



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

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COMMITTEE SUMMONS

You are summoned to attend a meeting of the Glamorgan Archives Joint Committee to be held at Records Office - Ffordd Morgannwg on Friday, 26 June 2015 at 2.00 pm to transact the business set out in the agenda below.

AGENDA

Item

1 Apologies for Absence

To receive apologies for absence.

2 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 To elect a Chairman of the Glamorgan Archives Joint Committee for the Municipal Year 2015/16.

4 To elect a Vice-Chairman of the Glamorgan Archives Joint Committee for the Municipal Year 2015/16.

5 Minutes *(Pages 1 - 4)*

To approve as a correct record the minutes of the meeting held on 13 March 2015.

6 Report on the Period 1 March - 31 May 2015 - report of the Glamorgan Archivist *(Pages 5 - 40)*

7 FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2014/2015- REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE *(Pages 41 - 60)*

Glamorgan Archivist
Monday, 22 June 2015

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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 Meeting of the Glamorgan Archives Joint Committee held at Records Office - Ffordd Morgannwg on 13 March 2015 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan (Chair)
Councillor Cowan, Cardiff
Councillor Griffiths, Rhondda Cynon Taff
Councillor Davies, Caerphilly
Councillor Lomax, Cardiff
Councillor Robson, Cardiff
Councillor Ward, Rhondda Cynon Taff
K Thomas CVO, JP, Co-Optee

Officers in Attendance Susan Edwards, Glamorgan Archives
Rhian Phillips, Glamorgan Archives
Joanne Jones, Caerphilly County Borough Council
Richard Grigg, Legal Officer Cardiff Council
Andrea Redmond, Cardiff Council

26 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Higgs.

27 : DECLARATIONS OF INTEREST

No declarations of interest were received.

28 : MINUTES

The minutes of the meetings held on 12 December 2014 and 9 January 2015 were approved as a correct record and signed by the Chairperson.

The Chairperson wished to Congratulate Rhian Phillips and Glamorgan Archives on winning recent awards.

29 : REPORT ON THE PERIOD 1 DECEMBER 2014 - 28 FEBRUARY 2015 - REPORT OF THE GLAMORGAN ARCHIVIST.

Members were provided with an update on the work and achievements of the service for the period 1 December 2014 to 28 February 2015.

The Chairperson invited questions and comments from Members:

- Members discussed visitors books and books of condolences and considered that it would be appropriate to keep them at the Archives. Officers agreed to look at what had been done previously.

- Members noted it was 30 years to the day since the last day of the Miners Strike.
- Members noted that as a result of the appeal against the rateable value a reduction of £10k had been awarded and asked for further information to be sent on this.
- Members asked for information on the complaints received. Officers advised that the complaints had been IT related and there had been many hugely positive compliments about staff. Members asked for the IT complaints to be categorised and also that the compliments are catalogued.
- Members discussed digital records and asked whether social media was included. Officers advised that it isn't presently as they need to establish a way of saving it; there was Welsh Government Funding for an All Wales Solution and work would be undertaken with Information Management in other Authorities. It was noted that National Archives are offering courses and Caerphilly would be taking advantage.
- It was noted that Caerphilly also uses Gwent Archives and Members asked whether records were kept separate. Officers advised that they would investigate this.
- Members noted that there had been a good WW1 Event but Flatholm did not seem to be included even though it was hugely involved. Officers advised that there was a Flatholm Society and papers from Phillip Riden who had written a book on Flatholm, but not on the Flatholm Batteries, officers would seek further information on this.
- Members had enjoyed the presentation held the day before Committee and noted that the AM had been very impressed; Members asked if the Assembly fund the Archives directly. Officers advised that they didn't they were funded through local authorities, CyMAL and other grants for assistance with large scale projects. Gwent Records Office has an Education Officer completely funded by CyMAL.
- Members were disappointed with the Welsh Government response on rate relief and considered that more emphasis should be placed on the issue.
- Members asked whether oral recordings were kept at the Archives; officers advised that they were not but they may be at St Fagan's or Cardiff Story.
- Members asked if records of meetings held in Authorities were kept at the Archives and were advised that they were.

RESOLVED: To note the content of the report

30 : EVALUATION OF THE 2014/2015 ANNUAL PLAN

Members were advised that progress towards targets in the annual plan is reported to each meeting of the Joint Committee. This is an end of year report on success in achieving planned targets.

Progress has been made in all key objectives. All posts in detriment following the job evaluation exercise have been upgraded on appeal with one exception. That post has been deleted. Staff reductions necessary to meet increased budget demands from business rates have been agreed and voluntary severance applications approved. Income generation has increased and is planned to complement service delivery. An agreement has been reached with Cardiff Council's Facilities Management that Glamorgan Archives is not subject to their service arrangements. Access targets have been met successfully and new approaches to publicity continue to develop. All staff contribute appropriately to their targets.

The Chairperson invited questions and comments from Members:

- Members asked if PPDR's were 100% on target. Officers advised that they were; there had been issues with getting them into DigiGov but they were all completed or timetabled to be completed and all on target. It was noted that it was never the full 100% due to circumstances such as maternity leave, staff leaving mid year and temporary contracts etc. but all permanent staff had been completed on target.

AGREED to: Note the progress made towards key objectives in the plan.

31 : ANNUAL PLAN 2015/2016

Members were advised that during the current financial year, progress had been made against all targets in the current annual plan and a full report was presented to the meeting.

The four year strategy agreed in 2011/12 has been completed and reviewed in the light of budget constraints.

The plan has been drawn up with full staff consultation and targets will be monitored through the year.

The loss of 3 staff posts in the last two years will impact on service standards. Procedures and processes have been developed and staff appropriately trained to maximise efficiency and focus effort but there will be shortfalls. The annual plan has been drawn up with this in mind.

The Chairperson invited questions and comments from Members:

- Members discussed publicity and marketing and noted that they were still hearing from people that they didn't know about the Archives and asked what could be done to publicise the Archives more, maybe through Peoples Collection Wales (PCW). Officers advised that PCW was part of the Museums, there were

links but it was set up by National Bodies; links worked well between them but less well with established heritage centres. Further links would be set up.

With regard to marketing and publicising that currently happens, Officers advised that Rhian Phillips had established links with Media Wales which meant that information goes out to papers across the Authorities and not just Cardiff. Press releases also go to all Local Authorities own press sections but the Archives cannot control whether it is actually used or not. With regard to Social Media this was used widely. Events are attended in all Authorities, there were well established links with Caerphilly and this year the focus would be RCT.

- Members asked whether the work being done with Volunteers at the Archives was being shared across the Authorities, and how such success had been achieved. Officers advised that they were sharing professionally within the sector but were unaware if its done across Authorities, although they would be more than happy to. There was Volunteer Programme Information on the website.

AGREED To: Endorse the Plan.

32 : DATE OF NEXT MEETING

The next meeting is scheduled to take place on 26 June 2015 at 2.00pm

The Chairperson wished to send the Committee's best wishes to staff who would be leaving at the end of the month.

**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
26 June 2015**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 March – 31 May 2015	

PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 March to 31 May 2015

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.

3. Members are asked to note the content of this report.

4. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

At the end of March a further 2 professional posts were lost from the establishment to meet the increase in national non-domestic rates (nndr). The Deputy Glamorgan Archivist and another Archivist left on voluntary severance. Both these and the Senior Records Officer posts have been deleted from the establishment. Two members of staff are currently on maternity leave, an Archivist and a Preservation Assistant. One Relief Records Assistant (RRA) continues to provide search-room cover; the other has finished as the Saturday morning opening which he worked has been suspended.

Grant funding has been obtained for 4 temporary posts. Elite Supported Employment Agency has arranged a period of paid work experience under the Department of Works and Pensions' Youth Contract scheme via Shaw Trust for a former volunteer.

Matthew has completed the listing of 266 boxes of Vale of Glamorgan County Borough Council committee minutes, a task started under a similar scheme last year. Lowis Elmer, RRA, has an additional role funded through Archives and Records Council Wales (ARCW) small grants scheme, on Collections tasks; applications to add to the bank of RRAs are currently with Cardiff Council. Permission has been sought to advertise 2 further grant funded posts, a conservation intern for the National Manuscripts Conservation Trust (NMCT) funded project, Of Mouse and Manors, and an Archivist to explore the transfer of catalogues to the Archives Hub. Further details are given under the appropriate objective below.

Continue skill sharing programme

During the quarter 48 volunteers and work experience placements contributed 1670 hours to the work of the Office. Of these 27 came from Cardiff, 10 from the Vale of Glamorgan, seven from Bridgend, three from Rhondda Cynon Taf, and one from outside the area served. Tours for prospective volunteers and work experience placements are now held once a month. During the quarter these tours have been attended by four people. The programme of checking volunteers' work has slowed since the departure of the Archivist responsible. One of the Records Assistants who is not able to work on the Access Team at present is picking up some of the checking and a plan is being prepared to complete the backlog and to manage the future.

Ciara Ní Bhroin, a Cardiff University student from County Kildare, commented that it was nice to be given '*actual work to do*'. She felt that she was making a worthwhile contribution to the work of the Office.

A student from Ysgol y Deri, Penarth, is undertaking a ten day work experience placement. This was arranged by his teacher on the recommendation of both Quest and Elite. Harry has a particular interest in photography and following training from David Hail, Records Assistant, he has photographed sketches and paintings from the Mary Traynor Collection. These will shortly be available online via the online catalogue, Canfod.

Two groups of volunteers continue to work on the crew agreements for Cardiff registered ships. Firstly the agreements are cleaned under the supervision of the Conservator, details of the individual seamen are then transcribed into an online database. This is part of a UK wide Crew List Indexing Project established by Anglesey-based Pete and Jan Owens. Pete and Jan visited the Archives during May meeting with staff and the seven volunteers to provide a project update and to discuss any problems.

Two new volunteer research projects have been launched. The first involves gathering biographical information for individuals listed on a roll of honour for the Merthyr Poor Law Union (UM/91). The second project follows on from the digitisation task undertaken by work experience placement Harry as detailed above. This time the volunteer is compiling information on buildings featured in sketches and paintings by Mary Traynor deposited June 2014.

Elisa Noguero completed her three month internship on 27 May. During her time here she contributed a great deal to the Office, assisting with the cataloguing of accessions and with the outreach programme. Elisa's placement was organised and funded by the European Centre for Training and Regional Co-operation (ECTARC) and was the fifth placement hosted by the Archives.

Quest Supported Employment Agency held an Open Day at GA for employers and individuals seeking support.

Ceredigion Archives asked for advice on the administration of a volunteer programme. In addition to offering practical guidance copies of the in-house Volunteer Management Handbook and a number of forms were provided.

Ensure all staff access appropriate CPD

End of year Personal Development Reviews were completed for all staff and entered on Cardiff Council's system. Reviews for the new annual plan year are nearly complete.

