



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 Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on Friday, 15 December 2017 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 Minutes (Pages 1 - 4)**
To approve as a correct record the minutes of the meeting held on 15th September 2017.
- 4 Report of the period 1 September 2017 - 30 November 2017**
(Pages 5 - 40)
- 5 2017-2018 BUDGET MONITORING & 2018-2019 BUDGET PROPOSALS (Pages 41 - 60)**
- 6 Date of next meeting**
16 March 2018

Glamorgan Archivist
Monday, 11 December 2017

Contact: Andrea Redmond, 02920 872434, a.redmond@cardiff.co.uk

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

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 September 2017 at 2.00 pm.

Present:

Members Representing: Councillor N Burnett, Bridgend Council
Councillor J Cowan (Chairperson), Cardiff
Councillor S Cunnah, Cardiff
Councillor E George, RCT
Councillor M Griffiths, RCT
Councillor A Higgs, Caerphilly
Councillor H Jarvie, Vale of Glamorgan
Councillor B Jones, Caerphilly
Councillor W Lewis, RCT
Councillor C Smith, Bridgend County Borough Council

Officers in Attendance: Susan Edwards, Tom Crocker-Wilton, Andrea Redmond, Richard Grigg

11 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Lewis, A Robertson, J Henshaw and M McGarry.

12 : DECLARATIONS OF INTEREST

None received.

13 : MINUTES

The minutes of the meeting were agreed as a correct record and signed by the Chairperson.

It was noted that Councillors initials should be included in the attendance list in the minutes going forward.

14 : REPORT FOR THE PERIOD 1 JUNE - 31 AUGUST 2017 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 June – 31 August 2017; the Dashboard of Objectives, Targets and Outcomes; a copy of a letter to the Chief Executive of Cardiff Council from The National Archives in relation to New Burdens payment and a copy of the Glamorgan Archives' website Annual Review – Year One.

The Chairperson invited questions and comments from Members;

- Volunteers - Members asked how recruitment of volunteers from all contributing Authorities was managed. Members were advised that details of the volunteer programme were advertised on the website. Work placements for Higher Education students will skew the figures towards Cardiff where they will be based wherever their place of origin. It was added that currently the service is at capacity. Staff are engaging with externally funded projects to provide temporary employment opportunities for people from more deprived areas. Members were advised that the volunteers provided through Elite Supported Employment agency were usually from RCT. Travel is an issue; there were not many volunteers from Merthyr for example due to the distance and that there are heritage services closer to them. The Glamorgan Archivist explained the different types of volunteer programmes on offer including student placements, volunteers through partner agencies for people with disabilities, post graduate conservator placements and those for people trying to build up their CV.

Members understood this but considered that as all Local Authorities were contributing to the service, more work needed to be done to bring in volunteers from all contributing authorities. Members requested more information on the current volunteer waiting list especially relating to where the volunteers come from.

Members asked that a report on volunteers be prepared for a future joint committee meeting.

- Members were pleased to see that the service was taking on an apprentice.
- Dashboard – Members noted that the dashboard shows outcomes and targets but not trends and or comparators with other archive services. Members considered that they needed to be assured that each local authority was getting value for money as they need to justify the contributions in times when more cuts are likely. Members considered that the quarterly reports were very detailed and descriptive but possibly not focussed enough on issues that are pertinent to the contributing local authorities. This view was not shared by all members, some were happy with the way information was presented currently.

The Chairperson suggested that a Task and Finish group be set up, to meet twice to look at this and report back to the next joint committee.

- Members discussed the various ways in which the service could engage with schools and education in all contributing authorities, also through libraries and local history groups. The Chairperson considered that the onus should be on each local authority to disseminate information on the service locally in their boroughs.

RESOLVED:

- i. to note the report;
- ii. to set up a Task & Finish Group to look at pertinent issues prior to the next Joint Committee meeting.

15 : 2017/18 BUDGET MONITORING REPORT

Members were provided with an overview of the 2017/18 Budget Monitoring report which provided Members with the actual expenditure and income up to July 21st 2017 and projected full year revenue outturn for the current financial year 2017/18. The report showed a positive position with a net underspend of £4750.

Officers stated they would recirculate figures as there were some errors in one part of the report.

Members were taken through each section of the report after which the Chairperson invited questions and comments;

- Members sought clarification on why the service was drawing from the reserves. Officers explained that a large underspend had been carried over the new building; there had been a decision taken then that the reserve was too large to carry as a Joint Committee, and that contributions from each local authority would be reduced and subsidised by withdrawals taken from the reserves on a reducing basis over a number of years. As there were a number of new Members on the Joint Committee, officers were asked to provide them with a summary of this for their information.
- Members asked for more information on the agency staff. Officers explained that they were from Cardiff Works and were paid for from external funding; they were short term posts, usually people who have previously volunteered and gained skills. It was a way of getting people in post more quickly. Cardiff Works is an internal agency run by Cardiff Council, people register with them and are matched with specific requirements. Members considered that this should be made clearer in reports going forward.
- Members considered it would be useful to have sight of the budget for the Archives and officers agreed to circulate this to Members.
- Members asked for a narrative behind the Local Authority contributions to be included in future reports.
- The Chairperson considered that a new member induction may be useful, this could be scheduled for immediately before the next Joint Committee meeting.

RESOLVED:

- i. to note the projected full year outturn position 2017/2018 as detailed in the report, subject to the correction of the figures in Table 1;
- ii. to circulate the budget for the Archives service;
- iii. to provide Members with a summary of the decision taken regarding drawing down on the reserves;
- iv. to set up a new member induction for immediately prior to the next meeting.

16 : 2016/17 WALES AUDIT RETURN

Members were provided with the final Wales Audit Office Return for 2016-2017 and were advised that no adjustments had been made following an audit by Wales Audit Office which resulted in an unqualified opinion.

17 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for Friday 15th December 2017 at 2.00pm.

The meeting terminated at 3.30 pm

**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
15 December 2017**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO. 4
<p>REPORT FOR THE PERIOD 1 September - 30 November 2017</p>	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 September to 30 November 2017.

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

Members are asked to note the content of this report.

3. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

Stephanie Jamieson, Glamorgan's Blood Project Conservator, took up her post at the beginning of September. Stephanie has been working closely with Louise Clarke, Project Archivist, to evaluate the National Coal Board plans, reported in more detail below.

At the same time, Melanie Taylor joined the team as Records Assistant. Melanie is a qualified librarian with previous experience in National Museum Wales. She is a fluent Welsh speaker.

Rebecca Head, temporary Records Assistant, departed in September for a new post within Cardiff Council's Legal Services.

Glamorgan Archives will be hosting a Cardiff Council Corporate Trainee for 6 months. The post is centrally funded, and the successful candidate will develop a range of workplace skills, knowledge and experience. The post has been advertised with a closing date of 22 December. The Senior Archivist attended a job fair at St. David's Hall, Cardiff, to promote the opportunity.

Continue skill sharing volunteer programme

During the quarter 48 volunteers have contributed 1,886 hours to the work of the Office. Of these, 29 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 2 from Rhondda Cynon Taf and 1 from Caerphilly.

5 volunteers, originally introduced through supported employment agencies, have chosen to continue their attendance beyond the set period of their organised placements. One has been coming for over 7 years. These volunteers contributed 210 hours of the total above. It is sometimes possible to provide temporary paid opportunities with agency assistance. Chris Miller, a former placement holder, is currently employed through the Youth Contract scheme organised by Elite Supported Employment Agency. He attends three short days each week, helping staff with listing, packaging of documents and the digitisation of parish registers.

The Archive Administration MSc distance learning course offered by Aberystwyth University requires students to work or volunteer at an archive service. Currently three such students attend one day each week, contributing a total of 143 hours this quarter. In addition four students from the Conservation Sciences MA at Cardiff University are helping to repair documents, contributing 136 hours this quarter. These students require a high level of support, training and advice from the professional staff, and perform tasks closer to core services in preparation for their professional careers.

For individuals considering a career in archives, one-off, 30 hour placements can be arranged to give a taste of the range of jobs available. During the quarter 4 of these were provided. These work placements are not included in the volunteer hours above. Feedback received at the end of placements confirms that they continue to be relevant and useful for prospective archive students: Moli Harries or Cardiff 6th Form College wrote: *Thank you for such a good experience. I've really enjoyed my time here and feel lucky to have been able to do my work experience here.*

The tasks undertaken by volunteers generally improve access to the Collection. The first series of Glamorgan registered vehicle registration log books and associated papers have been added to the online

catalogue (D732/27/1). These record changes in ownership for vehicles with the L prefix dating 1903-1920. They also record details of the original makeup of the car, essential for vintage car enthusiasts. The 2,886 records were listed by volunteers.

Following completion of the volunteer project earlier this year, descriptions of 15,684 Rhondda Urban District Council building plans have been added to the catalogue and can now be searched online.

In Conservation, the Cardiff University student cohort has doubled with Joanne Hoppe and Sarah Dunn joining Pam and Devin. They are working on identified priority items in the Glamorgan Constabulary and Poor Law Union collections. Other volunteers are completing minor repairs to a Cardiff Constabulary register of criminals, an item from the Blandy Jenkins estate and a Bridgend Union Workhouse register. Crew Lists are cleaned and indexed by volunteers, work experience students and Art Society members who attend in 2 separate groups.

More information about all the tasks volunteers undertake is provided in Appendix V.

10 volunteers visited the Parliamentary Archives in September. They toured the House, saw the Westminster Hall exhibition on the World War 1 and Women's Suffrage, and undertook research at the Archives. The volunteers had all contributed to the WW1 project. The Parliamentary Archives exhibition will visit Glamorgan Archives in 2018 with the volunteers' work providing local context. This continues a long-standing partnership with the Parliamentary Archives.

Nicola Wood, Looked After Children and Young People's Traineeship Coordinator for Cardiff Council, met the Glamorgan Archivist and Hannah Price, Archivist to develop plans for placements. Hannah also provided Dale Sage, Work Experience Co-ordinator at Cardiff Sixth Form College, with a tour and discussed work placement opportunities for his students.

The volunteer programme is well known and highly regarded. This quarter the Employment Tribunal asked staff to take part in a Health and Wellbeing Week at Cardiff Magistrate's Court.

Continuing Professional Development

The Glamorgan Archivist attended a mandatory Welsh Awareness training session for senior Cardiff Council staff.

The Senior Archivist received a MALD (Welsh Government's Museums Archives and Libraries Division) Workforce Development Grant to fund attendance at the Archives and Records Association (ARA) Conference 2017 held in Manchester. She attended various sessions across the three day conference, relating to collections, community engagement and conservation. The sessions in the digital strand

proved particularly useful in learning about best practice and new developments in digital preservation. It also provided an opportunity to meet and discuss professional issues with colleagues from across the UK and beyond.

The Senior Archivist attended training provided by the National Archives (TNA) on Fundraising for Archives, held at the Cardiff Story Museum. She also attended the Digital Preservation Coalition's Making Progress in Digital Preservation training event held at Cardiff University's Glamorgan Building.

Archivist, Hannah Price, and Conservator, Lydia Stirling, attended training on 'Mentoring Young Care Leavers' provided by Cardiff Council. Following the training, staff feel better informed to provide support for existing placements and also better prepared for placements being organised through Children's Services for care leavers.

Archivist, Laura Russell, attended training on 'Supporting Children with Special Educational Needs' provided by MALD. Lessons learnt were cascaded to other staff, increasing confidence in their ability to provide fun and informative experiences of the Archives for children with special educational needs. This training was of particular use in relation to the Kids in Museums Take Over Day.

