. Both are listed in *Appendix IV* below.

2. Cataloguing

Strategies and plans

Collections days continue to be held monthly and allow staff to dedicate time solely to the Collection. The focus this quarter has been on recent accessions of magistrates' court records.

Material received on temporary deposit as falling outside the Collecting Policy has been transferred to Gwent Archives and West Glamorgan Archive Service.

Work has continued to translate descriptions of Welsh language material, and cataloguing templates updated to comply with Welsh language standards.

Collection development

Receipts were issued within the target time of 15 working days for 69% 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.

Work on the ARCW funded project 'The Last Link', designed to ensure that every accession record is linked to the relevant collection in the catalogue database, has been completed.

Records of the South Wales Police Authority have been transferred from West Glamorgan Archive Service. This will create a consolidated SWPA collection at Glamorgan Archives. Work on cataloguing the records, along with those of South Wales Police, is underway funded by an ARCW small grant.

A grant application has been submitted to the Wellcome Trust for funding to catalogue and conserve the records of the National Coal Board. If successful, the grant will allow for the employment

of a project archivist and project conservator to focus solely on this large, complex and extremely significant collection.

A parish records training event was held for the Church in Wales Diocese of Llandaff with nearly 40 representatives attending from parishes across the Diocese. Attendees were given a tour of the Archives including a display of documents before hearing from the Diocesan Archivist, Charlotte Hodgson, on how to look after, appraise and transfer records to the Archives.

Digital preservation

Louise Hunt, Archivist, continues to sit on the ARCW Digital Preservation Project Board. The survey reported in the last quarter was completed by 12 institutions and some analysis of the responses has taken place, but it was felt that it would be useful to repost the survey to invite further responses. MALD have awarded a grant for 2016/17 of £75,000 which will be matched by the National Library of Wales to continue progress including setting up of infrastructure and reporting on storage options. Use cases will be tested including local authority minutes. Conversations have taken place with the National Archives and the Public Record Office of Northern Ireland to find out more about the work they are undertaking in this area.

IT have been contacted regarding additional requirements for digital preservation including the possible option of having a standalone PC for dealing with and quarantining new digital deposits.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions are proving popular, with 6 attendees this quarter. The sessions are all delivered by an expert volunteer.

Procedure for checking that registered users contact details are correct has been updated so that checks are made every three years and ID requested where details have changed.

Feedback forms are available to all visitors to the searchroom should they wish to comment on the service provided. This quarter the following feedback was received:

Very helpful and friendly. Excellent service. Thank you.

Could not have had more help or assistance. Brilliant. Thank you so much.

Tailored tours and displays were arranged for Eglwys Newydd WI and a group of family history students from Cowbridge, Penarth and Treorchy.

Programme of user events

Local author Ena Niedergang, who has recently published the book 'Wales-China', gave a talk at the Archives in March based upon her research into links between the two countries. The talk was followed by a display of documents relating to China drawn from the Collection.

Education

Year 5 and Year 6 students from Tondu Primary visited to learn more about the impact of the Second World War on their locality, and in particular on the lives of women. They consulted a range of records, including log books for Aberkenfig (Pandy) School and Tondu Ironworks School. This research will form part of the school's entry to the Welsh Heritage School's Initiative competition.

Year 10 students from Fitzalan High School visited to explore records relating to the impact of the Second World War on Cardiff. The research contributed to their GCSE controlled assessment.

Wales at War funding was secured to facilitate a visit by Year 9 pupils from Treorchy Comprehensive. They were given a tour behind the scenes followed by a workshop where they undertook research into the impact of the First World War on life in the Rhondda. An ARCW small grant enabled the employment of a former teacher to undertake work to transform existing school workshops into online teaching resources accessible to teachers on the website. The resources are now complete and are being translated before being added to the website over the summer in readiness for the new school year.

The Glamorgan Archivist attended an event organised by Cardiff University to put researchers into contact with archive resources. Think Archival was held in the Glamorgan Building and attendees were encouraged to consider how to add archival research into their grant bids.

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

2. External events

Contribute to heritage events

Heather Mountjoy, Archivist, attended the launch of the End of An Era exhibition at Whitchurch Hospital in Cardiff. The Hospital closed in April this year with services transferred to Llandough

Hospital. The Whitchurch Hospital Historical Society produced the exhibition on the history of the hospital using documents from the Archives to inform the content. Initially programmed for a week, the exhibition was so successful that it re-opened for an additional week. Glamorgan Archives had a stand at the exhibition during both weeks.

Staff attended Cardiff Story's 5th anniversary event at Yr Hen Llyfrgell. A banner and leaflets were lent to Splott library for their family history research week.

Identify and respond to major anniversaries

WW1 centenary commemorations continue to dominate the blog although posts in May explored different viewpoints to the General Strike of 1926, and there was also a post on the 1916 Easter Rising in Dublin.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met.

The Senior Archivist met Cardiff Council's web team to review the updated website. Minor changes were made and plans agreed to develop the Hughesovka Research Archive and Cardiff: the Building of a Capital content. The issue of online payment was raised; discussions are currently ongoing within Cardiff Council.

The digitisation programme is being progressed by volunteers and work placements creating a large volume of images which are difficult to manipulate and to store. Solutions are being explored with Cardiff Council.

Stacy Capner, an archivist employed by ARCW to progress the project to add catalogue data from Welsh archive service catalogues to the Archives Hub, visited the office in May to discuss the progression of the work with staff. Productive discussions were held regarding the process of exporting data from our CALM catalogue into the Hub.

Publicity

A film crew visited the searchroom with actress Suzanne Packer for a forthcoming documentary on the involvement of black soldiers from Wales in WW1. Several sources were consulted, including records relating to the Cardiff race riots of 1919.

Filming also took place in the searchroom for the BBC Wales family history programme Coming Home. Hollywood actor Ioan Gruffudd, originally from Whitchurch in Cardiff, was filmed

consulting resources with researchers from the television company.

Images from the Collection of Cardiff's Coal Exchange were used in an ITV news bulletin on plans for the iconic building.

The film produced to highlight the work of Cardiff People First members at the Archives as part of their Ely Hospital Project has been shortlisted for the International Council on Archives' Section for Professional Associations film festival. It is the only film from a UK archive to be shortlisted. Entries were received from each continent, and in our category, 'Best Film portraying the relevance and importance of Archives', we will be competing against the Vienna City Archives, Austria and the Regional Archive Rivierenland & Heritage Guelderland, The Netherlands. A public vote will take place over the summer prior to the announcement of the winners at the ICA's conference in Seoul, Korea, in September. The film can be viewed in English at https://youtu.be/q6rO_JUFzmo and in Welsh at <https://youtu.be/YS1PickyLEk>.

