

## GLAMORGAN ARCHIVES JOINT COMMITTEE

30 JUNE 2017

Present: County Councillor Cowan (Chairperson)  
County Councillors Burnett, Cunnah, Griffiths, Jones, Lewis,  
Lewis, Robertson and Smith

- 1 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

Members were advised that following the Rotation of Chair/Vice Chair schedule, that it was Cardiff's turn to be Chairperson of the Joint Committee, and Bridgend's turn to be Vice Chairperson.

RESOLVED that: Councillor Jayne Cowan be elected as Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2017/2018.

Councillor Cowan took the Chair.

- 2 : TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

RESOLVED that: Councillor Nicole Burnett be appointed as Vice-Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2017/2018.

- 3 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

RESOLVED: to note the membership of the Glamorgan Archives Joint Committee for the Municipal Year 2017/2018.

- 4 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

RESOLVED: to note the Joint Agreement and Terms of Reference for the Glamorgan Archives Joint Committee for the Municipal Year 2017/2018.

- 5 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Colbran, George, Henshaw, Higgs and McGarry.

- 6 : DECLARATIONS OF INTEREST

No declarations of interest were made.

- 7 : MINUTES

The minutes of the meeting held on 17 March 2017 were agreed as a correct record and signed by the Chairperson, subject to the removal of Councillor Ward's name in Min No. 28.

#### 8 : REPORT FOR THE PERIOD -1 MARCH - 31 MAY 2017

Members were provided with an update on the work and achievements of the service for the period 1 March 2017 to 31 May 2017; the Dashboard of Objectives, Targets and Outcomes; and a summary of findings from the ARA Survey of visitors to UK Archives 2016.

The Chairperson invited questions and comments from Members:

- In relation to the Visitor Survey results, Members found the statistics very pleasing and the results of the user surveys demonstrated the skills of the staff and their attitude towards the service users.
- In relation to the quarterly report, Members considered it would be appropriate to write to or email the volunteers to thank them for the work they do and the contribution they make to the service.
- Members considered that the resolution of the Pension Issue was good news.
- Members were not aware of the amount of outreach work and number of projects that the Archives were involved in and were impressed by this.
- Members requested more information on the proposal from the Welsh Religious Buildings Trust for funding to develop a heritage centre in Aberdare. The Glamorgan Archivist agreed to provide contact information for this outside of the meeting.
- Some new Members expressed an interest in a tour of the Archives Building and for links to the various Social Media accounts.

#### RESOLVED:

- To note the report;
- That the Clerk provide Members with the Glamorgan Archivist's contact details, so that they can arrange a tour of the Archives Building;
- That the Clerk provide Members with links to the Archives' various social media accounts.

#### 9 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2016/17

Members were advised that the report presented a brief overview of the financial results for the year, together with the unaudited draft Wales Audit Office return for the year ended 31<sup>st</sup> March 2017. Section 3 of the return, 'Approval by the Body', required

completion but the unaudited draft financial statements were presented to the Committee for information only.

Officers outline the report to Members, highlighting any key issues. The Chairperson invited questions and comments from Members:

- The Chairperson sought clarification from officers that there was no conflict of interest for her as she also sat on the Audit Committee. Officers advised that there was no conflict of interest.
- Members praised the report stating it was easy to understand, presented a pleasing picture and this was testament to the staff.

RESOLVED:

- i. That the outturn position for 2016/17 be noted;
- ii. That the draft Wales Audit Office Annual Return for 2016/17 be noted, approved and signed by the Chairperson.

## 10 : DATES OF FUTURE MEETINGS

The following schedule of future meeting dates was noted.

- 15 September 2017
- 15 December 2017
- 16 March 2018
- 15 June 2018

RESOLVED: the note the schedule of meeting dates.

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