A visit was arranged for staff to the new Cathays Heritage Library in Cardiff. Enquirers are often referred to the Library and the visit confirmed the range of resources held there, ensuring that staff advise customers appropriately. Two reciprocal visits for Library staff took place in the following weeks, including tours behind the scenes and an introduction to resources and services.

Volunteers from Glamorgan Family History Society delivered training for the Access Team on the range of new family history resources accessible online via Ancestry and Find My Past. This was a valuable opportunity for the team to refresh their skills and knowledge in this area.

The Records Assistants have continued to progress towards their NVQ Level 4 course in Advice and Guidance.

Maintain commitment to good health and safety practices

In compliance with Directorate instructions, the building is examined quarterly by senior staff and a report submitted on defects. Fire alarm call points are tested weekly. Planned preventative maintenance is carried out regularly by approved contractors.

One member of staff has been referred to Occupational Health and recommended support undertaken.

Budget

Manage to best advantage

Regular meetings with the Resources Team address issues arising with the budget. Building issues are monitored to align repairs with planned preventative maintenance visits to avoid additional call out charges. An increase in water charges has been noted and is being investigated.

Maximise benefit from income generation

On-line payment has been set up and tested on Cardiff Council's website. There are a few possible amendments to be made and the page should be live in December.

Conservation continues to attract external orders which benefit income generation. Rhondda Heritage Park commissioned the conservation of a number of items removed from the body of local boxer, Lesley Williams, who died in the Titanic disaster. The papers will form part of an exhibition at the Heritage Park next year.

Assessments of conservation and packaging needs were undertaken for Cardiff Rugby Club and Cardiff University's Special Collections to assist in the application for grant funding. If successful, the work will be carried out in the Studio.

Negotiations are continuing with on-line genealogy site Ancestry for digital access to a series of records. The proposal will increase royalty payments while improving access to the Collection with no resource cost to the service.

Repository rental continues to provide a welcome income stream although additions to the Collection will soon begin to need the notionally vacant space. Some clients will be withdrawing over the next 12 months as their building projects are completed, which will also impact income.

Promote partnerships and networks

National

The Glamorgan Archivist represented the archive sector in Wales at a meeting of NHS Wales Governance Management Advisory Group at which National Archives staff presented on the implications of the move to opening public records after 20 years. She responded to a request for comments on the European Commission's structured dialogue on "Skills, training, knowledge transfer: traditional and emerging heritage". She contributed to the development of an on-line volunteering training module for Fusion partners held at the Waterfront Museum. The curator of the Museum of Welsh Cricket discussed plans for the museum's development and application for accreditation at a meeting in the Archives.

The Senior Archivist joined a meeting of the Archives Wales Marketing Group by telephone. The meetings promote the sharing of best practice between archive services across Wales. She sits on the ARA Survey Group, advising on the Visitor Survey and Distance Enquiries Survey, and contributing towards surveys for the evaluation of group visits to archives.

Glamorgan Archives is working in partnership with Chapter Arts and artist Cecilia Stenbom on their current project, Connect/Exchange, which develops residencies for artists in four UK locations, Cardiff, Edinburgh, Gateshead and Liverpool. Cecilia Stenbom is producing a documentary called 'Institution' which will explore the working environment, looking at four organisations in Cardiff, of which Glamorgan Archives is one. Filming took place on 30 November.

The annual Macmillan Coffee Morning was held on 29 September. Staff and volunteers raised £185 for Macmillan Cancer Support.

Local

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

Cardiff People First celebrated their successful Pink Ladies project at an event held at the Archives in September. Films produced during the course of the project were shown. Glamorgan Archives was selected as the venue due to the strength of our partnership with Cardiff People First, and the accessibility of the service and building.

The Archives is working in partnership with two local Fusion projects. Meetings were held with the project officers from Caerphilly/Torfaen and Cardiff to discuss potential contributions, especially around health and wellbeing, training and work placements. As a formal partner in the Cardiff Fusion project, the Glamorgan Archivist assisted in the appointment of the Project Officer and has attended steering group meetings. The Cardiff Story Walks initiative is part of the Fusion project. Staff will provide volunteer training in archive research, document handling and, possibly, digitisation. Volunteers are drawn from the Ely, Grangetown and Splott areas of Cardiff, and include a group of refugees. They will be researching and creating heritage walks around their locality.

The Innovate Trust have been successful in their application to the Heritage Lottery Fund for support to undertake research on the role of the Trust, previously known as Cardiff University Social Services (CUSS), in the resettlement of residents from Ely Hospital in the community in Cardiff. There are documents relating to both CUSS and Ely Hospital in the Collection. A meeting was held with project staff to arrange training for the volunteers, many of whom have a learning disability, to facilitate their research at the Archives.

Assistance continues to be given to the Heritage and Cultural Exchange (HCE), the successor organisation to Butetown Heritage and Arts Centre. Liquidators acting for debtors of BHAC were given access to the collections stored at the Archives with the agreement of the current trustees. Staff have attended meetings of HCE.

Potential partnerships

The Senior Archivist attended a meeting at the Coliseum Theatre, Trecynon, to discuss plans to celebrate the Theatre's 80th anniversary in 2018. Glamorgan Archives will be working in partnership with Cynon Valley Museum and Aberdare Library to develop an exhibition on the history of the theatre. Volunteers from the local area will undertake research to inform the exhibition. An introductory visit to the Archives for the volunteers will be arranged early in 2018.

Advice has been given to Vale People First, Garw Valley Heritage Society and Cardiff City Community Club on the preparation of applications to the Heritage Lottery Fund, and letters of support provided as appropriate.

2. Building and systems

Maintain building

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required.

The underfloor heating has been overhauled and is now working across the ground floor although the building management system needs to be reprogrammed to enable full control of the system. An issue with some public toilets has been temporarily resolved by staff.

Ensure compliance

The Glamorgan Archivist attended a joint meeting of the Emergency Planning Networks for south east and mid and west Wales, co-ordinated by MALD. Talks were given by the National Trust conservator, and officers of South Wales Fire and Rescue and National Museum Wales, focussing particularly on risk, followed by a discussion about collaborative responses to emergencies in heritage institutions.

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

Welsh speakers and learners amongst the staff took part in Diwrnod Shwmae on 15 October, recording a greeting for use on social media as part of the campaign.

Half year PPDR reviews have been completed for all staff.

B. THE COLLECTION

1. Conservation

Repositories

Temperature and humidity in the strong rooms remains good despite a small rise in temperature on a few days across the quarter, still within preferred levels. Humidity in all strong rooms stayed within acceptable levels (maximum recommended relative humidity is 60%).

The insect traps are checked weekly and changed every three months. The traps in the buffer zones show that there are a few insects especially on the ground floor coming in from outside (mainly spiders) and a few dead flying insects in the upper floor buffer zones which have flown in through the gas grills on the outside walls. No insects are penetrating into the strong rooms. The only insects found which could cause harm to records were occasional single stray moths which had drifted into the buffer zones. As expected at this time of year a number of dead cluster flies have been cleared from the buffer zone on the top floor. They pose no danger to the Collection

Conservation and preservation plans

Staff and volunteers are working through the identified priorities. The Preservation Assistants have completed the lengthy task of repackaging the Quarter Sessions Deposited Plans to make them easier to produce. In addition, during Collections Week, a survey was made of records containing information on children to identify any conservation priorities in the light of the potential for them to be requested for the purposes of the Independent Inquiry on Child Sexual Abuse, detailed below. Records of Poor Law Union and successor organisations which were already prioritised have been revisited and any relevant records added to the list. They may previously have been omitted as too recent to be open for research.

Conservation staff respond to requests from the search room and to assess new accessions as they come in.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

Louise Hunt, Archivist, attended a conference organised by the Information Management Service of Gloucestershire County Council on children's records. Aimed at records managers and archivists, the day focussed on the impact of the Independent Inquiry into Child Sexual Abuse, sharing best practice and discussing policy. It highlighted the need to ensure that records relating to child care are suitably recorded so that organisations can respond accurately and in a timely manner to any requests for information.

A programme of work has been drawn up to ensure that relevant records are fully catalogued and physically stable enough to be copied if required. Initially this work will focus on local authority collections. Some of this work was carried out during collections week while other listing and indexing tasks are being undertaken by archive students.

A moratorium on the destruction of records relating to child care is in place for the duration of the Inquiry. Procedures have now been drawn up to temporarily store records which would otherwise not fit within the scope of the Collection Policy.

Collections days continue to be held each month. This quarter work has focussed on the records of Cantonian High School. A large, additional deposit of records has been received, appraised, and work has begun to expand the existing catalogue entries. Collections Week took place week beginning 27 November. Records which may contain information on children were prioritised. The outcomes of the week will be reported next quarter.

An upgrade to the CALM software was completed resolving issues with the system crashing when staff entered longer options into certain fields, particularly a problem when creating bilingual catalogues. Minor changes to the customised templates used in the catalogue database have been made to record digital records more accurately.

The project to edit catalogue data for submission to the Archives Hub has begun. 62 collections have catalogues that are now searchable on the Archives Hub website and a further 223 catalogues are ready to be submitted. Unfortunately the latest CALM upgrade has stopped the Archives Hub export routine from working so no further data will be submitted until a further upgrade to the software is released. Editing and checking of catalogue data in preparation for export will continue.

Collection development

Initial receipts were issued within the target time. Full receipts were issued within the target time of 15 working days for 60% of the accessions. 86% of the accessions received in the last 6 months, including more complex collections tackled during collections days and closure weeks have now had receipts issued.

Temporary deposits that relate to areas outside of Glamorgan have been transferred to Gwent, Powys and Ceredigion Archive Services. Other material which would be more appropriately housed at the National Library of Wales has been identified for transfer.

The Clerk to Lisvane Community Council visited to sort through previously deposited material which falls outside the scope of the Collection Policy. A small amount remains to be assessed by the local history society before destruction.

Discussions have been held with Theatr Iolo regarding the deposit of their records. The theatre company was formed in 1987 originally as a theatre-in-education company but their remit changed in 2010 and they now tour across Wales, the UK and internationally.

The Bute Archivist sent copies of their term of deposit for comparison with Glamorgan's. Comments were returned.

A depositor who has been dividing her father's papers between several appropriate repositories returned her signed receipt with a note:

I just wanted to let you know that your response has been by far the best experience – both the friendliest and the most professional!

Digital preservation

Work on the national project continues. The Digital Preservation Policy for Wales was launched on 30th November to mark International Digital Preservation Day. A letter was sent to Chief Executives and Leaders of Councils to raise awareness of the need for digital preservation amongst stakeholders and decision makers and to highlight the need for sustainable funding in the long term. The Digital Preservation Coalition marked the day by releasing a list of the most at risk digital collections in the UK, among which local authority records rank highly.

A training session was held at the National Library of Wales demonstrating the workflow for ingesting open access PDFs into the national digital preservation system. Newsletters of Gelligaer Historical Society were used as sample records to test the system. The testing highlighted some aspects of the workflow that could be improved to reduce staff input.

A request was received from the Vale of Glamorgan Council to transfer Cabinet Meeting papers in electronic format. Louise Hunt, Archivist, met Council staff to discuss how files could be securely transferred and to learn about the electronic records management system used. The records are in a variety of file formats and access to some of the files should be restricted. It is therefore not possible to ingest the records into the digital preservation system at present but future developments should address these issues. Since these records are typical of many which will be received from local authorities they will be used as a pilot to aid in the development of the system.