Four members of staff continue to attend weekly Welsh classes. Three attended a Saturday course at Cardiff University in preparation for the Mynediad level examination in June.

The Senior Archivist has attended another workshop as part of the Cardiff Managers Programme, which is due for completion in June.

The Conservator attended a training day, *Sharing Photographs*, at the National Museum of Wales to learn more about digitisation projects and their conservation implications. She and the Assistant Conservator attended a CyMAL funded course, *Breaking the Mould* to develop their understanding of mould, its effects and recommended treatment.

The prize for the Archives Marketer of the Year Award presented to the Senior Archivist included a marketing workshop delivered by Dr Jonathan Deacon from the University of South Wales' Business School. The workshop, delivered at Glamorgan

Archives, focussed on the marketing of income generating services and was attended by three staff from Glamorgan Archives and three staff from Gwent Archives.

Maintain commitment to good health and safety practices

Defects checks of the building are carried out weekly and urgent matters progressed.

The Emergency Response Plan has been reviewed and revised. Familiarisation sessions have been held with professional staff. As well as reading through of the written plan staff were shown the service and plant rooms to ensure knowledge of shut off points for vital services entering the building. Boxes containing equipment for an immediate response to a moderate problem have been placed in each of the 4 buffer zones. An article on a new method to dry out water damaged volumes was published in a recent issue of ICON magazine. The Conservation Team has been trialling the system, called “squelch”, which makes use of vacuum packing, with very promising results. Some adaptations have been made to best suit the type of volumes held and a blog post prepared to disseminate progress.

Two members of staff have successfully completed refresher training for their first aid at work qualification. Two referrals to Occupational Health have been made and assessments received. There is no action on one and Access to Work has been called in to advise on the other. Cardiff Council’s Human Resources team have assisted.

New staff members have received training in operating the evacuation chair.

2. Budget

Manage to best advantage

Regular meetings of the Resources Team address issues arising with the budget and monthly monitoring ensures compliance. The cleaning contract has been reviewed and moved, with a small increase in hours, to Cardiff Council. Building issues are monitored to align repairs with planned preventative maintenance visits if possible.

Kevin Brennan, MP for Cardiff West, has written to Edwina Hart, Minister for Economy, Science and Transport, expressing concern at the business rates increase on Glamorgan Archives. Mrs Hart’s office has indicated the appeals process already completed. Information was supplied to CyMAL officers who have passed details to Welsh Government staff considering the detrimental effect of nndr on cultural heritage institutions. It has been pointed out that joint services are particularly vulnerable as the increases cannot be absorbed across a unitary authority.

This is a particular issue when combined services are being recommended as the future for local authority archives in Wales.

Maximise benefit from income generation

Additional material has been received from one external client in the repository block. One client is preparing to move out on completion of their new premises. Offers have been made to accommodate collections from both the Cardiff Story Museum and Cardiff Local Studies library and discussions held with officers. A quotation has been provided to a local authority for medium term records storage.

County archivists in Wales have been discussing the future of the parish register database currently on the website, Find My Past. The impact of alternative arrangements on the income currently generated by the site is being assessed. Representatives of the company have travelled to Wales for meetings as a result of which additional indexes and transcripts are being considered for uploading to the site. School admission registers are already there.

The Glamorgan Archivist met the Director of the National Conservation Service. Areas for possible partnership working were identified and will be further explored.

BBC Wales Sports team inspected the roof of the office area as a possible site for live pre-match interviews ahead of the Wales football international in June. Provisional costs were quoted.

Applications for grant funding have been submitted to ARCW for two projects on the Collection. A separate application to the marketing stream for a project to celebrate the 2015 Rugby World Cup has been successful. The grant will fund two events linked to the national Rugby Stories competition. A schools event in partnership with the Cardiff Blues is planned for June, and local sports historian Gwyn Prescott will deliver a talk on rugby in Victorian Cardiff in September. Two of the three previously rejected grant applications to ARCW for the 2014/15 round have been approved on appeal and the third redrafted and submitted for the current round.

Representatives of the Wellcome Trust held a surgery at the Spring meeting of ARCW. The Senior Archivist discussed potential projects for funding and is putting together a project plan which takes account of their advice. Derbyshire Record Office, which received Wellcome funding to catalogue National Union of Mineworkers records, has been willing to share experience and to advise.

Promote partnerships

National

The Security and Access Working Group of the Public Services Quality Group met at GA with the Glamorgan Archivist in attendance. Representatives of the National Archives, London Metropolitan Archives, National Records Scotland and Edinburgh University found time for a tour of the building and were impressed by the commitment to maximum flexibility and functionality.

She advised the Data Protection Manager of Deloitte's London on the status and deposit of hospital records.

The Glamorgan Archivist contributed to a workshop organised by CyMAL: Museums Archives and Libraries Wales, to evaluate the continued relevance of the report, *Archives in the 21st century* which laid out a forward strategy for archive services in the UK.

The Glamorgan Archivist attended a meeting of national organisations contributing a cultural programme to the Schools Challenge Cymru. She attended the launch of the Pioneer Area programme, part of Welsh Government's *Fusion: Tackling Poverty through Culture strategy*. The ground-breaking initiative places the arts, culture and heritage centrally in helping disadvantaged communities and promotes projects such as CAER in which Glamorgan Archives has been a partner.

Cynefin is an Archive Wales project, funded by the Heritage Lottery, to digitise tithe maps covering 95% of Wales and transcribe their accompanying apportionments. Project staff based at the National Library of Wales visited the Archives last quarter to provide an introduction to volunteers on the use of the online database for the transcription project. Nine of the volunteers have signed up and have since attended two drop in sessions at the Archives where they discussed and found solutions to common problems they were experiencing.

Deputy Glamorgan Archivist Charlotte Hodgson attended the closing event of the Women's Archive of Wales 'Voices from the Factory Floor' project held at Merthyr Tydfil. This oral history project collected testimony from women who worked in the post-war Welsh manufacturing industry. A celebratory event is planned at Glamorgan Archives during July.

The Senior Archivist represented Glamorgan Archives at the Spring meeting of the Archives and Records Council Wales (ARCW) held at the National Library of Wales in Aberystwyth. She joined the Archives Wales Marketing Group meeting in

Aberystwyth by telephone to report on another successful involvement with Kids in Museums' Taking Over Day.

Plans are continuing for this summer's collaborative events with the Parliamentary Archives which celebrate the 800th anniversary of Magna Carta and the 750th anniversary of the De Montfort Parliament. The Senior Archivist has met twice this quarter with the project archivist from Parliament. She also visited Merthyr College to arrange for the participation of AS-Level and Welsh Baccalaureate students from the history and law departments to participate in two workshops within the project, one to be held at Glamorgan and the other in London. To facilitate the project work an historian has been recruited to undertake research into the life and work of S O Davies MP, in particular his role in progressing legislation on workplace compensation. His report was presented in May. A site visit was also arranged for the designer of an exhibition that will be hosted by Glamorgan Archives relating to the project.

Local

The Conserving Local Communities Heritage (CLOCH) Heritage Lottery Fund (HLF) Skills for the Future project has ended. A consortium of local heritage institutions, led by Glamorgan Archives, has prepared 16 unemployed young men for entry level posts in the sector and support continues to be provided to former trainees. Four trainees are still hoping to complete their Level 2 certificate in Libraries, Archives and Information Studies. Hannah Price, Archivist, has visited a former trainee and his assessor at his workplace in Tredegar Library and continues to provide support to others via email.

The final budget has been submitted and former trainees offered temporary employment on a continuation project using the underspend. To date none have been available to take up the offer and the proposed project is under review.

The Archives and the Glamorgan Archivist contributed to the exhibition at the Cardiff Story Museum on the link between Cardiff and Lugansk in Ukraine organised by the Cardiff-Lugansk twinning group.

The Glamorgan Archivist attends the Monthly Management Team meetings of the County Clerk and Monitoring Officer.

Volunteers from the Heritage Lottery funded No Fit State Circus archive project 'From Balls Up to Bianco' were provided with a half day training session in April. Their behind-the-scenes tour reflected working practices and services provided. Basic training in archive cataloguing, document handling and packaging was given. Packaging materials have been supplied

for the project and material collected will ultimately be deposited. The project blog <http://bit.ly/1L0PU7B> recorded the visit.

Staff from Cardiff Council Bereavement Services came to see the building and documents relating to Cathays Cemetery. Advice on tracing individuals buried there was given and staff discussed how this information could be used to further enhance the heritage tours of the Cemetery.

The long-standing partnership with Cardiff People First continues to be strengthened. This quarter the Senior Archivist has attended meetings of the Community Voices group who are creating multicultural heritage trails across Cardiff and has contributed information and images relating to the history of the sites and communities featured. She also represented the Archives at the Cardiff People First Pink Ladies' event to celebrate International Women's Day, giving a short presentation on the stories of women found in the Collection and encouraging the group to contribute their own material to the Archives reflecting the story of women with a learning disability.

The Senior Archivist met with staff from the South East Wales Biodiversity Records Centre to discuss their application to the Heritage Lottery Fund for funding to catalogue, conserve and digitise the Mary Gillham Archive, and with the newly appointed project officer for the Cardiff Remembers project to discuss project activities and to highlight relevant items from the Collection.

She attended the Merthyr Tydfil SHARE Project's final conference. Representatives from other project partners, including the National Trust's Castle Drogo in Devon, the Netherlands and Belgium visited Glamorgan Archives the following day to learn about best practice in preservation and conservation work, and skill sharing.

Further discussions have been held with representatives of the University of South Wales' Representing Butetown: Caribbean Elders project, which will capture the histories and experiences of the Caribbean community in Cardiff.

Hannah Price, Archivist, attended a meeting of the Caerphilly Heritage Network held at the Winding House museum in New Tredegar. Plans are underway for a Caerphilly heritage day to be held at the museum in the autumn. Hannah also attended meetings of the South Wales Museums Group and the South Wales Heritage Education Forum. These events provide an excellent opportunity to share best practice with colleagues.

Heather Mountjoy, Archivist, attended the April meeting of the Cardiff and Vale LGBT Forum held at Glamorgan Archives at which the proposed content of the new galleries at St Fagan's National History Museum was discussed and LGBT History Month 2015 evaluated. Before the meeting the Glamorgan Archivist met representatives of Pride Cymru, National History Museum and the Cardiff Story to progress an application to HLF for a project on LGBT history in Wales.

Grangetown Local History Society continues to hold its monthly meetings at the Archives while Grangetown Library, their usual meeting place, undergoes refurbishment.

Potential partnerships

A representative from arts organisation Art Shell met the Glamorgan Archivist and Senior Archivist to discuss artist residencies at the Archives, with a focus on conservation equipment such as the wall board and the box making machine. Grant funding will be sought by Art Shell to progress this initiative.

