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Cardiff
CF10 4UW
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Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 30 JUNE 2017, 2.00 PM
Venue	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
Membership	Councillors Burnett, Cowan, Cunnah, George, Griffiths, Henshaw, Higgs, Jarvie, Jones, Lewis, Lewis, McGarry, Robertson and Smith K Thomas CVO, JP.

- 1 To elect a Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2017/18**
- 2 To elect a Vice-Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2017/18**
- 3 To note the membership of the Glamorgan Archives Joint Committee for the Municipal Year 2017/18**
- 4 To note the Joint Agreement/Terms of Reference of the Glamorgan Archives Joint Committee for the Municipal Year 2017/18 (Pages 1 - 12)**
- 5 Apologies for Absence**

To receive apologies for absence.
- 6 Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.
- 7 Minutes (Pages 13 - 16)**

To approve as a correct record the minutes of the meeting held on 17 March 2017.
- 8 Report for the period -1 March - 31 May 2017 (Pages 17 - 52)**

- 9 **Final Outturn Position & Draft Wales Audit Office Return for 2016/17** (*Pages 53 - 74*)
- 10 **Dates of future meetings** (*Pages 75 - 76*)

Davina Fiore

Director Governance & Legal Services

Date: Monday, 26 June 2017

Contact: Andrea Redmond, 029 2087 2434, a.redmond@cardiff.gov.uk

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

I certify that this is a true copy of the original document.

P. J. Lucas

Director of Legal and Administrative Services

Rhondda Cynon Taf CBC

11/4/06

DATED *11 April*2006

- BRIDGEND COUNTY BOROUGH COUNCIL
- CAERPHILLY COUNTY BOROUGH COUNCIL
- CARDIFF COUNTY COUNCIL
- MERTHYR TYDFIL COUNTY BOROUGH COUNCIL
- RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
- THE VALE OF GLAMORGAN COUNTY BOROUGH COUNCIL

AGREEMENT

REGARDING APPOINTMENT OF JOINT ARCHIVES COMMITTEE
AND PROVISION OF ARCHIVES SERVICES

AGREEJAC

100197

THIS AGREEMENT is made the 11 day of *APRIL* 2006
BETWEEN BRIDGEND COUNTY BOROUGH COUNCIL of Civic Offices,
Angel Street, Bridgend CF31 1LX ("Bridgend") **CAERPHILLY COUNTY
BOROUGH COUNCIL** of Ystrad Fawr, Caerphilly Road, Ystrad Mynach,
Hengoed CF82 7SF ("Caerphilly") **THE COUNCIL OF THE CITY AND
COUNTY OF CARDIFF** of County Hall, Atlantic Wharf, Cardiff, CF1 5UW
("Cardiff") **MERTHYR TYDFIL COUNTY BOROUGH COUNCIL** of Civic
Centre, Castle Street, Merthyr Tydfil CF47 8AN ("Merthyr") **RHONDDA
CYNON TAFF COUNTY BOROUGH COUNCIL** of The Pavilions, Cambrian
Park, Clydach Vale, Tonypany. CF40 2XX ("RCT") and **THE VALE OF
GLAMORGAN COUNTY BOROUGH COUNCIL** of Civic Offices, Holton
Road, Barry CF63 4RU ("VOG") (hereinafter referred to as "the Parties" and
which includes any statutory successors).

WHEREAS

1. (a) The Local Government (Records) Act 1962 empowers all Local Authorities in Wales (i) to make records in their possession available for study and (ii) to contribute towards the expenses of persons looking after local records.
(b) The Local Government Act 1972 Section 224 requires all principal councils to make proper arrangements for the care and preservation of any documents which belong to them or are in their custody and where relevant permits principle councils to discharge functions through Joint committees.
(c) The Local Government (Wales) Act 1994 section 60 requires all new principal councils which includes the parties to make and maintain schemes setting out their arrangements including any shared agreements for the care preservation and management of their records in addition principal councils as established by the Act will be able to buy local records or accept them by way of gift or loan.
2. The Glamorgan Record Office was established by Glamorgan County Council in 1939 and following the Local Government Act 1972 and by

an Agreement dated the Ninth day of January One Thousand Nine Hundred and Seventy Six it operated a Joint Archives Service for the Counties of Mid Glamorgan South Glamorgan and West Glamorgan with duties and responsibilities for collecting, preserving and making accessible records relating to the defunct County of Glamorgan.

3. In accordance with an Agreement dated 17 January 1997 between Bridgend Caerphilly Cardiff Merthyr Tydfil RCT and VOG Glamorgan Record Office provided a Joint Archive Service for the areas for which the parties are the principal council operating through a Joint Committee
4. The Glamorgan Record Office at The Glamorgan Building Cathays Park Cardiff and at County Hall Atlantic Wharf Cardiff has been appointed by the Lord Chancellor as a place of deposit for specified classes of public records in accordance with the Public Records Act 1958 Section 4
5. The Glamorgan Record Office has been appointed by the Master of the Rolls as an official repository for the deposit of manorial and tithe documents in accordance with the Manorial Documents Rules (Statutory Instruments 1959 No. 1399 1963 No. 976 and 1967 No. 963) and the Tithe Rules (Statutory Instruments 1960 No. 2440 and 1963 No. 977)
6. Pursuant to Section 60 the Local Government (Wales) Act 1994 each of the Parties have consulted the Welsh Assembly Government on the schemes by which they have agreed to enter into shared arrangements to fulfil and discharge their statutory obligations for records and archives which schemes are maintained and updated by the parties and are now desirous of continuing the joint archives service called the Joint Archives Service for the areas for which the Parties are the principal councils operating through the Joint Committee hereinafter constituted and using the Glamorgan record Office.

NOW IT IS HEREBY AGREED as follows:-

- 1) (a) **THERE** is hereby constituted a Joint Committee to be called the Glamorgan Archives Joint Committee (hereinafter called "the Committee")
 - (b) **THE** Committee shall provide maintain administer and develop a joint archives service for the Parties
 - (c) **THE** management of the joint archives service shall be undertaken on behalf of the Committee by a duly qualified Archivist from time to time appointed by it who under the direction and supervision of the Committee shall:-
 - (i) Exercise the duties powers and functions of the Parties or any of them or any of their officers under the enactments and agreements and instruments referred to above
 - (ii) comply with national standards for archive keeping as set by recognised authorities including The National Archives (currently requiring adoption of TNA's Framework of Standards and Best Practice Guidelines)
 - (iii) satisfy the requirements of the National Assembly for Wales with regard to archive services
 - (iv) provide the services described in section 60 Agreements and related policies and strategies as agreed by the Parties
 - (v) develop such additional services as may be appropriate to enhance the care preservation and well-being of the records and their availability to the public
-
- 2) (a) The Committee shall provide and administer such accommodation offices and buildings as they may from time to time deem necessary for the purpose of discharging their duties under this Agreement

- 3) (a) The Members of the Committee shall consist of:
 (i) elected members of the Parties as follows:

<u>Authority</u>	<u>No. of Representatives</u>
Bridgend	2
Cardiff	5
Merthyr	1
RCT	4
Caerphilly	2
VOG	2

- (ii) up to six persons with an interest in archives and records who may be co-opted by the Committee for a period no longer than 4 years to make a relevant and appropriate contribution to the Committee's work
- (b) (i) A Chairman will be elected from amongst the members of the Committee to serve for no more than one year at a time
- (ii) A Vice Chairman shall be elected from amongst the members of the Committee referred to in 3(a) above to serve for no longer than a year.
- (iii) No Chairman or Vice Chairman shall be elected for a further term until all the parties have been given the opportunity of being represented in those posts
- (c) (i) The Committee will not meet less than four times a year
- (ii) The first meeting of the Committee shall be held within two months after all members have been appointed by the Parties at their annual meetings.
- 4) (a) **THE** Parties hereby delegate to the Committee all their powers and duties in connection with the care preservation maintenance and management of archives and records except the power of setting a budget or

borrowing money and the provisions of clauses 5 and 6 hereof as they relate to a Party of the Parties

- (b) Only elected members of the Committee shall have the right to vote at Committee meetings
- 5) (a) (i) The Committee shall approve a draft budget for each year and shall submit it to each of the parties for approval in advance not later than the last day of November in the year preceding the financial year for which the draft budget has been prepared applying the formula that the cost of the Joint Archive Service should be borne by the parties in the following proportions ("the proportions"):

Cardiff	32%
Rhondda Cynon Taf	25%
Bridgend	14%
Vale of Glamorgan	12%
Caerphilly	11%
Merthyr	6%

AND each of the parties shall inform the Committee not later than the 12th day of March in each year preceding the financial year for which the draft budget has been prepared that its contribution to the said budget is approved or otherwise

- (ii) The Committee shall only have the power to spend within the agreed budget within any given year
- (b) The Parties proportion of the cost of the Joint Archives Service shall be paid half yearly in advance on the First day of April and the First day of October in each year
- (c) Committee/legal/financial/human resources and payroll support services shall be provided by such of the Parties as they agree save that from the date of occupation of the new building referred to in paragraph 6) (a) below or such earlier date as the parties agree the City and County of

Cardiff will provide those services with the necessary transfer of staff etc.

(d) The costs of the Party or Parties providing the support services in (c) above shall be charged to the Joint Archives Service

- 6) (a) The terms of this Agreement shall be from the date hereof, until the expiration of a period of 25 years from the date of occupation of a new building to be provided in Cardiff, for the purpose of the Joint Archive Service ("the initial period"). The contract for the provision of the building (including, if permissible under the Act and if so required by the contractor, a certified contract under the provisions of the Local Government (Contracts) Act 1997), will be awarded by the Joint Committee provided that prior to such award each of the Authorities will be notified of the Joint Committee's proposed award of contract and may object in writing to such an award within twenty-eight days of the date of such notification if the costs of the proposed award exceed the costs attributable to that Authority as a proportion of £8.8 million as set out in the Outline Business Case prepared by Atkins in conjunction with Bonvilston, a copy of which is annexed. If one of the parties object as aforesaid the contract will not be awarded unless the objection is withdrawn. If the contract is awarded it will be entered into by the Council of the City and County of Cardiff on behalf of all the parties, and legal title to the building whether leasehold or freehold, shall be in the name of the City and County of Cardiff in trust for the parties. The parties shall contribute to the cost of the provision of the property in the proportions and shall be entitled to the beneficial interest in such leasehold or freehold estate in the property in the proportions and shall be jointly liable in such proportions as if each party were jointly named freehold owners or lessees. It is hereby agreed that the lead authority for VAT purposes in respect of the provision of the building shall be the City and County of Cardiff.

After the initial period this agreement shall continue unless more than 50% of the parties give to the Committee not less than 12 months notice in writing in advance to expire no sooner than 31st March, in any financial year that this agreement shall terminate. As soon as is practicable after the termination date the property shall be sold, and, upon sale the parties shall be entitled to their proportions from the proceeds of sale.

- (b) Where lawful a Party shall have the right to withdraw records (either permanently or temporarily) which:-
 - (i) were created or deposited by the Party or its predecessor, or
 - (ii) lawfully belong to that Party, or
 - (iii) a majority of the Parties agree shall belong to that Party, or
 - (iv) the arbitrator appointed under Clause 9 hereof, has determined shall belong to that Party
- (c) The Parties acknowledge that as a general rule it is undesirable for any record or connected set of records to be split up when doing so would physically damage that record or reduce the value of each part so split. Notwithstanding clause 6 the records of Glamorgan Quarter Sessions and Glamorgan County Council and other indivisible collections shall remain in the custody of the Glamorgan Record Office
- (d) the Committee shall be entitled to retain any records for so long as any money due under Clause 5 remains unpaid

- 7) It is hereby agreed that as RCT has entered into a lease with the University of Cardiff of the Basement Floor Public Search Rooms, strong rooms, conservation workshop, and office accommodation at the former Mid Glamorgan County Hall Cathays Park Cardiff as host authority under the terms of this agreement the Parties hereto agree that they shall be jointly liable under the terms of the lease as if each

party to this agreement were a jointly named lessee under the aforementioned lease and that their liability are in the proportions and shall continue until the termination of the lease.

