

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 on 26 June 2015 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan  
Councillor Cowan, Cardiff  
Councillor Griffiths, Rhondda Cynon Taff  
Councillor Higgs, Caerphilly  
Councillor Lomax, Cardiff  
Councillor Robson, Cardiff  
Councillor Rosser, Rhondda Cynon Taff  
K Thomas CVO, JP, Co-Optee

Officers in Attendance Susan Edwards, Glamorgan Archives Cardiff Council  
Richard Grigg, Legal Services Cardiff Council  
Rob Green, Finance Cardiff Council  
Tom Crocker-Wilton, Finance Cardiff Council  
Andrea Redmond, Clerk Cardiff Council  
Joanne Jones, Caerphilly Council

1 : APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Ward.

1 : DECLARATIONS OF INTEREST

No Declarations of Interest were received.

3 : TO ELECT A CHAIRMAN OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2015/16.

RESOLVED – That County Councillor Brian Mansbridge, Merthyr County Borough Council be elected as Chairman of the Joint Committee for the 2015/16 municipal year

4 : TO ELECT A VICE-CHAIRMAN OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2015/16.

RESOLVED – That County Councillor Margaret Griffiths, Rhondda Cynon Taff County Borough Council be elected as Vice - Chairperson of the Joint Committee for the 2015/16 municipal year

5 : MINUTES

The minutes of the meeting held on 13 March 2015 were agreed as a correct record and signed by the Vice Chairperson.

6 : REPORT ON THE PERIOD 1 MARCH - 31 MAY 2015 - REPORT OF THE  
GLAMORGAN ARCHIVIST

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

The Chairperson invited questions and comments from Members:

- Members wished to thank the Glamorgan Archivist and her staff for all the hard work being done in difficult budgetary times, and considered that their dedication and achievements should be noted.
- Members wished to express their sentiments to the late Councillors Ray Davies and Graham Davies.
- Members asked whether the Archives had the facilities to take in 'Items' and treat/clean them, then return them and charge a fee. Officers advised in the affirmative and that although paper conservation was the main expertise one staff member was trained in museum conservation. In addition, advice on conservation can be provided..
- With reference to IT/Wi-Fi issues, members asked whether any resolutions had been made. Officers advised that there hadn't been as yet; there were still issues with being able to print from public PC's, they needed to be hard wired and this was chargeable; Officers considered that IT should meet these charges and sought Member support on this.
- Members sought further information on why former trainees had not taken up employment offers. Officers explained that these traineeships had been funded by the Heritage Lottery Fund (restricted funding) and the offers of employment needed to be made to the 16 trainees; 3 of the trainees may now have been identified to possibly take up the offer of employment, this issue was with Cardiff's Human Resources section at the moment.
- Members asked for information on why the NNDR increase had been so large. Officers explained that the building had an assessment and was classed as an archive building and the rates increased; in addition the building is also classed as a Local Authority so no rebate can be awarded. The increase in the rates has resulted in three posts being lost in the budget. It was added that six local authorities pay into the Archives and Cardiff take the rates but as Cardiff collects the most rates in Wales then they are then shared around. Members asked whether any further investigation was being done about the increase in NNDR; officers advised that yes it was, the Welsh Government division with responsibility had set up a business rates panel to address the recommendations of a task and finish group on the subject. Gwent Archives had also experienced the same problem, they are awaiting the results of their appeal.
- Members advised that there may be some items to add to the Stan Stennett Collection if the Archives wished to have them. Officers said they would. The collection will be listed in time for the Christmas events programme which would link to Pantomimes.

RESOLVED: To note the content of the report

7 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2014/2015- REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

Members were advised that the report presents a brief overview of the financial results for the year ending 31<sup>st</sup> March 2015 together with the unaudited draft Welsh Audit Office return for the year ended 31<sup>st</sup> March 2015. Section 3 of the return 'approval by the body' requires completion but the unaudited draft financial statements are presented to the Committee for information only.

Members were provided with a thorough explanation of the papers and figures contained therein.

Officers also advised that with reference to report 2, the Committee had previously received a full set of accounts which had meant an external Audit and therefore a fee. The new threshold is now £2.5million, therefore the Committee are only required to produce a simple return to summarise the issues throughout the year. A final fully audited version would be brought to Committee in September.

The Chairperson invited questions and comments from Members of the Committee:

- Members asked whether there was a policy for keeping a certain level of reserve. Officers advised that there was not a policy as such but through discussion at Committee it had been agreed that £100k minimum should be kept in order to mitigate any shifts.
- Members noted that the contribution to the revenue account of £100k from the reserve was being kept for 2015/16 but asked whether it would be needed for 2016/17. Officers advised that if 2015/16 plays out as planned then it should be needed for another year, however it was noted that there would become a point whereby the reserve is too small to fund £100k to the general account so efficiency savings would need to be made to counter the £100k. It was considered that this could be done on a phased approach but it would depend on factors such as underspend. Officers added that there was also a need to explore alternative Governance options too as there would likely be new structures emerging in Archives and therefore new opportunities to explore; the re-organisation of local government may also impact, so all options that reduce budget costs and increase income needed to be explored.

RESOLVED:

1. That the outturn position for 2014/15 be noted;
2. That the draft Wales Audit Office Annual Return for 2014/15 be noted.