The Annual Report for 2015/16 was produced and circulated as an email link to the website. It plays on the television in the front hall. ARCW has also produced a report on archives in Wales with facts from the previous year.

Also on the website, Document of the Month has featured St David's Day celebrations at the Stalag VIII B Prisoner of War camp in 1943 and a Cardiff's soldier's account of the Easter Rising.

Articles from the blog are regularly republished by Media Wales publications, including the Western Mail, South Wales Echo and Wales Online. This quarter features have included the Aberdare Cottage Homes Roll of Honour and a Cardiff worker's account of the Faversham Munitions Disaster. Glamorgan Archives was also included on Wales Online's list of 'Cardiff's 21 Hidden Gems' (at number 14) and '45 Things to do on a Rainy Day in Cardiff' (at number 10).

Social media continues to thrive. Posts this quarter have included St. David's Day; International Women's Day; the RHS Show in Cardiff; the 400th anniversary of Shakespeare's death; International Nurses' Day, Norway's Constitution Day, and a view of the newly-installed solar panel array.

An image of Dorothy Curtis, a female munitions worker who refers to herself as 'Trousers' on the reverse of the photograph, was picked up by Cardiff University based Twitter account 'Women in Trousers', which wants to include it in their forthcoming online resource, 'Women in Trousers: A Visual Archive'.

The Senior Archivist represents the Office on the Archives Wales Marketing Group.

SUMMARY

The first quarter of the new year has seen continued development of commercial opportunities. Profile raising and networking, largely fed by social media, continues to grow. Success in attracting grant funding has gone some way to balance staff losses although it is increasingly difficult to maintain core services (searchroom access and accessioning) to existing standards. Staff are working hard and the support of volunteers is appreciated, especially in feeding publicity through social media content. The return of staff from temporary absences over the next two quarters will be welcomed.

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 2016-2017 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

Susan Edwards
Glamorgan Archivist
7 June 2016

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 March – 31 May 2016

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1

City United Reformed Church, Cardiff, Records			
Accession No:	2016/41, 73	Reference No:	D957/1/40-41
The 'City Link' Church magazine Date of records: Mar 2016, May 2016			
Ordnance Survey Plans			
Accession No:	2016/42	Reference No:	CC
Sheets 47/1, 47.2 Date of records: c1880			
Mount Carmel English Baptist Chapel, Caerphilly Records			
Accession No:	2016/43	Reference No:	DBAP14
Minutes of church meetings and special meetings, 1960-1994; minutes of an Annual General Meeting, 1993; minutes of deacons' meetings, 1965-1994; minutes of Sunday School teachers' meetings, 1926-1971; minutes of meetings of the Caerphilly Auxiliary of the Women's Missionary Association (formerly Baptist Zenana Mission), 1933-1994; correspondence files, 1914-1965; financial records including accounts, 1926-2008, members contributions, 1930-1958, and a British and Foreign Bible Society collecting book, 1958-1960. Date of records: 1914-2008			
Glamorgan Family History Society Records			
Accession No:	2016/44	Reference No:	D37/1/121
Journal No 121 Date of records: Mar 2016			
Llancarfan Society Records			
Accession No:	2016/45	Reference No:	DLNS
Newsletter 165 Date of records: Mar 2016			
Penarth Town Council Records			
Accession No:	2016/46	Reference No:	P46
Agenda, reports and minutes; signed minutes Date of records: 2013-2015			
Cardiff Law Centre Records			
Accession No:	2016/47	Reference No:	D1310
Annual Reports, photographs and drawing of the Cardiff Law Centre Date of records: 1994-2001			
Institution of Civil Engineers			
Accession No:	2016/48	Reference No:	D1086
Project award submission papers and photographs for the new Cardiff Central Library project Date of records: 2008-2009			

The Motorway Archive Trust Records			
Accession No:	2016/49	Reference No:	DMAW/U/1-3
Material relating to the development of the M4 motorway Date of records: c.1985-2000			

Glamorgan Surveyors Association Records			
Accession No:	2016/50	Reference No:	DGSA/U/1
Meeting papers including agenda, minutes and reports, 1987-2006; statements of account, 1981-1996; membership lists, 1992-c.2005 obituaries of members, c.2002-2003; headed paper, nd [1990s]. Date of records: 1981-2006			

Photographs of Churches in Glamorgan			
Accession No:	2016/51	Reference No:	D1329
Photographs Date of records: 1990s			

South Wales Police Authority Records			
Accession No:	2016/52	Reference No:	DSWPA/1-30, 32
Records, including annual reports, policing plans, correspondence and minutes Date of records: 1966-2004			

Llandaff Society Records			
Accession No:	2016/53	Reference No:	DLDS/1
Newsletter 134 Date of records: 2015-2016			

Reverend Canon Edward Evans, Papers			
Accession No:	2016/54	Reference No:	D1334
Parish magazines for Llantwit Fardre, Eglwysilan, Laleston, Merthyr Mawr, Tythegston and Penyfai Date of records: 1967-2015			

Deeds relating to Mill Street, Tonyrefail			
Accession No:	2016/55	Reference No:	D1330
Deeds relating to property at Mill Street, Tonyrefail, built and owned by Thomas Lewis, builder. Date of records: 1900-1972			

Rhymney Valley CND (Campaign For Nuclear Disarmament) Group Records			
Accession No:	2016/56	Reference No:	D1024
Minute book and related papers Date of records: 1981-1982			

Barrie Avery Collection of records relating to Cardiff road developments			
Accession No:	2016/57	Reference No:	D1331
Reports relating to the construction of various roads in Cardiff, including the Cardiff Central Bypass Eastern Avenue, East Moors Link, Central Link, Pentwyn Link, Grangetown Link and the Butetown Link. Date of records: c.1971-1995			

Alan Roy Thorne of Penarth Collection			
Accession No:	2016/58	Reference No:	D1230
Photographs of the workshop of Gibbon and Sons Limited, General Builders Merchants, Cardiff Date of records: 2015			

Vale of Glamorgan County Borough Council			
Accession No:	2016/59	Reference No:	CVG
Public Rights of Way Modification Orders and previous Definitive Maps of Rights of Way Date of records: 1950s- 2016			

Cofnodion Eglwys Annibynnol Saron, Ynyshir / Saron Independent Chapel, Ynyshir Records			
Accession No:	2016/60	Reference No:	D1332
Egwlys Annibynnol Saron, Ynyshir: Braslun o'i Hanes 1883-1940 Date of records: 1940			