- 8)
 - (a) The staff of the Glamorgan Record Office shall be deemed to be employed by the Party providing human resources and payroll services to the Committee and the cost thereof shall form part of the costs and be met in accordance with the provisions of Clause 5 hereof
 - (b) The terms and conditions of service of such staff shall be the same as for staff employed by the Party referred to in (a) above the Committee reserving the right to amend the conditions of service as and when it deems appropriate

- 9) If any question, dispute or difference shall arise between the parties in respect of the interpretation of this agreement or as to which party a record shall belong, such question dispute or difference shall be determined by a single arbitrator to be agreed upon by such of the parties as are in dispute or failing such agreement to be nominated by the National Assembly for Wales

- 10) For the avoidance of doubt each of the parties to this Agreement agree that from the day hereof the Joint Archives Agreement dated 17 January 1997 and made between Bridgend County Borough Council Caerphilly County Borough Council Cardiff County Council Merthyr Tydfil County Borough Council Rhondda Cynon Taf County Borough Council and the Vale of Glamorgan County Borough Council shall terminate on the date hereof

- [11) A restriction shall be entered into the proprietorship register of title at HM Land Registry in respect of the building that the building be not sold unless in accordance with the terms of this agreement

IN WITNESS whereof this Deed has been executed but remains undelivered
until the day and year first before written

The **COMMON SEAL** of **BRIDGEND**
COUNTY BOROUGH COUNCIL

was hereto affixed in the presence of:

R. O'Sullivan
P. A. S. J. J.



The **COMMON SEAL** of **CAERPHILLY**
COUNTY BOROUGH COUNCIL

was hereto affixed in the presence of:

[Signature]
Authorised Officer

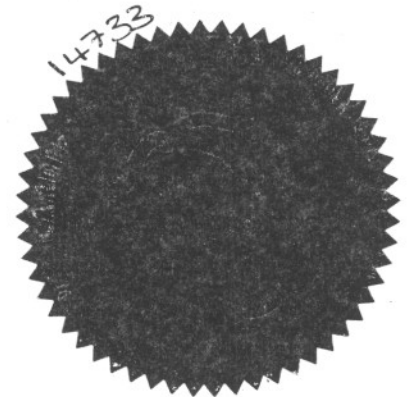


14716

The **COMMON SEAL** of **THE COUNCIL**
OF THE CITY AND COUNTY OF CARDIFF

was hereto affixed in the presence of:

David Marr
AUTHORISED SIGNATORY

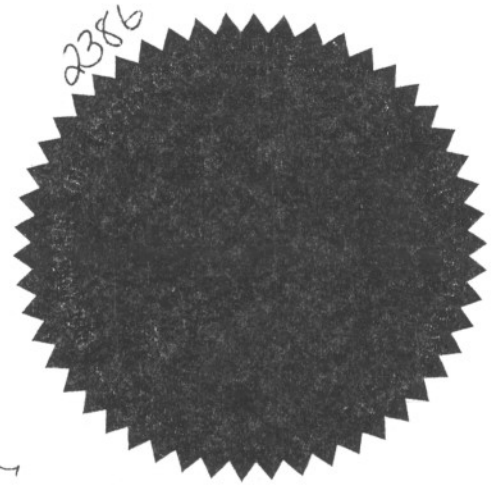


14733

The **COMMON SEAL** of **MERTHYR TYDFIL COUNTY BOROUGH COUNCIL**

was hereto affixed in the presence of:

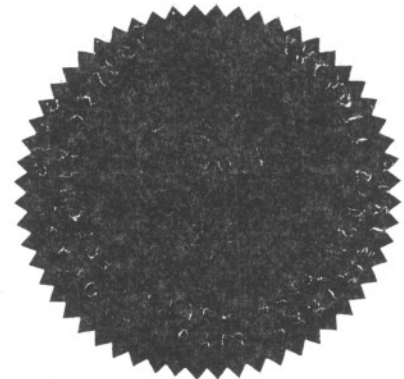
C. S. Keady
AUTHORISED SIGNATORY



The **COMMON SEAL** of **RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL** was hereto affixed in the presence of:

Getha Williams
Authorised Signatory

AUTHORITY	
DEPUTY No.	
USE OFFICE	
TYPE	Delegated
DATE	Aut at
BY	Adam
EXPIRES	31.1.06
CHAIRMAN	
VICE CHAIRMAN	
DATE	
SIGNATURE	<i>Adam</i>



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The **COMMON SEAL** of **THE VALE OF GLAMORGAN COUNTY BOROUGH COUNCIL** was hereto affixed in the presence of:

P. H. Evans



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

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 17 March 2017 at 2.00 pm.

Present:

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

Officers in Attendance

Apologies: Councillor Mansbridge, Merthyr Tydfil County Borough Council
Councillor Rosser, Rhondda Cynon Taf County Borough Council
Councillor Birch, Vale of Glamorgan Council

25 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mansbridge and Rosser.

26 : DECLARATIONS OF INTEREST

No declarations of interest were received.

27 : MINUTES

The minutes of the meeting held on 16 December 2016 were agreed as a correct record and signed by the Chairperson.

28 : REPORT FOR THE PERIOD -1 DECEMBER 2016 - 28 FEBRUARY 2017

Members were provided with an update on the work and achievements of the service for the period 1 December 2016 to 28 February 2017.

The Chairperson invited questions and comments from Members on each section of the report:

Section A – Management of Resources

- Members asked for more information about the Glamorgan's Blood Project and were advised that it was a Wellcome Trust funded project to catalogue and preserve the National Coal Board's records.

Staff and Volunteers

- Members congratulated staff on qualifications obtained and compliments received from service users.

Partnerships

- Members asked if the partnerships listed were more than usual. Officers advised that there had been success in maintaining and continuing partnerships after they had been created. The example of Cardiff People First was given whereby a fifth project with them was currently underway. New partnerships are created every year; partners get funding and bring the work to the service and pay for the work.
- Members asked about the timescale for the Heritage Lottery Fund grant and were advised that it was May/June time and that an update would be brought to the next committee meeting.

Buildings and Systems

- Members noted the complaints about errors in Welsh translation on the website and considered it very important that this was done correctly especially as the translation service was being paid for.
- Members asked if the possibility of employing a member of staff for translation had been explored and were advised that it was more cost effective to use Bilingual Cardiff translation services.

Section B – the Collections

Cataloguing

- Members asked if records from Caerphilly were being sent to Gwent records office. Officers advised that Caerphilly County Borough covers both records offices, there was a proposal that records were deposited at Glamorgan Archives and the decision had been left with Caerphilly CBC.

Appendix 1

- With reference to the accrual rate, Members noted the higher number in June-August 2016 and sought clarification on this. Officers explained that this was when a larger number of records came in to the Archives.
- Members noted the accession of Cardiff Methodist Circuit Records and asked if the Archives had the Rhondda Circuit Records; officers advised that they did.

- Members asked if there were records of all the churches/pubs/clubs in the valleys that had closed; officers advised that it would depend on the owners, it was not a requirement to submit records.

Appendix 2

- Members noted that the number of visits and remote enquiries had increased. Officers explained that there was more on the web to access and that there was an increase in enquiries for Carmarthenshire records, which were being held in the Archives for the next 2 years.
- Members asked as web use increases, if there was a need to look at how people access the website, and whether they are doing so effectively. Officers advised that they do receive analysis of website use and this detailed information could be brought to a future committee meeting.

Officers added that they often correspond with people before they visit the Records office; people use the web to prepare for their visit, so it was difficult to untangle this information. Also people use the pay per view sites to access the information but they are not directly interacting with the Archives; information from this is provided through royalty payments so this is further detailed information that could be brought to a future meeting if needed.

Members considered that officers could produce an end of year Info Graphic.

Balance Scorecard

- Members were advised that this had been produced based on comments received on the Annual Plan; it contained sections on strategy map, dashboard and success factors. A new template would also be used to record quarterly performance and this would be brought to the next meeting.

Members considered that the format made more sense and members were able to see the impact of the work being done, Officers stated that they would bring this balance scorecard to each meeting.

- Councillor S Jones and Councillor Ward explained that they would not be standing for re-election in the forthcoming elections and wished to give their thanks for the time they have spent on the Glamorgan Archives Joint Committee.

RESOLVED: To note the report.

29 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 16 June 2017 at 2.00pm.

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

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
30 June 2017**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO. 8
REPORT FOR THE PERIOD 1 March - 31 May 2017	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 March to 31 May 2017.

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

Kate Boddy, Records Assistant, has resigned from her post. Her sabbatical in Canada has been so successful that she has decided to remain there. Recruitment for the post has begun.

An appointment has been made to the post of Project Conservator on the project, Glamorgan's Blood: Dark Arteries, Old Veins, which will improve access to the coal collections. Stephanie Jamieson is currently working at the National Library of Scotland and will begin her new role at Glamorgan Archives on 4 September. The post, funded through the Wellcome Trust grant, is for 2 years. Jane Henderson, Senior Lecturer in Conservation at Cardiff University, advised on the selection process.

Continue skill sharing volunteer programme

During the quarter 51 volunteers and 3 work experience placements contributed 1,975 hours to the work of the Office. Of these, 32 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 3 from Caerphilly, 2 from Rhondda Cynon Taf, and 1 from Carmarthenshire. In addition, a tour was provided for a prospective volunteer.

After four years and 15,878 catalogue entries the Rhondda Urban District Council building plans project is now complete. A number of volunteers have worked on the project but the bulk of the listing has been carried out by Fred, Mark and Barry. Their achievement was celebrated on social media and with Archive cakes.

Benjamin Roynton, a student at University of South Wales, completed a work experience placement *'I think I would choose a career in archives as I found the placement very enjoyable and I was able to gain important skills and enjoy working in the archive'*.

Laura Cunningham, who has previously completed a work experience placement at the Archives, has started the Archive Administration course at Aberystwyth University. As a requirement of the distance learning course is to have a paid or voluntary position in an archive Laura will continue to volunteer once a week.

Volunteers are making increasing contributions to conservation. They include students from Cardiff University seeking practical experience to ground their academic study, retirees exploring new interests and younger people investigating potential careers. Their work is reported in more detail under the Conservation heading. It is pleasing to note that 2 conservation work placement students have gained prestigious summer internships, Devin Mattlin at the Smithsonian in Washington D.C. and Pamela Murray at the British Museum.

Elite supported employment agency introduced a new client for a tour and discussion of potential volunteer projects.

Annual individual feedback sessions capture the views of regular volunteers. This year's completed sessions indicate general satisfaction with the programme and a desire for more information on the full range of projects being undertaken by volunteers and on the work of the service. To meet this demand a quarterly volunteer newsletter will be produced and circulated.

Hannah Price, Resources Archivist met with Amy Williams of Go Wales, University of South Wales (USW) branch. Go Wales has adjusted its remit to focus on providing work placements for those in need of additional support. The Archives had its first placement through this scheme in April, a three day 'work shadowing' programme, similar

to existing work placements with the addition that the students ask staff a series of questions about their careers.

Following a meeting with the Internships Officer for Cardiff University, the Archives has been added to the University's database of work experience providers.

Continuing Professional Development

Hannah Price, Resources Archivist, attended the national Heritage Volunteers Conference, this year held at the National Museum in Cathays Park. It was a useful opportunity to meet other professionals working with volunteers, to exchange experiences and share best practice.

Welsh language provision continues to improve with 5 members of staff attending courses at levels from mynediad to uwch, with 3 submitting to an end of year examination.

The Senior Archivist completed Reminiscence Training, which explored the use of heritage collections with people with dementia, in particular within care homes. The training was delivered by Monmouthshire Museums Service, arranged through the South Wales Heritage Education Forum.

Staff attended a workshop, hosted by Glamorgan Archives and arranged by Bangor University's Institute for the Study of Welsh Estates, to explore the development of a toolkit to facilitate access to estate records. The workshop was attended by archivists, academics and local and family historians from across south Wales.

A training session was held for the Access Team on the use of vehicle licensing records. Public demand for these series of records has increased during recent months as access is also being provided to series for Carmarthenshire. They are used to inform the restoration of vintage vehicles.

The Conservator is putting together her accreditation application form for submission to the Institute of Conservation: ICON in order to be admitted to their register. Her professional mentor is assisting and came to look at her work.

The 3 Records Assistants have progressed in their NVQ Level 4 course in Advice and Guidance.

Rebecca Head, Records Assistant, has completed the first day of a two-day training course on Digital Photography provided by MALD, the Museum Archives and Libraries Division of Welsh Government.

Maintain commitment to good health and safety practices

In compliance with Directorate instructions, the building is examined quarterly by senior staff and a report submitted on defects. Fire alarm call points are tested weekly.

The Glamorgan Archivist attended a meeting of the South East Wales Emergency Planning network, facilitated by MALD.

The Senior Archivist attended a two-day First Aid at Work refresher course, ensuring her qualification will be valid for another three years. Hannah Price, Archivist and David Hail, Records Assistant both attended annual one-day First Aid refresher training.