The Senior Archivist attended the launch of the Head4Arts *World War I: A Valleys View* project held at the Winding House museum. Head4Arts is a community arts organisation operating in the eastern heads of the valleys area of Blaenau Gwent, Caerphilly, Merthyr Tydfil and Torfaen CBCs. It seeks to provide high-quality, inspirational arts experiences relevant to local communities. Following the launch, partnership options were discussed for the second stage of the World War I project, which will seek to inspire young people in creative writing. It is hoped to organise a visit to the Archives to consult relevant material which could provide such a source of inspiration.

3. Building and systems

Maintain building

A local supplier has been found to maintain the compressor in the Kasemake machine. A minor leak in the roof cover of the office block has reappeared and is being monitored.

The panic alarm on the reception desk malfunctioned due to a battery failure. The unit has been replaced and appropriate response reviewed as a result of the incident.

Ensure compliance

The Senior Archivist attends meetings of Cardiff Council's Welsh Language Co-ordinators Group. In compliance with new Welsh Language Standards, options have been added to databases to record customers' language preference.

Archive Accreditation

A small ceremony was held to celebrate the achievement of accreditation. The award was presented by the Deputy Minister for Culture Sport and Tourism, Ken Skates AM who also toured the building and took time to inspect documents selected for his interests. He was impressed with the facility and the services provided. The Marketer of the Year award was presented to Rhian Phillips, Senior Archivist, at the same ceremony. All awards are now displayed in Taff. At the event, the gathering of staff and volunteers, augmented by Joint Committee members, heard Cllr. Ray Davies, Caerphilly CBC, describe his time as a Joint Committee member and his pride in the achievements of the service. The Glamorgan Archivist attended Cllr. Davies' memorial service in Bedwas.

4. Governance

Review options

Discussions on options have continued with CyMAL staff and finance officers are exploring issues including VAT liability.

B. THE COLLECTION

1. Conservation

Repositories

Adroit Controls completed the dilapidation survey and submitted their report. The recommendations were to be implemented on completion of outstanding repairs to mechanical equipment. This has now been done and the next stage will be to arrange for both sides to attend site so that the building management system can be synchronised to the mechanical system.

At the end of May temperatures in the repositories began to rise. The air-conditioning was invoked to control the rise in the upper rooms.

A programme of relocation in the strongrooms has commenced to clear space for new clients. Bulk orders of standard boxes and box card were received and stored. The Conservator carried out a survey of the stored collection at the Cardiff Story Museum to assess any potential hazards and to advise on packaging for transfer.

Conservation and preservation plans

Three Conservation grant funded projects are currently being progressed:

Curtain Up

The 9 volumes playbills from the Theatre Royal, Cardiff, are being conserved with a National Manuscripts Conservation Trust

(NMCT) grant. The most badly damaged volumes are now being addressed following a visit from the appointed accredited conservator who has approved the methodology.

Of Mice and Manors

The methodology for conservation of the parchment plans and accompanying survey of the Fonmon Estate has been approved by the accredited conservator, Mark Allen of Flintshire Record Office. Materials have been purchased and recruitment begun for an intern to assist with the NMCT funded project.

Forging Ahead

This collaborative project on steel records held in 4 Welsh repositories is moving on. The conservation work on the GA collections has been completed and the records transferred to the Richard Burton Archives at Swansea University for cataloguing. Packaging and cleaning materials for transfer to partner services have been received. Conservation Staff held a training session at the Richard Burton Archives for staff and volunteers working on the project. They demonstrated how to clean, handle and repackage documents, and responded to a large number of conservation and preservation questions.

The decision has been made to prioritise substrates within the Collection which are at particular risk of deterioration for conservation work. Negatives and tracing papers have been identified as the highest priority due to their fragility. The Conservation Team is carrying out a full survey of the Collection to identify both. Negatives showing evidence of significant damage are being wrapped and frozen pending the commencement of a planned digitisation programme. The National Archives has developed a decision framework for the preservation of transparent papers. It is being trialled on the tracing papers, the first time it has been used outside TNA.

The NADFAS volunteers have completed cleaning a second cabinet of Ordnance Survey maps, and have also completed cleaning and repackaging the Hopkins John collection, previously damaged by mould. They have moved on to the Quarter Sessions Deposited Plans series. These are a valuable resource but in their current packaging are difficult to produce and to use. Once cleaned, they will be repackaged and more appropriately shelved.

The Stan Stennett archive included a number of props and other items which will be transferred to Cardiff Story Museum. Conservation staff were asked to investigate some on accession, including a spider infested guitar case, but issues with others were only identified later. Poor Bonzo the dog, for example, had experienced a nesting incident which had to be

thoroughly investigated and cleaned up. Consequently, a full survey was conducted on the backlog of new accessions and accessioning procedures revised to include a conservation assessment by a conservator on arrival.

2. Cataloguing

Strategies and plans

A collections day was held this quarter to sort the newly acquired large collection of records from Cooke and Arkwright, Surveyors and Valuers. Further work will be needed to complete the accessioning.

Members of the Women's Archive of Wales (WAW) Committee identified artefacts which fall outside GA's Collection Policy. Some have been accepted for transfer to the National History Museum at St. Fagan's. The remainder have been removed pending the location of appropriate places of deposit.

British Steel records (reference D561) have been temporarily transferred to the Richard Burton Archives to be catalogued as part of the *Wales Showing Our Metal* project funded by the National Cataloguing Grants Programme.

Work has begun on the ARCW funded project to sort vehicle licensing files in the Chris Taylor collection. These files mostly relate to vehicles registered in the 1920s and 1930s. The compilation of a detailed index following the sort has been added to the volunteer task list.

Collection development

New accessions continue to be added to the database and where possible catalogued. 67 deposits have been received during this quarter; a full breakdown can be found in Appendix I. Receipts were issued for 60% of the accessions received during this quarter within the target time of 15 working days. Although two Archivists are assigned to collections each month they are frequently needed to cover absences in the access team. While accessions continue to be received at the current rate of one a day even the extended target will remain an aspiration.

Staff made 7 visits during this period to collect and survey records. To reduce both staff time and transport costs depositors are being encouraged to deliver material themselves.

Following a visit last quarter to view the papers of Stan Stennett, the collection has been presented. Details can be found in Appendix I. An application for grant funding has been submitted to produce a full catalogue.

A Collections Week will be held the week commencing 22 June. The Office will be closed to the public to allow staff to concentrate on accessioning and cataloguing work. Post and emails will continue to be monitored during this time. Notice has been given via the website, social media and in the building.

A project to link the accession entries in CALM to the relevant catalogue entries has been awarded grant funding from ARCW. Once completed, this will enable staff to view a list of all accessions relating to one collection with a single click and will assist priority scoring for cataloguing.

Digital preservation

Louise Hunt, Archivist, continues to work with the ARCW Digital Preservation Group. Louise attended a further webinar demonstrating the web-based use of Archivematica with storage from Arkivum. The trial of this system has now concluded and further assessment of the potential systems will take place in forthcoming months.

Louise attended the UKAD (UK Archives Discovery) Forum at the National Archives in March. The theme was *Born Digital Realities* and presentations were given on very practical topics including the description and visualisation of digital material and the different issues to consider discussing with potential depositors when material is in digital format.

Additional webinars have been provided by the Archives and Records Association in collaboration with Preservica on the topics of aligning records management systems with digital preservation and public access to digital material.

C. ACCESS

1. On-site use

Monitor service and implement improvements

In response to staff reductions the monthly Saturday morning opening has been suspended from April. Late-opening until 8pm on the second Monday of each month continues.

Following an upgrade to the wifi provision by Cardiff Council, which involved changing over to BT as a supplier, several problems have been experienced in the searchroom. Access to both subscription sites, Ancestry and Find My Past, provided free for Archives customers, and to the in-house parish register database, Plwyf, was unavailable via the wifi. This meant that the sites could only be used on wired computers, limiting it to 3 out of 14 public access PCs, all located in the front hall. The underfloor heating is not fully operable in this space which is

immediately in front of the main entrance doors, and external temperatures have been consistently low for the season. Furthermore, after the upgrade it is no longer possible for the public to print from wireless PCs. This led to frustration from customers and staff alike, with 15 written complaints received in addition to many verbal complaints. The inability to print has also had a small impact on income generation in the searchroom. With the assistance of Find My Past and Ancestry, who have all been very helpful, solutions have been established so that the sites can again be accessed on all public PCs. Access to Plwyf and to printing has not been reinstated. Cardiff Council IT staff are continuing their investigations.

Visits for tours and an introduction to the service and its resources have been provided for volunteers from the Art Shell Cardiff Waterways project; a collective of artists from the south Wales area; members of Radyr & Morganstown and Treforgan WIs, and students from the Tonyrefail University of the Third Age.

Ask the Experts sessions continue to be held each Tuesday morning and Thursday afternoon. 5 people attended this quarter. All Thursday sessions are now delivered voluntarily by Nick Davey of the Glamorgan Family History Society.

The Llandaff Diocese Care of Churches Team organised a second, very successful event at Glamorgan Archives to encourage parish representatives to adequately care for and appropriately deposit their records. The event was led by Diocesan Archivist, Charlotte Hodgson. Tours were provided by Glamorgan Archives staff and examples of parish records displayed.

The Cardiff and Vale Branch of the Glamorgan Family History Society held their May meeting at the Archives. This was the first occasion for them to meet here. A short introduction to map collections was provided as part of the proceedings by Stefan Walker, Records Assistant. Feedback was very positive and they will be returning for their July meeting.

Members of the Llandaff Society visited at the end of May for a tour and to discover more about the work of the Office. Following the successful visit the Society's Secretary wrote:

'We found the tour fascinating and it was good to see your excellent fire prevention methods. We all enjoyed indulging in looking at the past through the ancient records, from the information on criminals, their photos and sentences to discovering our own ancestors and landowners in the Ely area of previous generations.'

We expect that a number of our group will make use of your facilities in the future and once again thank you for giving of your time, which was much appreciated'.

Programme of user events

In March the Strikes and Riots exhibition, on loan from the National Museum Wales, was displayed in Llynfi. The exhibition of 13 roller banners was accessible to the public during normal opening hours. A film crew and presenter from S4C's nightly magazine programme Heno visited to film the exhibition and related material, with particular reference to the Tonypany Riots and the Merthyr Rising. The Senior Archivist was interviewed along with two academics. Several people visited the Archives especially to view the exhibition, and one group of local history students from the Rhondda Cynon Taf area attended on the final day to see the banners and consult related items from the Collection.

In May, Dr Lucie Matthews-Jones of Liverpool John Moores University gave a talk at the Archives based on her research into the members of the Cardiff University Settlement Lads Club who served during the First World War. Her talk, *I still remain one of the old Settlement boys*, was based on letters written by the lads at the front back home to the Settlement leaders in Splott. They are held in the Collection and were made available for consultation following the talk.