Brackla Community Council Records			
Accession No:	2016/61	Reference No:	D1333
Council minutes and agendas Date of records: 2007-2015			

Pentyrch Ecclesiastical Parish Records			
Accession No:	2016/62	Reference No:	P65CW/U/21
Papers of Thomas Llewellyn, Church Warden, comprising Parochial Church Council minutes, 1952-1996; Correspondence regarding old and new vicarages, 1964-1973; General Archdeacon's Visitations, 1965-1997; Church accounts, invoices, 1983; Creigiau Church Hall accounts, 1985-1990; St David's Church, Groesfaen, annual accounts, 1986; St Catwg's annual accounts, 1986-1989; Church Hall, Creigiau, insurance records, 1963-1987; St Catwg's Church financial papers including annual accounts and invoices, 1973-1977; Applications for permission to alter or add an inscription on a monument or gravestone in a churchyard, 2003-2011; Article of Enquiry, 2003 Date of records: 20th century			

Women's Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2016/63	Reference No:	DWAW8/8
Newsletter Date of records: Mar 2016			

Dr T F Holley of Merthyr Tydfil Collection			
Accession No:	2016/64	Reference No:	D332
Postcards of Cardiff Date of records: c1910-c1928			

The Costume and Textile Society of Wales Records			
Accession No:	2016/65	Reference No:	D1325
Records, including minutes, accounts, programme of events, posters, newsletters and signing-in book Date of records: 1994-2015			

Dr Diane Brook of Barry Collection			
Accession No:	2016/66, 72	Reference No:	DX899
Settlement on the marriage of the Reverend William Williams and Miss Maria David; Deed relating to Leach Castle, Llancarfan and Bonvilston (with transcript) Date of records: 1854-1901; 1602			

Charity Commission Records			
Accession No:	2016/67	Reference No:	D818
Mary Lewis's Educational Foundation, Tithe Redemption Commission. Appointment of Trustees & Issue of Redemption Stock Date of records: 1938			

Robert Thomas of Rhiwbina Garden Village, Family Papers			
Accession No:	2016/68	Reference No:	D1335
Rhiwbina Garden Village rent books, programmes and associated papers Date of records: 20th century			

Cardiff City Council Records: Planning and Development Department			
Accession No:	2016/69	Reference No:	DCC/PL
Photographs and slides of Cardiff and surrounding areas used in conjunction with the work of Cardiff Council's Planning Department Date of records: 1950s-1990s			

Bargoed & Deri with Brithdir Ecclesiastical Parish Records			
Accession No:	2016/70	Reference No:	P142CW
Parish records including registers of baptism and marriage Date of records: c1890-2016			

D & J Exports, Cardiff, Collection			
Accession No:	2016/71	Reference No:	D953
Apprenticeship indenture of John Cole, Cardiff, as a shipwright; memorial card in remembrance of Emma Elizabeth Court of Treherbert; photograph of group of men and women outside Caerphilly Castle; photograph of Rugby Team, Pentre; newscuttings album relating to amateur dramatic productions			

in Cardiff and area. Date of records: 1854-1970s

Treforgan Women's Institute Records			
Accession No:	2016/74	Reference No:	DXNO78
Treforgan WI scrapbook: 'Our Record of the WI Centenary Year, 2015'. Date of records: 2015			

Coroner for Bridgend and Glamorgan Valleys Records			
Accession No:	2016/75	Reference No:	CORB
Inquest reports, 1996-2005; notices of death, 1999-2002 Date of records: 1996-2005			

Ann Konsbruck of Cardiff Collection			
Accession No:	2016/76	Reference No:	D1336
Photograph of Copt Hall, Hawkhurst, Kent, home of Henry Fothergill Date of records: c1920s			

Cofnodion Richard Thomas, Groser, Maesteg / Richard Thomas, Grocer of Maesteg Records			
Accession No:	2016/77	Reference No:	D1337
Llyfrau cyfrifon Garth Supply Stores, Maesteg / Account books of Garth Supply Stores, Maesteg Date of records: 1937-1974			

Stanley Travers Photographers Records			
Accession No:	2016/79	Reference No:	DSTP
Photographs of various jobs throughout south Wales Date of records: 1960s-2000s			

Deeds relating to 33 South Road, Porthcawl			
Accession No:	2016/80	Reference No:	D1340
Collection of deeds relating to 33 South Road, Porthcawl Date of records: 1869-c2002			

Rooks Rider Solicitors Collection			
Accession No:	2016/81	Reference No:	D194
Deeds relating to various lands in Glamorgan Date of records: 1823-1858			

Lyn Mackender Llynfi Valley Collection			
Accession No:	2016/82	Reference No:	D1341
Maesteg Grammar-Technical School, magazines and programmes, 1912-1971; Ysgol Gynradd Gymraeg, scripts for stage productions, 1958-1965; Chapel programmes; Maesteg Little Theatre, minutes, programme and stage set drawing, 1945-1954; Cymdeithas Ty'r Cymry Maesteg, Rhaglenni'r tymor, 1964-1966; Mid Glamorgan Scientific Society, programmes for sessions, 1963-1967; Eisteddfod Genedlaethol Urdd Gobaith Cymru, Maesteg, rhestr			

testunau, rhaglen y dydd, 1953 Date of records: c1940s-1970s

Smart Associates, Consultant Engineers of Cardiff, Records			
Accession No:	2016/85	Reference No:	D1342
Ordnance Survey plans Date of records: 1960s-2000s			

Notable accessions

Bargoed & Deri with Brithdir Ecclesiastical Parish Records (P142CW)

A large and varied deposit of records has been received from the parish of Bargoed & Deri with Brithdir, the first from this parish, detailing over a century of parish activity.

Richard Thomas, Grocer, of Maesteg Records (D1337)

Richard Thomas owned and ran Garth Supply Stores for almost forty years and the records provide a rare and detailed account of the running of a family owned business from the 1930s to the 1970s.

Stanley Travers Photographers Records (DSTP)

An additional deposit has been received from the well-known Cardiff photographer.

Robert Thomas of Rhiwbina Garden Village, Family Papers (D1335)

An interesting collection of papers compiled by three generations of the same family has been donated. Mr Thomas' grandparents moved to Rhiwbina Garden Village in 1912. His father was born in the Village and after returning from the Second World War settled in another property close by. Robert Thomas grew up in Rhiwbina Garden Village, leaving after attending university. The papers include a series of rent books, May Day Festivals programmes and news cuttings.