Budget

Manage to best advantage

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

An agreement has been reached that pending the resolution of the outstanding transfer of pension fund assets from Rhondda Cynon Taf County Borough Council to Cardiff Council, the actuaries' fees can be paid by the Cardiff & Vale Pension Fund rather than the Archives' budget.

Maximise benefit from income generation

The National Archives (TNA) has confirmed that a substantial payment can be expected in the current financial year through the New Burdens fund which compensates local Places of Deposit for taking national records during the transition from 30 to 20 year deposit periods. The money must be spent on improvements to locally held public records and reflects the amount of material received during the previous year.

The Conservation Team has been successful in attracting external orders for boxes and bench work. Grant funding is sought for repackaging projects on the Collection, large-scale cataloguing and for smaller community engagement work. These are all reported under the appropriate heading below.

Promote partnerships and networks

National

The Glamorgan Archivist attended the Archives Accreditation Committee meeting at London Metropolitan Archives, the Archives and Records Council Wales (ARCW) meeting at Wrexham, and chaired a meeting of the National Conservation Strategy group at Nantgarw. She contributed to Discover the First World War with HLF workshop (Living Legacies) at National Museum Wales (NMW), highlighting the opportunity such projects provided to promote the work of local archive services in supporting communities wishing to commemorate the Great

War. The event was followed in the evening by a lecture by Dr Nick Mansfield on How the Working Class Won the First World War, attended by the Senior Archivist.

The Glamorgan Archivist was consulted in the stakeholder review of NMW, commissioned to benchmark the museum's performance and to explore options for the future including financial resilience. She has also been involved in the consultation process on the future of Carmarthenshire Archive Service and the plans for a new archive building attached to Carmarthen Library.

The Senior Archivist attended the Kids in Museums Youth Voice event held at the National Waterfront Museum in Swansea. Speakers on the day illustrated innovative strategies for involving young people in the work of archives and museums. She attended via teleconference a meeting of the Archives Wales Marketing Group.

The Women's Archive Wales project, *Voices from the factory floor*, has been continued through a series of spin-off projects. The latest, *TicToc*, is a musical based on the interviews with women workers in the manufacturing industries across Wales. The Glamorgan Archivist attended a rehearsed reading of the project at the Wales Millennium Centre which was followed by discussion and debate.

Two archivists from Hannover City Archives, currently on sabbatical in their twin city at Bristol Archives, visited to learn about archive service provision in Wales. They are in the process of developing a new building, and were also interested to learn about the experience of planning and moving to new premises.

The story of John Hughes and his Ukrainian ironworks continues to attract interest, particularly in this centenary year of the Russian Revolution. The Archives' work with St Andrews University is reported below. A Ukrainian journalist has sought advice for a humanitarian project based in Hughes' city of Donetsk. A local researcher is hoping to publish his work on Hughes and visited to discuss options.

Local

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

Fusion is Welsh Government's programme to harness the power of the arts, culture and heritage to promote social justice, based on Baroness Andrews' report, *Culture and Poverty*. The Archives has been a partner in the local area project, *From Fort to Pit to Port*, led by Cardiff University, which linked Communities First clusters in Cardiff and Merthyr Tydfil. The close of the initial Fusion programme was marked with a network event hosted by Strong Communities Healthier People Cardiff University. Phil George, Chair of Arts Council Wales, introduced

the day and the Glamorgan Archivist spoke on the proposed future of the programme on behalf of Welsh Government.

The Archives will continue to work within the programme in close partnership with Cardiff Story Museum. During the quarter, the Museum, with Archives' support, has submitted a successful bid to lead in the next phase. Funding for a project officer has been secured. The Glamorgan Archivist meets regularly with the museum curator and attended the launch of the recent exhibition, *From Wales to Wembley*, commemorating Cardiff City's FA Cup win.

The Archives is also supporting the successor organisation to Butetown History and Arts Centre in securing the Centre's collection and setting up a new organisation which will be based in the Coal Exchange Hotel. Regular meetings are held with community representatives leading the project.

The Glamorgan Archivist attended a meeting of Cardiff and Vale of Glamorgan LGBT Forum at which proposals for heritage events linked to the Pride Big Weekend were discussed.

The Senior Archivist attends meetings of VCS Cymru's Heritage Sub-Group, contributing to current heritage projects Chronicle, and Stories, and to the development of future heritage projects.

Glamorgan History Society and South Wales Records Society held their AGMs at Tondu Methodist Church on 13 May. The Senior Archivist represents Glamorgan Archives on the committees of both societies and attended the joint meeting. The formal proceedings were followed by a talk on Richard Price of Tynton.

Theatre company Avant Cymru organised a visit for community participants, aged over 50, in their Rhondda based project Lands of Our Fathers. The aim of the project was to investigate the origins of the people who came to work in the Rhondda, resulting in a storytelling documentary inspired by their findings which can be viewed at <https://youtu.be/LoaGkv3Gfo4>. Those who visited were taken on a tour of the building and also consulted documents reflecting immigration into the Rhondda valleys.

Volunteers from Pontypridd YMCA visited for training on handling, packaging and cataloguing archive material. The YMCA building is currently undergoing renovation, and as part of the heritage stream of the project volunteers are researching the history of the building and safeguarding the records held there. Once the volunteers have sorted the material it will be placed on deposit at the Archives.

Planning is underway for the Cardiff People First takeover of Glamorgan Archives. The Senior Archivist attended a planning meeting with members of Cardiff People First and partners the Cardiff

Story museum. In May a 'Breaking Barriers' training session was attended by all staff. Led by members of Cardiff People First, the session aimed to break down the barriers which often prevent people with a learning disability from accessing services and playing a full part in society. The Takeover Day will take place on 4 July.

Further meetings have been held with the Project Officer on the Mary Gillham Archive project at the South East Wales Biodiversity Records Centre (SEWBRc). The Conservator ran a training session for volunteers on the packaging of archive material and its transfer to Glamorgan Archives.

Cardiff Naturalists Society celebrates its 150th anniversary this year. An exhibition will be held at the Cardiff Story museum in the autumn. To inform the exhibition, members visited to discuss the extensive archive of the Society already deposited, and the potential deposit of additional material.

The Ethnic Youth Support Team (EYST) Swansea has secured Heritage Lottery funding for the new project, Young, Migrant and Welsh. The main focus will be the experience of migrant communities in Swansea, and a visit to Glamorgan Archives will inform a comparison with their experience in Cardiff.

The Senior Archivist attended a meeting of the South Wales Heritage Education Forum held at the Royal Mint Museum in Llantrisant.

Potential partnerships

Long-standing partnerships continue to develop. The Archives' involvement in the Parliamentary Archives commemoration of the Representation of the People Act 1918 is being planned. The Outreach Officer visited in May. A meeting was held with civilian officers to discuss plans for continued collaborative working with South Wales Police on their heritage projects.

The Archives was asked to take on lead partnership status in the Cultural Ambition project being developed by Creative Skills to support young people from disadvantaged backgrounds in attaining entry level qualifications and experience to equip them for jobs in the cultural heritage sector. The all-Wales project builds on both the earlier Conserving Local Communities Heritage (CLOCH) project and the Fusion programme and has Welsh Government support. Lead partners are mainly national bodies. The project is at 2nd stage HLF bid; supporting documentation from the CLOCH project has been provided.

The Glamorgan Archivist and Senior Archivist met representatives of Welsh Women's Aid. The organisation reaches its 40th anniversary next year and is applying for Heritage Lottery funding for activities to mark the occasion, including the collection of archive material. Advice

was given and Women's Archive Wales signposted as another potential partnership organisation.

Isaac Blake from the Romani Cultural and Arts Company met the Senior Archivist to discuss potential future partnership work around heritage and the collection of material from gypsy and traveller communities.

Head4Arts, an organisation with which the Archives has previously worked successfully, is involved in a Tandem Europe programme project with the Hawila Project in Copenhagen. The Glamorgan Archivist attended the launch of Shipshape, an interactive learning toolkit to develop young peoples' awareness of globalisation and the impact of transporting goods by ship. Essentially a board game with internet connection, the toolkit would benefit from links to archive content. The proposal will be explored.

The Glamorgan Archivist contributed to a proposal from the Welsh Religious Buildings Trust for funding to develop a heritage centre in Aberdare.

Letters of support have been provided for several proposed HLF community projects which would, if successful, enhance the work of the Archives and develop community engagement in specific areas.

2. Building and systems

Maintain building

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required. Pest control have attended site to check the roof for nests. Following the transfer of the fire maintenance contract a full cause and effect review of the system was completed and urgent repairs and adjustments made. The security system has been upgraded and external CCTV cameras replaced as required.

A leak in one of the staff toilets' cistern caused some damage to tiles in the ground floor ceilings. Repairs have been effected. A repair to a section of floor covering in the staff stairwell will require additional work to be completed when the building is closed.

Following discussions with on-site security firm OCS, the gate between the Archives and the retail park is locked overnight after series of incidents.

In the run up to the UEFA cup finals an issue with car parking on site was reported to police as the road outside the archive building was being blocked by non-users of the building. Registration numbers were checked for security purposes.

The age of both desktops and laptops used by staff and volunteers is beginning to cause problems. The older machines will not support newer versions of Windows which may increase their vulnerability. They are also very slow to run. Cost effective solutions are being discussed with CC IT staff.

Ensure compliance

The Senior Archivist attends CC's Welsh Language Coordinators Group where compliance with the Welsh language Standards is monitored.

Development reviews for 2016/17 have been completed and those for the current year initiated in compliance with CC's procedures. Eligible staff have transferred to recording their time on CC's electronic system, Digigov.

A complaint was received after the on-line catalogue became temporarily unavailable that it was difficult to contact the office by telephone. In response, the original message, which directed callers to specific areas of the service, has been cancelled and calls are answered by administrative staff.

B. THE COLLECTION

1. Conservation

Repositories

Environmental conditions in the strongrooms have been fairly stable keeping within the specified parameters of the British Standards without having to turn on the air-conditioning most of the time. The chiller unit is currently under repair.

The insect traps inside the strongrooms show no evidence of insect activity. One moth was found outside strongroom 3; the assumption is that it came from the buffer zone.

Conservation and preservation plans

Staff and volunteers are working through identified priorities, currently volumes in the Poor Law Union series for Bridgend and Glamorgan Quarter Sessions Depositions. In addition they respond to emergency calls and progress externally funded projects and orders.

NADFAS volunteers are cleaning Crew Agreements and NCB volumes prior to listing.

Pembrokeshire Archives' Trainee Conservator spent a week in the Studio receiving tuition from the Conservator and Assistant Conservator.

The fume cabinet and both cleaning tables have been serviced.

External work has included conservation of Edward Thomas notebooks for Cardiff University and a survey of Cardiff Story Museum's collection which is continuing.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

Collections days continue to be held each month. This quarter work has focussed on the records of Lisvane Community Council and Glamorgan County Council.

The scoping survey of the Cardiff Bay Development Corporation (CBDC) Records, funded by MALD, has been completed. The report outlines further work required to catalogue the collection fully; external funding options are being explored.

The Associated British Ports' (ABP) records link to the CBDC collection and could form part of a funding bid. Part of the ABP collection was transferred to Cardiff Council but not to the Archives. A meeting has been held with the responsible officer to discuss the future of this section.

Louise Hunt, Archivist, attended the Axiell Users Conference held in Oxford in May. The latest developments and future plans for the software will affect how the Archives will use CALM while case studies presented were interesting and useful. Requests for enhancement of the software were submitted asking for inclusion of Welsh language descriptions, for dates to be sortable and a workflow to be developed for interaction with Archivematica for digital preservation purposes.

Work continues on customising the online catalogue so that there will be a fully bilingual interface and internal templates continue to be modified.

Feedback has been received from the Archives Hub following testing of catalogue data for ten collections. Further changes have been made where necessary to the templates and catalogue data. Those catalogues that did not pass through the system correctly first time round have been resubmitted along with additional catalogue data. The Archives Hub has been able to successfully import Welsh language catalogues into their system.

Glamorgan's Blood

Project Archivist Louise Clarke continues cataloguing individual pre-nationalisation colliery records, with catalogues for a further 5 colliery companies now available on Canfod. This material comprises 112 volumes, 5 boxes and 6 files. She has also identified, reviewed and

catalogued 46 boxes of material concerning the Aberfan Disaster and the subsequent Inquiry. A full catalogue is available on Canfod.

The Senior Archivist has explored with officers of Wellcome options for additional funding to support public engagement work around the project. With this in mind she is also developing a partnership with the Coalfields Regeneration Trust.