Education

Year 5 and Year 6 pupils from Tondy Primary School visited to undertake research on the history of their school which is celebrating its centenary this year. They consulted records for Tondy Ironworks, Pandy and Aberkenfig schools, which eventually merged to form the present school at Tondy. They also saw the strongrooms and consulted documents from the reigns of Charles II and Henry VIII.

Year 5 pupils from Allensbank Primary School, Cardiff, visited for a workshop on the Rich and Poor in Victorian Times, with a particular emphasis on their locality. They were also shown the strongrooms and some of the iconic documents from the Collection.

Resources were provided digitally for Ysgol Gymraeg Penalltau, Porthcawl Comprehensive School, Fitzalan High School, and Tonyrywen Primary, Cardiff.

Undergraduate students from the Welsh School of Architecture spent an afternoon at the Archives preparing for a three day study on Cardiff Bay. They were shown records relating to the

development of the Docks and the role played by the south Wales coal industry. After an introduction to the electronic catalogue they undertook their own research in the searchroom.

Family history students from Rhondda Cynon Taff visited with their tutor for a tour and advice on using genealogical resources.

2. External events

Contribute to heritage events

Caerphilly Local History Society held an open day at Caerphilly Library in April. Publicity material and a roller banner were despatched.

Louise Hunt, Archivist, attended the 2015 Gelligaer Historical Society Conference held at Llancaiach Fawr, with a banner and promotional leaflets.

The Senior Archivist attended the spring meeting of Capel: The Chapels Heritage Society, held this year at Bridgend. The day was spent visiting and examining the history of the town's chapels. It was also an opportunity to discuss future plans for digital access to information on chapels currently being progressed by the Welsh Religious Buildings Trust.

Identify and respond to major anniversaries

The 30th anniversary of the end of the 1984/5 Miners' Strike was noted with the display of the Strikes and Riots exhibition during the month of March.

The blog continues to highlight First World War material in the Collection and the work of volunteers in indexing and transcribing so much of this material. The volunteers write the vast majority of blog posts, and particular thanks must go to volunteers Tony Peters and John Arnold for their contributions this quarter, along with the work done by Relief Records Assistant and former CLOCH trainee, Andrew Booth.

3. Remote access

Monitor service and implement improvements

The majority of enquiries received remotely continue to be responded to within the 15 working day target. Feedback this quarter includes:

'You are amazing! What a detective you are!... I feel like I really know these people... thank you so much again for your efforts. Your work & information has meant so much to us'.

'Absolutely delighted by the work you have so kindly done on my Morris ancestors. This means I can now complete my 'sixteen quarterings', which is a great satisfaction... I must congratulate you on the splendid work you are doing: long may it continue. I enclose a small donation to funds'.

Digital images of Glamorgan school admission registers less than 100 years old are now available to search and access on the Find My Past website. This resource will improve access to a popular series of records, contribute to the preservation of the original volumes by removing the need for handling, and will generate income through royalties from their use online.

The content management system used to update the website, along with several other sites managed and hosted by Cardiff Council, is to be withdrawn. Discussions have been held with Cardiff Council staff to progress the resultant redevelopment of the site.

A response from the software providers Axiell is awaited in order to progress the ARCW funded project to create a Welsh language front-end to the online catalogue, Canfod.

An application submitted to ARCW to fund an archive post to progress plans for adding on-line catalogues from Welsh archives to the Archives Hub has been successful. The post will be hosted by and based at Glamorgan Archives. Recruitment is in progress.

Publicity

Media Wales have continued to feature stories based on the First World War records held at the Archives, via Wales Online and in print in the South Wales Echo. Features this quarter included Belgian Refugees in Glamorgan, the police in south Wales during the war, and an article written by Dr Lucie-Matthews Jones based on a letter from Dai Luker written home to Splott on St. David's Day 1915, referring to the formation of the Welsh Guard. The event in which Dr Matthews-Jones spoke, and which is reported above, was also publicised in these titles and in the Barry and District News.

Wales Online has also included articles this quarter on the Butetown Mothers Then and Now project, to which Glamorgan Archives contributed by introducing participants to archival research, and S4C's Cymru DNA programme. This article referred genealogists to Glamorgan Archives for Welsh ancestors. Galleries of photographs used included street lighting photographs from the Borough of Cardiff Records and mugshots of prisoners from the Cardiff Police Records.

Following her attendance at Dr Lucie Matthew-Jones' talk, a postgraduate journalism student from Cardiff University interviewed the Senior Archivist about the Cardiff University Settlement Records.

The Document of the Month feature continues. March had guest author Dr Lucie Matthews-Jones writing on the formation of the Welsh Guard; April and May, written by Andrew Booth, RRA, were on the records of Circle Cinemas, and the 70th anniversary of VE Day.

Social media continues to thrive with the blog commemorating WW1. Posts on Twitter and Facebook have included the use of the 'Squelch' drying method in the Conservation studio; World Book Day; British Science Week, (conservation of nitrate film in the Collection); the 150th anniversary of the assassination of Abraham Lincoln; Local and Community History Month; new accessions, including the 100th of the year, and the 150th anniversary of the departure of the Mimosa to Patagonia.

The 2014/15 Annual Report was produced and issued in electronic format to stakeholders.

The March 2015 edition of the Glamorgan Family History Society Journal featured an article by the Glamorgan Archivist on the Cardiff Society of Sailmakers Records.

SUMMARY

There has been an inevitable impact on service delivery from the loss, this quarter, of two experienced professional members of staff, especially in combination with other temporary absences. Less tangible but equally significant has been the loss of two long-standing members of the Joint Committee whose unfailing and knowledgeable support has been invaluable for the survival of the service. Councillors Ray Davies, Caerphilly CBC, and T. Graham Davies, Merthyr Tydfil CBC, both died in the period covered by this report. They are greatly missed.

5. 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.

6. FINANCIAL IMPLICATIONS

Any direct financial implications arising from this report have been accounted for in the 2015-2016 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve.

**Susan Edwards
Glamorgan Archivist
5 June 2015**

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 2015

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Gileston Ecclesiastical Parish Records			
Accession No:	2015/53	Reference No:	P11CW
PCC minutes, 1956-1974; churchwarden's accounts books, 1904-1970			
Date of records: 1904-1974			

Radyr and District Good Neighbour Scheme Records			
Accession No:	2015/54	Reference No:	D1225
Scheme minutes and reports			
Date of records: 1989-2014			

Glamorgan Family History Society Records			
Accession No:	2015/55, 65	Reference No:	D37/1/116
Journal Nos. 116, 117			
Date of records: Dec 2014-Mar 2015			

Barry Port and Pilotage Records			
Accession No:	2015/56	Reference No:	DXSS
Barry Pilotage Authority minutes, 1955-1968; Financial records, 1889-1974; Barry Pilotage Rates, 1938-1969; Barry Pilotage District Bye-Laws Relating To Pilotage, 1958; Agreement as to a supply of electricity to premises at Barry Docks, 1923; Rules for Government of Barry Amalgamated Pilotage Service, 1950; Master and Mates Examination Exercise Books, 1940s; Pilot's notebooks, 1950s			
Date of records: 20th century			

Elfed Avenue United Church, Penarth, Records			
Accession No:	2015/57	Reference No:	D1226
Church Register, 1950s; Minutes of Elders Council, 1953-2009; Minutes of Committee of Administration, 1963-1982; Thursday Guild Diary/Minutes, 1964-1979; Transfer Certificates, 1966-1982; Steering Group, 1984-1996; Minutes of Church Meetings, 1985-1993; Minutes of Annual General Meetings, 1998-2009; Ladies Guild Minutes, 1992-2008; Meeting Attendance Papers, Secretary's Reports, 1994-2002; Attendance Register, 1998-2005; Newsletters, 1989-1995; Accounts Book, 1984-1993; Church Correspondence, 2000-2007; Agreement/plans regarding the formation of Elfed Avenue United, 1980s; Photograph Album showing construction of Church Hall, 1980s			
Date of records: 1950s-2009			

Cardiff Archaeological Society Records			
Accession No:	2015/58	Reference No:	D717/7
Leaflets relating to trips organised by the Society			
Date of records: 1967-2014			

Cardiff County Council Records			
Accession No:	2015/59	Reference No:	CC
School inspection reports, c2001-2006; Cardiff Bay Development Corporation/ Cardiff Harbour Authority papers of Emyr Evans, Director of Planning and Development, CCC			
Date of records: 1997-2006			

Norena Shopland Collection			
Accession No:	2015/60	Reference No:	D1227
Posters relating to LGBT History Month events.			
Date of records: Feb 2015			

Pendoylan Community Council Records			
Accession No:	2015/61	Reference No:	P24
Minutes, 1980-1995, receipts and payments book, 1976-2000			
Date of records: 1976-2000			

South Glamorgan County Council Records			
Accession No:	2015/62	Reference No:	SD/EP
Bute Tunnel and Taff Viaduct construction photographs			
Date of records: 1980s-1990s			

Cardiff Borough Council Records			
Accession No:	2015/63	Reference No:	BC/T
Council insurance policies			
Date of records: c1909-1970s			

Cardiff Gas Light and Coke Company Recipes			
Accession No:	2015/64	Reference No:	D1236
Weekly recipes			
Date of records: c1930s			

Fitzalan High School, Cardiff, Records			
Accession No:	2015/66	Reference No:	ESEC75
Admission registers, 1968-1997, log books, 1951-1970, 1992-2005			
Date of records: 1968-1997			

Barry Ecclesiastical Parish Records			
Accession No:	2015/67	Reference No:	P28CW
Church Magazines			
Date of records: 1980s-2014			

Property conveyance, Cowbridge			
Accession No:	2015/68	Reference No:	D1237
Conveyance			
Date of records: 29 Aug 1772			

Alec F Osborne, Reardon Smith Engineer, Papers

Accession No:	2015/69	Reference No:	D1234
Papers of Mr Osborne, a former engineer at Reardon Smith including personal papers, research notes and booklets, engineering documents and records of his work with Reardon Smith, newsletters.			
Date of records: c1940s-2000s			

Magistrates Courts Records

Accession No:	2015/70	Reference No:	PSMBO
Court registers and registers of licences for Cynon Valley and Merthyr Tydfil			
Date of records: c1962-2006			

Cardiff City Council Records

Accession No:	2015/71	Reference No:	CC
Special Projects Section papers re St Davids Centre Phase 2 development			
Date of records: c2002-2009			

Herbert Riches Jenkins Papers

Accession No:	2015/72	Reference No:	D1228
Personal papers and papers relating to business interests			
Date of records: 1905-1922			

Rhymney Valley Sewerage Board Report

Accession No:	2015/73	Reference No:	D1239
Report on Sewer Investigation			
Date of records: Sep 1965			

Cardiff Conservation Volunteers Records

Accession No:	2015/74	Reference No:	D1229
Minutes, task reports, photographs, programmes, tool lists etc			
Date of records: c1970s-2000s			

