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## AGENDA

<b>Committee</b>	GLAMORGAN ARCHIVES JOINT COMMITTEE
<b>Date and Time of Meeting</b>	FRIDAY, 14 SEPTEMBER 2018, 2.00 PM
<b>Venue</b>	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
<b>Membership</b>	Councillor Burnett (Chairperson) Councillors Bradwick, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, Barbara Jones, Keith Jones, R Lewis, W Lewis, Robertson, Smith, Colbran and Robson  K Thomas CVO, JP

### 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 3 - 6*)

To approve as a correct record the minutes of the previous meeting.

### 4 **Report of the Glamorgan Archivist for the period 1 June to 31 August 2018** (*Pages 7 - 38*)

### 5 **2018-19 Budget Monitoring Report** (*Pages 39 - 48*)

### 6 **2017-18 Audited Wales Audit Return** (*Pages 49 - 50*)

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

**7 Date of next meeting**

14 December 2018 at 2.00pm.

**Davina Fiore**

**Director Governance & Legal Services**

Date: Monday, 10 September 2018

Contact: Andrea Redmond,

02920 872434, [a.redmond@cardiff.co.uk](mailto:a.redmond@cardiff.co.uk)

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 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

**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  
14 September 2018**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO</b>
<b>REPORT FOR THE PERIOD 1 June - 31 August 2018</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 June to 31 August 2018.

**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*

Hannah Price, Archivist, began her maternity leave. The recruitment process for a temporary replacement has begun.

Staff from the Ignite project in Rhondda Cynon Taf visited to discuss the possibility of supported paid employment for clients with additional challenges. Although placements have been accepted in the past the current financial position means that only fully funded placements can be considered.

*Continue skill sharing volunteer programme*

During the quarter, 52 volunteers have contributed 1,711 hours to the work of the office. Of these, 31 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 3 from outside the area served.

4 volunteers, originally introduced through supported employment agencies, have contributed 158 hours of the total above.

Distance learning students following the Archive Administration MSc distance learning programme at Aberystwyth University continue to attend, with 2 such students each week contributing a total of 100 hours. They are assisting with work to list and index records relating to child care to facilitate a timely response to enquiries.

The current Conservation Sciences MSc student volunteers from Cardiff University have contributed 63 hours of the total above and have reached the end of their placements. Pam Murray, a former student volunteer, has gained employment as the Conservator on a Wellcome Trust grant funded project at Bath Record Office.

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 5 of these were provided. These work placements are included in the volunteer hours above.

Building regulation plans created by Bridgend Urban District Council (1861-1972) and Caerphilly Urban District Council (1889-1945) have been added to the catalogue. The original handwritten lists were compiled by volunteers back in the Glamorgan Record Office and have been typed up by volunteers at Glamorgan Archives.

The first week of June was National Volunteers' Week, a chance to celebrate and to promote the volunteer opportunities at the Archives. Each day a different volunteer was introduced to the public via the Archives' social media platforms and their current project summarised. The work of volunteers adding information from crew agreements to the CLIP (Crew List Indexing Project) website was celebrated with a blog post to coincide with the Welsh Government's Year of the Sea.

National Trust volunteers from Tredegar House visited in July for a tour of the Archives. This followed a visit by Glamorgan Archives volunteers to the House earlier this year. Several of our volunteers attended and discussed their work with the visiting volunteers.

Alex Wade, conservation trainee at Lambeth Palace Archives, spent a week in the Conservation studio being mentored by the Conservator in map repair and book binding.



The Director of Libraries for the Church of England telephoned to discuss the current Lambeth Palace archive building project seeking advice in particular on racking and financial issues.

*Continuing Professional Development*

The Conservator has qualified as an ICON (Institute of Conservation) Accreditation Conservator-Restorer.

The Glamorgan Archivist attended a conference on controlling repository environments through passive methods entitled Passive Aggressive. The information gathered will be fed into the long-term management of the repositories.

The Glamorgan Archivist and Heather Mountjoy, Archivist, attended a two day Creative and Cultural Skills (CCSkills) mentoring course in preparation for the Cultural Ambition trainees, recruited over the summer, who will begin in September.

The Senior Archivist attended a course on the General Data Protection Regulations arranged by MALD which confirmed that best practice is already being followed in handling data created and personal information held within the Collection.

Glamorgan's Blood project staff and Melanie Taylor, Records Assistant, attended the Archives and Records Council Wales Forum where they heard about inspiring projects from other archive services in Wales and beyond. Project Archivist Louise Clarke passed her Mynediad Welsh exam, achieving a very high mark. She will progress to Sylfaen level in September.

The Archives' Investor in People status, held since 2001 and currently at Bronze level, will lapse as there is no budget for the increased cost of assessment.

*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. The emergency response plan was reviewed and updated.

A refresher session was held for staff trained in training others in the use of the evacuation chairs. Access to Work assessments were submitted for 3 members of staff as a result of which grants have been awarded for equipment and assistance to support their continued employment.

## **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.

The Archives was judged "Effective with some opportunity for improvement" by an internal audit. The action plan's recommendation of establishing a formal risk register with a review process will be implemented.

### *Maximise benefit from income generation*

On-line payment is on hold until Cardiff Council's IT team has time to complete the project.

The cost of processing a typical small deposit has been calculated along with the cost of storing a box for a year. The information will be added to the receipt form for new depositors to encourage financial donations.

Negotiations over the contract for paid access to digitised images of popular collections have continued to move forward with the assistance of Cardiff Council's legal staff.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist attended a meeting of Archives and Records Council Wales (ARCW). She represented ARCW at a meeting of the Learned Society of Wales and is leading on the development of improved relationships with the Peoples Collection Wales and ARCW. With the Conservator she spoke at the first meeting in Wales of the National Manuscripts Conservation Trust on a project to conserve early plans of the Fonmon estate, funded by the Trust.