The project has continued to be promoted through social media, with posts publicising the completion of individual catalogues and featuring images of items of particular interest from within the collection. A blog post concerning David Davies was published to coincide with the completion of the catalogue for the records of Davies' company, the Ocean Coal Company. An article on the project has also been published in the Glamorgan Family History Society journal.

Collection development

Initial receipts were issued within the target time for all accessions received in this quarter. Full receipts were issued within the target time of 15 working days for 51% of the accessions. A large quantity of deposits received in close succession resulted in a temporary inability to meet the target of 60% although all will be progressed in collection days and weeks through the year.

Sarah Perons, Llandaff Diocese Archives Advisor has been instrumental in a number of deposits arriving from local parishes over the last few months.

Digital preservation

Louise Hunt, Archivist, sits on the ARCW Digital Preservation Project Board. She attended an event hosted by ARCW and WHELF at the National Library of Wales in March. It was useful to meet colleagues from other institutions and discuss the direction of future work. Feedback has also been provided to the project officer on requirements for training.

Women's Archive Wales has been assisted in exploring means of accessing to an obsolete database of research on the women's movement in Wales.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions continue with 5 attendees this quarter. Sessions are delivered by an expert volunteer.

Results of the Archives and Records Association (ARA) Survey of Visitors to UK Archives have been published showing that Glamorgan

Archives continues to perform well. A report detailing the results can be found at *Appendix V*.

Glamorgan is one of five archive services participating in the ARA Survey Group's pilot survey of group visitors to UK archives. All group visitors during the period May-August 2017 will be issued with a short survey form asking about their experience at the Archives. Data will be analysed by CIPFA and will be available in the autumn. If successful the survey will be rolled out across the UK.

A tour and document display was provided to five members of the Cardiff Civic Society. The group were particularly pleased to see the sketches and paintings of buildings in Cardiff by Mary Taynor.

Members of Tonyrefail University of the Third Age, the Sully Branch of the Glamorgan Family History Society and the newly formed Canton and Riverside Local History Group also visited for tours.

Programme of user events

Glamorgan Archives hosted a day school organised by Llafur: Welsh People's History Society. The theme for the day was 50 Years of Women's and Gay Liberation. Several of the speakers had drawn on material held at Glamorgan Archives during their research. A display of relevant documents was arranged for those attending. The Pride Cymru exhibition, Icons and Allies, was displayed on the day and remained at the Archives for a fortnight following the event.

John Wake, a regular visitor to the searchroom, gave a talk on his latest publication, *The Cruel Streets*. It investigates crime in Cardiff from the 19th century onwards. Much of the research for the volume was undertaken at Glamorgan Archives, and examples of the records used were made available to those attending following the talk.

Glamorgan Archives was one of three venues in Cardiff hosting family activity days during the late-May half-term week. The event was organised by VCS Cymru's Stories project and focussed on volunteering in Cardiff during the First World War. Several families attended. Activities were planned and facilitated by young volunteers. Staff provided a short tour behind the scenes for those attending, and made documents relating to the First World War available for consultation.

A parish records training event for the Diocese of Llandaff was cancelled through lack of take-up. The training has been run for 3 years in succession and may have reached all who needed it.

Education

The Glamorgan Archivist attended the Cardiff Creative Partnership Atrium networking event intended to promote the formal partnership between national and local creative organisations, educational

institutions and Cardiff Council working initially through the pathfinder school, Cardiff West Community High.

She is working with Dr Victoria Donovan, a social historian of Russia at the University of St Andrews, to develop community projects commemorating John Hughes and the Welsh contribution to the industrialisation of 19th century Ukraine. With Dr Donovan she gave a talk to staff and students at St Andrews and is currently contributing to plans for an event at the Red House in Merthyr Tydfil.

School groups are welcomed with behind the scenes tours, an archives quiz, access to original documents and workshops tailored to their topics of study. During the quarter pupils from Ysgol Gymraeg Caerffili visited to undertake research on the history of their school, located on the former site of Gwyndy Girls School. Two classes of Year 4 pupils from Mount Stuart Primary in Cardiff enjoyed workshops on coal and the docks, to inform their project on the history of Cardiff during the past century. Years 5 and 6 pupils from Tondy Primary progressed work on a project exploring the commercial history of Bridgend and the surrounding area from the mid-16th century to the early-19th century using inventories, taxation records, trade directories, maps and plans.

Pupils from Thornhill Primary School, Cardiff attended a First World War workshop. The school is currently working on a project with charity Goldies Cymru to write a 20 minute piece of music called Armistice Cantata for the commemorations of the end of the war in 2018. They were particularly interested in letters written by Cardiff inhabitants at the time.

The Senior Archivist met with a teacher from Ysgol y Deri in Penarth to discuss plans for Kids in Museums Takeover Day in November.

Students from Cardiff University's Continuing and Professional Education department visited as part of their current studies on the history of Cardiff. They were given a tour and then viewed a range of documents relating to the city.

A student at the Welsh School of Architecture at Cardiff University was shown the building and discussed the planning and development of the brief for a new building with the Glamorgan Archivist for a course module.

2. External events

Contribute to heritage events

Hannah Price, Archivist attended the Gelligaer Historical Society annual conference. It was a busy day with lots of enquires from attendees and much interest in the document images taken for display.

The Glamorgan Archivist attended an event celebrating 50 years since Rhiwbina became part of Cardiff.

Identify and respond to major anniversaries

The Llafur event and the John Hughes project both commemorate anniversaries in 2017. Social media posts are used to promote the Collection in association with topical events and commemorations.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met. Interesting enquiries are reported in *Appendix II*

Publicity

The Senior Archivist was interviewed for Radio Cardiff's Chronicle programme about records illustrating the history of crime and punishment in Cardiff.

The Llantrisant Charter of 1424 was filmed in the searchroom for a short film being produced by Llantrisant Town Council.

The Open University asked permission to use an image in their course material, a poster of the South Wales Atlantic Steamship Company advertising routes between Cardiff and New York.

Options are being investigate for the design and print of a new leaflet and publicity materials.

SUMMARY

Demand from schools and local groups remains high. The results of the survey of those using the service in a group rather than as individuals will interesting. The Archives is increasingly invited to join heritage projects initiated elsewhere which relieves from a depleted establishment the burden of funding and developing continuing valuable partnerships. Volunteers are important in promoting the service and in providing detailed content for social media and for general researchers. They are thanked for their commitment and continuing support.

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 2017-2018 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
5 June 2017

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 2017

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
Access	Promote service via anniversaries	12 social media posts	8
	Contribute to external heritage events	1 in each funding authority	Bridgend, Caerphilly, Cardiff
	Deliver educational service	10 educational visits	5
	Deliver on-site events	6 public events	3
The Collection	Contribute to Archive Hub	50 catalogues	7
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 51%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	10,423 cleaned; 101 conserved; 736 boxes made
Resources	Integrate PP&DR process	Retain liP	Bronze status
	Meet income target	£151,252	£20,313.15
	Meet agreed revenue budget	£856,250	
	Manage volunteers workforce	6,600 hours; 100% reviewed	1,975; 100% reviewed
	Maintain establishment	14 fte	14 fte

Appendix 1

The Cardiff Bay Development Corporation (Transfer of Property, Rights and Liabilities) (National Assembly for Wales) Order 2000			
Accession No:	2017/36	Reference No:	DCBDC
Date of records: 26 Mar 2000			
Deeds			
Accession No:	2017/37	Reference No:	D1445
Deeds relating to property in St Brides Major. Date of records: 1865-1872			
Soroptimist International Cardiff and District Records			
Accession No:	2017/38	Reference No:	D220
Minutes of AGMs (Apr 2010-Apr 2015), minutes of Business meetings (Nov 2006-Mar 2015), minutes of Executive Committee meetings (Apr 2007-Mar 2015). Date of records: 2006-2015			
Glamorgan County Council Education Committee Prospectuses			
Accession No:	2017/39	Reference No:	D1447
Date of records: 1960-1974			
Pontypridd County School Records			
Accession No:	2017/40	Reference No:	D1446
Records relating to Pontypridd Mill St Board School, County, Intermediate and Grammar Schools. Including school magazines, Head Teacher's annual reports, teachers signing in book etc. Date of records: 1880s-1990s			
Thomas John Walters, 11th Glamorgan Battalion Home Guard, Papers			
Accession No:	2017/41	Reference No:	D1424
Photograph of Mr Walters, Glamorgan Home Guard Gas Training Manual Date of records: c1915-c1942			
LGBT Christians South Wales Records			
Accession No:	2017/42	Reference No:	D1425
Programmes, newsletters, yearly history, information papers, AGM papers, photographs, correspondence, national AGM papers for 2006 when the event was held in Cardiff Date of records: 1985-2016			
Support for Parents of Lesbians and Gay Men Records			
Accession No:	2017/43	Reference No:	D1426
AGM papers, newsletters, training materials, DVD of presentaiton, information sheets, photographs, posters and booklets Date of records: 2001-2016			

Ordnance Survey Maps			
Accession No:	2017/44	Reference No:	OS
2nd ed. 1:500 Glamorgan, Cardiff sheets XLIII.15.12, XLIII.7.18; 1st ed 1:2500 Glamorgan sheets XX.5, XLIII.5; 2nd ed. 1:2500 Glamorgan sheet XLIII.5; 3rd ed. Glamorgan sheets XXXVII.15, XVII.13; special ed. 1912 Glamorgan sheet XXXV.4. Date of records: c1880-1920			

Glamorgan Family History Society Records			
Accession No:	2017/45	Reference No:	D37/1/125
Journal number 125 Date of records: Mar 2017			

Whitchurch Ratepayers' Association Minutes Book			
Accession No:	2017/46	Reference No:	D1429
Signed minutes book Date of records: 1963-1970			

Whitchurch Methodist Church records			
Accession No:	2017/47	Reference No:	D889
Property records including minutes, reports, inspections, plans, rebuilding scheme, renovation and log book Date of records: 20th century			

Cowbridge (Gateway) Monday Club Records			
Accession No:	2017/48	Reference No:	D408/13-15
Albums/scrapbooks, 2006-2010, 2011-2013, 2013-2016. Date of records: 2006-2016			

Pendoylan Community Council Records			
Accession No:	2017/49	Reference No:	P24
Community Council minutes Date of records: 1996-2011			

Grangetown Local History Society, Cardiff, Collection			
Accession No:	2017/50	Reference No:	D1026/3
Grangetown Catholic Club financial records, committee minute books and membership records. Date of records: 1917-1995			

St Bride's Minor/Llansantffriad Records			
Accession No:	2017/51	Reference No:	P78CW
Date of records: 1960s-2000s			

John Samson Pedler of Roath Papers			
Accession No:	2017/52	Reference No:	D1428
Photograph of St Saviour's Church Choir, 1911; certificate of thanks awarded to John Samson Pedler for having passed the Arch Druid's Chair in Lodge no. 844, 1901.			
Date of records: 1901-1911			

Ynyshir Ecclesiastical Parish Records			
Accession No:	2017/53	Reference No:	P236CW
Baptism registers, confirmation register, register of banns, marriage registers, service registers, photographs, parish magazines, Maindy Memorial annuity book, structural report			
Date of records: 19th-20th century			

Cardiff Civic Society Records			
Accession No:	2017/54	Reference No:	D1371
Membership file, papers relating to annual award, newsletters, photograph albums			
Date of records: 1968-2008			

Hen Dy Cwrdd Unitarian Chapel Trecynon Records			
Accession No:	2017/55	Reference No:	D1430
Baptism register, membership records, accounts, minutes, papers regarding history of the chapel, deeds of schoolroom.			
Date of records: 1811-1985			

Save Cynon Valley Museum and Gallery Records			
Accession No:	2017/56	Reference No:	D1431
Papers, minutes, correspondence, newspaper cuttings			
Date of records: 2013-2014			

Aberdare Miners' Relief Fund Records			
Accession No:	2017/57	Reference No:	D1432
Cash book, receipt book			
Date of records: 1984-1985			

Hirwaun Ward Labour Party Records			
Accession No:	2017/58	Reference No:	D1433
Minute book			
Date of records: 1952-1958			

Women's Archive of Wales/Archif Menywod Cymru: Rhiannon Magazine Collection			
Accession No:	2017/59	Reference No:	DWAW
Magazines			
Date of records: c1977-1979			

Society of Cirplanologists' Glamorgan Wesleyan Circuit Plan Collection			
Accession No:	2017/60	Reference No:	DWESCIR
Circuit plans for various circuits in Glamorgan			
Date of records: 1933-1992			