Alan Roy Thorne of Penarth Collection

Accession No:	2015/75	Reference No:	D1230
Photographs of Penarth			
Date of records: 20th century			

Kitchener Road Secondary Modern School Records

Accession No:	2015/76	Reference No:	ESEC19
Admission register, 1951-1965			
Date of records: 1951-1965			

Radnor Road Boys Secondary/Secondary Modern School, Cardiff, Records

Accession No:	2015/77	Reference No:	ESEC21
Admission registers			
Date of records: 1941-1965			

Radnor Road School, Canton, Records			
Accession No:	2015/78	Reference No:	EC21
Admission registers Date of records: 1888-1942			

Severn Road Elementary School/Severn Junior School and Severn Road Secondary Modern School Records			
Accession No:	2015/79	Reference No:	EC27
Admission register Date of records: 1945-1966			

Merthyr Tydfil Borough Petty Sessions Records			
Accession No:	2015/80	Reference No:	PSMBO
Registers of licences Date of records: c1954-1992			

Christ Church Congregational Church, Penarth, Records			
Accession No:	2015/81	Reference No:	D1231
Minutes of Deacons' Meetings, 1896-1973; Minutes of Church and Elders, 1973-1985; ; Minutes of Badminton Club, 1930-1975; Minutes of Sunday School, 1933-1970; Minutes of Sunday School Executive Committee, 1950-1958; Minutes of Council Meetings, 1948-1979; Minutes of Men's Fellowship, 1951-1962; Minutes of Youth Meeting, 1953-1961; Women's Fellowship Minutes, 1953-1964; Young Wives Group and Women's Fellowship minutes, 1954-1969; Register of Members, 1917-1985; Cradle Roll, 1947-1982; Membership Roll Book, 1949-1961; Visitors' Book, 1956-1983; Drawings and legal papers, 1920s-1980s; Church correspondence, 1974-1986; Financial summary, 1983-1984; Church history (with list of ministers) Date of records: 1896-1986			

Sardis Presbyterian [Calvinistic Methodist] Church, Plassey Street, Penarth, Records			
Accession No:	2015/82	Reference No:	D1232
Church Committee minutes, 1908-1913, 1928-1935; Sunday School Teachers' Committee minutes, 1912-1923; Minutes of the Elders meeting, 1938-1952; Church Council minutes, 1943-1946 Date of records: 1908-1952			

Plans of E Turner & Sons Limited, Builders and Contractors, Cardiff			
Accession No:	2015/83	Reference No:	D1243
Proposed plans of Cardiff Weights and Measures building Date of records: 1913-1914			

Ninian Park Elementary School, later Junior and Infants School Records			
Accession No:	2015/84	Reference No:	EC42
Boys school admission registers, 1942-1968, Girls school admission register, 1913-1945 Date of records: 1913-1968			

Adrian Heale, Solicitor, of Cardiff Papers

Accession No:	2015/85	Reference No:	D1233
Papers relating to articles with Leslie Shepherd and his time as a partner with Edwards Geldard			
Date of records: 1967-1997			

John Surtees of Cardiff Papers

Accession No:	2015/86	Reference No:	D670
Photographs of University Hospital Wales, Cardiff; Hospital Service Centre, Lansdowne Hospital, Cardiff; Ty Maeth, Royal College of Nursing Headquarters, Cardiff; SW Milburn Partnership Architects, brochure; Hospital Service Centre, Cardiff, brochure; Kidney Research Unit for Wales Foundation, year book			
Date of records: c1960s-1970s			

City United Reformed Church, Cardiff, Records

Accession No:	2015/87, 104	Reference No:	D957/1/32-33
'City Link' church magazine			
Date of records: Apr-May 2015			

Stan Stennett, Entertainer, Papers

Accession No:	2015/88	Reference No:	D1235
Records, including scrapbooks, photographs, scripts, theatre programmes, posters and newscuttings.			
Date of records: c1940s-2013			

Llandaff Society Records

Accession No:	2015/89	Reference No:	DLDS/1
Newsletter 131			
Date of records: Spring 2015			

Friends of Insole Court Collection

Accession No:	2015/90	Reference No:	D847
Renewal News edition 11			
Date of records: Mar 2015			

Rumney Methodist Church, Cardiff, Records

Accession No:	2015/91	Reference No:	D761
Records, including minutes of church council and finances and property committee, envelope and covenant records and church covenants.			
Date of records: 1988-2013			

Photographs of the former sites of Tower and Penallta Collieries

Accession No:	2015/92	Reference No:	D1247
Photographs showing colliery buildings and re-development of the sites			
Date of records: 2000s			

Women's Archive of Wales/Archif Menywod Cymru Records

Accession No:	2015/93, 119	Reference No:	DWAW8/8, DWAW
Newsletter. 'Voices From The Factory Floor', Minutes, final report, financial records and evaluation forms Date of records: Mar 2012-2015			

Cardiff City Council Menu and Toast List

Accession No:	2015/94	Reference No:	D1238
Menu and Toast List, 1980; place marker Date of records: 28 Oct 1980			

Cardiff Association of National Trust Members Records

Accession No:	2015/95	Reference No:	D1240
Minutes, financial records, committee papers Date of records: 1971-2013			

Ararat Baptist Church, Whitchurch, Cardiff, Records

Accession No:	2015/97	Reference No:	DBAP5/U/9-20
Church records including minutes, newsletters, papers relating to building and church organisations. Date of records: c1911-2000s			

E Sandiford Collection

Accession No:	2015/98	Reference No:	DX109
'Forward': the Monthly Newsletter of the Cardiff and District Sunday School Union Date of records: 1959-1974			

Cofnodion Ysgol Gymraeg Caerdydd / Ysgol Bryntaf

Accession No:	2015/99	Reference No:	D1241
Llyfr log Date of records: 1949-1968			

Cardiff Jewish Community Records and Papers

Accession No:	2015/100	Reference No:	DJR
Prayer book presented to Cardiff Hebrew Congregation by subscribers of the Cardiff Jews' Cemetery Improvement Fund Date of records: Oct 1885			

No 15 Branch of the Normandy Veterans Association (South Wales) Records

Accession No:	2015/101	Reference No:	D1242
Correspondence and misc papers collected by the association Date of records: c1990s-2015			

Cofnodion Eglwys y Bedyddwyr, Blaenycwm, Treherbert			
Accession No:	2015/105	Reference No:	D1249
Contributions books, accounts books, annual reports, Sunday School records, church history Date of records: 19th-20th century			

Arms Park (Cardiff) Greyhound Racing Company Limited Records			
Accession No:	2015/106	Reference No:	D1244
Ledger Date of records: 1927-1931			

Windsor Road English Congregational Church/United Reformed Church, Barry, Records			
Accession No:	2015/107	Reference No:	DECONG10
Registers of baptism, marriage and funerals/burials; elders and church council minutes, papers relating to property Date of records: 1904-2000s			

Porthkerry Road Methodist Church Records			
Accession No:	2015/108	Reference No:	DWESB/24
Registers of baptisms, papers relating to property, financial records Date of records: 1889-2000s			

Photograph of Wales v Scotland rugby team			
Accession No:	2015/109	Reference No:	D1250
Date of records: 1929			

Glanrhyd Hospital Records			
Accession No:	2015/112	Reference No:	DHGL
Minutes and financial records Date of records: 1860s-1930s			

Cowbridge Local History Society Records			
Accession No:	2015/113	Reference No:	DCOWHS
The Stacie Millman Geography Thesis-Cowbridge & District, c.1927; Cowbridge Grammar School, photograph, 1938 Date of records: c.1927-1938			

Lilly Huntley, Nursing Sister, Cardiff, Photograph Album			
Accession No:	2015/114	Reference No:	D1248
Photograph album showing military patients convalescing at the 3rd Western General Military Hospital, Howard Gardens, Cardiff. Date of records: 1914-1918			

Cardiff Methodist Circuit Records			
Accession No:	2015/115	Reference No:	D889
Minutes of Cardiff Circuit and Circuit Property Committee and newscuttings. Date of records: 1986-2009			

T Howells & Son, Greengrocer, Bridgend, Records			
Accession No:	2015/116	Reference No:	D1245
Ledger showing orders from individuals, with index Date of records: 1927-c1930s			

Merthyr Mawr Choral Club Records			
Accession No:	2015/117	Reference No:	D1246
Minutes book Date of records: 1925-1933			

Llancarfan Society Records			
Accession No:	2015/118	Reference No:	DLNS
Newsletter 161 Date of records: Mar 2015			

Cardiff High School for Girls Association Records			
Accession No:	2015/120	Reference No:	DX263
School photographs, programmes, newsletters, school magazines Date of records: 1940s-1970s			

Dr T F Holley of Merthyr Tydfil Collection			
Accession No:	2015/121	Reference No:	D332
Photographic copies of portraits of Presidents of South Wales Institute of Engineers Date of records: 1857-1906			

Collection of Views of South Wales			
Accession No:	2015/122	Reference No:	D1251
Glass negative images of various scenes Date of records: 1890s			

Sully Ecclesiastical Parish Records			
Accession No:	2015/123	Reference No:	P50CW
Parochial Church Council minutes, inventory, terrier, accounts and deanery papers Date of records: c1906-1999			

Evanstown, Gilfach Goch (later Abercerdin) Council School Records			
Accession No:	2015/124	Reference No:	ELL9
Abercerdin Infants and Mixed School admissions registers Date of records: 1912-1927			

Notable accessions

Stan Stennett, Entertainer, Papers (D1235)

One of the most significant accessions during the quarter was the donation of the papers of the entertainer Stan Stennett. He was born near Bridgend and lived most of his life in Cardiff. His career began in the services in the 1940s and he was working until his death in 2013. He worked on stage, radio and TV and film. He had roles in *Crossroads* and *Coronation Street* and worked on stage alongside many of Britain's greatest variety acts as well as international artistes. He was also a talented musician and appeared in the *Black and White Minstrel Show* in the 1960s, as well as in pantomime every year. He ran theatres, cinemas and art centres around Britain. He was a keen pilot, golfer and at one time was a director of Cardiff City Football Club. The records include scrapbooks, photographs, scripts, theatre programmes, posters and newscuttings and cover the period from the 1940s to 2013. The papers have been kindly donated by the family.

T Howells & Son, Greengrocer, Bridgend (D1245)

An interesting ledger showing orders for fruit, vegetables and flowers has been deposited. The shop, T Howells & Son, was in Bridgend and supplied many local families and estates. The ledger covers the period from 1927 to the 1930s and gives a glimpse of what seasonal produce was on offer, from daffodils and tulips in the spring, asparagus in May, winberries in the summer, to the orders at Christmas for tangerines and walnuts. The ledger was deposited by the granddaughter of the shopkeeper.