The Senior Archivist attended a digital preservation round table held at the National Library of Wales. Decisions were taken on priorities for future development work and ongoing funding of activities was discussed.

Glamorgan's Blood

Project Archivist Louise Clarke has continued the cataloguing of post-nationalisation records, focussing on the listing and appraisal of the plans, including those showing underground workings and surface buildings. The latter series contains plans of buildings such as pithead baths, workers' housing, administrative buildings and a workman's hall. 27% of the estimated 8,000 plans within the collection have been listed.

Project Conservator Stephanie Jamieson has begun assessing the condition of the NCB collection, starting with an in-depth condition survey of the rolled material, running in parallel with the cataloguing of these items by the project archivist. 27% of the rolled items in the collection have been assessed.

The assessment process is informing the planning of conservation treatment, a volunteer cleaning project, storage requirements, time estimates and materials. The volunteer cleaning project involves the surface cleaning of rolled items listed as requiring cleaning and as suitable for volunteers. The size and quantity of the rolled items means help from the volunteers is invaluable. A range of condition issues have already been recorded, requiring both major and minor treatments. Conservation treatment will begin on the items marked as 'Unfit', followed by the 'At Risk' items.

The Arts Society volunteers have almost completed the cleaning of the medium sized NCB volumes and have moved onto the large volumes. The Project Conservator is spending one day a week condition assessing these cleaned volumes in order to plan conservation treatment.

The Project Archivist and Project Conservator visited Gwent Archives to transfer material relating to the Monmouthshire coalfield and to learn more about the coal records held within their collection.

Louise Clarke presented a ten minute talk on the project at the national launch for the Explore Your Archive campaign, reported under C1 below. An article on the project was published in Who Do You Think You Are Magazine, and it continues to be promoted through social media including a blog post on records relating to the Miners' Strike of 1984/5.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions continue with 13 attendees this quarter. Sessions are delivered by an expert volunteer.

A new guide has been written for police officers who contact the Archives in connection with historic child abuse allegations. The guide explains the available sources and the information needed for staff to answer enquiries. Staff procedures have been put in place for handling requests from police officers and restricted access request forms have been modified.

Volunteers from Cowbridge Museum visited in November for a tour and to look at documents relating to the history of the town. The Vice Chair of the GAJC was given a tour of the building and discussed services provided.

Evening opening in October coincided with the Wales v Ireland football international at Cardiff City Stadium. Several visitors attending the match came to the Archives beforehand to undertake research, including one customer who had travelled from Suffolk.

Funding from MALD has been secured to produce a research guide on LGBT history. The guide will be written in partnership with local LGBT researchers Norena Shopland and Dr Daryl Leeworthy.

Programme of user events

Glamorgan Archives took part in the national Open Doors campaign on Saturday 9 September. Three tours were offered during the day. Documents were displayed, staff were on hand to provide advice and guidance, the Glamorgan's Blood team promoted the project, and the conservators were busy demonstrating work in the studio. It was a successful day with 35 attending.

The events programme continued with a talk from Steve Duffy of the Grangetown Local History Society on the history of the Grange Pub. Documents relating to the pub, and to other public houses in Grangetown, were displayed following the talk.

Ceri Thompson, Coal Curator at the Big Pit National Coal Museum, gave a talk on Dr Henry Naunton Davies. Dr Davies worked as a surgeon in the Rhondda during the 19th century, and was linked to many colliery companies. He is known for his efforts at the Tynwydd Colliery disaster of 1877 and his work to establish Porth Cottage Hospital. A number of documents relating to Dr Davies, and to medicine during the 19th century more generally, were displayed following the talk.

On 1 November, the Glamorgan Archivist gave a talk on Hughesovka to commemorate 100 years since the Russian Revolution, which prompted the majority of the British families in Hughesovka to return home. Following the talk, those attending viewed items from the Hughesovka Research Archive.

A second Welsh medium public event was held on 13 November when Aled Eirug of Swansea University spoke about opposition to the First World War in Cardiff. Aled has recently submitted his PhD thesis on this subject and undertook contributory research in the searchroom. Documents relating to conscientious objectors, in particular school records, were displayed following the event.

The VCS Cymru Chronicle exhibition was displayed at the Archives for a fortnight during November, following a successful installation at the Pierhead Building in Cardiff Bay. The exhibition highlights volunteering in Cardiff during the period 1914-2014. Glamorgan Archives has been a key partner in the project, with items from the Collection contributing to the research undertaken by project volunteers. It followed an exhibition commemorating 50 years of abortion rights activity in south Wales called Safe and Legal.

Glamorgan Archives was the venue for the Wales launch of the national Explore Your Archive campaign 2017. Presenter Mari Grug from S4C's Heno programme attended, spoke at the launch about the importance and significance of archives, and filmed an item which was shown on Heno the following week. The focus for the launch was the Glamorgan's Blood project to catalogue and conserve the NCB collection. The Senior Archivist spoke about efforts to obtain external funding to support the work, Louise Clarke, Project Archivist, updated the audience on progress to date, and Dr Ben Curtis, who has undertaken significant research on the coal collections at Glamorgan Archives, emphasised the value of archives for researchers. The event attracted over 50 attendees, some of whom took advantage of the offered tour of the building after the speeches.

Education

9 November was Kids in Museums Takeover Day across Wales. This year Glamorgan Archives was taken over by pupils from Ysgol y Deri Special School in Penarth. 11 pupils aged 14-18 participated, working in small groups and rotating around the areas of the office, completing tasks in cataloguing, access, conservation and community engagement. The pupils, school staff and Glamorgan Archives staff enjoyed and benefitted from the experience. One student commented on social media following the event:

I would like to say a big thank you to everyone who done #takeoverday2017 It was a very good experience for me. I enjoyed myself and I learnt a lot from this. I would like to take the opportunity to say how grateful it was to meet some amazing staff members Very polite staff members. They were amazing. So yeah Thank you to you @glamarchives

The post-16 transition officer from the school commented:

...we had a fab day – it was really well organised so thank you. [B's] mum actually had a tear when we said he would be joining us as she never imagined he would do anything work related... I think I already have a couple possibly interested in work experience...

Three Year 5 classes from Ysgol Pwll Coch in Cardiff visited for the workshop, Rich and Poor in Victorian Times. The workshops were delivered in Welsh by the Senior Archivist and Melanie Taylor, Records Assistant, who previously worked as a teaching assistant at the school.

St Cuthbert's Primary in Butetown visited to learn more about the Second World War. The Year 5 and 6 pupils explored the impact of the war on Cardiff and in particular their locality.

Grangetown Primary's Year 6 classes visited for the Second World War workshop and to learn more about wartime Grangetown.

Louise Hunt, Archivist, attended the launch of the WW1 Armistice Cantata at Chapter Arts Centre. Pupils from Thornhill Primary School who had visited the Archives for a workshop in June, together with the local Goldies group, identified themes and wrote lyrics from popular songs of the time. These were put together with sketches that explored the themes using WW1 memorabilia, creating a moving 30 minute production. The songs, script and PowerPoint images will be made available to other schools across England and Wales in both Welsh and English to enable local adaptations for the centenary of the armistice next year.

Heather Mountjoy, Archivist, spoke to second year undergraduates from the Welsh School of Architecture, providing a brief introduction to the Collection and explaining how it can be accessed. This semester the students will be exploring Cardiff as a collection of villages. Since the talk several architecture students have visited the searchroom to begin preliminary research on the theme.

Masters' students from Cardiff University's School of Welsh visited for a tour behind the scenes and an introduction to services and to the Collection. MSc Building Conservation students from Cardiff University were given a tour, a document display and an introduction to services.

2. External events

Contribute to heritage events

The Glamorgan Archivist represented the Office at Caerphilly History Society's Open Day at Caerphilly Library, and at Rhondda History Society's October day school in Trehafod. She attended the launch of Cardiff Naturalist Society's exhibition celebrating their 150th year, the unveiling ceremony of the statue to M.K.Gandhi in Cardiff Bay, and, the launch of Forbidden Lives:LGBT history in Wales, by Norena Shopland at the Cardiff Story Museum. With the Senior Archivist, she attended the opening of the community heritage exhibition for the Chronicle

Project, celebrating a century of volunteering and community work in Cardiff. The Senior Archivist also attended one of a number of walking tours created by volunteers as part of the Chronicle project. The event in question explored volunteering and the arts in Butetown.

She represented the Archives at Merthyr Tydfil's annual Heritage Conference held at Merthyr Town Football Club and contributed to round table discussions on the town's future heritage strategy.

She attended the launch of the CAER Heritage Project Festival in Caerau, Cardiff. The Archives had a stand, along with other attendees, on the hard standing outside the Gospel Hall in Caerau. A tour of the hillfort site was held and signage directing the public to the site was unveiled. The event was well attended by the local community. The CAER project won the Outstanding Contribution to the Local Community award at the Times Higher Education awards in November this year. It has been a privilege to have been a partner in the project from its inception.

Following a successful Takeover Day by Cardiff People First in July, the Senior Archivist attended the All Wales People First Conference in Aberavon in October. Together with members of Cardiff People First and colleagues from the Cardiff Story Museum, she spoke about the success of the day, the tasks undertaken by participants, and encouraged other People First groups to consider a similar project. Contacts were made with People First groups in Bridgend, Caerphilly, Rhondda Cynon Taf and the Vale of Glamorgan. Takeover Day was also featured in the All Wales People First magazine with photographs of the event on the front cover.

The Senior Archivist also attended Gov Camp Cymru with Cardiff People First, to promote Takeover Day more widely within local government and the civil service in Wales. Gov Camp is an unconference for those working in public service in Wales.

Cardiff People First held their AGM and Conference on 10 November, when the Senior Archivist again promoted Takeover Day to the audience, which included several People First groups.

Artist Simon Fenoulhet completed a residency at Glamorgan Archives during the autumn of 2015. Whilst working at the Archives, he came across 'Festal Song', a song written and composed to celebrate the town of Barry receiving Borough status in 1939. Sadly, the outbreak of war meant that the song was not performed publically at the time. Simon has since worked with Barry Ladies Choir to form a community choir to perform the song in four parts as originally intended. The song was recorded at Trinity Methodist Church in Barry in October with the Senior Archivist in attendance. Sound and film recordings of the song will be deposited with the Archives by Simon following completion of the editing process.

Author John Wake is a regular researcher in the Archives and gave a talk earlier in the year on his book, *The Cruel Streets*. The follow-up book, *The Cruel Streets 2*, again focussing on crime and punishment in Cardiff, was launched in October. The Senior Archivist attended.

Glamorgan History Society held its annual autumn day in Bridgend on 10 November. The theme was art and artists in Glamorgan. The Senior Archivist represented Glamorgan Archives.

A photograph of munitions worker Dorothy Curtis of Penarth was submitted for inclusion in the new project, *Women in Trousers: A Visual Archive*, being led by Cardiff University. The postcard photograph is noteworthy as Dorothy signs the reverse as 'Trousers', suggesting that this was the first time she had worn trousers. Dorothy was the aunt of Mrs Moore, a previous Glamorgan Archivist. The project was launched at Cardiff University Archives and Special Collections during Explore Your Archive week on 20 November; the Senior Archivist attended.

Hannah Price, Archivist attended a meeting of Caerphilly Local History Group at Winding House. This is a useful forum to exchange information about events and the latest projects in the area.