Cardiff and District Hearing Impaired Support Group Records			
Accession No:	2017/61	Reference No:	D1434
Minutes, case documents			
Date of records: 1988-2009			

Whitchurch Hospital, Cardiff, Records			
Accession No:	2017/62	Reference No:	DHWH
Admission cards and section papers			
Date of records: 1930s-1980s			

Lisvane Civil Parish Records			
Accession No:	2017/63	Reference No:	P56
Minutes, accounts, correspondence			
Date of records: c1980s-2012			

Melingriffith Iron and Tinsplate Works Records			
Accession No:	2017/64	Reference No:	DMG/2/6
Advice note from Company to Joseph Vaughan of Melingriffith for sundry items ordered.			
Date of records: 1775			

Atlas Assurance Company Limited Records			
Accession No:	2017/65	Reference No:	D1450
Atlas Assurance papers regarding loan to Rhondda UDC of £4035			
Date of records: 1921-1926			

Sally White of Isle of Wight Collection			
Accession No:	2017/66	Reference No:	D1451
Lease of land in Cockburn Street, Cathays, 1881; marriage settlement: Katherine Powell of Cardiff and Thomas Henry Cuthbert of Surrey, 1875.			
Date of records: 19th century			

William Sturges, Solicitors, Collection			
Accession No:	2017/67	Reference No:	D1452
Records relating to Glamorgan: John Windham Bruce papers, probate of John Bruce RN; deeds relating to property of W Joseph deceased and Mrs C. M. Joseph			
Date of records: 19th-20th century			

Druces LLP Collection of Deeds			
Accession No:	2017/68	Reference No:	D1453
Conveyance of woodland in Bridgend, 1925; deeds relating to Clive Road, Cardiff, 1895-1913.			
Date of records: 19th-20th century			

Cardiff RDC and Local Health Authority Registers of Births			
Accession No:	2017/69	Reference No:	RDC
Registers of births; Whitchurch Hospital patient notes for Alice Conway			
Date of records: 1931-1964			

De La Salle Preparatory School for Day Boys, Cardiff, Propsectus			
Accession No:	2017/70	Reference No:	D1438
Prospectus			
Date of records: c1960			

David Jones, Blacksmith, of Laleston, Records			
Accession No:	2017/71	Reference No:	D1435
Accounts ledger showing work done			
Date of records: 1913-c1922			

Aberdare Ecclesiastical Parish Records			
Accession No:	2017/72	Reference No:	P61CW
Aberdare St John marriage registers, 1937-2009; Aberdare St Elvan's marriage registers, 1937-1970; banns register 1967-2001, St John the Evangelist Roberstown, 1947-2004, confirmation registers, 1931-1980, baptism registers, 1915-1982.			
Date of records: 1915-2009			

Deeds relating to flat in Hazelhurst Court, Llandaff North			
Accession No:	2017/73	Reference No:	D1442
Deed, mortgage papers and correspondence regarding the erection of a garage.			
Date of records: 1965-1967			

Garth Junior School Records			
Accession No:	2017/74	Reference No:	EM25
Log book			
Date of records: 1897-1970			

National Coal Board Records			
Accession No:	2017/75	Reference No:	DNCB
Coal spoil reports			
Date of records: 1970s			

Gerald Morgan, Director of David Morgan Ltd, Papers			
Accession No:	2017/76	Reference No:	D1436
Gerald Morgan's income tax papers; Borough of Cowbridge souvenir programme to commemorate the Coronation of Queen Elizabeth II			
Date of records: 1940s-1950s			

Phillips Family of Whitchurch and South Africa Postcard Collection			
Accession No:	2017/77	Reference No:	D1437
Postcards sent between family members between South Africa and Wales, photographs of the family home in Whitchurch and copy of photograph of William and Sarah Phillips.			
Date of records: 1906-1990s			

Hope Chapel Church of Christ, Bridge Street, Aberfan, Records			
Accession No:	2017/78	Reference No:	D1095
Correspondence file relating to the future of the congregation at Hope Chapel, the buildings and the work of Ty Toronto following the Aberfan Disaster.			
Date of records: 1966-1971			

Cardiff Archaeological Society Records			
Accession No:	2017/79	Reference No:	D717
Papers relating to trips organised by the Society			
Date of records: 2001-2005			

Canton High School Records			
Accession No:	2017/80	Reference No:	D808
School photographs, plan of Market Road building.			
Date of records: c1990s-2000s			

Mid Glamorgan Rivers Catchment Area 1 inch map			
Accession No:	2017/81	Reference No:	D1439
Showing watershed and main river			
Date of records: 1933			

Llancarfan Society Records			
Accession No:	2017/82	Reference No:	DLNS
Newsletter 169			
Date of records: Mar 2017			

Llandaff Society Records			
Accession No:	2017/83	Reference No:	DLDS/1
Newsletter 136			
Date of records: 2017			

Glamorgan County Council Records: Social Services Department			
Accession No:	2017/84	Reference No:	GD/S
Miscellaneous adoption filing, registers			
Date of records: c1940s-1960s			

Philip Riden Papers			
Accession No:	2017/86	Reference No:	DX446
Photographs of the Heath, Cardiff. Photographs collected to illustrate the publication Life on the Heath. The Making of a Cardiff Suburb by Gareth Williams			
Date of records: 20th century			

Cadoxton-juxta-Barry Ecclesiastical Parish Records			
Accession No:	2017/87	Reference No:	P31CW
Marriage registers			
Date of records: 2000-2013			

George Tucker Jones Papers			
Accession No:	2017/88	Reference No:	D1448
Engineering drawings Date of records: 20th century			

John Mahoney of Cardiff Collection			
Accession No:	2017/89	Reference No:	D1342
Photographs of Melingriffith Works and employees, GKN Works and Cardiff Docks. Photographs of construction of Severn Bridge. Caerphilly Technical Association Newsletters. Dowlais Iron Company Guest Testimonial Scholarship certificate Date of records: 19th-20th century			

Cardiff Graving Dock Personnel Register			
Accession No:	2017/90	Reference No:	D1449
Personnel register Date of records: 20th century			

John Reynolds of Cardiff, Papers			
Accession No:	2017/91	Reference No:	D1440
Correspondence and records relating to John Reynold's membership of the Labour Party and work as a Cardiff Councillor. Also papers relating to the development of St David's Hall and Cardiff Bay Development Corporation Date of records: 1940s-1990			

Coity, Nolton and Brackla Ecclesiastical Parish Records			
Accession No:	2017/92	Reference No:	P80CW
St Mary's, Nolton, marriage register Date of records: 2009-2015			

Whitchurch Women's Institute Records			
Accession No:	2017/93	Reference No:	DXNO
Log books Date of records: 2005-2012			

William Bryar of Cardiff Records			
Accession No:	2017/94	Reference No:	D1444
Photographs of public houses and places of worship in Cardiff and general views of Glamorgan Date of records: 1960s-1990s			

Lewis Family of Merthyr Tydfil and Hughesovka Papers			
Accession No:	2017/95	Reference No:	HRA/D1443
Letter giving details of how John and Margaret Lewis had travelled to Hughesovka in 1888. Date of records: 1969			

Coroner for Bridgend and Glamorgan Valleys Records			
Accession No:	2017/96	Reference No:	CORB
Inquest of drug related deaths, hangings and adjournments; notices of deaths and post mortem reports Date of records: 1992-2004			

Newcastle Ecclesiastical Parish Records			
Accession No:	2017/98	Reference No:	P84CW
Registers of baptism, marriages, banns, offertory, services, preachers, confirmations and PCC minutes Date of records: 19th-20th			

Pritchard Family Collection			
Accession No:	2017/100	Reference No:	D414
Records of the British Dominion Steam Ship Company Limited; family photographs Date of records: c1900-1940s			

Rumney Board School Records			
Accession No:	2017/101	Reference No:	D780
School log books Date of records: 1899-1951			

Notable accessions

LGBT Christians South Wales Records and Support for Parents of Lesbians and Gay Men Records (D1425, D1426)

LGBT Christians South Wales worked as a fellowship and support group from the 1970s through to 2016. Families and Friends of Lesbians and Gay Men Wales (FFLAG Wales), later renamed Support for Parents of Lesbians and Gay Men Wales was formed in 1999. The objectives of the group were to relieve emotional distress suffered by lesbian, gay and bi-sexual people and their families and friends by running a telephone helpline, support groups and providing information. Both groups wound up in 2016 recognising that their purposes were fulfilled in other organisations. The two collections comprise minutes, newsletters, photographs and information prepared for dissemination and talks.

Hen Dy Cwrdd Unitarian Chapel, Trecynon (D1430)

Founded in Trecynon, Aberdare in 1751 Hen Dy Cwrdd is believed to be one of the earliest nonconformist chapels in the Cynon Valley. The records of the chapel, at times in written in Welsh, include a baptism register from 1811 and minutes from 1858. There is an excellent series of records relating to members' subscriptions, dating from 1843, where in some cases the addresses and occupations of subscribers are also given. Sunday School records also give the names of members. The deed of land purchased to build a new schoolhouse in 1865 shows that the majority of the trustees of the Unitarian School Room were local miners. The chapel closed in the early 1990s and the building is now in the care of Addoldai Cymru: the Welsh Religious Buildings Trust.

Cardiff and District Hearing Impaired Support Group Records (D1434)

The Group was first formed in 1986, with the aim to provide support for elderly deaf and young deaf alike and to campaign on issues affecting the hearing impaired community of the area. Members administered a sign language and support service on behalf of South Glamorgan County Council on a voluntary basis for many years. The collection comprises minutes, correspondence and campaign files.

David Jones, Blacksmith, of Laleston, Records (D1435)

David Jones of Holly House, Laleston, operated a blacksmith business from the Old Forge in Laleston. The business served many farms and individuals in the local area including R. L. Knight of Tythegston Court. The accounts ledger (1913-c1922) provides a great insight into the type of work a rural blacksmith would have carried out during this period.

John Reynolds of Cardiff Papers (D1440)

A member of the Labour Party and a Councillor for Llanrumney, Cardiff, John Reynolds also served as Labour leader of Cardiff City Council, was involved in the development of St David's Hall, Cardiff and was a member of the board of the Cardiff Bay Development Corporation. He died in 1990. The records include personal papers from the 1940s, including letters from James Callaghan and Michael Foot. There are also papers relating to the development of St David's Hall.

Lewis Family of Merthyr Tydfil and Hughesovka Papers (HRA/D1443)

John Lewis was a member of a working party selected to travel to Hughesovka in 1888 to teach local Russian workers about steel production. He travelled with his wife, Margaret Lewis, and daughter, who was just a few months old. The letter describes their experience of leaving Merthyr Tydfil for Russia.

William Bryar of Cardiff Records (D1444)

William Bryar was a keen local photographer and member of the Cardiff Camera Club. During the 1980s he photographed a large number of public houses and places of worship in Cardiff and his photographs were used as the basis of a Camera Club competition to identify the buildings. The photographs provide a wonderful record of the buildings many of which have since been closed or are now used for other purposes. The collection also includes more general views of locations in Glamorgan from the 1960s.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Mar - May 2016	2105	(1270)	62	2742
June - Aug 2016	1821	(743)	46	2227
Sep - Nov 2016	1801	(1103)	78	2742
Dec 2016-Feb 2017	1746	(1072)	43	3095
Mar - May 2017	1773	(1160)	35	2847

	Remote Enquiries	Website Hits
Mar - May 2016	852 (+ 74 un-printed thank you emails)	11475
June - Aug 2016	766 (+ 65 un-printed thank you emails)	10437
Sep - Nov 2016	876 (+53 un-printed thank you emails)	11508
Dec 2016-Feb 2017	881 (+59 un-printed thank you emails)	12222
Mar - May 2017	896 (+51 un-printed thank you emails)	10854

Interesting Enquiries

Academic enquirers from a range of institutions researching a broad spectrum of topics have again been assisted either in person or remotely.

A postgraduate student from the University of California, Berkley, visited to research measures taken to stimulate the economy of the south Wales region after the decline of the mining industry.

A PhD student of music and theatre in 19th century Glamorgan was directed to the records of the Theatre Royal, Cardiff, papers relating to Adelina Patti and a collection of Welsh ballads.

A postgraduate student at Swansea University explored the changing role of women in death rituals in Aberdare and Merthyr Tydfil through the records of an undertaker.

A researcher on a joint project between Warwick and Kent Universities to catalogue church wardens' accounts prior to 1850 consulted several parish collections.

A number of collections were suggested to a student writing a dissertation on the leisure pursuits of women during the interwar period while the Andrews Brothers Records and the Second World War Leversuch correspondence were consulted by a Masters student writing a thesis on cinema going in Wales from the 1920s to the 1940s.

