

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 June 2018 at 2.00 pm.

Present:

Members Representing: Councillor N Burnett, Bridgend County Borough Council (Chairperson)  
Councillor J Cowan, Cardiff Council  
Councillor S Cunnah, Cardiff Council  
Councillor J Henshaw, Cardiff Council  
Councillor A Higgs, Caerphilly County Borough Council  
Councillor H Jarvie, Vale of Glamorgan Council  
Councillor R Lewis, Rhondda Cynon Taf County Borough Council  
Councillor W Lewis, Rhondda Cynon Taf County Borough Council  
Councillor A Robertson, Vale of Glamorgan Council (Deputy Chair)  
Councillor M Colbran, Merthyr Tydfil County Borough Council  
Councillor A Robson, Cardiff Council  
Councillor S Bradwick, Rhondda Cynon Taff County Borough Council

Apologies: Councillor E George, Rhondda Cynon Taf County Borough Council  
Councillor B Jones, Caerphilly County Borough Council  
Councillor C Smith, Bridgend County Borough Council  
K Thomas CVO, JP, Co-Optee

1 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2018/19.

Members were advised that following the Rotation of Chair/Vice Chair schedule, that it was Bridgend's turn to be Chairperson of the Joint Committee, and the Vale of Glamorgan's turn to be Vice Chairperson.

RESOLVED that: Councillor Nicole Burnett be elected as Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2018/2019.

The Chairperson welcomed Councillor Steven Bradwick to the Joint Committee.

2 : TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2018/19.

RESOLVED that: Councillor Andrew Robertson be appointed as Vice-Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2018/2019.

3 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2018/19.

Members requested that a list of the current Membership is circulated to the Joint Committee.

RESOLVED: to note the membership of the Glamorgan Archives Joint Committee for the Municipal Year 2018/2019.

4 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2018/19.

RESOLVED: to note the Joint Agreement and Terms of Reference for the Glamorgan Archives Joint Committee for the Municipal Year 2018/2019.

5 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Barbara Jones, Charles Smith and Elaine George.

Apologies for absence were also received from Kate Thomas CVO, JP.

6 : DECLARATIONS OF INTEREST

None received.

7 : MINUTES

The minutes of the meeting held on 16<sup>th</sup> March 2018 were agreed as a correct record and signed by the Chairperson.

8 : REPORT FOR THE PERIOD 1 MARCH - 31 MAY 2018

Members were provided with an update on the work and achievements of the service for the period 1 March 2018 – 31 May 2018; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and interesting enquiries and a briefing on the ARA UK Archives Distance Enquiry Services Survey 2017.

The Chairperson wished to convey the thanks of the Joint Committee to Keith Edwards who has been volunteering at Glamorgan Archives for 20 years.

Members asked if there was a possibility of an income stream for Glamorgan Archives in relation to parking on Cardiff City Football Match days. Members were advised that this has been considered previously but as staff would be needed to monitor the car park it may not be financially viable. The bollards at the front of the building are currently out of order and need around £3000 investment to fix them, it was considered that opening the rear of the building would impact on the security of the building. The Archivist stated that there may be a possibility of using the small number of spaces at the front as priority parking for the Club and this may be explored in the future.

Members were advised that Data Security questions had been circulated to the heads of IT in each of the contributing authorities, responses had been received from Merthyr Tydfil and Cardiff to date. Members from the other authorities were asked to remind their respective heads of IT to respond to the question as the responses will inform the work of ARCW's digital preservation project staff when developing workflows.

Members discussed the ARA UK Archives Distance Enquiry Services Survey 2017 and noted the drop in customer satisfaction from the year 2015 to 2017, especially when the target of responding within 15 days is consistently met. It was considered important to manage customer expectations and clearly explain the targets to customers. Members considered that in the acknowledgement letters sent to customers, the price comparison to other authorities and the number of enquires being dealt with could be listed.

Members asked if simple enquiries were signposted and whether they were included in the statistics. Members were advised simple enquiries were answered quickly and were not included in the statistics, Members considered they should be.

Details of plans to commemorate the end of WW1 were provided in answer to a member enquiry.

RESOLVED: to note the report.

## 9 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2017/18

This report presented a brief overview of the financial results for the year, together with the unaudited draft WAO return for the year ended 31<sup>st</sup> March 2018. Page 4 of the return, 'Committee Approval & Certification', requires completion but the unaudited draft financial statements are presented to Committee for information only.

Members were advised that there was a balanced budget as there had been a draw down on reserves of £28,950, but this was less than the budgeted £50,000 to be drawn down in 2017/18. The target for 2018/19 is £25,000 drawdown from reserve. However, achievement of this reduction will become more difficult over the following years as the use of reserve is phased out by 2020/21.

The planned expenditure and actual spend for all areas was outlined to Members.

Members were pleased to see a move towards not using reserves to balance the budget, and asked what would happen if the reserves ran out. Members were advised that there would be a need for local authority contributions but officers were trying their best to not get to that position.

Members asked how much should be kept in reserves and were advised that the Treasurer decides that amount but officers are prudent.

Members asked whether Agency Staff received holiday pay and were advised that Cardiff Council Agency Staff do as part of their monthly pay, some can be reclaimed through access to work and other schemes.

Members considered that to come in at around £60,000 income was a good position to be in.

RESOLVED:

- i. That the outturn position for 2017/18 be noted.
- ii. That the draft Wales Audit Office Annual Return for 2017/18 be noted and signed.

10 : DATES OF FUTURE MEETINGS.

The following schedule of future meeting dates was noted.

14 September 2018  
14 December 2018  
15 March 2019  
14 June 2019

RESOLVED: to note the schedule of meeting dates.

The meeting terminated at 3.15pm