Harvey Thomas, Assistant Archivist, attended the Glamorgan Family History Society Annual Fair at the Rhydycar Leisure Centre in Merthyr Tydfil. A busy event as always, many enquiries were received on the day.

Identify and respond to major anniversaries

Volunteer Rosemary Nicholson attended Cardiff Council's staff remembrance service on 11 November, speaking with the Senior Archivist about staff members featured on the roll of honour in City Hall. Rosemary has been undertaking research on the roll of honour as part of her volunteer placement.

The blog this quarter has commemorated the 150th anniversary of the formation of the Cardiff Naturalists Society, and the centenary of the Russian Revolution. The latter was marked by articles drawn from the Hughesovka Research Archive exploring the impact of the Revolution on the British communities in Hughesovka. The majority of the posts were written by volunteer Tony Peters.

Other anniversaries and occasions noted on social media include National Sporting Heritage Day, the Great Storm of 1987, the Ferndale Colliery Disaster of 1867, International Digital Preservation Day and Explore Your Archive.

3. Remote access

Monitor service and implement improvements

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

The ARA Distance Enquiries Survey of UK Archives took place during the quarter with participation funded by MALD. An invitation to take part in the survey is issued to each customer contacting the service remotely. The survey window opened on 4 September and closed on 26 November with results due in 2018.

A meeting was held with the web team in Cardiff Council to discuss developments with the website.

The fully bilingual interface for the online catalogue has been completed and will go live as soon as the software providers have resolved a bug with the order in which search results are displayed.

Publicity

In the lead up to her Hughesovka talk the Glamorgan Archivist was interviewed on Radio Wales' Good Morning Wales while the Senior Archivist spoke to Dylan Iorwerth for Radio Cymru's Dan yr Wyneb.

The Senior Archivist spoke about the Explore Your Archives campaign in Wales on the day of the launch event. She was interviewed on Radio Cymru's Post Cyntaf, Radio Wales' Good Morning Wales, and for S4C's nightly magazine programme Heno.

A Victorian photograph of the Edmondson family of Cowbridge (ref. DED) was provided to Wales.com for use on social media to celebrate Ancestor Appreciation Day on 28 September.

Glamorgan Archives was credited on the BBC4 programme 'Britain's Lost Masterpieces' which related to paintings from Golden Grove, Carmarthenshire.

New accessions are regularly publicised on social media.

SUMMARY

Another active quarter has seen annual targets exceeded in most areas of the annual plan. Accessions continue to be received and made accessible, highlighted through social media channels, and use by groups and educational institutions remains high. Digital preservation is an on-going concern although the national coalition is making progress. The potential costs of a long-term solution have yet to be fully identified.

4. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

5. FINANCIAL IMPLICATIONS

Any direct financial implications arising from this report have been accounted for in the 2017-2018 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

Susan Edwards
Glamorgan Archivist
30 November 2017

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 September– 30 November 2017

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
Access	Promote service via anniversaries	12 social media posts	22
	Contribute to external heritage events	1 in each funding authority	Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Vale of Glamorgan, Rhondda Cynon Taf
	Deliver educational service	10 educational visits	15
	Deliver on-site events	6 public events	9
The Collection	Contribute to Archive Hub	50 catalogues	62
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 60%; complex 86%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	26,675 cleaned; 253 conserved; 1550 boxes made
Resources	Integrate PP&DR process	Retain liP	Bronze status
	Meet income target	£91,250	£113,303
	Meet agreed revenue budget	£856,250	
	Manage volunteers workforce	6,600 hours; 100% reviewed	5653; 100% reviewed
	Maintain establishment	14 fte	14 fte

Appendix 1

Barry and District Soroptimists

Accession No:	2017/172	Reference No:	D647
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Executive minutes 2011-2014, Club minutes 2011-2014.

Date of records: 2011-2014

Penarth and Barry Deanery Mothers' Union

Accession No:	2017/173	Reference No:	DMUL
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In Touch magazine 2016-2017, minute book for Dinas Powys with St Andrew's 1994-2010, Llandaff Diocese year books 2012 and 2013, annual reports 2013 and 2015, Deanery minutes 2013.

Date of records: 1994-2017

Mrs D. V. Liles Papers

Accession No:	2017/174	Reference No:	D245
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Royal Scottish Country Dance Society booklet, Barry Town Council 1986 Gaelic Boxing Championships, Margam Calling 1983 booklet.

Date of records: 1973-1986

Penarth and Llandough Ecclesiastical Parish Records

Accession No:	2017/175	Reference No:	P46CW
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St Augustine's Church Marriage register, 2009-2016, annual report 2011, bulletins and programmes for events 2016, The Link magazines 2016, parish magazines 1970s and 1980s, Llandaff Diocesan Conference reports 2011 and 2012, parish directory 2010-2014.

Date of records: 1970s-2016

Bethany Baptist Church, Rhiwbina, Cardiff Records

Accession No:	2017/176	Reference No:	DBAP15
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Minutes, magazines and papers.

Date of records: 2016-2017

Penarth and District CYTUN - The Council of Churches Records

Accession No:	2017/177	Reference No:	DPENCC
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Minutes and associated papers.

Date of records: 2007-2011

English Methodist Chapel, Martin's Lane, Abercynon, Llanwonno, Records

Accession No:	2017/178	Reference No:	D1492
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Marriage register

Date of records: 1995-2012

Mid Glamorgan County Council Records

Accession No:	2017/179	Reference No:	MD/T
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Mid Glamorgan County Council Statement of Accounts, 1987-1995, Budget Books, 1990-1996, Disaggregated Budget, 1995-1996

Date of records: 1987-1996

Papurau'r Jenkin Rees, Ton Pentre / Jenkin Rees of Ton Pentre Papers			
Accession No:	2017/180	Reference No:	D1456
Will of Jenkin Rees, deeds for 62 Parry Street, Ton Pentre. Date of records: 1867-1993			

Llanccarfan Society Records			
Accession No:	2017/181	Reference No:	DLNS
Newsletter 171 Date of records: Sep 2017			

Peter Morris Athletics Collection			
Accession No:	2017/182	Reference No:	D60
Canton High School programmes - for sports days, swimming galas, Christmas concerts and dramatic society productions Date of records: 1950-1968			

Llantrisant and District Local History Society Records			
Accession No:	2017/183	Reference No:	D134
Meisgyn and Glynrhondda Local History Research, Vol IX, No. 5 Date of records: Jul 2017			

Pwll Sarn Farm, St Nicholas, Accounts			
Accession No:	2017/184	Reference No:	D1498
Annual accounts Date of records: 1970-1991			

Newtown Llantwit Community Association Records			
Accession No:	2017/185	Reference No:	D1494
Newsletters Date of records: 1992-2003			

Alex Bird, Printer, Papers			
Accession No:	2017/186	Reference No:	D1500
Posters, photograph of Co-Operative Development Association Exhibition, photographs of exhibition papers, Adroddiad Eglwys Annibynol Minny Street, Caerdydd Date of records: 1962-1990s			

Pontypridd YMCA Records			
Accession No:	2017/187	Reference No:	D1495
Minutes, information relating to members and employees, accounts, deeds and leases relating to the building and property, photographs and newscuttings Date of records: 1904-2010			

Miskin Ecclesiastical Parish Records			
Accession No:	2017/188	Reference No:	P194CW
Baptism registers, 1910-2005; register of services, 1992-2005; Vestry meeting minute book, 1991-1997; PCC minutes, 1952-1997; account book, 1942-1997; electoral roll, 1980-1995; choir register, 1956-1957 Date of records: 1910-2005			
Papurau Alan Jobbins o'r Eglwys Newydd, Actifydd Plaid Cymru / Alan Jobbins of Whitchurch, Plaid Cymru Activist, Papers			
Accession No:	2017/189, 220	Reference No:	D1394
Election material, leaflets, information booklets, letters, papers. Date of records: 20th century			
Cowbridge Voluntary Fire Brigade			
Accession No:	2017/190	Reference No:	D1497
Photograph of the Voluntary Fire Brigade outside the Town Hall, Cowbridge Date of records: c 1943			
Pontyclun Social Club and Institute Limited			
Accession No:	2017/191	Reference No:	D1501
Signed minutes book Date of records: 1934-1938			
Cardiff and District Hearing Impaired Support Group Records			
Accession No:	2017/192	Reference No:	D1434
Invoices, correspondence, application forms and Royal Anniversary Trust Challenge certificate Date of records: 1993-1997			
Glamorgan Family History Society Records			
Accession No:	2017/193	Reference No:	D37/1/127
Journal number 127 Date of records: Sep 2017			
Professor Turner Pharmacy Collection			
Accession No:	2017/194	Reference No:	D1512
Prescription registers Date of records: c1920s-1960s			
Cowbridge History Society Collection			
Accession No:	2017/195	Reference No:	D1254
Various school photographs, postcard of Cowbridge, Girls High School magazines, specification for masons work re new market and weigh house c1880s Date of records: c1880s-1960s			
Gelligaer Historical Society Records			
Accession No:	2017/196	Reference No:	D1499
Newsletters Date of records: 2006-2017			

Cwmparc Ecclesiastical Parish Records			
Accession No:	2017/197	Reference No:	P164CW
Parish records Date of records: 1890s-2010s			

Treherbert and District Women's Institute Records			
Accession No:	2017/198	Reference No:	DXNO80
Scrapbooks Date of records: 1986-2013			

Cardiff People First Records			
Accession No:	2017/199	Reference No:	D1351
Pink Ladies Project papers Date of records: 2014-2017			

Capel Caersalem Newydd, Cymmer, Porth, Records			
Accession No:	2017/200	Reference No:	D1502
Plans, photographs (including Sunday School teachers), papers relating to installation of central heating, deed of trust, membership counterfoils, history of chapel. Date of records: c1907-2015			

South Wales Police Constabulary Records			
Accession No:	2017/203	Reference No:	DSWP
'Lest We Forget', Billboard magazine Date of records: 2017			

Hindu Council of Wales Records			
Accession No:	2017/204	Reference No:	D1505
Souvenir to mark the installation of a statue of Mahatma Gandhi in Cardiff Bay Date of records: 2017			

Welsh Church Acts Scheme, Council for the County Borough of Merthyr Tydfil			
Accession No:	2017/206	Reference No:	D1504
Schedule and plan Date of records: 20th century			

Rev Robert Evans of Cardiff Collection			
Accession No:	2017/207	Reference No:	D1513
Information relating to individual churches in Cardiff and surrounding area, arranged by denomination. Also card index. Mixture of copies and original documents. Date of records: 1940s-2000s			

One Inch Ordnance Survey Map			
Accession No:	2017/209	Reference No:	OS
Covering Swansea and Aberdare Date of records: 1940			

Venerable Order of St John Chapter of the Priory of Wales Photograph			
Accession No:	2017/210	Reference No:	D1503
Photograph of the Venerable Order of St John Chapter of the Priory of Wales, City Hall, Cardiff, 1926			
Date of records: 1926			

Treherbert Ecclesiastical Parish Records			
Accession No:	2017/211	Reference No:	P228CW/18-21
Service registers, 1998-2016, agreement re right of way, faculty for repairs			
Date of records: 1925-2016			

Photographs Of Construction of Gabalfa Flyover			
Accession No:	2017/212	Reference No:	D1515
Images of construction and views of Cardiff			
Date of records: 1960s			