The Glamorgan Asylum records continue to be a popular subject for academic research while one Aberystwyth University student also using the records of Whitchurch Hospital for his research on the history of psychiatry.

Partnership with the Cardiff Story Museum continues to develop with museum volunteers investigating terms used to describe school children's intellectual abilities during the late-19th and early-20th centuries using school log books.

The records of Women For Life on Earth and the Greenham Common Women's Peace Camp Collection were used in research for a book on the women's movement and in particular the march to Greenham Common which began in Cardiff.

Access to Glamorgan Asylum patient records from the period 1900-1910 was requested in connection with research for a novel about a fictional patient at Angelton Hospital, Bridgend.

Anniversaries prompted several enquiries. All Saints Church in Penarth will soon be marking the anniversary of its reconstruction following bomb damage sustained during the Second World War. A member of the Church researching the work of architect John Coates-Carter, who designed the church in 1891, consulted parish minutes along with records of Stephenson & Alexander, Cardiff Rural District Council and Cardiff Borough.

The depositor of the records of Gilgal Baptist Church, Porthcawl, visited to undertake research ahead of the 150th anniversary of the Church. Photographs of members and events were of particular interest.

Members of Tonteg Women's Institute are also preparing for an anniversary, with the branch celebrating its 50th anniversary later this year. They consulted branch minutes from 1967.

Vehicle licensing enquiries are a continuing interest, mainly relating to the restoration of vintage motorbikes, cars and, for Carmarthenshire, tractors. This quarter one such enquiry concerned the official car of Mid Glamorgan County Council, registration L1. The enquirer was provided with photographs of the car with chauffer outside the former Mid Glamorgan County Hall.

Newspaper cuttings collected by Cardiff Naturalists Society were used to explore the political history of Cardiff Bay's development.

Family history enquiries have included one this quarter from Cardiff, Australia. This family historian was tracing her ancestors who ran a farm in Merthyr Tydfil (not Cardiff!), which was formerly part of the Dynevor and later Wingfield and Mackintosh estates. Another family historian was inspired to visit having read an article in the South Wales Echo concerning the deposit of a register of members of the 11th Battalion (Llandaff) Home Guard in late-2016. His father had served with the Home Guard during the Second World War.

Appendix III

Local and Family History Groups	
Ask the Experts! family history sessions	5
Avant Cymru	15
Pontypridd YMCA	8
Cardiff Civic Society	5
Tonyrefail University of the Third Age	8
Glamorgan Family History Society: Sully Branch	10
Canton and Riverside Local History Group	5
Professional Organisations	
Glamorgan Archives Joint Committee	12
Hannover City Archives	2
Institute for the Study of Welsh Estates	21
Events	
Llafur Day School: 50 Years of Women's and Gay Liberation	40
The Cruel Streets	39
VCS Cymru: Stories/Straeon family day	27
Cardiff People First: Breaking Barriers	10
Education	
Ysgol Gymraeg Caerffili	32
Mount Stuart Primary School x2	62
Tondu Primary School	31
Thornhill Primary School	18
Cardiff University: Continuing and Professional Education	6
Filming	
Llantrisant Charter	3
Individuals Meeting Staff	147
Tours for prospective volunteers	1
Room Hire	
Cardiff Council Training/Workshop X 32	551
Other x 3	103

Appendix IV

Bench work		
D905/5/21	Production of Show Boat, photographs	Flattened
Q/S/D/2/1869	100 court deposition	Dead mould removed, papers consolidated and repaired
57 new deposits		Checked for mould and infestations.
2016/79	5 bankers boxes of photographs	Assessed for conservation needs
DPL	Plymouth Estate Collection	Assessed for conservation needs
Cleaning and Packaging		
Crew Agreements	255 documents	Cleaned
DNCB	63 volumes,	Cleaned,
PSMLO	10,000 papers	Cleaned
DX229/5/11, 12 - 16	6 photographs	Repackaged
DXJF/62/21 - 25	5 photographs	Repackaged
DX558/1-6, 10/1, 12/1-26, 28, 29	36 photographs	Repackaged
Bespoke boxes made		
Various	736 Boxes	
Barcoded and Relocated		
Various	206 boxes	Locations moved and database updated
External Work		
Local University	7 note books	Cleaned, repaired and repackaged
Private company	3 folders made	
Private Individuals	1 map	Sellotape removed, staining reduced, washed, alkalised, backed, repaired and repackaged
Local University	7 boxes made	
Local Archive	510 boxes made	

ARA Survey of Visitors to UK Archives 2016

1. Introduction

The Survey of Visitors to UK Archives looks at archive services provided from the adult individual's point of view. It is a survey of visitors to the searchroom; those visiting as part of groups or for events are not included. All searchroom visitors were invited to take part provided they were aged 17 or older.

The 2016 survey took place from Monday 3 to Friday 28 October 2016. A total of 114 archive services across the UK participated in the survey.

The same survey questions were used in 2016 survey as the 2014 survey, which has allowed for comparisons between the years.

2. Comparison with other Welsh archive services:

In comparing the results of all participating Welsh archive service, Glamorgan Archives is on a par with colleagues, with only a small variation between the scores of the majority of services. We don't excel beyond most of our neighbours, but neither are we falling behind.

Issues relating to access to and use of the online catalogue and resources are common across archive services in Wales.

3. What we're doing well

We aim for a score of 90% or higher across the good/very good or fairly/very satisfied categories. This was achieved in all areas bar those listed in section 4 below.

Highlights include:

- Staff

	2016	2014
Availability of staff	96%	97%
Attitude of staff	98%	98%
Quality of staff advice	97%	98%
Welsh verbal communication	100%	100%

This is particularly heartening during a year when staff levels were impacted by the loss of 3 posts coupled with uncovered maternity leave for 3 staff. Despite these pressures we continued to provide a high level of public service.

In addition it reflects the efforts of staff currently undertaking Welsh language courses and their readiness to put their new skills to use.

- Building

	2016	2014
Upkeep	96%	100%
Physical access in and around the building	97%	100%
Lockers / toilets / rest or refreshment area	97%	100%

Despite being over 7 years old, the building continues to provide an excellent environment for visitors.

- Visitor experience

	2016	2014
I have improved my knowledge in an area of interest	100%	100%
I developed new skills / improved existing skills	93%	89%
I have a greater understanding of my community, its history and people	100%	90%
I enjoyed myself	99%	100%
I am inspired to find out more	99%	100%

It is clear from the responses that Glamorgan Archives provides a number of benefits to the community we serve, including understanding of the community, improving knowledge and developing skills.

4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good or fairly/very satisfied categories in the following sections of the survey. Although not poor scores, these results highlight areas for improvement. Recommendations for delivering these improvements are outlined in section 5.

- Online catalogue

	2016	2014
Usability of the online catalogue	85%	83%
Quality of the online catalogue	86%	90%
Welsh online catalogue or resources	85%	100%

This refers to our online catalogue, Canfod, which is accessed using CALMView software.

- Online resources

	2016	2014
Quality of our other online resources	80%	94%
Access to our online resources	81%	95%
Welsh online catalogue or resources	85%	100%

This refers to online resources other than the catalogue. The majority are provided by external companies Find My Past and Ancestry through a free subscription. It also includes our own digital parish register resource, Plwyf.

- Copy services

	2016	2014
Our copy services	88%	100%
Self-service photography	94%	100%

The copying services rated at 88% do not include our self-service photography provision, which has scored well with the result provided here for comparison purposes.

5. Recommendations

- Online catalogue
 - Work with Axiell, the provider of the CALMView software, and other CALMView users within the sector, to propose improvements to the current system
 - Improve our in-house guidance notes on using the catalogue
 - Investigate the possibility of indexing sections of the catalogue. External grant funding would need to be sourced to progress the work due to limited capacity and resources.
 - Provide online guides to certain major collections
 - Finalise the installation of the Welsh CALMView interface
- Online resources
 - Work with external providers Ancestry and Find My Past to improve navigation and access to our material
 - Expand the range of Glamorgan Archives material available online
 - Collaborate with colleagues within the sector and external organisations eg Glamorgan Family History Society experiencing similar issues with their content
 - Discuss the issue of bilingual access to external resources with colleagues within the sector

Working in partnership with our colleagues across Wales will help us to resolve common issues regarding online access to our catalogue and other resources.

- Copy services
 - Provide in the searchroom and on the website the reasons why we no longer photocopy material
 - Provide the public with the rationale behind costings for our digital photography service

6. Conclusion

The Survey of Visitors to UK Archives has shown that Glamorgan Archives has succeeded in maintaining the delivery of a high quality public service despite a significant reduction in resources.

Solutions have been identified which will help us to improve scores in those areas where we are currently falling below our own high standards.

Rhian Diggins
Senior Archivist
May 2017

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

**AGENDA ITEM NO:
2016/2017 OUTTURN
2016/2017 DRAFT WAO RETURN**

THE GLAMORGAN ARCHIVES JOINT COMMITTEE 30TH JUNE 2017

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2016/2017

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 2017. 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 2016/17

2. The Glamorgan Archives Joint Committee approved a proposed budget of £661,000 for the financial year 2016/2017, 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 2016/2017:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
	£	£	£
Expenditure	823,000	857,808	34,808
Income	(162,000)	(196,808)	(34,808)
Net Expenditure	661,000	661,000	0

5. **Appendix 1** provides a detailed analysis of the 2016/17 outturn.

6. The final net expenditure position at year-end was balanced following a transfer of £47,622 from the General Reserve. This amount was less than the budgeted £75,000 to be drawn down in 2016/17.
7. Employee related spend had an overspend of £34,997 against a budget of £450,440. This was the result of newly recruited employees in relation to Wellcome Trust supported work which will be fully funded by grant. Agency spend has also increased as a result of maternity cover and Cardiff Works staff who are funded by DWP Access to Work payments.
8. Premises had an underspend of £5,617 and this was largely due to an underspend in electricity of £15,185. This could be a continuing reduction as a result of the solar panels that were installed last year, and will remain difficult to accurately predict in budget proposals. As a result, only £25,415 was spent in comparison to the planned £40,600. This was partially offset off by repairs, alterations and maintenance which had an overspend of £12,590, including essential updates to the security systems software, an overhaul of the fire suppression system and repairs to environmental controls.
9. The planned expenditure for Transport was £2,550 but the actual spend was only £1,836, representing an underspend of £714. Travel expenses were underspent with further offsetting payments from staff travel loans throughout the year.
10. The actual expenditure for Supplies and Services was £56,436 which was an overspend of £14,326 in comparison to the planned expenditure of £42,110. This was due to an overspend on conservation materials which is offset by grant funding detailed in income below.
11. Planned expenditure for Support Services was £39,700 however, the actual spend was only £31,515. This therefore leaves a variance of £8,185. This is the result of rearrangement of Accountancy staff working for Glamorgan Archives.
12. Finally, income received was greater than budgeted. The Glamorgan Archives received £196,808 in comparison to a planned figure of £162,000. This variance of £34,808 was due to a number of factors, most notably increases in sundry charges and income (£27,824) in relation to several small grants, Access to Work payments and other miscellaneous income, and further charges to existing and new clients for the hire of specialist rooms. Furthermore, the receipt of grants from ARCW and Wellcome Trust, the latter continuing into future years, accounted for £7,575 and £11,707 respectively. As previously mentioned, conservation income of £26,553 was received to offset costs in Supplies and Services.
13. The balance on reserve is shown in the table below:

<u>Movements on Glamorgan Archives General Reserve</u>	<u>£</u>
Balance brought forward at 1 st April 2016	310,518
Less Drawdown from General Reserve	47,622
Transfer to General Reserve	0
Balance as at 31st March 2017	262,896

It was agreed last year that there would be a drawdown of £100,000 and that this would be reduced by £25,000 each year moving forward. This year the budget for drawdown was reduced to £75,000. Therefore, the overall position represents a net underspend of £27,378 against budget.

The £47,622 in the table above represents the drawdown of funding from reserve to pay for the balance of in year spend not covered by Local Authority member contributions. The target for 2017/18 is £50,000 drawdown from reserve. However, achievement of this reduction will become more difficult over the following years as the use of reserve is phased out by 2020/21.

WALES AUDIT OFFICE ANNUAL RETURN FOR 2016/2017

14. The draft Annual Return (attached) for the year ended 31st March 2017 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 Tuesday 11th July 2017 to Monday 7th August 2017.
15. 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

16. 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.