D & J Exports, Cardiff, Collection (D953)

A collection of items received from a local house clearance firm included a scrapbook of programmes for amateur dramatic productions from the 1930s to 1970s. The scrapbook was compiled by Percy Clifford Janes of Cardiff who was a keen amateur dramatist and includes programmes from a wide variety of local amateur companies, many from the Second World War period. He appeared in many of the productions and the scrapbook includes some photographs of casts and sets.

Mount Carmel English Baptist Chapel, Caerphilly Records (DBAP14)

The substantial deposit covers the period 1914-2008 and includes minutes of church meetings, deacons' meetings and minutes of meetings of the Caerphilly Auxiliary of the Women's Missionary Association (formerly Baptist Zenana

Mission). Financial records, members' contributions and correspondence files have also been received.

Cardiff City Council Records: Planning and Development Department (DCC/PL)

The records include aerial photographs showing areas of development, particularly the docks and city centre, a range of slides showing various parts of the city and a photographic library arranged into subjects and places. On sorting through the collection two items relating to the history of Glamorgan Archives were discovered: an aerial photograph of Sloper Road, dating from 1964, showing the current site of the Archives, and a slide of the Glamorgan Record Office research room in Cathays Park from the 1990s.

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
Mar - May 2015	1806	(1081)	42	2936
June - Aug 2015	1875	(982)	43	2819
Sep - Nov 2015	2225	(1381)	65	2498
Dec 2015 - Feb 2016	1294	(676)	32	2563
Mar - May 2016	2105	(1270)	62	2742

	Remote Enquiries	Website Hits
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
Dec 2015 - Feb 2016	733 (+77 un-printed thank-you emails)	**
Mar - May 2016	852 (+ 74 un-printed thank you emails)	11475

Interesting Enquiries

Academics and students continue to make regular use of the searchroom and the remote enquiries service. Topics this quarter have included non-European seafarers working for British shipping companies from the 1860s to the 1950s, (crew agreements, police photographic registers and an application for relief by Somali and Adenese seamen in Glamorgan County Council records), Welsh involvement in the 30 Years War (Tyrwhitt Drake, Stradling, Kemeys-Tynte, Fonmon Castle Estate collections and a Charles I instruction to impress soldiers), patent medicine vendors and 'quack doctors' in Cardiff between 1860 and 1900 (trade directories, police newscuttings books and council records), Gower turnpike roads (Quarter Sessions Deposited Plans).

Vehicle Registration records continue to attract search requests, both for Glamorgan (vintage cars and motorcycles) and Carmarthenshire (mostly tractors). One enquirer owns a 1950s dustcart previously in the service of the Borough of Barry. He wished to trace its history and was referred to Barry Borough minutes and reports and Glamorgan vehicle licensing records.

Local history enquiries often link to community ventures. A resident of Preswylfa Court, the site of the former Cottage Homes in Bridgend, used Bridgend and Cowbridge Board of Guardians records to illustrate institution's history as a children's home for a Vintage Fete. A Staff Nurse in the new mental health service unit at Llandough Hospital asked for local pictorial material to decorate the new wards, making them less clinical and more dementia friendly, and act as reminiscence prompts.

Links with local authority library services continue to develop. The Local and Family History Librarian from Bridgend requested assistance with a project to celebrate the 500th anniversary of the issue of the Bridgend market charter. Although this is not extant, copies of documents from a similar period, including the Grant of Ewenny Priory, 1545, were supplied. Copies of items from several Cardiff collections were provided to Penylan Library staff, for display at the Library during May to celebrate Local History Month.

Glamorgan Gwent Archaeological Trust looked at Glamorgan Constabulary reports in the searchroom seeking for aircraft crashes.

Family history remains popular with one enquirer tracing her great-grandmother who lived in Llanharry and served as one of the first female councillors in Wales during the late-1920s and early-1930s. The former Director of Swansea Bach Choir visited the searchroom in search of a Cowbridge family whose son became a chorister for a book he is writing on music in Swansea.

An author researching a book on John Kyte Collett was directed to a pamphlet and a photograph. Collett was born in Shepton Mallett and made his fortune in Cardiff. He donated several pieces of land to the community in Shepton Mallett; these now form the 16 acre Collett Park. They also hold an annual 'Collett Day' each June, when this year the book will be launched.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	6
Wales for Peace workshop	7
VCS Cardiff workshops x 8	61
SEWBReC Mary Gillham Project volunteers	3
Bay Life Archives	12
Julie Daniel Family History Group	18
Head for Arts x2	31
Eglwys Newydd WI	15
Llandaff Diocese Parish Records Evening	42
Cardiff People First Golden Oldies	3
People Around Here / ACE	12
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	14
Archives and Records Council Wales	16
HLF Cymru	17
<i>Events</i>	
Wales China	12
<i>Education</i>	
Fitzalan High School	28
Tondu Primary School	30
Treorchy Comprehensive School	32
Positive Outlook	13
<i>Filming</i>	
BBC Wales documentary crew	4
BBC Wales Coming Home	8
<i>Individuals Meeting Staff</i>	120
<i>Tours for prospective volunteers</i>	2
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 38	766

Appendix IV

Bench work		
DBR/EA/12,13,28, 33	Accounts and rent receipts books	Cleaned, repaired and re-backed
DWES/CR/124	Sunday School teachers meeting minutes	Cleaned, repaired and re-backed
DHGL/20/05	Register of burials	Pressure sensitive adhesive tape removed
DRBS/1/6	Shipping register	Cleaned, repaired and loose pages reattached
DAB/50/155	Cash book	Cleaned, repaired and rebound
BLL/39	Burgage rents	Cleaned and re-backed
BLL/20	Admission of freemen	Cleaned, reattach spine and tears repaired
Cleaning and Packaging		
Q/D/P	105 plans 216 plans	Cleaned Repackaged
Crew Agreements	10 boxes	Cleaned
OS maps	341 plans	Cleaned
DNCB	8 volumes	Cleaned
D221	LLantwit Fardre parish photographs	Cleaned and encapsulated
Various	620 items	Repackaged
Bespoke boxes made		
Various	326 boxes	
Barcoded and Relocated		
Standard boxes/volumes	1104 items	Barcoded and located into the collections
Various	620 items	Re-located within the collections
Shelving	40 bays	Shelving changed
External Work		
Institution	14+ Waiting for further info	
Local Archive	255 boxes made	
Private Individuals	7 boxes made	
University	2 volumes	Pages separated
Private Individuals	2 documents, 2 volumes	Cleaned and repaired
Degrading Negatives		
NCB negatives	883 negatives	Scanned

Statement of Conservation Principles for the Cultural Heritage of Wales Monday 09 May 2016

Overarching Statement

Our cultural heritage belongs to the people of Wales; it creates our identity, shapes our future and marks our place in the world. We are committed to preserving the evidence of our vibrant cultural heritage as it was written, created and lived to ensure the sustainable use of our nation's collections.