Porthcawl Town Council Records			
Accession No:	2017/213	Reference No:	D1050
Minutes, reports, administrative filing			
Date of records: 1990s-2000s			

Bridgend County Borough Council Records			
Accession No:	2017/214	Reference No:	CBR
Statement of Accounts, 1996-2005; Budget Books, 1996-2008			
Date of records: 1996-2008			

Barry Ladies Choir Records			
Accession No:	2017/215	Reference No:	D1506
Choir minutes, accounts book, programmes of performances			
Date of records: 1948-2011			

Merthyr Tydfil County Borough Council Records			
Accession No:	2017/216	Reference No:	CMT/C/2/142-157
Deeds to council properties			
Date of records: 20th century			

Photographs of construction of Clarence Road Bridge, Cardiff			
Accession No:	2017/217	Reference No:	D1508
Copies used in an exhibition created by the former South Glamorgan County Council			
Date of records: [18th century]-1980s			

Atkins Family of Cardiff Collection			
Accession No:	2017/218	Reference No:	D1514
Family photographs			
Date of records: 20th century			

Plaid Cymru Cardiff and the Vale Constituency Records			
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Accession No:	2017/219	Reference No:	D1516
Newscuttings, press cuttings, Party leaflets, information regarding elections/ by elections Date of records: c1983-1995			

Christopher Taylor of Cardiff Collection			
Accession No:	2017/221	Reference No:	D732
Transport files Date of records: 1891-2000			

A W McKinty of Cardiff Collection			
Accession No:	2017/222	Reference No:	D80
Glamorgan Education Committee County Intermediate and Secondary Schools Entrance Examination papers Date of records: 2 Apr 1946			

Merchant Vessels Passat and Pamir at Penarth Docks, Photographs			
Accession No:	2017/223	Reference No:	D1507
Photograph album and CDROM Date of records: 1949-1950			

Leighton Grey of Bassaleg Collection			
Accession No:	2017/224	Reference No:	D1509
Photograph of officials and contractors at starting up of new coal breaker, Merthyr Vale Colliery, 11 Apr 1933; photographs of screens and picking belts, Deep Navigation Colliery, 1960s; pen and ink sketch of Maesteg Washery by Tom Hutchinson, 1990 Date of records: 1933-1990			

Cardiff Magistrates Court Records			
Accession No:	2017/225	Reference No:	PSCBO
Records of the Magistrates Court Cardiff Date of records: 1953-1986			

Casgliad Philip Lloyd o Wyddgrug			
Accession No:	2017/226	Reference No:	D1510
Ffotograffau o'r diwrnod olaf gwasanaeth tramiau Caerdydd Date of records: 20 Chwefror 1950			

Hunter Family of Cardiff			
Accession No:	2017/227	Reference No:	D1517
Family papers Date of records: 20 th century			

Barry Chess Club Records			
Accession No:	2017/228	Reference No:	D1511
Minute book and papers found loose in volume Date of records: 1926-1960			

Notable accessions

Professor Turner Pharmacy Collection (D1512)

Professor Turner is a founder member of the British Society for the History of Pharmacy and has previously deposited records with Glamorgan Archives including the Robert Drane Papers. This deposit comprises four pharmacy prescription registers from pharmacies at Park Place and Wellfield Road in Cardiff, and in Caerphilly and Cowbridge. Dating from c1920s-1960s the registers show the changing practices in pharmaceutical prescribing and include prescriptions for animals. These records complement the Turner Collection housed at Cardiff University's School of Pharmacy and Pharmaceutical Sciences.

Barry Ladies Choir Records (D1506)

The Choir was formed in the 1930's as the Great Western Railway Choir. It subsequently entered many competitions and eisteddfods including the National Eisteddfod when it visited Barry in 1968. It continues to perform at local concerts, helping to raise money for charity. The records include choir minutes, accounts book and diaries of performances, 1948-2011.

Photographs of the Construction of Gabalfa Flyover (D1515)

A series of slides has been received showing the construction of Gabalfa Flyover in Cardiff in the 1960s. The detailed photographs were taken by Colin Atkins, an amateur photographer. The slides also show Western Avenue and general views of the city.

Porthcawl Town Council Records (D1050)

A large additional deposit of records has been received from Porthcawl Town Council. The records received include minutes, reports and filing for the 1990s to the 2000s. They relate to a wide range of council functions, including tourism, beaches, allotments, decorative lighting, planning, education, elections, entertainment and the Grand Pavilion.

Pontypridd YMCA Records (D1495)

A substantial collection of records has been received from Pontypridd YMCA, covering the period 1904 to 2010. The organisation first operated in a room over a shop in Taff Street until in 1910 a new building was opened in the town. The YMCA provided a wide range of activities for young people including sports, craft clubs, lectures and concerts. Frankie Vaughan and Tom Jones both performed there. The records include minute books from 1904, information relating to members and employees, accounts, deeds and leases relating to the building and property, photographs and newscuttings.

Appendix II

	Number of Visits TOTAL (groups and meetings)	No. of Groups	Documents Produced
Sep - Nov 2016	1801 (1103)	78	2742
Dec 2016-Feb 2017	1746 (1072)	43	3095
Mar - May 2017	1773 (1160)	35	2847
June – Aug 2017	1513 (786)	46	2655
Sep – Nov 2017	2375 (1713)	59	2772

	Remote Enquiries	Website Hits
Sep - Nov 2016	876 (+53 un-printed thank you emails)	11508
Dec 2016-Feb 2017	881 (+59 un-printed thank you emails)	12222
Mar - May 2017	896 (+51 un-printed thank you emails)	10854
June – Aug 2017	863 (+74 un-printed thank you emails)	10485
Sep-Nov 2017	938 (+53 un-printed thank you emails)	10518

Interesting Enquiries

Academic researchers continue to make use of the searchroom and remote enquiries service. Students have been assisted in exploring topics including the violinist Eduard Soermus, known as The Red Violinist, who lived in Merthyr Tydfil during the 1920s; prisoners of war in Staffordshire, including one prisoner formerly held at Island Farm, Bridgend before escaping; and the effects of separation on women during and after the First World War. Most of these academic researchers are university students or staff, but this quarter an A-Level student has investigated social and political change for women during the period 1880-1980, with a particular interest in a group of Welsh women who submitted a petition to the European Parliament in 1975.

Several artists have made use of the Collection. One regular searchroom user is Anthony Rhys, artist and author of the blog 'Notorious' who works under the name 'Upset Victorians'. His most recent work has led him to consult minute books of the Court of Petty Sessions.

A community arts project in Wick came to look for visual material. The village is undergoing significant expansion and the project is intended to bring together old and new residents.

A retired professional photographer researched the vessel Catherine Ethel, a dredger that collided with the Glamorgan Canal lock gates during 1951. He was seeking a photograph of the ship in order to recreate it in watercolours. Cardiff City Council records include a blueprint and images of the ship.

Officers of the funding authorities make use of the Collection in the searchroom, including, this quarter, from Rhondda Cynon Taff CBC who were investigating the stopping up of a highway in Porth. They consulted records of the Court of Quarter Sessions. Details of the order were found in a minute book and the original order and plans in the corresponding roll.

Local historians regularly consult the Collection. A resident of Hensol Castle Park is researching the area and in particular the changes of ownership of Hensol Castle. He viewed conditions and particulars of sale of the Hensol Castle estate dating from 1824.

The author of a publication on Penarth alabaster has continued his research on the subject by exploring the background to a group of alabaster angels designed for St Martin's Church in Caerphilly. He viewed a postcard showing the church interior along with parish magazines.

Staff of a public school seeking a photograph of Osmond Nicholl Carne in connection with the compilation of a roll of honour of past pupils were supplied with two images showing him in military uniform taken c.1917.

The organiser of a school reunion at St. Illtyd's College, Cardiff sought the old school badge, to be embroidered on polo shirts for the reunion. A simple drawing of the badge was found on the cover of a school magazine.

We work closely with neighbouring cultural and heritage organisations. A former architect, now a volunteer with the National Trust at Dyffryn House, visited the searchroom to consult plans of the house found within auction particulars and a sales catalogue.

Family history remains popular. Notable enquiries received this quarter include a great grandfather, originally from Sweden, who worked on ships transporting wooden posts for the Welsh mining industry. He eventually settled in Cardiff and ran a boarding house in the docks, dying from TB in c.1922; an observer at the Nuremberg trials who lived for a time in Cardiff, and a great grandfather stationed at St Donat's Castle during the Second World War.

Requests for assistance are received from all corners of the world. A Dutch volunteer researcher is trying to locate the next of kin of an RAF Gunner / Wireless Operator from Cardiff who was killed in action during the Second World War, and is buried in the Commonwealth War Graves in Amsterdam.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	13
Cowbridge Museum	2
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	22
Cathays Heritage Library	4
<i>Events</i>	
Open Doors	36
The Grange Pub	25
Dr Henry Naunton Davies	21
Hughesovka: A Welsh Enterprise in Imperial Russia	26
Gwrthwynebiad i Ryfel yn Nghaerdydd, 1916-1918	23
Explore Your Archives launch	53
Cardiff People First Pink Ladies	15
<i>Exhibitions</i>	
VCS Chronicle Volunteering in Cardiff 1914-2014	102
<i>Education</i>	
Kids in Museums Takeover Day: Ysgol y Deri, Penarth	14
Ysgol Pwll Coch, Cardiff x3	90
St Cuthbert's Church in Wales Primary, Butetown	26
Grangetown Primary x2	59
Ysgol y Gymraeg, Prifysgol Caerdydd	7
<i>Filming</i>	
Cecilia Stenbom film crew	3
<i>Individuals Meeting Staff</i>	148
<i>Tours for prospective volunteers</i>	
	3
<i>Room Hire</i>	
Cardiff Council Training/Workshop X 50	993
Scope (Lewis Martin Court)	28

Appendix IV

Bench work		
CL/AC/132	1 Cardiff Library deed	Humidified and Flattened
UM	22 Merthyr Poor Law Union volumes	Cleaned and repaired
UPP/24/1	2 Pontypridd Poor Law Union volumes	Cleaned, repaired and rebound
DCON	4 Glamorgan Constabulary notebooks and diaries	Cleaned, repaired and pressed flowers repackaged
DCONMT	1 Merthyr Tydfil Police volume	Cleaned, repaired and rebound
DCONC	13 Cardiff Constabulary volumes	Red rot treated
DXGC104/3	1 wax seal of Elizabeth I	Cleaned and repaired
DCON/UNL	2 Glamorgan Constabulary volumes	Red rot treated
DCONMT	2 Merthyr Tydfil Police volumes	Red rot treated
Cleaning and Packaging		
Volumes	22	Cleaned
Papers and postcards	15,900	Cleaned
Crew lists	45 boxes	Repackaged
Q/D/P	63	Cleaned
Q/D/P	227	Repackaged
Cardiff Poor Law Union papers	38	Cleaned and repackaged
Bespoke boxes made		
Various	409 boxes	
Barcoded and Relocated		
Various	1,177 boxes	Barcoded
Various	33 items	Locations moved and database updated
External Work		
Local Heritage Service	6 Items	Cleaned, repaired and repackaged
Private company	45 boxes	
Local Archive	251 boxes	
Local University	12 volumes	Condition assessed for NMCT grant application

VOLUNTEERS AT GLAMORGAN ARCHIVES

The volunteer programme at Glamorgan Archives has been operating for a long time and is constantly monitored and reviewed to keep pace with changing demands both from the service and from interested members of the public. The volunteer profile varies. The majority (currently 34) are retired, mostly professional people, others are students seeking relevant experience (currently 7), while a third category comprises people introduced through supported employment agencies (currently 5). They attend on regular days for a set number of hours. There is a selection and induction process. Projects are devised to maximise the benefit of willing hands to make collections more accessible; except for students who need specific work experience, volunteers will not be engaged on tasks which would normally fall to a paid member of staff. They attend singly or in groups, have an annual review session with the volunteer co-ordinator, and a Christmas party. Their contribution is acknowledged in social media, through reports to the Joint Committee, and a thank you card should they finish.