FINANCIAL IMPLICATIONS

17. The financial performance for the year resulted in an overspend against the agreed budget of £47,622 therefore there was the need to utilise part of the budgeted £75,000 transfer from the general reserve.

RECOMMENDATIONS

1. That the outturn position for 2016/17 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2016/17 be noted and approved.

Christine Salter
Treasurer to the Glamorgan Archives Joint Committee

Budget Monitoring Outturn 2016/17

Expense/Income Account	Plan £	Actual £	Variance £
Employees			
Gross Pay	342,390	352,842	10,452
National Insurance	34,210	29,663	(4,547)
LG Pensions	72,470	81,903	9,433
Misc Allowances	820	461	(359)
Holiday Pay	0	1,671	1,671
Accumulated Absences		0	0
Agency Staff - Cardiff Works	0	18,154	18,154
Employers Liability Ins Premiums	550	0	(550)
Medical Expenses	0	14	14
Staff Training Expenses	0	730	730
Employees Total	450,440	485,437	34,997

Premises			
Repairs Alterations & Maintenance	10,000	22,590	12,590
Security Measures	5,500	5,551	51
Rodent & Pest Control	100	350	250
Maintenance of Grounds - General	1,500	1,495	(5)
Fire Alarm Service	3,640	5,866	2,226
Maintenance Contracts	10,000	10,038	38
Electricity	40,600	25,415	(15,185)
Gas	11,400	4,419	(6,981)
National Non Domestic Rates	190,060	189,540	(520)
Water Rates	1,200	4,710	3,510
Security Services	0	305	305
Key Holding	0	40	40
Cleaning Materials	500	252	(248)
Window & Flue Cleaning	700	0	(700)
Refuse Collection/Bulk Containers	1,500	1,788	288
Contract Cleaning	7,500	9,688	2,188
Specialist Waste Disposal	1,500	536	(964)
Property Insurance Premiums	2,500	0	(2,500)
Premises Total	288,200	282,583	(5,617)

Transport			
Hire of Transport CTS	0	480	480
Public Transport - Staff Use	500	636	136
Staff Rail Season Ticket Loans	0	(890)	(890)
Car Allowances	600	232	(368)
Travel Expenses	1,450	1,217	(233)
MV Hire Ins Prems	0	161	161
Transport Total	2,550	1,836	(714)

Budget Monitoring Outturn 2016/17

Expense/Income Account	Plan £	Actual £	Variance £
Supplies & Services			
Purchase/Repair - Office Equipment	0	51	51
New Plant & Tools	0	203	203
Equipment & Materials	0	381	381
Signs - New & Repairs	250	23	(227)
Conservation	5,000	20,944	15,944
Vending Machines	3,000	2,772	(228)
Catering Sundries	10,000	6,489	(3,511)
Catering Services General	0	149	149
Uniforms & Overalls (Staff)	100	0	(100)
General Printing & Stationery	500	919	419
OLR - Photocopiers	1,000	(41)	(1,041)
Photocopying Materials	0	1,710	1,710
Audit Fee	3,200	2,153	(1,047)
Translation Welsh Language	3,000	1,708	(1,292)
Archiving/Storage Service	500	0	(500)
Central Telephone Exchanges	4,000	4,115	115
Telephones	1,950	1,549	(401)
Postages	600	345	(255)
Internet Charges	1,000	222	(778)
Software Purchase	1,000	2,400	1,400
Consumables - IT Related (Computer)	590	0	(590)
Software Licences & Mtnce Agrmts	4,000	4,488	488
ICT Holding A/C Con	0	2,800	2,800
Accommodation Expenses	0	526	526
Subsistence Allowance	0	7	7
Subscriptions	700	520	(180)
Public Liability Insurance Premiums	1,020	0	(1,020)
Miscellaneous Insurance Premiums	700	0	(700)
Miscellaneous Expenditure	0	2,139	2,139
Advertising General	0	(135)	(135)
Supplies & Services Total	42,110	56,436	14,326

Support Services			
Accountancy	14,800	5,070	(9,730)
Income Recovery	100	310	210
Payroll	500	240	(260)
Payments	500	340	(160)
Audit	1,500	2,945	1,445
Procurement	600	390	(210)
SAP Support	2,000	3,470	1,470
ICT Services	12,000	9,750	(2,250)
HRPS	7,200	9,000	1,800
Legal Services	500	0	(500)
Support Services Total	39,700	31,515	(8,185)

GROSS EXPENDITURE	823,000	857,808	34,808
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Budget Monitoring Outturn 2016/17

Expense/Income Account	Plan £	Actual £	Variance £
Income			
Arch & Rec Cnl Wales	0	(7,575)	(7,575)
Heritage Lottery Fund	0	(375)	(375)
NMCT	0	(847)	(847)
Wellcome Trust Grant	0	(11,707)	(11,707)
Publications General	(2,000)	(847)	1,153
Sale of Photocopies	(2,000)	(1,867)	133
Conservation Income	(15,000)	(26,553)	(11,553)
Food	(15,000)	(13,569)	1,431
Course Fees	(500)	(130)	370
Search Fees	(3,000)	(3,084)	(84)
Royalties	(10,000)	(2,087)	7,913
Hire Of Specialist Rooms	(37,000)	(51,793)	(14,793)
Sundry Charges & Income	0	(27,824)	(27,824)
Donations	0	(227)	(227)
Access Charges	0	(83)	(83)
Other Interest	(2,500)	(617)	1,883
Cont fm Oth Emkd Res	(75,000)	(47,622)	27,378
Income Total	(162,000)	(196,808)	(34,808)
NET EXPENDITURE (Contributions)	661,000	661,000	0

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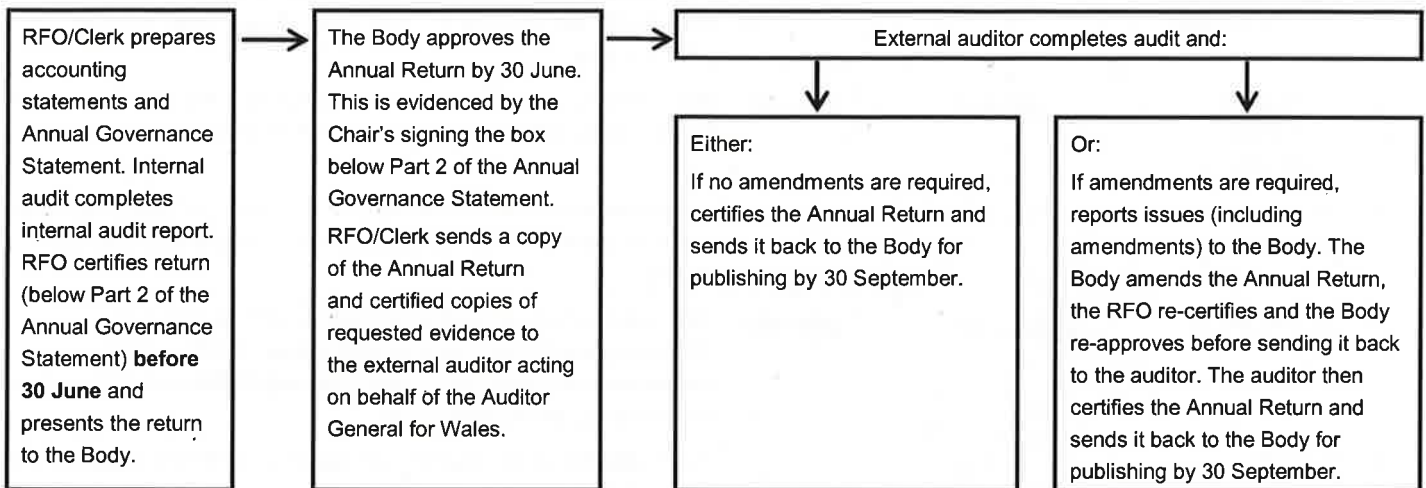


Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2017

Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

The accounts and audit process

The accounts and audit arrangements follow the process as set out below.



PLEASE READ THE GUIDANCE ON COMPLETING THIS ANNUAL RETURN AND COMPLETE ALL SECTIONS HIGHLIGHTED IN RED INCLUDING BOTH SECTIONS OF THE ANNUAL GOVERNANCE STATEMENT

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the Body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Completion checklist

‘No’ answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2017?	<input type="checkbox"/>	<input type="checkbox"/>
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	<input type="checkbox"/>	<input type="checkbox"/>
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the bank reconciliation as at 31 March 2017 agree to line 9?	<input type="checkbox"/>	<input type="checkbox"/>
All sections	Have all red boxes been completed and explanations provided where needed?	<input type="checkbox"/>	<input type="checkbox"/>
Supporting evidence	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.	<input type="checkbox"/>	<input type="checkbox"/>

Accounting statements 2016-17 for:

Name of body: Glamorgan Archives

	Year ending		Notes and guidance for compilers												
	31 March 2016 (£)	31 March 2017 (£)													
Statement of income and expenditure/receipts and payments															
1. Balances brought forward	306,460	310,518	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/levy	681,690	661,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.												
3. (+) Total other receipts	145,652	149,186	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.												
4. (-) Staff costs	(440,710)	(485,437)	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 eg termination costs.												
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).												
6. (-) Total other payments	(382,574)	(372,371)	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	310,518	262,896	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).												
Statement of balances															
8. (+) Debtors and stock balances	236,690	183,372	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.												
9. (+) Total cash and investments	85,432	87,858	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	(11,604)	(8,334)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.												
11. (=) Balances carried forward	310,518	262,896	Total balances should equal line 7 above: Enter the total of (8+9-10).												
12. Total fixed assets and long-term assets	9,613,974	9,512,427	The original asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.												
13. Total borrowing	5,010,567	4,732,445	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).												
14. Trust funds disclosure note	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Yes	No	N/A	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		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).
Yes	No	N/A	Yes	No	N/A										
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>										

Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, 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 accounting statements for the year ended 31 March 2017, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
<p>1. We have put in place arrangements:</p> <ul style="list-style-type: none"> Effective financial management during the year; and For the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as 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.	<input checked="" type="radio"/>	<input type="radio"/>	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 Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect and to ask questions about the Body's accounts.	6, 23	
5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	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 accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	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 considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
<p>9. Trust funds – in our capacity as trustee, we have:</p> <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. 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* 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.

Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have registered as an employer with HM Revenue and Customs and properly operate Pay As You Earn as part of our payroll arrangements; or We do not need to register for PAYE because none of our employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	<input checked="" type="radio"/>	<input type="radio"/>	Has registered as an employer and properly operate PAYE unless all of the exemption criteria are met.	13
2. We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	<input checked="" type="radio"/>	<input type="radio"/>	Has kept records of payments made to employees including taxable expenses or benefits and of payments made to HMRC	13
3. We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the Code.	<input checked="" type="radio"/>	<input type="radio"/>	The body and its members have adopted and agreed to abide by a Code of Conduct as required by law.	8

* Please delete as appropriate.

Committee approval and certification

The Committee 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 the Annual Governance Statement.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.</p>	<p>Approval by the Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	Insert minute reference and date of meeting
RFO signature: 	Chair signature:
Name: C - SALTER	Name:
Date: 16.5.17	Date:

Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.</p>	<p>Approval by the Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	Insert minute reference and date of meeting
RFO signature:	Chair signature:
Name:	Name:
Date:	Date:

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and 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 2017 of:

--

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 and our recommendations for improvement are included in our report to the body dated _____.]

Other matters and recommendations

On the basis of our review, we draw the Body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the Body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Glamorgan Archives 2016/2017

The Council'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 2017.

