

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 16 September 2016 at 2.00 pm.

Present:

Members Representing: Councillor Clarke, Bridgend County Borough Council  
Councillor Smith, Bridgend County Borough Council  
Councillor Cowan, City of Cardiff Council  
Councillor Robson, City of Cardiff Council  
Councillor Rosser, Rhondda Cynon Taf County Borough Council  
Councillor Jones, Rhondda Cynon Taff  
Councillor John, Vale of Glamorgan of Glamorgan Council

Apologies: Councillor Mansbridge, Merthyr Tydfil County Borough Council  
Councillor Higgs, Caerphilly County Borough Council  
Councillor Ward, Rhondda Cynon Taf County Borough Council  
K Thomas CVO, JP, Co-Optee

### 7 : APOLOGIES FOR ABSENCE

The Joint Committee observed a minute's silence in respect of Councillor Lomax who had passed away very recently; the Joint Committee passed on their condolences to Councillor Lomax's family.

Apologies for absence were received from Councillor Mansbridge, Councillor Ward, Councillor Higgs, Councillor M Griffiths and Kate Thomas.

### 8 : DECLARATIONS OF INTEREST

No declarations of interest were received.

### 9 : MINUTES

The minutes of the meeting held on 24 June 2016 were agreed as a correct record and signed by the Chair.

### 10 : REPORT FOR THE PERIOD 1 JUNE - 31 AUGUST 2016 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 June 2016 to 31 August 2016.

The Chairperson invited questions and comments from Members:

- Members congratulated the Archivist on the amount and level of work achieved in a difficult year.
- Members noted the Wellcome Trust Grant and offered congratulations on winning the film award.
- Members noted with reference to the skills sharing that the numbers were always lower from Rhondda Cynon Taff even though there were some good events being held there.
- Members requested that the internal audit be shared at Joint Committee and that the legal officer consider any exemptions or confidentiality that may need to be taken into account.

RESOLVED: To note the report.

## 11 : 2016-2017 BUDGET MONITORING REPORT

This report provided members with the actual expenditure and income up to July 31<sup>st</sup> 2016 and projected full year revenue outturn for the current financial year 2016/2017. Officers stated that it showed a positive picture with the net expenditure showing an underspend of £27,802.

Officers outlined the key issues throughout the report and were advised that there was currently £310,518 in reserves; it was noted however that if £75k was to be drawn down from reserves this would leave a balance of £235,518, but with the current underspend this draw down shouldn't be required.

The Chairperson invited questions and comments from members:

- It was noted that the spend on employees had increased but there had been increased income from external funds to pay for these posts e.g. Access to Work.
- Members were advised with regard to royalties that the Archivist was in conversation with Digital Access providers and was likely to see an increase in royalties.
- Members noted that the premises costs seemed high at just four months into the financial year and were advised that this was due to the NNDR being paid up front.
- With reference to draw down from reserves, members considered that the reserves should retain enough funds to cover running costs for six months. Officers explained that the draw down had been agreed in order to avoid having to ask for increased contributions from the contributing authorities; Officers stated that any underspend would be put into reserves rather than refunding the contributing authorities.

- Members noted the £20k underspend on electricity expenses due to the introduction of solar panels, and welcomed this significant underspend.

RESOLVED to note the projected full year outturn position for 2016/2017 as detailed in the report.

## 12 : 2015-2016 WALES AUDIT RETURN

Members were provided with the 2015-2016 Audited Wales Audit Return.

Members were advised that this item had been considered by Joint Committee in June 2016; this report reflected that the Wales Audit Office had changed the format of the form.

Adjustments have been made according to Wales Audit resulting in an unqualified opinion.

The Chair was requested to sign off the return.

RESOLVED to note the projected full year outturn position for 2016/2017 as detailed in the report.

## 13 : ANY OTHER BUSINESS

The Glamorgan Archivist advised members that she had received a letter from Mr Mclaggan in response to her letter asking him to remain on the Joint Committee as an honorary member. Mr Mclaggan's letter would be included on the agenda for the next meeting.

## 14 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 16 December 2016 at 2.00pm.