

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

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 15 December 2017 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff (Chairperson)  
Councillor Henshaw, Cardiff  
Councillor M Colbran, Merthyr  
Councillor R Lewis, RCT  
Councillor Robertson, Vale of Glamorgan  
Councillor Robson, Cardiff

Also: K Thomas CVo, JP, Co-Optee

Apologies: Councillor N Burnett, Bridgend Council  
Councillor Cunnah, Cardiff  
Councillor George, RCT  
Councillor Griffiths, RCT  
Councillor Higgs, Caerphilly  
Councillor Jarvie, Vale of Glamorgan  
Councillor B Jones, Caerphilly  
Councillor W Lewis, RCT  
Councillor Smith, Bridgend Council

### 18 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N.Burnett, C.Smith, B.Jones, S.Cunnah, M.Griffiths, E.George, W.Lewis, A Higgs and H.Jarvie.

### 19 : DECLARATIONS OF INTEREST

No declarations of interest were received.

### 20 : MINUTES

This item was deferred to the next meeting.

The Chairperson welcomed Councillor Adrian Robson back as a member of the Committee.

### 21 : REPORT OF THE PERIOD 1 SEPTEMBER 2017 - 30 NOVEMBER 2017

Members were provided with an update on the work and achievements of the service for the period 1 September – 30 November 2017; the Dashboard of Objectives, Targets and Outcomes; and a briefing on Volunteers at Glamorgan Archives.

The Chairperson invited questions and comments from Members;

- Members requested a copy of the letter to Chief Executives and Leaders, so that they could chase up this issue.
- Members referred to Remote Enquiries and asked if there had been an anecdotal drop in numbers of people using the search room. The Archivist explained that yes there had been a small drop by individuals but there had been an increase in numbers of groups using the facility and also a wider range of users.
- Members referred to the income stream that came from renting out room at the Archives and asked how long it would be before the building was full. Members were advised that the building had been planned for a 25 year expansion and was currently on track, this is monitored every year. It was noted that there were large collections coming in such as those from Law Courts and Schools, it was further noted that the 20 year rule was making a difference.
- Members asked what risks they needed to be aware of in terms of Emergency Planning Network – MALD. The Archivist explained that the risks were mostly Strategic Risks, to ensure there were a network of fellow professionals who are able to respond in an emergency such as a flood or fire. The importance of being risk aware was stressed, the Fire Service regularly inspect buildings and can make recommendations. It was further noted that there was less risk for the Glamorgan Archives as the building is modern; there were more risks involved with historic buildings.

RESOLVED: to note the report.

## 22 : 2017-2018 BUDGET MONITORING & 2018-2019 BUDGET PROPOSALS

Members were advised that this report provided Members with the projected full year revenue outturn for the 2017/18 financial year. It also detailed the proposed revenue budget for 2018/19. Officers outlined the key points of information from the report and the Chairperson invited questions and comments from Members as below:

### 2017/18 Budget Monitoring

- Members asked about the proportion of contributions by Local Authorities and were advised that this information is contained in paragraph 24 of the report.
- With reference to premises costs, Members asked if efficiencies had been explored. The Archivist explained that the building had been fitted with solar panels, each room has PIR lighting (except the strong room), lights are zoned, heating is kept at a minimum and operated via the building maintenance system, the building is well insulated and staff are encouraged to use the stairs rather than the lifts. LED lighting was also being introduced especially in the corridors.
- With reference to the water bills, Members asked if rainwater was collected. The Archivist explained that this had been explored when the building was being built but it was too expensive and the costs would not have been recouped over the 25 years, this may be considered retrospectively if costs came down. It was

noted however that water could be potentially disastrous if there was a leak and documents and computers were damaged or destroyed.

### 2018/19 Budget Proposals

- Members asked what the balance of the Reserves was currently and were advised that it was £262,895.

### RESOLVED:

- i. to note the projected full year position for the 2017/18 financial year as presented in paragraphs 2 to 10 of the report;
- ii. to accept the draft budget proposals for 2018/19, as presented in paragraphs 11 to 25 of the report.

23 : DATE OF NEXT MEETING

16<sup>th</sup> March 2018 at 2.00pm.