In addition, 30 hour work experience placements are offered for individuals seeking a taster of the archive sector, on completion of which a signed certificate is presented.

Volunteer numbers and hours are restricted by the availability of staff to supervise and assist them and of computers or other equipment for them to use. The present cap is 50 individual volunteers.

Volunteers choose from a list of projects which have been prioritised, selected and prepared by staff. Projects are chosen for their suitability for volunteer engagement, potential or actual demand from users, including school groups or social media, and topicality. For example, volunteers examined records covering the war years extracting information which has been extensively used during the centenary commemorations of World War 1. The following list describes on-going projects and the scale of volunteer contribution to them. Some volunteers work on more than one project.

Port of Cardiff Crew Agreements and Official Logbooks (DCA) 1863-1913

Two groups are cleaning and transcribing crew list agreements for inclusion in the [Crew List Index Project](#), a UK-wide on-line resource, starting with the census years. Jane and Linda of The Arts Society (formerly NADFAS), together with David, attend on Thursday afternoons, and have just completed the 16 boxes of agreements for 1901. They will now start checking the work completed by the Friday morning group, Jan, David and Shirley, who are on box 12 of 19 for 1911. Once finished they will, in turn, check the work of the Thursday group.

In addition, Roy and Mary, together with work experience students, are cleaning Crew Agreements in chronological order and have reached the year 1892. The series extends from 1863 to 1913. This quarter, 153 Agreements have been cleaned.

Suffrage Project

Seven volunteers are working on this project, together developing a useful resource for the study of the suffrage movement in Glamorgan which will eventually be made available online. Karen, Ros and Kate, working in the searchroom are extracting relevant content from the minute books of Glamorgan County Council, currently on volume 45 out of 62. Upstairs, Mary, Pat, Debra and Margaret have recently finished going through the minutes of Cardiff Borough Council, and are now on the 11th volume of 30 minute books for Barry Borough Council.

Gelligaer Urban District Council Building Plans (c1910-c1974) UDG/S/1

Following the successful completion of the plans project for Rhondda UDC, Mark and Barry have moved on to Gelligaer, currently listing box 37 of 246.

Cardiff Fine Art and Maritime Exhibition Records (1894-1897) CL/EX

Julie and Ann are calendaring correspondence received by the general committee during the organisation of the exhibition.

Cardiff Poor Law Union Lists of Paupers (UC/45) 1853-1912

Barbara and Margaret are transcribing the lists of Cardiff paupers receiving relief from Cardiff Union, and are currently on volume 3 of 12. The only surviving source listing individuals for the Union, the electronic lists are already proving useful to the access team.

Vehicle Registration Log Books and Associated Papers (D732/27) 1903-1964

The first series of Glamorgan registered vehicle registration log books and associated papers have been added to the online catalogue (D732/27/1) <http://calmview.cardiff.gov.uk/Overview.aspx?src=CalmView.Catalog>. These record changes in ownership for vehicles with the L prefix dating 1903-1920. They also record details of the original makeup of the car, essential for vintage car enthusiasts.

Margaret has now joined Roy on this project. The series comprises 149 boxes and they are currently on box 50.

Petty Session Depositions (1855-1879) Q/S/D/2

John has now been joined by David and Kate on this project. They are currently on box 8 of 62. The depositions include detailed witness statements providing a fascinating insight into criminal life during the period.

Merthyr Tydfil Poor Law Union Creed Registers (1869-1932) UM/29

David has begun transcribing the 15 volumes of creed registers, a much used resource for family historians.

Stephenson & Alexander, Auctioneers and Chartered Surveyors (1850s-2005) DSA

Keith has deposited a number of significant collections over many years and was instrumental in securing the deposit of this vast collection created by Stephenson & Alexander, Auctioneers and Chartered Surveyors. He is now arranging and creating very detailed descriptions of the records. His work is being added to the online catalogue in stages and additional handlists are available in the searchroom.

Cardiff Naturalists' Society (DCNS) 1867-1991

To mark the centenary of the Cardiff Naturalists' Society Tony Peters has put together a series of blog posts looking at its history: <https://glamarchives.wordpress.com/>

Stanley Travers Photographers Records (DSTP) 1960s-1980s

Fred is sorting, packaging and listing photographs of commercial photography company, Stanley Travers of Cardiff. Fred brings to the task his considerable knowledge of photography ideal for the project, being able to include information on, for example, film stock used.

Mary Traynor of Cardiff Collection (D1093) 1970s-1990s

David has been researching buildings included in Mary Traynor's sketch books and art work, deposited in 2014, and writing blog posts based on his work. Some have already appeared with more to come in 2018. <https://glamarchives.wordpress.com/2017/07/03/mary-traynor-of-cardiff-collection/>,

Researching the Roll of Honour

Rosemary is researching all employees included in the Roll of Honour displayed at Cardiff City Hall. She has listed all the names on the first panel and is in the process of checking the information. She expects to finish early in 2018 and will then move on to the second panel.

Andrew

Andrew is adding details of polling districts to catalogue entries for all electoral registers held. This makes it much easier for researchers to identify the volume they require. He is also digitising parish registers, eventually these will be added to those already on Find my Past.

Cardiff Library Collection

In the searchroom, retired archivist Richard is recataloguing deeds from the Cardiff Library Collection which cover the whole of Glamorgan, most Welsh and many English counties. He uses information from the records for his work on the origin and meaning of place names.

Glamorgan's Blood Conservation Project (DNCB)

On a Tuesday morning Rhian, Merle, Pat, Judith, Caroline and Enid, all volunteers from The Arts Society are cleaning volumes in the National Coal Board collection. The 24 small volumes and all but one of the 201 medium volumes have been cleaned and the volunteers have now progressed to cleaning the 111 large volumes. A new Arts Society volunteer has begun cleaning the rolled items from the NCB collection with the project conservator, also on a Tuesday morning, and 17 rolled items have been cleaned out of the 234 so far identified as suitable for volunteers.

Conservation

Volunteers Mark and Pat are also assisting the Conservator with the repair of items on the 'high priority' list. Mark has completed a Cardiff Constabulary fingerprint register (DCONC/3/2), and has started working on a receipt for duty on the will of William Thomas (DBJ/F/53), Pat is working on a register of inmates for the workhouse at Bridgend (UB/24).

Supported Employment Agencies

Currently four volunteers who started through agencies such as [Elite](#) and [Quest](#) have chosen to remain as volunteers. Placements through supported employment agencies are a chance for individuals to develop an awareness of the expectations of a workplace and to learn how to interact with colleagues. Mainly these volunteers assist with data entry, creating electronic versions of hard copy indexes and transcriptions created by an earlier volunteer cohort. They use a variety of different software, developing their ICT skills. One former volunteer is currently undertaking a paid placement at the Archives through a scheme organised by Elite.

Conservation Students

Four students from the Conservation Sciences MA at Cardiff University are helping to repair documents. All are working on items identified as 'high priority' in terms of requiring treatment due to their condition, high usage or the materials they are made from. Currently Devin and Sarah are working on a volume containing lists of paupers and abstracts of accounts for Merthyr Tydfil Union (UM/26/8), Pam is repairing a Roath parish poor rate book (UC/114A), and Joanne is repairing a Glamorgan Constabulary police notebook (DCON/194).

Archive Students

Distance learning Archive Administration post graduate courses demand hands-on experience of archive work. Currently three students enrolled on the MSc distance learning course at Aberystwyth University are volunteering one day a week. Corinne is cataloguing records of the South Wales Police ([DSWP](#)). The majority of the collection is now listed with only the photographs to complete. Laura has recently completed the collection for Aberdare Girls County Intermediate/Grammar, Gadlys Secondary and Aberdare Girls Comprehensive Schools (EABG). She is now assisting the Collections Archivist to identify records relating to children within records of Glamorgan County Council. Lauren is working alongside Louise Clarke, Project Archivist on Glamorgan's Blood, cataloguing records of the National Coal Board. Currently she is listing the papers of Samuel Butler, Managing Director of Crown Preserved Coal.

'Ask the Expert'

Nick Davey of Glamorgan Family History Society provides three pre-bookable sessions a week to provide support for members of the public struggling with their family history. Each is charged at £5 which he donates to the Archives.

Susan Edwards

30 November 2017

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

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
15TH December 2017**

REPORT OF:

**THE TREASURER TO THE GLAMORGAN
ARCHIVES JOINT COMMITTEE**

AGENDA ITEM NO. 5
2017-2018 BUDGET MONITORING & 2018-2019 BUDGET PROPOSALS

PURPOSE OF REPORT

1. This report provides members with the projected full year revenue outturn for the 2017/18 financial year. It also details the proposed revenue budget for 2018/19.

PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2017/18

2. Appendix 1 details the position for the 2017/18 financial year, as forecasted at 31st October 2017. This is summarised in the table below.

Table 1: Projected Outturn 2017/18 (at 31st October 2017)

	Budget	Actual to date	Projection	Variance
	£	£	£	£
Expenditure				
Employees	521,720	346,805	580,665	58,945
Premises	264,490	224,974	267,979	3,489
Transport	1,450	413	863	(587)
Supplies & Services	34,690	17,953	42,700	8,010
Third party Payments	0	0	0	0
Support Services	33,900	27,705	27,705	(6,195)
GROSS EXPENDITURE	856,250	617,850	919,912	63,662
Income	(152,250)	(139,355)	(219,723)	(67,473)
Contribution from reserves	(50,000)	0	(50,000)	0
NET EXPENDITURE	654,000	478,496	650,189	(3,811)

3. The net expenditure for the full year is projected to be £650,189 which represents an underspend of £3,811 against the approved budget of £654,000. The main reasons for the variances are given below.

Employees + £58,945

4. A net overspend on employees is forecast due to agency staff and associated holiday pay alongside additional staff training expenses and apprenticeship levies which were not budgeted for. The agency and training costs will be offset by grant funding that has either already been received or is expected before the end of year. The overspend in general salaries, national insurance and pensions is the result of an underestimation of the levels of spinal point increases and assumed vacancies through natural turnover in the year.

Premises +£3,489

5. It is anticipated that there will be an overspend on premises costs of £3,489. There is a large overspend on maintenance (£8,000) due to repair work that was needed on both the chiller and the boiler which was reported in the month 4 monitoring position. Both electricity and gas are showing a large projected underspend, in line with the downward trend experienced over the last couple of years. This is the result of continued efficient use of the building and the ongoing effect of the solar panels installed in 2015/16. There is also a large overspend on water which is currently being investigated. Finally, there is an underspend of £1,140 for the fire alarm service and this is a result of a change of contract and has been reflected in the 2018/19 budget.

Transport -£587

6. Transport has a projected underspend of £587 and this is mainly due to a staff rail season ticket loan which was issued during the last financial year and is being paid back throughout this year. The increase in hire of Central Transport Service cars is offset by the decrease in expenditure for car allowances and travel due to the fact that staff are hiring vehicles if needed for meetings rather than taking their own cars or travelling by public transport. Travel is only undertaken when necessary with the preference to host meetings in-house at no cost.