Conservation Principles

All those responsible for our cultural heritage will:

- act as advocates for the value of preserving cultural heritage
- contribute to, promote and employ current standards and best practice
- manage collections based on an understanding of their significance and condition
- put sustainability at the core of conservation
- develop skills and share knowledge
- seek the resources needed for the care of collections
- promote inclusive and responsible access.

Annual Plan March 2016 – February 2017

Objective	Target Dates	
A. Resources - SE		Notes/Comments
A1. Staff: establishment		
<p>Tasks</p> <p>i. Establishment</p> <ul style="list-style-type: none"> • Continue appropriate cover for maternity leave vacancies • Add Relief Records Assistants as needed <p>ii. Skill sharing and volunteers</p> <ul style="list-style-type: none"> • Develop links with conservation training • Improve communication with and review of volunteer workforce • Continue programme to check volunteer work <p>iii. CPD</p> <ul style="list-style-type: none"> • Deliver training for RRAs • Deliver training to returning staff • Start accreditation for conservator • Continue commitment to liP and CC PPDR • Continue training in building systems and internal procedures <p>iv. H&S</p> <ul style="list-style-type: none"> • meet requirements of disaster preparedness plan • Improve outputs from defects check • Develop method to risk assess external client collections before transfer 	<p>March</p> <p>March</p> <p>March</p> <p>June</p>	<p>One conservation student placement arranged 25% of volunteer work checked and added to CALM</p> <p>ICON accreditation process commenced for conservator</p> <p>PPDR compliance targets met</p>

Mae'r dudalen hon yn wag yn fwriadol

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

**AGENDA ITEM NO:
2015/2016 OUTTURN
2015/2016 DRAFT WAO RETURN**

THE GLAMORGAN ARCHIVES JOINT COMMITTEE 24TH JUNE 2016

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2015/2016

PURPOSE OF REPORT

1. This report presents a brief overview of the financial results for the year, together with the unaudited draft WAO return for the year ended 31st March 2016. Section 3 of the return, 'Approval by the Body', requires completion but the unaudited draft financial statements are presented to this Committee today for information only.

FINAL OUTTURN POSITION FOR 2015/16

2. The Glamorgan Archives Joint Committee approved a proposed budget of £681,690 for the financial year 2015/2016, to be financed by contributions from each of the six member local authorities. The proposed budget was subsequently agreed and ratified by each member local authority.
4. The Table below summarises the final outturn position for financial year 2015/2016:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
	£	£	£
Expenditure	749,690	827,342	77,652
Income	(68,000)	(145,652)	(77,652)
Net Expenditure	681,690	681,690	0

5. **Appendix 1** provides a detailed analysis of the 2015/16 outturn.

6. The final net expenditure position at year end was balanced following a transfer of £4,058 to the General Reserve. In line with the 2016/17 Budget Report, it was agreed that future underspends would be retained within the service to ensure a suitable level of reserves going forward. This is in contrast to the previous approach of drawing down £100,000 per annum to fund running costs.
7. Savings were achieved on premises, transport and support services but costs on employees, supplies and services and third party payments all exceeded budget. Significant variations include utility bills costing considerably less than budgeted and conservation expenditure and income were both higher than anticipated. Any additional costs were offset by reduced support costs including Service Accountancy, ICT and vehicle recharges. There was also £43,065 income from grants which was not budgeted for in 2015/16.

<u>Movements on Glamorgan Archives General Reserve</u>	£
Balance brought forward at 1 st April 2015	(306,460)
Drawdown from general reserve	0
Transfer to general reserve	(4,058)
Balance as at 31st March 2016	(310,518)

WALES AUDIT OFFICE ANNUAL RETURN FOR 2014/2015

8. The draft Annual Return (attached) for the year ended 31st March 2016 is unaudited at this stage. The Wales Audit Office has yet to begin their audit of the accounts. In accordance with the 2005 Regulation the Annual Return will be available for public inspection for 20 full working days from Monday 27th June 2016 to Friday 22nd July 2016.
9. To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 30th September immediately following the end of the financial year. If at this time the audit of the accounts has not concluded then the accounts must be approved as soon as reasonably practicable. Once the audit is complete and the Annual Return has been signed by the Wales Audit Office then it will be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by the Wales Audit Office.

LEGAL IMPLICATIONS

10. The committee approved a draft budget which was submitted to each of the parties for approval. Each of the parties confirmed that their contribution was approved Under Section 5(a)(ii); the committee shall only have the power to spend within the agreed budget within any given year.

An underspend of £4,058 was transferred to the general reserves as agreed by member local authorities.

FINANCIAL IMPLICATIONS

11. The financial performance for the year resulted in an underspend against the agreed budget of £4,058, without the need to utilise the budget £100,000 transfer from the general reserve. As agreed, in year changes have been made to the treatment of underspend, which will now to be retained within the service to allow the reserves to be maintained at a steady, secure level. Therefore, a £4,058 transfer to the reserve has been undertaken, rather than the planned £100,000 transfer from reserves.

Operational Assets were also revalued in year in line with Cardiff Council's capital programme. The revaluation showed an increase in value and these amendments can be seen in Appendix 2. These entries have no impact upon contributions required from each member local authority.

RECOMMENDATIONS

1. That the outturn position for 2015/16 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2015/16 be noted.

Christine Salter
Treasurer to the Glamorgan Archives Joint Committee

Mae'r dudalen hon yn wag yn fwriadol

Account Narrative	Budget 2015/16 £	Actual 2015/16 £	Variance 2015/16 £
Employees			
Employees Gross Pay	339,000	337,414	-1,586
Employees Overtime		99	99
Employees Super	77,470	77,390	-80
Employees NI	21,880	20,817	-1,063
Employees Misc Allowances	820	466	-354
Holiday Pay		3,094	3,094
Accum Absences IAS19		-466	-466
Employers Liability Insurance Premium	550	14	-536
Staff Training Expenses	0	1,418	1,418
Total Employees	439,720	440,245	525
Premises			
Repairs Alterations & Maintenance	10,000	14,977	4,977
Security Measures	5,500	6,125	625
Rodent & Pest Control	100	315	215
Maintenance of Grounds General	1,500	1,995	495
Fire Alarm Service	3,640	3,612	-29
Maintenance Contracts	10,000	8,181	-1,819
Electricity	50,600	29,703	-20,897
Gas	16,400	9,144	-7,256
Hire of Premises		100	100
NNDR	190,060	187,980	-2,080
Water Rates	1,200	3,793	2,593
Security Services		30	30
Key Holding		380	380
Cleaning Materials	500	124	-376
Window & Flue Cleaning	700	242	-458
Refuse Collection / Bulk Containers	1,500	1,686	186
Contract Cleaning	7,500	1,244	-6,256
Contract Cleaning DSU		4,361	4,361
Specialist Waste Disposal	1,500	358	-1,142
Insurance - Building infrastructure and grounds	2,500	0	-2,500
Total Premises	303,200	274,351	-28,849
Transport			
Hire of Transport CTS	0	315	315
Public Transport - Staff Use	500	336	-164
Train Ticket / Warrant		-874	-874
Car Allowances - Officers	600	522	-78
Travel Expenses	1,000	721	-279
Motor Insurance Premiums	450	0	-450
Total Transport	2,550	1,019	-1,531