Lilly Huntley, Nursing Sister, Cardiff, Photograph Album (D1248)

This photograph album belonged to Lilly Huntley who worked as a nursing sister at 3rd Western General Military Hospital, Howard Gardens, Cardiff during the First World War. She served with the Territorial Force Nursing Service and was awarded the Royal Red Cross by King George V in October 1916. She later became a superintendent of midwives with Cardiff Council. Many of the images in the album show servicemen convalescing from war injuries at Howard Gardens as well as photographs of the nursing staff caring for them.

Elfed Avenue United Church, Penarth, Records (D1226)

An extensive collection of records have been received from the Church. St David's Presbyterian Church of Wales, Elfed Avenue opened in 1954 in an area of post-war housing. It subsequently united with Christ Church United Reformed Church in April 1985 to form Elfed Avenue United Church. Records received include minutes, newsletters, accounts, correspondence and photographs. Also received was a separate deposit of records from the former Christ Church United Reformed Church.

Cardiff Association of National Trust Members, Records (D1240)

Records of the Association have been deposited by its former Treasurer. The Cardiff Association was formed in 1971 and aimed to assist members of the National Trust obtain more from their membership. The Association held regular indoor meetings with illustrated talks during the winter and spring

months at Rhiwbina, Lisvane and Dinas Powys. It also arranged a programme of day trips to National Trust properties and other places of interest. The Association ceased to operate in December 2012 owing to a decline in membership. The deposit includes minutes, financial records and committee papers which provide a detailed illustration of the Cardiff Association's organisation and activities.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Mar - May 2014	1646	(946)	43	2998
June - Aug 2014	2188	(1250)	55	3247
Sep – Nov 2014	2693	(1618)	75	2849
Dec 2014 – Feb 2015	1898	(1143)	60	2345
Mar - May 2015	1806	(1081)	42	2936

	Remote Enquiries	Website Hits
Mar - May 2014	1380	11101
June - Aug 2014	1262	11272
Sep – Nov 2014	1065	12376
Dec 2014 – Feb 2015	789	10206
Mar - May 2015	867 (79 un-printed thank-you emails)	10444

Interesting Enquiries

Regular enquiries continue to be received from the press and media remotely and in person. A producer making a documentary on Jacob's Market in Cardiff was advised to consult photographs, building plans and trade directories. A journalist from Media Wales visited the searchroom to identify sources reflecting the VE Day celebrations held in Cardiff and district. On the advice of staff she consulted a number of items, including the log book for Ninian Park boys' school which records the temporary closure of the school at the end of the war in Europe to allow for celebrations.

Representatives from Welsh Government also made contact seeking information on VE Day as part of the research undertaken for the National Commemoration of VE Day in Wales. Sources suggested included souvenir programmes of Cardiff's VE Day Thanksgiving Service and a community concert held at the Royal Ordnance Factory in Llanishen.

Many enquiries are from individuals tracing the provenance of vintage vehicles. One researcher requested details of a car previously owned by a local doctor in Bridgend which was used by a group of German Prisoners of War in their escape from Island Farm Prisoner of War Camp. Details from the original vehicle registration volume were supplied.

An Unexploded Ordnance Consultant plotting where bombs fell in the Bridgend area during the Second World War was referred to the Air Raid Precautions log books for the area.

Family history remains a popular research subject. One more unusual query saw a visitor seeking details of a Lutheran German émigré who settled in Cardiff in the late-19th century. He succeeded in locating entries for him in trade directories and the Cathays Cemetery burial registers.

Family historians travel to Glamorgan Archives from far and wide. A visitor from Melbourne was searching for family who originated in Llanwonno. She had failed to locate them herself using online resources, and staff were able to assist, managing to decipher handwriting on a birth certificate which she had brought with her, revealing the place of birth as 'huts near Llanwonno Church' and a father's occupation of 'hawker'. This explained their frequent movements around the country.

Enquiries have been received from a number of authors and biographers. One author is currently researching the life of Harry Poloway, formerly official toastmaster for Cardiff and Newport. Harry Poloway will celebrate his 100th birthday this year, and had a long career as toastmaster, meeting several famous politicians and celebrities. He was also a member of the Variety Club, the Lord Taverners and the Rotary Club. There is a photograph of him in the records of the Cardiff Hebrew Congregation, along with an official menu and toast list on which his name appears.

An Australian biographer compiling a memoir for a Greenham Common Peace Camp activist requested permission to use a photograph deposited by the Women's Archive of Wales. The book will be published in Australia later this year.

Local historians from Glamorgan and further afield have been in touch. A Sussex historian was researching Timothy Martin, the founder of the first cottage hospital in Sussex, and also his brother James; both were doctors in Merthyr Tydfil during the 19th century and were associated with the Dowlais iron Company. The Martins once featured in the BBC Wales programme 'Coming Home' as Donny Osmond is one of their descendants.

The Stephenson and Alexander Records continue to prove their value to local historians. A researcher studying the estate of John Moggridge, and in particular the sale of Plas Farm, Bedwellty in December 1892, was recommended to consult auction particulars detailing the sale of the farm found amongst the Stephenson and Alexander Records.

Information for evidential researchers, in particular those tracing details of adoptions and inquests, continues to be provided. This quarter the police were also assisted in tracing individuals through historic electoral registers.

The Graig Merthyr Memorial Trust are currently researching the history of Graig Merthyr Colliery and its former employees to establish a memorial. Representatives from the Trust visited to see photographs from the John O'Sullivan Collection and the National Coal Board Records.

An engineer explored the structure of Carey Baptist Chapel, Tondu, from building regulation plans. The building has not been used as a place of worship since the late-1990s and is likely to be refurbished.

A researcher from the Furniture Department at Christie's Auction House, London, was assisted in her search for inventories of furniture at St. Fagan's Castle during the period c.1850s-1946, when the Windsor-Clive family were in residence. A number of items within the Plymouth Estate Records were suggested, and she was referred to the National History Museum at St. Fagan's which now occupies the Castle.

Enquiries are regularly received from school pupils and teachers, and this quarter from the author of an A-Level English Language exam paper. He wanted permission to use a document in a sample paper as an example of language change.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	5
Grangetown Local History Society x3	58
Radyr and Morganstown WI	8
Treforgan WI	10
Family History students: RCT	12
Art Shell Cardiff Waterways volunteers	6
Tonyrefail University of the Third Age	12
RCT student group	12
No Fit State Circus volunteers	15
Representing Butetown	3
Artists collective	5
Llandaff Diocese Care of Churches	49
Glamorgan Family History Society: Cardiff and Vale Branch	20
Merthyr Tydfil SHARE Project	10
Llandaff Society	21
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	15
Cynefin Volunteer Group	9
CyMAL: Breaking the Mould	17
Cardiff Council Bereavement Services	3
Archives Wales Marketing Workshop	5
PSQG	5
<i>Events</i>	
Lucie Matthews-Jones: 'I still remain one of the old Settlement boys'	27
<i>Filming</i>	
Heno - Strikes and Riots	5
<i>Education</i>	
Allensbank Primary School	27
Tondu Primary School	38
Welsh School of Architecture	14
<i>Individuals Meeting Staff</i>	67
<i>Tours for prospective volunteers</i>	4
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 38	612
Diverse Cymru Training/Workshop x 2	14
Quest	40

Appendix IV

Bench work		
DXHV/1-26	S.O. Davies papers. 6 bundles and volumes	Cleaned, pins removed, creases flattened and tears repaired
G/D/C/RE/58/4	Electoral Register Llandaff and Barry Division	Tears repaired and rebound
D17/1	Photograph album	Encapsulated and rebound
Cleaning and Packaging		
DCA	1 box containing 50 Crew Agreements.	Cleaned and repackaged
EABG/U1-5	8 standard boxes of photo albums, folder and files .	Cleaned and repackaged
D1249	21 volumes and 300 papers	Cleaned of mould and repackaged
Q/D/P	66 volumes and plans	Cleaned
DHJ	81 folders and volumes	Cleaned and repackaged
O/S Maps	120 maps	Cleaned
DDM	20 standard boxes of volumes	Re-boxed and relocated
D1224	20 volumes and 3 standard boxes	Cleaned treated for red rot and repackaged
Relocated and Barcoded		
Various	887 items	Barcoded and relocated
Bespoke boxes made		
Various	115 boxes	
External Work		
Private Company	18 boxes	Bespoke boxes made
Record Office	48 crates of volumes	Emptied and shelved

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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:
2014/2015 OUTTURN
2014/2015 DRAFT WAO RETURN**

THE GLAMORGAN ARCHIVES JOINT COMMITTEE 26TH JUNE 2015

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2014/2015

PURPOSE OF REPORT

1. This report presents a brief overview of the financial results for the year ending 31st March 2015 together with the unaudited draft WAO return for the year ended 31st March 2015. 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 2014/15

2. The Glamorgan Archives Joint Committee approved a proposed budget of £681,690 for the financial year 2014/2015, 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 2014/2015:

	<u>Budget</u> £	<u>Actual</u> £	<u>Variance</u> £
Expenditure	729,740	888,543	158,803
Income	(48,050)	(141,467)	(93,417)
Net Expenditure	681,690	747,076	65,386

5. **Appendix 1** provides a detailed analysis of the 2014/15 outturn.

6. The final net expenditure for the year was £747,076, representing an overspend against the budget of £65,386. Savings were achieved on transport costs and support services but costs on employees, premises, supplies and services and third party payments all exceeded the budget. In particular a revaluation of the Archive building in 2014/15 resulted in a significant increase in rateable value. This resulted in an increase in rates payable of £113,000, which was found through a combination of additional contributions from reserves of £37,400 and a reduction in posts. Whilst funding from grants reduced in year this was more than offset by increased income primarily arising from room hire and catering royalties.
7. Actual net expenditure for the year was £747,076 resulting in a deficit of £65,386 and it was this deficit that was transferred from the General Reserve held by the Joint Committee. The cost of alterations to the office search room was £30,551 which was mostly offset by the £30,000 moved into an earmarked reserve at the end of 2013/14. The General Reserve had a balance of £539,246 as at 1st April 2014 and a balance of £306,460 as at 31st March 2015. The Table below shows the movements in the reserve during the year:

<u>Movements on Glamorgan Archives General Reserve</u>	£
Balance brought forward at 1 st April 2014	(539,246)
Drawdown from earmarked reserves to fund in year expenditure	30,000
Budgeted drawdown from general reserve	100,000
Additional drawdown required from general reserve	37,400
Revenue deficit for 2014/2015	65,386
Balance as at 31st March 2015	(306,460)

WALES AUDIT OFFICE ANNUAL RETURN FOR 2014/2015

8. The draft Annual Return (attached) for the year ended 31st March 2015 is unaudited at this stage. The Wales Audit Office has yet to begin their audit of the accounts. In accordance with the 2005 Regulation the Annual Return will be available for public inspection for 20 full working days from Monday 29th June 2015 to Friday 24th July 2015.
9. To meet the requirement of the Accounts and Audit (Wales) Regulations 2005 (as amended) the Annual Return must be approved by the Committee before the 30th September immediately following the end of the financial year. If at this time the audit of the accounts has not concluded then the accounts must be approved as soon as reasonably practicable. Once the audit is complete and the Annual Return has been signed by the Wales Audit Office then it will be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by the Wales Audit Office.