The internal audit has been carried out in accordance with the Glamorgan Archive'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 Glamorgan Archives.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	☑	☐	☐	☐	<p>Internal Audit carried out a comprehensive Audit of Glamorgan Archives in August 2016 with a Satisfactory Assurance based on 21 agreed recommendations.</p> <p>Appropriate books of account have been properly kept through Cardiff Councils main accounting ledger, SAP:</p> <p>Regular Progress Against Budget is maintained and monitored by the Accountant and discussed in Glamorgan Archives Project Board Management Meetings and Contract Management Board.</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	☑	☐	☐	☐	<p>Glamorgan Archives- Satisfactory Action Plan Audit- August 2016</p> <p>GA AG401- AG403 – Sighted and checked at 11.04.2017 – Invoices sampled.</p> <p>VAT is accounted for under the accountable body: Cardiff Councils VAT registration with the necessary disclosures and permissions sought from HMRC.</p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☑	☐	☐	☐	<p>The body assess and mitigates significant inherent risks in order to achieve its objectives on a quarterly basis, and when changes occur, these are discussed regularly at the Glamorgan Archives Joint Committee Meetings:</p> <p>It is noted that the quarterly reports do not have a section specifically devoted to risk analysis but each part reports on risks identified against the annual plan and how those have been mitigated i.e.:</p> <p>Those risks identified as a result of the Internal Audit in 2016 have been addressed and mitigated.</p>

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	☉	☉	☉	☉	Regular progress against budget is maintained and monitored by the Accountant and discussed regularly at the Glamorgan Archives Joint Committee Meetings.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	☉	☉	☉	☉	Income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for; Satisfactory Assurance- Glamorgan Archives - Final Audit Action Plan-Report-August 2016.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	☉	☉	☉	☉	Analysis of KSB1 for the overall cost / profit centre position GRO (AG401 and AG403-Actuals) did not identify any Imprest account reimbursements (doc numbers starting with 19-Direct Payments). However, from discussion it was noted that Imprest Account expenditure is coded to GR001. Glamorgan Archives Imprest Account – 15.03.2017; 95001 Imprest Account = £250 95790 Float = £50 Satisfactory Assurance- Glamorgan Archives Audit Report dated 2016
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	☉	☉	☉	☉	Yes, through Cardiff Council main accounting ledger, SAP and internal Payroll process including DigiGOV. There are currently 17 FTE's in Glamorgan Archives. No further examination undertaken as the audit in August 2016 included staffing.
8. Asset and investment registers were complete, accurate, and properly maintained.	☉	☉	☉	☉	Notional Capital Financing Costs and Capital Balance Sheet maintained by Cardiff City Council Accountant for 2016/17. Satisfactory- Audit Action Plan August 2016 GRO Capital Balance Sheet at 16.05.2017

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Monthly and year-end bank account reconciliations for inter companies are undertaken as part of the council wide year-end bank reconciliations, any imbalances are rectified during the course of the year. Inter companies are not identified individually throughout the year.</p> <p>End of year individual 'FICO' reconciliations are carried out: AZ999 95900 (cc1000) = £603.62 Control Accountant Year End 2016/17 Bank Account Cashbook balance GR001, GR002, GR003 and GR005 (cc9020) = £603.62.</p>
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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Accounting statement prepared from figures based in SAP –</p> <p>Glamorgan Archives –Satisfactory- Action Plan Audit Report August 2016.</p>
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No Trust funds

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

* 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.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2015-16 and 2016-17. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	PERNILLE LARSEN	JAN ALLWOOD
Signature of person who carried out the internal audit:	Pernille Larsen	J Allwood
Date:	17/5-17	17.5.17

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange (www.audit.wales/good-practice/finance/community-council-money) provides further information on the accounts and audit process along with guidance on governance matters.
3. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external 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 and may incur additional costs.
4. **There are now two boxes for certification and approval by the Body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2016) equals the balance brought forward in the current year (line 1 of 2017). Explain any differences between the 2016 figures on this annual return and the amounts recorded in last year's annual return.
7. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
8. Make sure that the copy of the bank reconciliation you send to your auditor with the 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 Council holds any short-term 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*.
9. **Every** small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement. Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **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.
14. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2017

2015/16 £		2016/17 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
	Cost of Services								
440,244.79	Staff Costs	484,006	67,761	154,882	29,040	121,001	53,241	58,081	484,006
274,351.47	Premises	282,583	39,562	90,427	16,955	70,646	31,084	33,910	282,583
1,018.78	Transport	1,836	257	588	110	459	202	220	1,836
73,846.99	Supplies & Services	54,297	7,602	17,375	3,258	13,574	5,973	6,516	54,297
1,155.00	Third Party Payments	0	0	0	0	0	0	0	0
32,201.22	Central Departmental Support	33,654	4,712	10,769	2,019	8,414	3,702	4,038	33,654
152,274.67	Capital Charges	101,547	14,217	32,495	6,093	25,387	11,170	12,186	101,547
975,092.92	Operating Expenditure	957,924	134,109	306,536	57,475	239,481	105,372	114,951	957,924
(1,232,742.00)	Contributions from Local Authorities	(1,197,312)	(167,623.6)	(383,139.8)	(71,838.7)	(299,327.9)	(131,704.3)	(143,677.4)	(1,197,311.77)
(43,065.01)	Grant Income	(20,504.1)	(2,870.6)	(6,561.3)	(1,230.2)	(5,126.0)	(2,255.4)	(2,460.5)	(20,504.07)
(101,322.51)	Fees and Charges	(128,065.4)	(17,929.1)	(40,980.9)	(7,683.9)	(32,016.3)	(14,087.2)	(15,367.8)	(128,065.35)
(1,377,129.52)	Operating Income	(1,345,881.2)	(188,423.4)	(430,682.0)	(80,752.9)	(336,470.3)	(148,046.9)	(161,505.7)	(1,345,881.19)
(402,036.60)	Net Cost of Services	(387,957.3)	(54,314.0)	(124,146.3)	(23,277.4)	(96,989.3)	(42,675.3)	(46,554.9)	(387,957.25)
(1,264.47)	Interest & Investment Income	(616.5)	(86.3)	(197.3)	(37.0)	(154.1)	(67.8)	(74.0)	(616.54)
272,930.00	Interest Payable	258,190	36,147	82,621	15,491	64,547	28,401	30,983	258,190
271,665.53	Financing & Investment Income & Expenditure	257,573	36,060	82,423	15,454	64,393	28,333	30,909	257,573
(130,371.07)	(Surplus) / Deficit on Provision of Services	(130,384.0)	(18,253.8)	(41,722.9)	(7,823.0)	(32,596.0)	(14,342.2)	(15,646.1)	(130,383.95)
0	Other Comprehensive Income & Expenditure	0	0	0	0	0	0	0	0
(130,371.1)	Total Comprehensive Income & Expenditure	(130,384.0)	(18,253.8)	(41,722.9)	(7,823.0)	(32,596.0)	(14,342.2)	(15,646.1)	(130,383.95)

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RECONCILIATION TO REVENUE ACCOUNT:			
(130,371.07)	As above	(130,383.95)	
(262,848.00)	69320 PPE reverse previous imp on reval		
(128,087.67)	89302 Tfr from CAA to Neut	(101,547.10)	Not in above
238,661	89305 Trf to CAA re Revaluation		
466	89600 Tfr fm Acc Absence	1,431	Not in above
(272,930.00)	Interest Payable	(258,189.84)	In above not on SAP as notional
551,052	Additional notional contribution income from LA's	536,312	In above not on SAP as notional
4,058	69101 Cont to Oth Earmrkd Res		Not in above
0	89101 Cont from Oth Earmarked Res	(47,622.13)	Not in above
0	Balance as per revenue account on SAP	0	

Glamorgan Archives Balance Sheet as at 31st March 2017

			Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
31/03/16		31/03/17							
9,603,593	Land and Buildings	9,504,641	1,330,650	3,041,485	570,278	2,376,160	1,045,510	1,140,557	9,504,641
0	Assets Under Construction	0	0	0	0	0	0	0	0
10,381	Vehicle, Plant, Furniture & Equipment	7,786	1,090	2,492	467	1,947	856	934	7,786
9,613,974	Long Term Assets	9,512,427	1,331,740	3,043,977	570,746	2,378,107	1,046,367	1,141,491	9,512,427
18,537	Inventories	18,169	2,544	5,814	1,090	4,542	1,999	2,180	18,169
218,153	Short Term Debtors	163,349	22,869	52,272	9,801	40,837	17,968	19,602	163,349
85,432	Cash & Cash Equivalents	89,712	12,560	28,708	5,383	22,428	9,868	10,765	89,712
322,122	Current Assets	271,230	37,972	86,794	16,274	67,807	29,835	32,548	271,230
(14,073.29)	Short Term Creditors	(9,371.96)	(1,312.07)	(2,999.03)	(562.32)	(2,342.99)	(1,030.92)	(1,124.64)	(9,371.96)
0	Provisions	0	0	0	0	0	0	0	0
(14,073.29)	Current Liabilities	(9,371.96)	(1,312.07)	(2,999.03)	(562.32)	(2,342.99)	(1,030.92)	(1,124.64)	(9,371.96)
(5,010,567.48)	Long Term Borrowing	(4,732,445.48)	(662,542.37)	(1,514,382.55)	(283,946.73)	(1,183,111.37)	(520,569.00)	(567,893.46)	(4,732,445.48)
(5,010,567.48)	Long Term Liabilities	(4,732,445.48)	(662,542.37)	(1,514,382.55)	(283,946.73)	(1,183,111.37)	(520,569.00)	(567,893.46)	(4,732,445.48)
4,911,455	NET ASSETS	5,041,839	705,858	1,613,389	302,510	1,260,460	554,602	605,021	5,041,839
310,518	Usable Reserves	262,895	36,805	84,127	15,774	65,724	28,919	31,547	262,895
3,300,862	Capital Adjustment Account	3,477,437	486,841	1,112,780	208,646	869,359	382,518	417,292	3,477,437
1,302,545	Revaluation Reserve	1,302,545	182,356	416,814	78,153	325,636	143,280	156,305	1,302,545
(2,469.13)	Accumulated Absences	(1,037.88)	(145.30)	(332.12)	(62.27)	(259.47)	(114.17)	(124.55)	(1,037.88)
4,600,938	Unusable Reserves	4,778,944	669,052	1,529,262	286,737	1,194,736	525,684	573,473	4,778,944
4,911,455	TOTAL RESERVES	5,041,839	705,857	1,613,389	302,510	1,260,460	554,602	605,021	5,041,839

Glamorgan Archives

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

Glamorgan Archives 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	(126,312.97)	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	(110,573.00)	110,573.00
Charges for Impairment of Non-current Assets	0.00	0.00
Revaluation	262,848.00	(262,848.00)
MRP	(278,122.00)	278,122.00
Accumulated Absences	(466.00)	466.00
	<u>(126,313.00)</u>	<u>126,313.00</u>

Movement in Reserves Statement 2016/17

	Usable Reserves	Unusable Reserves	Total Reserves
Balance at 31 March 2016 Carried Forward	310,518.27	2,772,697.13	3,083,215.40
Movement in Reserves during 2016/2017			
Surplus or Deficit on Provision of Services	130,383.95	0.00	130,383.95
Other Comprehensive Income & Expenditure	0.00	0.00	0.00
Total Comprehensive Income & Expenditure	130,383.95	0.00	130,383.95
Adjustments between Accounting Basis & Funding Basis	(178,006.15)	178,006.15	0.00
Net Increase / Decrease before Transfers to Earmarked Reserves	(47,622.20)	178,006.15	130,383.95
Transfers To / From Earmarked Reserves	0.00	0.00	0.00
Increase / Decrease in Year	(47,622.20)	178,006.15	130,383.95
Balance at 31st March 2017 Carried Forward	262,896.07	2,950,703.28	3,213,599.35

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets	101,547.10	(101,547.10)
Charges for Impairment of Non-current Assets	0.00	0.00
Revaluation	0.00	0.00
MRP	(278,122.00)	278,122.00
Accumulated Absences	(1,431.25)	1,431.25
	<u>(178,006.15)</u>	<u>178,006.15</u>

Quick check:	
Surplus or Deficit on Provision of Services	130,383.95
adjust for accounting basis as above	(178,006.15)
	<u>(47,622.20)</u>
This equates to:	
Contribution from reserve as budgeted	(47,622.13)
Contribution to reserve	0.00
Contribution to reserve of surplus	0.00
	<u>(47,622.13)</u>

Cashflow Statement for the Year Ended 31st March 2017

31/03/2016		31/03/2017
£		£
(130,371)	Net (Surplus) /Deficit on the provision of services	(130,384)
328,869	Adjust net surplus or deficit on the provision of services for non-cash movements	126,104
1,264	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	617
199,763	Net cash flows from operating activities	(3,664)
0	Investing activities	0
(1,264)	Financing activities	(617)
198,498	Net (increase)/ decrease in cash and cash equivalents	(4,280)
283,929	Cash and cash equivalents at the beginning of the reporting period	85,432
85,432	Cash and cash equivalents at the end of the reporting period	89,713

2015/16		2016/17
£		£
(152,275)	Depreciation and Impairment	(101,547)
278,122	Prudent MRP (Borrowing Repayment)	278,122
0	(Increase)/Decrease in Provisions	0
8,484	(Increase)/Decrease in Creditors	4,701
194,013	Increase/(Decrease) in Debtors & Prepayments	(54,804)
525	Increase/(Decrease) in Inventories	(369)
328,869	Cash (Inflow)/Outflow from Revenue Items	126,104

Proposed Schedule of meetings dates for 2017/2018

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

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