Account Narrative	Budget 2015/16 £	Actual 2015/16 £	Variance 2015/16 £
<i>Supplies and Services</i>			
Purchase / Repair Equipment	0	21	21
Printing Equipment & Materials	0	125	125
New Plant/Tools	0	56	56
Equipment/Materials	0	559	559
Other Materials	0	123	123
Compressor Repair	0	95	95
Signs - New & Repairs	250	0	-250
Conservation	12,000	26,638	14,638
Vending Machine Purchase	0	3,745	3,745
Free School Meals	0	9	9
Catering Sundries	10,000	10,927	927
Catering Services	0	83	83
Uniforms & Overalls	100	0	-100
General Printing & Stationery	1,500	-2	-1,502
Operating Lease - Photocopiers	1,000	-12	-1,012
Photocopying Materials	500	2,113	1,613
Printer Chargers	0	209	209
Audit Fees	6,200	1,458	-4,742
Consultant Fees		8,409	8,409
Archiving / Storage Service	500	810	310
Central Telephone Exchange	4,000	4,079	79
Telephones	2,950	966	-1,984
Postages	600	421	-179
Internet Charges	1,000	594	-406
Software Purchase	1,000	1,067	67
IT Consumables	1,000	0	-1,000
Hardware Purchase	0	2,954	2,954
Software Licenses & Maintenance	4,000	3,795	-205
Maintenance & Development	0	4,088	4,088
Subscriptions	700	520	-180
Public Liability Ins Premiums	1,020	0	-1,020
Misc Insurance Premiums	700	0	-700
Advertising General	500	0	-500
Total Supplies & Services	49,520	73,847	24,327
Third Party Payments			
Other LA's - Prov of Service	0	1,155	1,155
Total Third Party Payments	0	1,155	1,155

Account Narrative	Budget 2015/16 £	Actual 2015/16 £	Variance 2015/16 £
Support Service			
Service Accountancy	17,300	7,760	-9,540
Technical Accountancy	1,500	3,120	1,620
Income Recovery	100	210	110
Payroll	500	370	-130
Payments	500	525	25
Audit	0	525	525
Procurement	600	510	-90
Strategic Estates		650	650
Project Accountancy	500	0	-500
SAP Support	2,000	3,000	1,000
ICT Services	17,000	8,500	-8,500
Human Resources	7,200	3,870	-3,330
Legal Services	500	478	-22
Welsh Translation	3,000	2,370	-630
CTS Vehicle Recharge	3,500	0	-3,500
CTS Additional Vehicle Recharge	0	313	313
CTS Fuel Recharge	500	0	-500
Total Support Services	54,700	32,201	-22,499
Contributions from Reserves			
Contribution from General Reserves	0	0	0
Contribution from other Earmarked Reserves	-100,000	0	100,000
Transfer to Other Earmarked Reserves	0	4,058	4,058
Transfer from Accumulated Absence A/c	0	466	466
Total Contributions from Reserves	-100,000	4,524	104,524
			0
GROSS EXPENDITURE	749,690	827,342	77,652
External Income			
ARCW (NCB)	0	-10,913	-10,913
CLOCH	0	-16,141	-16,141
NMCT Grant	0	-16,011	-16,011
Publications General	-2,000	-525	1,475
Sale of Photocopies	-2,000	-1,299	701
Conservation Income	-10,000	-16,324	-6,324
Sale of Food	-15,000	-20,139	-5,139
Vending Machine Sales - Cold	0	-81	-81
Course Fees	-500	-38	463
Charges for Services	0	-372	-372
Search Fees	-3,000	-2,381	619
Royalties	-8,000	-5,978	2,022
Hire of Special Rooms	-25,000	-37,895	-12,895
Sundry Charges & Income	0	-16,189	-16,189
Donations	0	-39	-39
Access Charges (Filming)	0	-64	-64
Other Interest	-2,500	-1,264	1,236
Total External Income	-68,000	-145,652	-77,652
TOTAL NET EXPENDITURE	681,690	681,690	0

Mae'r dudalen hon yn wag yn fwriadol

Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2016

2014/15 £		2015/16 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
	Cost of Services								
619,148	Staff Costs	440,245	61,634	140,878	26,415	110,061	48,427	52,829	440,245
325,746	Premises	274,351	38,409	87,792	16,461	68,588	30,179	32,922	274,351
4,280	Transport	1,019	143	326	61	255	112	122	1,019
74,400	Supplies & Services	73,847	10,339	23,631	4,431	18,462	8,123	8,862	73,847
700	Third Party Payments	1,155	162	370	69	289	127	139	1,155
33,701	Central Departmental Support	32,201	4,508	10,304	1,932	8,050	3,542	3,864	32,201
108,689	Capital Charges	152,275	21,318	48,728	9,136	38,069	16,750	18,273	152,275
1,166,665	Operating Expenditure	975,093	136,513	312,030	58,506	243,773	107,260	117,011	975,093
-1,247,483	Contributions from Local Authorities	-1,232,742	-172,584	-394,477	-73,965	-308,186	-135,602	-147,929	-1,232,742
-78,576	Grant Income	-43,065	-6,029	-13,781	-2,584	-10,766	-4,737	-5,168	-43,065
-61,102	Fees and Charges	-101,323	-14,185	-32,423	-6,079	-25,331	-11,145	-12,159	-101,323
-1,387,161	Operating Income	-1,377,130	-192,798	-440,681	-82,628	-344,282	-151,484	-165,256	-1,377,130
-220,496	Net Cost of Services	-402,037	-56,285	-128,652	-24,122	-100,509	-44,224	-48,244	-402,037
-1,789	Interest & Investment Income	-1,264	-177	-405	-76	-316	-139	-152	-1,264
287,671	Interest Payable	272,930	38,210	87,338	16,376	68,233	30,022	32,752	272,930
285,882	Financing & Investment Income & Expenditure	271,666	38,033	86,933	16,300	67,916	29,883	32,600	271,666
65,386	(Surplus) / Deficit on Provision of Services	-130,371	-18,252	-41,719	-7,822	-32,593	-14,341	-15,645	-130,371
0	Other Comprehensive Income & Expenditure	0	0	0	0	0	0	0	0
65,386	Total Comprehensive Income & Expenditure	-130,371	-18,252	-41,719	-7,822	-32,593	-14,341	-15,645	-130,371