LEGAL IMPLICATIONS

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

The overspend of £65,386 was covered from the general reserves. The overspend did not impact upon the level of the parties contribution to the budget.

FINANCIAL IMPLICATIONS

11. The 2014/15 Outturn highlights an in year deficit which will be met from an additional drawdown of general reserves. Continuing use of reserves is not a sustainable solution in the longer term and consideration needs to be given in determining a medium term financial plan which enables Glamorgan Archives to deliver their service through existing contributions.

In determining the medium term plan for Glamorgan Archives consideration needs to be given as to how additional costs arising such as NDR and voluntary severance in 2014/15, will be met from the overall budget of Glamorgan Archives. This medium term plan needs to be considered in conjunction with the contributing Local Authorities future year budget strategies.

RECOMMENDATIONS

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

Christine Salter
Treasurer to the Glamorgan Archives Joint Committee

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Account Narrative	Budget 2014/2015 £	Actual 2014/2015 £	Variance 2014/15 £
Employees			
Administration - Gross Pay	362,550	365,137	2,587
Administration - Overtime	3,000	2,636	-364
Administration - Super	79,050	71,799	-7,251
Administration - NI	22,550	20,733	-1,817
Administration - Misc Allowances	820	593	-227
OM - Gross Pay	52,470	51,009	-1,461
OM - Super	12,540	11,681	-859
OM - NI	5,040	4,776	-264
Holiday Pay	0	824	824
Accum Absences IAS19	0	2,033	2,033
Long service awards		200	200
Employers Liability Insurance Premium	550	350	-200
Removal Expenses		61,248	61,248
Bursary Costs		34,207	34,207
Staff Training Expenses	0	2,652	2,652
Offsetting Staff Income		-10,729	-10,729
Total Employees (exp 1)	538,570	619,148	80,578
Premises			
Building Formula Funds	0	30,605	30,605
Repairs Alterations & Maintenance	5,000	31,010	26,010
Scheduled Repairs - Electrical	0	425	425
Security Measures	5,500	7,287	1,787
Rodent & Pest Control	100	315	215
Maintenance of Grounds General	1,500	1,495	-5
Fire Alarm Service	3,640	3,770	130
Maintenance Contracts	10,000	12,954	2,954
Electricity	62,000	36,398	-25,602
Gas	20,000	7,985	-12,015
CRC Allowances	5,200	-6,390	-11,590
NNDR	70,060	183,389	113,329
Water Rates	1,200	4,161	2,961
Cleaning Materials	500	278	-222
Window & Flue Cleaning	700	0	-700
Refuse Collection / Bulk Containers	1,500	1,934	434
Contract Cleaning	7,500	7,152	-348
Specialist Waste Disposal	1,500	476	-1,024
Insurance - Building infrastructure and grounds	9,000	2,500	-6,500
Total Premises (exp 20)	204,900	325,746	120,846
Transport			
Fuel & Other Running Costs	500	0	-500
Vehicle Lease	3,500	0	-3,500
Public Transport - Staff Use	500	705	205
Train Ticket / Warrant	0	579	579
Car Allowances - Officers	600	798	198
Travel Expenses	1,000	1,748	748
Motor Insurance Premiums	450	450	0
Total Transport	6,550	4,280	-2,270

Account Narrative	Budget 2014/2015 £	Actual 2014/2015 £	Variance 2014/15 £
<i>Supplies and Services</i>			
Purchase / Repair Furniture	0	9	9
Equipment & Materials	0	59	59
Exhibition & Display Equipment	0	390	390
Signs - New & Repairs	250	0	-250
Conservation	12,000	15,638	3,638
Vending Machine Purchase	3,000	3,409	409
Catering Sundries	1,000	6,512	5,512
Catering Services	0	803	803
Uniforms & Overalls	100	187	87
Overalls & Protective clothing	0	11	11
General Printing & Stationery	1,500	1,968	468
Operating Lease - Photocopiers	0	740	740
Photocopying Materials	500	687	187
Audit Fees	3,200	3,288	88
Consultancy	0	4,989	4,989
General Expenses	0	6,217	6,217
Archiving / Storage Service	500	865	365
Central Telephone Exchange	3,000	4,867	1,867
Telephones	2,950	1,462	-1,488
Postages	600	-189	-789
Mobile Telephones	0	-222	-222
Software Purchase	1,000	1,143	143
Consumables - IT related	1,000	68	-932
Hardware Purchase	0	6,469	6,469
Software Licence & Maintenance Agreements	4,000	4,016	16
Subsistence allowances	0	132	132
Conference/convention Expenses	0	8,060	8,060
Hospitality Allowances	4,000	0	-4,000
Subscriptions	1,200	263	-938
Public Liability Ins Premiums	1,020	2,350	1,330
Misc Insurance Premiums	700	700	0
Advertising General	500	-492	-992
Total Supplies & Services	42,020	74,400	32,380
Third Party Payments			
Other LA's - Prov of Service	0	700	700
Total Third Party Payments	0	700	700

Account Narrative	Budget 2014/2015 £	Actual 2014/2015 £	Variance 2014/15 £
Support Service			
Service Accountancy	14,800	11,590	-3,210
Technical Accountancy	1,500	780	-720
Income Recovery	100	360	260
Payroll	500	130	-370
Payments	500	855	355
Audit	0	1,500	1,500
Procurement	600	490	-110
Project Accountancy	500	0	-500
SAP Support	3,000	3,000	0
ICT Services	12,000	5,000	-7,000
Human Resources	3,700	6,100	2,400
Legal Services	500	740	240
Welsh Translation	0	2,554	2,554
CTS Fuel Recharge	0	603	603
Total Support Services	37,700	33,701	-3,999
Contributions from Reserves			
Contribution from General Reserves	-100,000	-137,400	-37,400
Contribution from other Earmarked Reserves	0	-30,000	-30,000
Transfer from Accumulated Absence A/c	0	-2,033	-2,033
Total Contributions from Reserves	-100,000	-169,433	-69,433
			0
GROSS EXPENDITURE	729,740	888,543	158,803
External Income			
ARCW (NCB)	0	-8,565	-8,565
Heritage Lottery Fund (CLOCH)	0	-64,387	-64,387
NMCT	0	-5,624	-5,624
Publications General	0	-891	-891
Sale of Photocopies	-2,000	-1,244	756
Conservation Income	-10,000	-2,256	7,744
Sale of Food	-10,000	-15,857	-5,857
Vending Machine Sales - Cold	-300	-95	205
Course Fees	-250	0	250
Search Fees	-3,000	-2,191	809
Royalties	0	-5,617	-5,617
Hire of Special Rooms	-20,000	-28,670	-8,670
Sundry Charges & Income	0	-3,720	-3,720
Donations	0	-562	-562
Other Interest	-2,500	-1,789	711
Total External Income	-48,050	-141,467	-93,417
TOTAL NET EXPENDITURE	681,690	747,076	65,386

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Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2015

2013/2014 £		2014/2015 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
	Cost of Services								
659,606	Staff Costs	619,148	86,681	198,128	37,149	154,787	68,106	74,298	619,148
222,010	Premises	325,746	45,604	104,239	19,545	81,436	35,832	39,089	325,746
6,324	Transport	4,280	599	1,370	257	1,070	471	514	4,280
63,616	Supplies & Services	74,400	10,416	23,808	4,464	18,600	8,184	8,928	74,400
310	Third Party Payments	700	98	224	42	175	77	84	700
53,927	Central Departmental Support	33,701	4,718	10,784	2,022	8,425	3,707	4,044	33,701
108,689	Capital Charges	108,689	15,216	34,781	6,521	27,172	11,956	13,043	108,689
1,114,482	Operating Expenditure	1,166,665	163,333	373,333	70,000	291,666	128,333	140,000	1,166,665
-1,337,963	Contributions from Local Authorities	-1,247,483	-174,648	-399,195	-74,849	-311,871	-137,223	-149,698	-1,247,483
-132,882	Grant Income	-78,576	-11,001	-25,144	-4,715	-19,644	-8,643	-9,429	-78,576
-52,741	Fees and Charges	-61,102	-8,554	-19,553	-3,666	-15,276	-6,721	-7,332	-61,102
-1,523,586	Operating Income	-1,387,161	-194,203	-443,891	-83,230	-346,790	-152,588	-166,459	-1,387,161
-409,104	Net Cost of Services	-220,496	-30,869	-70,559	-13,230	-55,124	-24,255	-26,460	-220,496
-2,109	Interest & Investment Income	-1,789	-250	-572	-107	-447	-197	-215	-1,789
302,411	Interest Payable	287,671	40,274	92,055	17,260	71,918	31,644	34,520	287,671
300,302	Financing & Investment Income & Expenditure	285,882	40,023	91,482	17,153	71,471	31,447	34,306	285,882
-108,802	(Surplus) / Deficit on Provision of Services	65,386	9,154	20,923	3,923	16,346	7,192	7,846	65,386
0	Other Comprehensive Income & Expenditure	0	0	0	0	0	0	0	0
-108,802	Total Comprehensive Income & Expenditure	65,386	9,154	20,923	3,923	16,346	7,192	7,846	65,386

RECONCILIATION TO REVENUE ACCOUNT:			
-108,802	As above	65,386	
-108,689	89302 Tfr from CAA to Neut	-108,689	Not in above
3,641	89600 Tfr fm Acc Absence	-2,033	Not in above
-302,411	Interest Payable	-287,671	In above not on SAP as notional
580,533	Additional notional contribution income from LA's	565,793	In above not on SAP as notional
8,246	69101 Cont to Oth Earmrkd Res	0	Not in above
30,000	69101 Cont to Oth Earmrkd Res	0	Not in above
-100,000	89101 Cont from Oth Earmarked Res	-232,786	Not in above
2,518	Balance as per revenue account on SAP	0	