Supplies & Services +£8,010

7. An overspend of £8,010 is projected for supplies and services. This is mainly due to an overspend of £10,000 for conservation, which is offset by the Conservation income. Catering sundries have decreased due to reduced demand for catering as part of room bookings continuing to fall from last year. Internet charges are projected at an underspend of £800 which is the result of internet connection costs being included in telephone costs. There is also an overspend of £4,200

against hardware purchase for laptops, which were funded by the New Burdens funding.

Support Services - £6,195

8. There is an overall projected underspend of £6,195 for Support Services. The largest decrease is in the Service Accountancy costs and this is due to a change in financial staffing arrangements within Cardiff Council. This is a reduction that has been taken forward into the budget for next year as well. There is also an underspend of £2,000 for ICT services but this is offset by an overspend for Human Resources. The latter additional spend is due to the staff changes that have taken place within the year.

Income - £67,473

9. The projected income is £67,473 more than budgeted. This is mainly due to an increase of £65,000 worth of Sundry Charges and Income which includes the 'New Burdens' general grant funding as well as Access to Work payments. Additional income from hire of specialist rooms (an extra £5,000 achieved) is due to increased space being rented out within the office. There has also been additional funding received from Wellcome Trust, (£66,000 compared to the £60,000 projected) which has contributed towards the overall income. This additional income has been partially offset by lower levels of income through Royalties (£2,595 compared with projections of £11,000) and food (£5,000 compared with projections of £10,000).

Local Authority Contributions

10. An underspend of £3,811 is projected in 2017/18. From 2015/16, the policy remains that any underspend achieved by the Archives is retained by the service and used to supplement the general reserve balance. Therefore, local authority contributions for 2017/18 are proposed to be in line with the budgeted amounts. However, any overspend that results will be funded from the general reserve and not passed back to the contributing authorities.

PROPOSED BUDGET FOR FINANCIAL YEAR 2018/19

11. The proposed budget for the 2018/19 financial year reflects a net budget totalling £654,000. Although no reduction has been applied to the overall net budget compared to the previous year, both financial pressures and a reduced reliance upon the general reserve as a source of funding have been absorbed within the position. The reduction in the reserve, totalling £25,000, is in line with the policy agreed in previous years whereby the use of the reserve as a source of funding would be phased out over a period of time, to a point where the balance in the reserve was more proportionate the size of the overall budget.
12. Table 2, below, summarises the proposed budget for 2018/19. A more detailed analysis can be found in Appendix 2.

Table 2: 2018/19 Proposed Budget

	2017/2018 Budget £	2018/2019 Budget £	Increase/ Decrease
Expenditure			
Employees	521,720	535,955	14,235
Premises	264,490	255,450	(9,040)
Transport	1,450	1,400	(50)
Supplies & Services	34,690	32,045	(2,645)
Support Services	33,900	27,900	(6,000)
GROSS EXPENDITURE	856,250	852,750	(3,500)
Income	(152,250)	(173,750)	(21,500)
Contribution from Reserve	(50,000)	(25,000)	25,000
NET EXPENDITURE	654,000	654,000	0

13. In preparation of the figures above, consideration has been given to the budgetary pressures on the service alongside potential, and achievable, savings and income growth.

Employees + £14,235

14. Within the proposed budget there is a total increase in spend of £14,235, which reflects the estimated increase due to pay inflation of 1% and annual increments. There are no new posts expected to be created within 2018/19 but a contingency line has been included for employer costs of £10,000. This means that should any posts become vacant or fail to secure funding they will remain vacant, therefore making a saving on salary and other on costs.
15. It has not been possible to identify any employee cost savings in 2018/19 in light of the significant reductions to staffing budgets in recent years, alongside continued 1% pay increases. However, a number of the posts are fully funded by grant income.

Premises - £9,040

16. The net reduction in the premises budget reflects savings identified in relation to utilities and fire management. Projections have shown that the current electricity costs are significantly less than budgeted for 2017/18 and this is as a result of the continued savings made from the use of solar panelling that was introduced in 2015/16. Similarly, the projection of gas costs has also significantly reduced and as a result, the budget for 2018/19 has reduced by £5,400. The majority of costs have remained the same within the budget for 2018/19 but there has been a reduction in fire management costs due to a change in contract. An increase in water rates reflects a considerable increase based on the outturn projections for 2017/18 and is something that is being raised with suppliers.

Transport - £50

17. The transport budget has been slightly realigned as projections for this year show that more staff are using hire transport rather than public transport or their own vehicles when they need to travel.

Supplies & Services - £2,645

18. The planned reduction in the supplies and services budget largely consists of lower general office costs. This includes general printing and stationery (£100), photocopiers (£500), IT consumables (£400) and internet charges (£800). There has also been a considerable decrease in Welsh translation with a 50% reduction in the budget to £1,500. Another large decrease is for vending machines with a reduced cost of £1,600.
19. Wales Audit Office fees continue to fall following the adoption of a simpler format for the year end reports and an associated reduction in the level of work required as part of the annual external audit. The budgeted fees have only reduced by £100 this year however.

20. The costs associated with providing catering at meetings has been reduced by £3,500 in 2018/19 as a result of customers no longer requiring lunches at meetings. Catering sundries have experienced a continued decrease over the last year due to a reduction of room bookings that include catering. This decrease in sales is offset by lower levels of income from catering.
21. A number of these reduced costs are offset by conservation which has increased by £5,000. This additional cost is however netted against additional conservation income which is expected during 2018/19.

Support Services - £6,000

22. The majority of the net reduction in the support services budget reflects budget savings identified in relation to accountancy and ICT Services (£7,500 and £2,000). Despite this large reduction, there are other support services for which budgeted costs have increased, including income recovery (£200), audit (£500) and human resources (£3,200).

Income + £21,500

23. The net increase in the income budget comprises an additional £10,000 from Wellcome Trust which will continue to pay for two members of staff as well as an additional £9,000 worth of other grants which will also contribute towards staff and conservation costs. There is also an increase in projected hire of specialist rooms with an additional £2,500 budgeted income. Despite the rise in room hire, the sale of food has significantly reduced. Sundry income is budgeted to increase by £10,000 and this will be made up of other grants that are expected next year such as Elite and DWP payments. This increase in funding is offset however by a significant reduction in Royalties, circa £6,000.

Local Authority Contributions

24. Table 4 below indicates the effect the budget proposals will have upon the contributions to be made by the constituent authorities. The current year budgeted contributions are shown for comparative purposes.

Table 4: Local Authority Contributions 2018/19

		2017/18	2018/19	Change
Authority	%	£	£	£
Bridgend	14	91,560	91,560	0
Caerphilly	11	71,940	71,940	0
Cardiff	32	209,280	209,280	0
Merthyr Tydfil	6	39,240	39,240	0
Rhondda Cynon Taf	25	163,500	163,500	0
Vale of Glamorgan	12	78,480	78,480	0
Total	100	654,000	654,000	0

25. It is proposed that the contributions for 2018/19 will be invoiced in two equal instalments, as per the current arrangement. The first instalment will be invoiced for in July and the second instalment in February. Any overspends will be managed through contributions from the general reserve, where possible. Should surpluses materialise, these will be retained within Glamorgan Archives as part of the mitigation of the risk involved in phasing out the reliance upon the general reserve.

SUMMARY

26. For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £650,189 representing an underspend of £3,811 against the approved budget of £654,000.

27. There has been no reduction in Local Authority contributions being sought for 2018/19. This is in order to ensure that the reduction in the use of reserve, from £50,000 in 2017/18 to £25,000 in 2018/19, is as planned in previous years.

FINANCIAL IMPLICATIONS

28. An underspend of £3,811 is projected for 2017/18 based on the position as at month 7. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and finance officers. As a result of this underspend, and provided this continues, it will not be necessary to draw upon the General Reserve, which currently stands at £262,895.

29. Any overspend this year will not impact upon the level of Local Authority contributions as the committee had agreed to fund any overspend from the General Reserve.

LEGAL IMPLICATIONS

30. Under the terms of the Joint Archives Committee Agreement, the contributing Authorities delegated to the Committee all their powers and duties in connection with the care, preservation, maintenance and management of archives and records except for the power of setting a budget and borrowing money.
31. The Committee is required under the terms of the Agreement to approve draft budget proposals for 2018/19 for submission to each of the contributing Authorities for approval, with such budget to be borne in the proportions set out in clause 5 (a) (i) of the Agreement.

RECOMMENDATIONS

32. It is recommended to members that they:
- Note the projected full year position for the 2017/18 financial year as presented in paragraphs 2 to 10 of this report.
 - Recommend the draft budget proposals for 2018/19 are accepted, as presented in paragraphs 11 to 25 of this report.

Christine Salter
Treasurer to the Glamorgan Archives Joint Committee

Expense/Income Account	Plan £	Actual Month 7	Projected £	Variance £
Employees				
Gross Pay	393,500	259,224.66	428,197	34,697
LG Pensions	90,050	59,041	98,361	8,311
National Insurance	36,800	21,916	37,725	925
Misc Allowances	820	349	550	(270)
Holiday Pay	0	614	1,053	1,053
A/L Purchase Scheme	0	(166)	(200)	(200)
Agency Staff - Cardiff Works	0	3,813	11,475	11,475
Employers Liability Ins Premiums	550	0	550	0
Medical Expenses	0	95	95	95
Employee Eyesight Tests	0	17	34	34
Staff Training Expenses	0	932	1,352	1,352
Apprenticeship Levies	0	969	1,473	1,473
Employees Total	521,720	346,805	580,665	58,945
Premises				
Repairs Alterations & Maintenance	10,000	16,088	18,000	8,000
Security Measures	5,500	3,250	8,884	3,384
Rodent & Pest Control	350	350	583	233
Maintenance of Grounds - General	1,500	747	1,495	(5)
Waste Disposal Service	0	499	499	499
Fire Alarm Service	3,640	0	2,500	(1,140)
Maintenance Contracts	10,000	3,882	11,021	1,021
Electricity	28,000	10,735	22,000	(6,000)
Gas	11,400	2,908	6,000	(5,400)
National Non Domestic Rates	176,000	175,898	175,898	(102)
Water Rates	4,000	3,432	6,864	2,864
Security Services	300	150	300	0
Cleaning Materials	500	142	300	(200)
Refuse Collection/Bulk Containers	1,500	1,239	1,239	(261)
Contract Cleaning	8,700	5,308	9,346	646
Specialist Waste Disposal	600	347	550	(50)
Property Insurance Premiums	2,500	0	2,500	0
Premises Total	264,490	224,974	267,979	3,489
Transport				
Hire of Transport CTS	150	417	750	600
Public Transport - Staff Use	500	404	500	0
Staff Rail Season Ticket Loans	0	(596)	(675)	(675)
Car Allowances	300	76	140	(160)
Travel Expenses	500	85	120	(380)
MV Hire Insurance Premiums	0	28	28	28
Transport Total	1,450	413	863	(587)