RECONCILIATION TO REVENUE ACCOUNT:		
65,386	As above	-130,371
0	69320 PPE reverse previous imp on reval	-262,848
-108,689	89302 Tfr from CAA to Neut	-128,088
0	89305 Trf to CAA re Revaluation	238,661
-2,033	89600 Tfr fm Acc Absence	466
-287,671	Interest Payable	-272,930
565,793	Additional notional contribution income from LA's	551,052
0	69101 Cont to Oth Earmrkd Res	4,058
-232,786	89101 Cont from Oth Earmarked Res	0
0	Balance as per revenue account on SAP	0

Not in above

Not in above

In above not on SAP as notional

In above not on SAP as notional

Not in above

Not in above

Glamorgan Archives Balance Sheet as at 31st March 2016

31/03/2015		31/03/2016	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
7,898,491	Land and Buildings	9,603,593	1,344,503	3,073,150	576,216	2,400,898	1,056,395	1,152,431	9,603,593
0	Assets Under Construction	0	0	0	0	0	0	0	0
39,517	Vehicle, Plant, Furniture & Equipment	10,381	1,453	3,322	623	2,595	1,142	1,246	10,381
7,938,008	Long Term Assets	9,613,974	1,345,956	3,076,472	576,838	2,403,493	1,057,537	1,153,677	9,613,974
18,013	Inventories	18,537	2,595	5,932	1,112	4,634	2,039	2,224	18,537
24,140	Short Term Debtors	218,153	30,541	69,809	13,089	54,538	23,997	26,178	218,153
283,929	Cash & Cash Equivalents	85,432	11,960	27,338	5,126	21,358	9,398	10,252	85,432
326,082	Current Assets	322,122	45,097	103,079	19,327	80,531	35,433	38,655	322,122
-22,557	Short Term Creditors	-14,073	-1,970	-4,503	-844	-3,518	-1,548	-1,689	-14,073
0	Provisions	0	0	0	0	0	0	0	0
-22,557	Current Liabilities	-14,073	-1,970	-4,503	-844	-3,518	-1,548	-1,689	-14,073
-5,288,689	Long Term Borrowing	-5,010,567	-701,479	-1,603,382	-300,634	-1,252,642	-551,162	-601,268	-5,010,567
-5,288,689	Long Term Liabilities	-5,010,567	-701,479	-1,603,382	-300,634	-1,252,642	-551,162	-601,268	-5,010,567
2,952,843	NET ASSETS	4,911,455	687,604	1,571,666	294,687	1,227,864	540,260	589,375	4,911,455
306,460	Usable Reserves	310,518	43,472	99,366	18,631	77,629	34,157	37,262	310,518
2,319,666	Capital Adjustment Account	3,300,862	462,121	1,056,276	198,052	825,215	363,095	396,103	3,300,862
329,652	Revaluation Reserve	1,302,545	182,356	416,814	78,153	325,636	143,280	156,305	1,302,545
-2,935	Accumulated Absences	-2,469	-346	-790	-148	-617	-272	-296	-2,469
2,646,384	Unusable Reserves	4,600,938	644,131	1,472,300	276,056	1,150,234	506,103	552,113	4,600,938
2,952,843	TOTAL RESERVES	4,911,455	687,604	1,571,666	294,687	1,227,864	540,260	589,375	4,911,455

Glamorgan Archives

Bridgend	14%
Cardiff	32%
Merthyr	6%
RCT	25%
Caerphilly	11%
Vale of Glamorgan	12%

Movement in Reserves Statement 2014/15

	Usable Reserves	Unusable Reserves	Total Reserves
Balance at 31 March 2014 Carried Forward	539,246	2,478,984	3,020,748
Movement in Reserves during 2014/2015			
Surplus or Deficit on Provision of Services	-65,386	0	-65,386
Other Comprehensive Income & Expenditure	0	0	0
Total Comprehensive Income & Expenditure	-65,386	0	-65,386
Adjustments between Accounting Basis & Funding Basis	-167,400	167,400	0
Net Increase / Decrease before Transfers to Earmarked Reserves	-232,786	167,400	-65,386
Transfers To / From Earmarked Reserves	0	0	0
Increase / Decrease in Year	-232,786	167,400	-65,386
Balance at 31st March 2015 Carried Forward	306,460	2,646,384	2,952,844

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets	108,689	-108,689
Charges for Impairment of Non-current Assets	0	0
MRP	-278,122	278,122
Accumulated Absences	2,033	-2,033
	-167,400	167,400

Movement in Reserves Statement 2015/16

	Usable Reserves	Unusable Reserves	Total Reserves
Balance at 31 March 2015 Carried Forward	306,460	2,646,384	2,952,844
Movement in Reserves during 2015/2016			
Surplus or Deficit on Provision of Services	130,371	0	130,371
Other Comprehensive Income & Expenditure	0	0	0
Total Comprehensive Income & Expenditure	130,371	0	130,371
Adjustments between Accounting Basis & Funding Basis	-126,313	126,313	0
Net Increase / Decrease before Transfers to Earmarked Reserves	4,058	126,313	130,371
Transfers To / From Earmarked Reserves	0	0	0
Increase / Decrease in Year	4,058	126,313	130,371
Balance at 31st March 2016 Carried Forward	310,518	2,772,697	3,083,215

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets	-110,573	110,573
Charges for Impairment of Non-current Assets		0
Revaluation	262,848	-262,848
MRP	-278,122	278,122
Accumulated Absences	-466	466
	-126,313	126,313

Quick check:	
Surplus or Deficit on Provision of Services	130,371
adjust for accounting basis as above	-126,313
	4,058
This equates to:	
Contribution from reserve as budgeted	0
Contribution to reserve	4058
Contribution to reserve of surplus	0
	4,058