Glamorgan Archives Balance Sheet as at 31st March 2015

31/03/2014		31/03/2015	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
7,978,045	Land and Buildings	7,898,491	1,105,789	2,527,517	473,909	1,974,623	868,834	947,819	7,898,491
0	Assets Under Construction	0	0	0	0	0	0	0	0
68,652	Vehicle, Plant, Furniture & Equipment	39,517	5,532	12,645	2,371	9,879	4,347	4,742	39,517
8,046,697	Long Term Assets	7,938,008	1,111,321	2,540,162	476,280	1,984,502	873,181	952,561	7,938,008
18,731	Inventories	18,013	2,522	5,764	1,081	4,503	1,981	2,162	18,013
133,079	Short Term Debtors	24,140	3,380	7,725	1,448	6,035	2,655	2,897	24,140
430,212	Cash & Cash Equivalents	283,929	39,750	90,857	17,036	70,982	31,232	34,071	283,929
582,022	Current Assets	326,082	45,651	104,346	19,565	81,520	35,869	39,130	326,082
-37,288	Short Term Creditors	-22,557	-3,158	-7,218	-1,353	-5,639	-2,481	-2,707	-22,557
-6,390	Provisions	0	0	0	0	0	0	0	0
-43,678	Current Liabilities	-22,557	-3,158	-7,218	-1,353	-5,639	-2,481	-2,707	-22,557
-5,566,811	Long Term Borrowing	-5,288,689	-740,417	-1,692,381	-317,321	-1,322,172	-581,756	-634,643	-5,288,689
-5,566,811	Long Term Liabilities	-5,288,689	-740,417	-1,692,381	-317,321	-1,322,172	-581,756	-634,643	-5,288,689
3,018,230	NET ASSETS	2,952,843	413,398	944,910	177,171	738,211	324,813	354,341	2,952,843
539,246	Usable Reserves	306,460	42,904	98,067	18,388	76,615	33,711	36,775	306,460
2,157,102	Capital Adjustment Account	2,319,666	324,753	742,293	139,180	579,917	255,163	278,360	2,319,666
322,784	Revaluation Reserve	329,652	46,151	105,489	19,779	82,413	36,262	39,558	329,652
-902	Accumulated Absences	-2,935	-411	-939	-176	-734	-323	-352	-2,935
2,478,984	Unusable Reserves	2,646,384	370,494	846,843	158,783	661,596	291,102	317,566	2,646,384
3,018,230	TOTAL RESERVES	2,952,843	413,398	944,910	177,171	738,211	324,813	354,341	2,952,843

Glamorgan Archives

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

Movement in Reserves Statement 2013/2014

	Usable Reserves	Unusable Reserves	Total Reserves
Balance at 31 March 2013 Carried Forward	603,518	2,305,910	2,909,428
Movement in Reserves during 2013/2014			
Surplus or Deficit on Provision of Services	108,802	0	111,320
Other Comprehensive Income & Expenditure	0	0	0
Total Comprehensive Income & Expenditure	108,802	0	111,320
Adjustments between Accounting Basis & Funding Basis	-173,074	173,074	0
Net Increase / Decrease before Transfers to Earmarked Reserves	-64,272	173,074	111,320
Transfers To / From Earmarked Reserves	0	0	0
Increase / Decrease in Year	-64,272	173,074	111,320
Balance at 31st March 2014 Carried Forward	539,246	2,478,984	3,020,748

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets	108,689	-108,689
Charges for Impairment of Non-current Assets	0	0
MRP	-278,122	278,122
Accumulated Absences	-3,641	3,641
	-173,074	173,074

Movement in Reserves Statement 2014/2015

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

Adjustments between Accounting Basis & Funding Basis - analysis

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

Quick check:	
Surplus or Deficit on Provision of Services	-65,386
adjust for accounting basis as above	-167,400
	-232,786
This equates to:	
Contribution from reserve as budgeted	-232,786
Contribution to reserve	0
Contribution to reserve of surplus	0
	-232,786

Cashflow statement for the Year Ended 31st March 2015

31/03/2014		31/03/2015
£		£
-108,802	Net (Surplus) /Deficit on the provision of services	65,386
36,667	Adjust net surplus or deficit on the provision of services for non-cash movements	80,897
2,109	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	1,789
-70,026	Net cash flows from operating activities	148,072
0	Investing activities	0
-2,109	Financing activities	-1,789
-72,135	Net (increase)/ decrease in cash and cash equivalents	146,283
358,077	Cash and cash equivalents at the beginning of the reporting period	430,212
430,212	Cash and cash equivalents at the end of the reporting period	283,929

2013/2014		2014/2015
£		£
-108,689	Depreciation and Impairment	-108,689
278,122	Prudent MRP (Borrowing Repayment)	278,122
-774	(Increase)/Decrease in Provisions	6,390
-6,339	(Increase)/Decrease in Creditors	14,731
-125,604	Increase/(Decrease) in Debtors & Prepayments	-108,939
-49	Increase/(Decrease) in Inventories	-718
36,667	Cash (Inflow)/Outflow from Revenue Items	80,897

2014/15

Authority	Population	%	Cash Contribution based on Population % £	Notional Contribution based on Debt Funding £	Total Contribution £
Bridgend	130,600	14	95,437	79,211	174,648
Cardiff	305,200	32	218,141	181,054	399,195
Merthyr Tydfil	59,700	6	40,901	33,948	74,849
Rhondda Cynon Taf	238,900	25	170,423	141,448	311,871
Caerphilly	104,300	11	74,986	62,237	137,223
Vale of Glamorgan	118,800	12	81,803	67,895	149,698
	957,500	100	681,690	565,793	1,247,483

Comparative: 2013/2014

Authority	Population	%	Cash Contribution based on Population % £	Notional Contribution based on Debt Funding £	Total Contribution £
Bridgend	130,600	14	106,040	103,937	209,977
Cardiff	305,200	32	242,378	97,011	339,389
Merthyr Tydfil	59,700	6	45,446	23,373	68,819
Rhondda Cynon Taf	238,900	25	189,357	185,602	374,959
Caerphilly	104,300	11	83,317	81,665	164,982
Vale of Glamorgan	118,800	12	90,892	88,945	179,837
	957,500	100	757,430	580,533	1,337,963

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

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

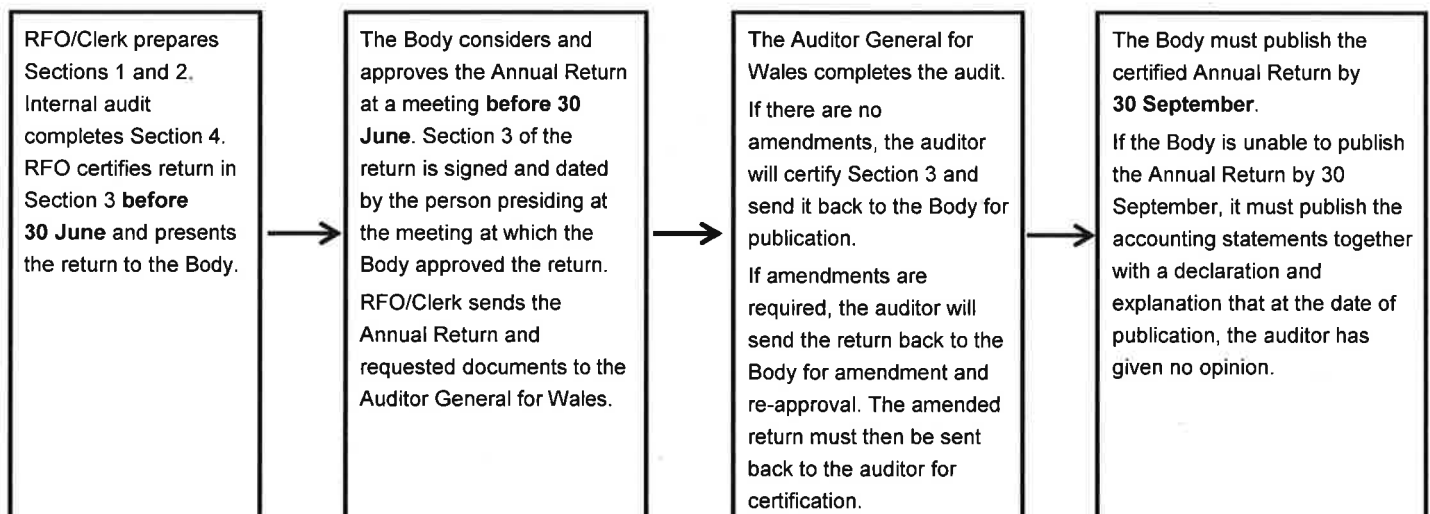
The following legislation defines proper practices as the One Voice Wales/SLCC Guidance publication *Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)* (the Practitioners' Guide):

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

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

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

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



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

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

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

Section 1 – Accounting statements for: Glamorgan Archives

	Year ending		Notes and guidance for compilers				
	31 March 2014 (£)	31 March 2015 (£)					
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the Body's underlying financial records for the relevant year.				
1. Balances brought forward	603,518	539,246	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to Line 7 of the previous year.				
2. (+) Income from local taxation and/or levy	757,430	681,690	Total amount of local taxation, rates and/or levy received or receivable in the year including funding from a sponsoring body.				
3. (+) Total other receipts	187,732	141,467	Total income or receipts as recorded in the cashbook less income from local taxation and/or levy (Line 2). Include any grants received here.				
4. (-) Staff costs	(663,247)	(617,116)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Body's borrowing (if any).				
6. (-) Total other payments	(346,187)	(438,827)	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	539,246	306,460	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
8. (+) Debtors and stock balances	175,291	43,086	Income and expenditure accounts only: Enter the value of debts owed to and stock balances held at the year-end.				
9. (+) Total cash and investments	406,731	282,996	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	(42,776)	(19,622)	Income and expenditure accounts only: Enter the value of monies owed by the Body (except borrowing) at the year-end.				
11. (=) Balances carried forward	539,246	306,460	Total balances should equal Line 7 above: Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	8,046,697	7,938,008	The original Asset and Investment Register value of all fixed assets, plus other long-term assets owned by the Body as at 31 March.				
13. Total borrowing	5,573,202	5,288,689	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			X			X	

Section 2 – Annual Governance Statement

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

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


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

Section 3 – Certification and approval

Approval and certification of the accounts and annual governance statement

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

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

<p>Certification by the RFO</p> <p>Certificate under Regulation 15(1) Accounts and Audit (Wales) Regulations 2014</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Body, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2015.</p>	<p>Approval by the Body</p> <p>Approval of accounting statements under Regulation 15(2) Accounts and Audit (Wales) Regulations 2014 and the Annual Governance Statement</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Body under body minute reference:</p>
<p>RFO signature: </p>	<p>Chair signature:</p>
<p>Name: C. SALTER</p>	<p>Name:</p>
<p>Date: 14/06/2015</p>	<p>Date:</p>

External Audit Certificate

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

Body

External auditor's report

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

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

(* Delete as appropriate)

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

Section 4 – Annual internal audit report to: Glamorgan Archives

The Body's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2015.

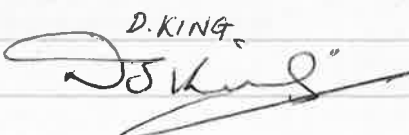
The internal audit has been carried out in accordance with the Body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on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

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

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

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

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

Name of person who carried out the internal audit:	B. PAREKH	
Signature of person who carried out the internal audit:	B. Parekh	
Date:	05th June 2015	

Section 5 – Guidance notes on completing the 2015 Annual Return

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

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