Expense/Income Account	Plan £	Actual Month 7	Projected £	Variance £
Supplies & Services				
Signs - New & Repairs	250	0	0	(250)
Conservation	5,000	10,626	15,000	10,000
Vending Machines	3,100	1,654	3,006	(94)
Catering Sundries	5,000	1,196	1,500	(3,500)
Uniforms & Overalls (Staff)	100	0	0	(100)
General Printing & Stationery	500	1,348	1,500	1,000
OLR - Photocopiers	1,000	159	325	(675)
Audit Fee	2,400	(2,263)	2,263	(137)
Welsh Translation	3,000	698	1,396	(1,604)
Archiving/Storage Service	500	0	0	(500)
Central Telephone Exchanges	4,000	1,704	4,090	90
Telephones	1,500	1,020	1,557	57
Postages	500	408	600	100
Internet Charges	1,000	199	199	(801)
Consumables - IT Related (Computer)	600	0	600	0
Hardware Purchase	0	0	4,200	4,200
Software Licences & Mtnce Agrmts	4,000	750	4,253	253
Subsistence Allowances	0	16	16	16
Subscriptions	520	438	475	(45)
Public Liability Insurance Premiums	1,020	0	1,020	0
Miscellaneous Insurance Premiums	700	0	700	0
Supplies & Services Total	34,690	17,953	42,700	8,010
Support Services				
Service Accountancy	14,000	6,410	6,410	(7,590)
Income Recovery	100	280	280	180
Payroll	500	180	180	(320)
Payments	500	440	440	(60)
Audit	700	525	525	(175)
Procurement	600	400	400	(200)
SAP Support	3,000	3,000	3,000	0
ICT Services	10,000	8,000	8,000	(2,000)
HRPS	4,000	8,470	8,470	4,470
Legal Services	500	0	0	(500)
Support Services Total	33,900	27,705	27,705	(6,195)

Expense/Income Account	Plan £	Actual Month 7	Projected £	Variance £
Income				
Arch & Rec Cnl Wales	0	0	(4,968)	(4,968)
Wellcome Trust Grant	(60,000)	(32,422)	(67,000)	(7,000)
Publications General	(2,000)	(362)	(700)	1,300
Sale of Photocopies	(2,000)	(924)	(2,000)	0
Conservation Income	(15,000)	(10,746)	(15,000)	0
Food	(10,000)	(974)	(5,000)	5,000
Course Fees	(250)	(85)	(250)	0
Search Fees	(3,000)	(2,011)	(3,100)	(100)
Royalties	(11,000)	(1,284)	(2,595)	8,405
Hire Of Specialist Rooms	(47,500)	(30,958)	(52,500)	(5,000)
Sundry Charges & Income	0	(59,376)	(65,000)	(65,000)
Donations	(500)	(212)	(500)	0
Access Charges	0	0	(110)	(110)
Other Interest	(1,000)	0	(1,000)	0
Cont fm Oth Emkd Res	(50,000)	0	(50,000)	0
Income Total	(202,250)	(139,355)	(269,723)	(67,473)
Total	654,000	478,496	650,189	(3,811)

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	2017/18 Plan £	2018/19 Budget £
EXPENDITURE		
<u>EMPLOYEES</u>		
EMPLOYEES GROSS PAY	393,500	410,245
EMPLOYEES SUPERANNUATION	90,050	95,756
EMPLOYEES NATIONAL INSURANCE	36,800	38,584
EMPLOYEE MISCELLANEOUS ALLOWANCES	820	820
EMPLOYER & PUBLIC LIABILITY INSURANCE	550	550
EMPLOYER COSTS CONTINGENCY	0	(10,000)
TOTAL EMPLOYEES	521,720	535,955
<u>PREMISES</u>		
REPAIRS, ALTERATIONS & IMPROVEMENTS	10,000	10,000
SECURITY	5,500	5,500
RODENT & PEST CONTROL	350	350
GROUNDS MAINTENANCE	1,500	1,500
FIRE MANAGEMENT/PROTECTION	3,640	2,500
MAINTENANCE CONTRACTS	10,000	10,000
ELECTRICITY	28,000	22,000
GAS	11,400	6,000
NATIONAL NON DOMESTIC RATES	176,000	176,000
WATER	4,000	7,000
SECURITY SERVICES	300	300
CLEANING MATERIALS	500	300
REFUSE COLLECTION / BULK	1,500	1,500
OFFICE CLEANING CONTRACT	8,700	9,200
SANITATION & WASTE DISPOSAL	600	600
INSURANCE	2,500	2,500
TOTAL PREMISES	264,490	255,450
<u>TRANSPORT</u>		
HIRE TRANSPORT	150	500
PUBLIC TRANSPORT - STAFF USE	500	600
CAR ALLOWANCES	300	150
TRAVELLING EXPENSES	500	150
TOTAL TRANSPORT	1,450	1,400

	2017/18 Plan £	2018/19 Budget £
<u>SUPPLIES & SERVICES</u>		
CONSERVATION	5,000	10,000
VENDING MACHINES	3,100	1,500
CATERING SUNDRIES	5,000	1,500
GENERAL PRINTING & STATIONERY	500	600
PHOTOCOPIERS	1,000	500
WELSH TRANSLATION	3,000	1,500
AUDIT FEES	2,400	2,300
CENTRAL TELEPHONE EXCHANGES	4,000	4,200
TELEPHONES	1,500	1,500
POSTAGES	500	500
INTERNET CHARGES	1,000	200
IT CONSUMABLES	600	200
SOFTWARE LICENCES & MAINTENANCE	4,000	4,250
SUBSCRIPTIONS	520	475
PUBLIC LIABILITY INSURANCE	1,020	1,020
MISCELLANEOUS INSURANCE	700	700
TOTAL SUPPLIES & SERVICES	34,690	32,045
<u>SUPPORT SERVICES</u>		
ACCOUNTANCY	14,000	6,500
INCOME RECOVERY	100	300
PAYROLL	500	200
PAYMENTS	500	500
AUDIT	700	1,200
PROCUREMENT	600	500
SAP SUPPORT	3,000	3,000
ICT SERVICES	10,000	8,000
HUMAN RESOURCES	4,000	7,200
LEGAL	500	500
TOTAL SUPPORT SERVICES	33,900	27,900
GROSS EXPENDITURE	856,250	852,750

	2017/18 Plan £	2018/19 Budget £
INCOME		
OTHER GRANTS	0	(9,000)
WELLCOME TRUST GRANT	(60,000)	(70,000)
PUBLICATIONS GENERAL	(2,000)	(2,000)
SALE OF PHOTOCOPIES	(2,000)	(2,000)
CONSERVATION INCOME	(15,000)	(15,000)
SALE OF FOOD	(10,000)	(5,000)
COURSE FEES GENERAL	(250)	(250)
SEARCH FEES	(3,000)	(4,000)
ROYALTIES	(11,000)	(5,000)
HIRE OF SPECIAL ROOMS	(47,500)	(50,000)
DONATIONS	(500)	(500)
INTEREST	(1,000)	(1,000)
SUNDRY INCOME	0	(10,000)
CONTRIBUTIONS FROM RESERVES	(50,000)	(25,000)
TOTAL INCOME	(202,250)	(198,750)
TOTAL NET BUDGET	654,000	654,000

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Glamorgan Archives Briefing Note: Financial Background

PURPOSE OF BRIEFING NOTE

1. This report provides members with a brief background of the financial performance of the Glamorgan Archives service including; recent pressures on local authority budgets, the change in calculation of Non-Domestic Rates (NDR) in relation to archive services and the level of reserves held and utilised.

BUDGET PROCESS

2. Each year's draft budget is set and agreed by the Joint Committee. Then the six member authorities; Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan agree their contributions prior to the end of the financial year. Presently the lead authority calculates budgets with the net expenditure adjusted each year in line with the percentage change in Welsh Government settlement for that year. Detailed line items are calculated with the Glamorgan Archivist and Glamorgan Archives' Finance Officers before being presented to the Joint Committee.

FINANCIAL PRESSURES

3. Local Authorities have faced a continued real term reduction in budgets impacting on funding available to the Glamorgan Archives. The budget process set out in paragraph two ensures that the budget for the Glamorgan Archives reflects the budgetary pressures of its member authorities. The below table shows the total contributions received from member authorities for the past five years.

Table 1: Glamorgan Archives Local Authority Contributions

Year	£	Change (%)
2013/14	757,430	-17.19
2014/15	681,690	-10.00
2015/16	681,690	0.00
2016/17	661,000	-3.04
2017/18	654,000	-1.06

4. The table above demonstrates the levels of net cost reduction for the Glamorgan Archives. In total over the last five years, the total net cost has reduced by 28.49%.

Non-Domestic Rates

5. This downward trend in funding is alongside a significant increase in NDR charges. In 2014/15, the method used by Welsh Government to calculate NDR changed, alongside a re-evaluation survey on the Archives building resulting in an increased rateable value. Table two shows the total NDR paid by year and the percentage of total revenue budget that it represents.

Table 2: Glamorgan Archives NDR Charges

Year	£	Change (%)	As % of Net Cost
2013/14	96,970	42.08	12.80
2014/15	183,389	89.12	26.90
2015/16	187,980	2.50	27.58
2016/17	189,540	0.83	28.67
2017/18	175,898	-7.20	26.90

INCOME GENERATION

6. In order to meet the initial budgetary pressures a restructure of staff took place to find the majority of savings required. Since then there has been limited scope to make further cuts to operating expenditure, but contributions have continued to fall alongside lower levels of available reserves. As a result, it has been necessary for Glamorgan Archives to maximise income streams in order to come in under budget. Income generation has included; additional grant income, specialist room hire, refreshments and conservation. Below is the annual income of Glamorgan Archives demonstrating the successful pursuit of additional income streams to date.

Table 3: Glamorgan Archives Income

Year	£	Change (%)
2013/14	-141,652	-183.03
2014/15	-141,467	-0.13
2015/16	-145,652	2.96
2016/17	-196,808	35.12
2017/18*	-269,723	37.05

* Projected figures

7. The above figures show a strong financial performance considering the reduction in reserves (from £100,000 in 2015/16 to £50,000 2017/18). The Wellcome Trust Grant accounts for circa £60,000 in the years 2016/17 and 2017/18. It is worth noting however, that 2017/18 is only a projection and includes two substantial grants, which may not be available or replaced in future years. Should there be any significant shift in demand for the hire of specialist rooms or the non-archive functions currently being provided, it is likely to result in income shortfalls resulting in a potential overall overspend against budget.

RESERVES

8. The Glamorgan Archives reserve was initially set up to fund the purchase of land and construction of a purpose built archive. Some of these funds were surplus to requirements and therefore kept back for additional works as required, however the reserve eventually built up to over £700,000. In 2012/13 the approach taken by the member authorities was to utilise these high levels of reserves in order to reduce the revenue contributions from member authorities. This was used as a method to bring the reserves down to a more appropriate level. In order to achieve this, it was agreed to utilise £100,000 per annum and this was reflected in the budget each year under the income heading. This ensured the service could be protected as member contributions reduced.

9. The approach to the reserve was amended in 2015/16 by member authorities in order to gradually reduce the amount utilised each year by £25,000 until it was no longer needed to balance the budget from 2019/20 onwards. Further to this reduction in the use of reserves, it was also agreed by member authorities that any underspend against the budgeted revenue contributions would be moved to the reserve rather than refunded to the authorities.

SUMMARY

10. This note is intended to provide a brief background to the financial processes of the Glamorgan Archives Joint Committee and highlight the financial difficulties over the past few years with an emphasis on those that continue to be a risk to the medium to long term financial resilience of the service.

11. Any further queries can be directed to either the Glamorgan Archivist or Finance Officers, whose details are given below:

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