Cashflow statement for the Year Ended 31st March 2015

31/03/2015		31/03/2016
£		£
65,386	Net (Surplus) /Deficit on the provision of services	-130,371
80,897	Adjust net surplus or deficit on the provision of services for non-cash movements	328,869
1,789	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	1,264
148,072	Net cash flows from operating activities	199,763
0	Investing activities	0
-1,789	Financing activities	-1,264
146,283	Net (increase)/ decrease in cash and cash equivalents	198,498
430,212	Cash and cash equivalents at the beginning of the reporting period	283,929
283,929	Cash and cash equivalents at the end of the reporting period	85,432

2014/15		2015/16
£		£
-108,689	Depreciation and Impairment	-152,275
278,122	Prudent MRP (Borrowing Repayment)	278,122
6,390	(Increase)/Decrease in Provisions	0
14,731	(Increase)/Decrease in Creditors	8,484
-108,939	Increase/(Decrease) in Debtors & Prepayments	194,013
-718	Increase/(Decrease) in Inventories	525
80,897	Cash (Inflow)/Outflow from Revenue Items	328,869



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

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

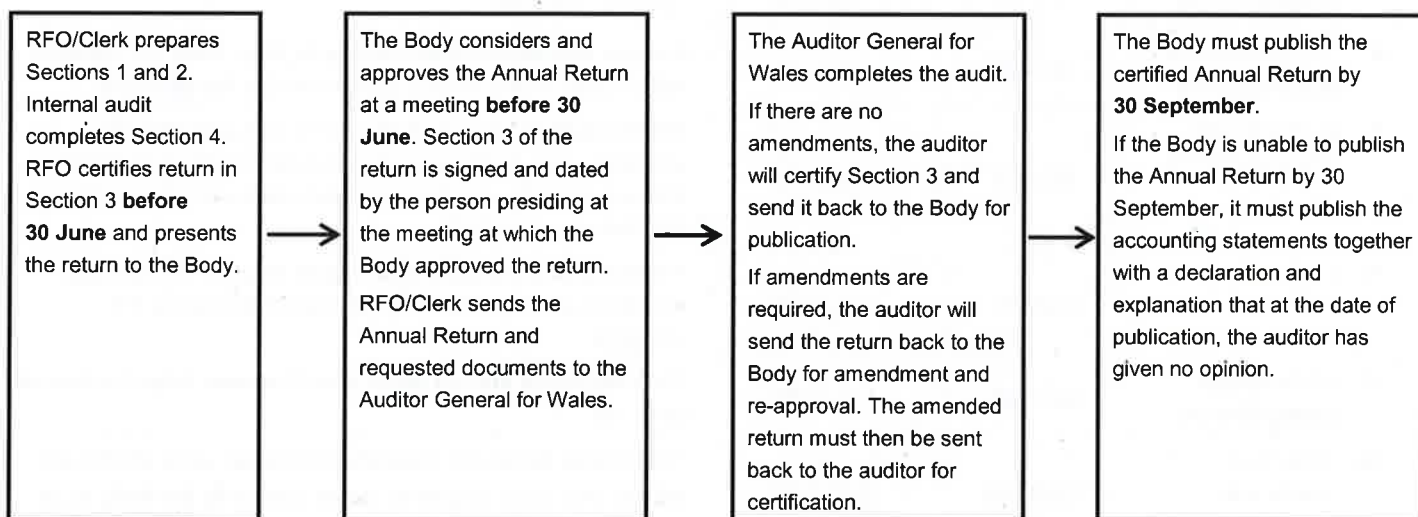
The following legislation defines proper practices as the One Voice Wales/SLCC Guidance publication *Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)* (the Practitioners' Guide):

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

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

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

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



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

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

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

Section 1 – Accounting statements for: Glamorgan Archives

	Year ending			Notes and guidance for compilers			
	31 March 2015 (£)	31 March 2016 (£)		Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the Body's underlying financial records for the relevant year.			
1. Balances brought forward	539,246	306,460		Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to Line 7 of the previous year.			
2. (+) Income from local taxation and/or levy	681,690	681,690		Total amount of local taxation, rates and/or levy received or receivable in the year including funding from a sponsoring body.			
3. (+) Total other receipts	141,467	145,652		Total income or receipts as recorded in the cashbook less income from local taxation and/or levy (Line 2). Include any grants received here.			
4. (-) Staff costs	(617,116)	(440,710)		Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.			
5. (-) Loan interest/capital repayments	0	0		Total expenditure or payments of capital and interest made during the year on the Body's borrowing (if any).			
6. (-) Total other payments	(438,827)	(382,573)		Total expenditure or payments as recorded in the cashbook minus staff costs (Line 4) and loan interest/capital repayments (Line 5).			
7. (=) Balances carried forward	306,460	310,518		Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).			
8. (+) Debtors and stock balances	43,086	237,376		Income and expenditure accounts only: Enter the value of debts owed to and stock balances held at the year-end.			
9. (+) Total cash and investments	282,996	84,746		All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.			
10. (-) Creditors	(19,622)	(11,604)		Income and expenditure accounts only: Enter the value of monies owed by the Body (except borrowing) at the year-end.			
11. (=) Balances carried forward	306,460	310,518		Total balances should equal Line 7 above: Enter the total of (8+9-10).			
12. Total fixed assets and long-term assets	7,938,008	9,613,974		The original Asset and Investment Register value of all fixed assets, plus other long-term assets owned by the Body as at 31 March.			
13. Total borrowing	5,288,689	5,010,567		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).			
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			X			X	

Section 2 – Annual Governance Statement

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

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

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

Section 3 – Certification and approval

Approval and certification of the accounts and annual governance statement

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

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

<p>Certification by the RFO</p> <p>Certificate under Regulation 15(1) Accounts and Audit (Wales) Regulations 2014</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Body, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2015.</p>	<p>Approval by the Body</p> <p>Approval of accounting statements under Regulation 15(2) Accounts and Audit (Wales) Regulations 2014 and the Annual Governance Statement</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Body under body minute reference:</p>
<p>RFO signature: <i>Christine Salter</i></p>	<p>Chair signature:</p>
<p>Name: CHRISTINE SALTER</p>	<p>Name:</p>
<p>Date: 15 June 2016</p>	<p>Date:</p>

External Audit Certificate

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

Glamorgan Archives

External auditor's report

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

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

(* Delete as appropriate)

External auditor's signature:
For and on behalf of the Auditor General for Wales

External auditor's name:

Date:

Section 4 – Annual internal audit report to: Glamorgan Archives 2015/16

The Body's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2016.

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

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

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

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

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

Name of person who carried out the internal audit: <i>BABITA PAREKH</i>	<i>IAN ALLWOOD</i>
Signature of person who carried out the internal audit: <i>B. Parekh</i>	<i>I. Allwood</i>
Date: <i>1st June 2016</i>	

Section 5 – Guidance notes on completing the 2015 Annual Return

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

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