The project board for the Women's Archive Wales (WAW) Canrif Gobaith/Century of Hope project which celebrates a century since the partial enfranchisement of women under the 1918 Representation of the People Act, met at the Archives. The Glamorgan Archivist attended a premiere of the film Tic-toc, a product of a previous WAW project, Voices from the Factory Floor. She spent Bank Holiday Monday commemorating the Greenham Common walk for peace at an event organised by WAW which included processions in Cardiff and along the old Severn Bridge. With Melanie Taylor, Records Assistant, she took part in Processions, a rally in Cardiff to commemorate the fight for women's enfranchisement, supporting the Cardiff Story Museum. With the Senior Archivist, she attended the of Y Lle Hanes launch at the Wales Millennium Centre during National Eisteddfod week.

The Senior Archivist attended a number of planning meetings for Y Lle Hanes, the history area at the National Eisteddfod in Cardiff in August.

She attended the launch of the new List of Standardised Welsh Place Names held at the Pierhead in Cardiff Bay. The list is available to search via the Welsh Language Commissioner's website. She continues to represent Welsh archive services on the ARA Survey Group.

### *Visits*

Eric Bush, Head of the Cayman Islands London office, visited as part of the islands' campaign to publicise the original settlers, one of whom was a Welshman named Waters or Walters, who arrived in 1658 from Cromwell's army in Jamaica. With his staff, Mr Bush toured the building and was shown a range of documents useful for this type of genealogical research.

The Archivist and Librarian from the Royal Welsh College of Music and Drama in Cardiff visited the searchroom to research the history of the college. They were also taken on a tour of the building.

### *Local*

Cultural Ambition is a national project managed by CCSkills and funded by the Heritage Lottery which will provide traineeships in the heritage sector to young people from disadvantaged backgrounds. Recruitment of the first tranche is now complete following a series of regional meetings and Open Day events at the Cardiff Story Museum and Caerphilly Castle. Glamorgan Archives is a lead partner and the 2 trainees selected through the recruitment process begin their initial 6 month placements here in September.

The Glamorgan Archivist attended a meeting of the Cardiff Participation Research Network, managed by Cardiff University, which hopes to introduce heritage benefits to the city region planning process. She attended an event at the University to celebrate the Barbier archive deposited with its Special Collections and Archives.

Art Shell have been successful in a bid to the Arts Council Wales for funding to run a second artist residency at Glamorgan Archives. Supporting funding bids to ARCW and Cardiff University's Community Gateway were also successful. The six-month residency aims to engage the local community and strengthen links with the Archives. Several interested artists have been given tours of the Archives to help inform the preparation of submissions prior to the 30 August deadline.

The Senior Archivist met with the project officer of VCS Cymru's Attic project to discuss continued support and involvement. The project is running in partnership with Care and Repair Cymru and helps older people in clearing their attics, undertakes reminiscence work and signposts to potential places of deposit including archives and museums.

The Jewish History Association of South Wales is a Heritage Lottery funded project to uncover, document, preserve and share the tangible and intangible cultural heritage of the Jewish communities of south

Wales. Project staff and volunteers are housed in the Archives and conservation support has been provided along with archival advice. An accession of photographs has already been received through the project.

South Wales Records Society held their summer committee meeting at Glamorgan Archives. The Senior Archivist represents the Archives on the committee.

Archivist Laura Russell attended a meeting of the Caerphilly-Torfaen Fusion project.

The Archives continues to work in partnership with Grangetown Local History Society, providing a venue for monthly meetings.

#### *Potential partnerships*

The Senior Archivist met with representatives from South Wales Police to discuss the future deposit of records, the upcoming anniversary of the formation of South Wales Police in 1969, and the ongoing development of the South Wales Police Heritage Centre and Police Headquarters in Bridgend.

A successful meeting was held with staff from Trinity Fields Special School in Ystrad Mynach to discuss their involvement with Kids in Museums Takeover Day in November.

The Heritage and Cultural Exchange, the successor organisation to the Butetown History and Arts Centre, was assisted in its grant application to the Heritage Lottery Fund and a letter of support provided.

Discussions have continued with colleagues from the National Archives regarding plans to commemorate the Race Riots of 1919. Partnership work is planned with Archives based in port cities across England and Wales, including Cardiff.

At a talk on the forthcoming loan exhibition of Leonardo da Vinci drawings the Glamorgan Archivist discussed potential community projects with staff of the National Museum of Wales.

## **2. Building and systems**

### *Maintain building*

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

Issues with the fire detection system and with the gates to the rear car park were addressed during the quarter.

Both the Trend controllers, which link the building management system computer to the physical equipment monitoring the ventilation, heating and air conditioning in the building, failed. One has already been

replaced and the other is on order. These are expensive items which usually last longer.

*Ensure compliance*

The Senior Archivist attended Cardiff Council's staff consultation on the proposed new recruit portal.

Louise Hunt, Archivist, attended a Microsoft 365 workshop demonstrating the new software and working practices that will be rolled out across the council. Of particular interest were options for file sharing and collaborative working.

Rhymney, the upstairs meeting room, was used as a prayer room by a delegate attending an externally organised course in the building.

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

All building health and safety checks are completed and current.

## **B. THE COLLECTION**

### **1. Conservation**

*Repositories*

Environmental conditions in the repositories are stable and within the required parameters to meet national standards for archive keeping despite the air conditioning system being out of order for a period over the summer. The control box which runs the plant and the building management system (bms) ceased to function and has had to be replaced at considerable cost. Staff monitored conditions closely over this period and an analysis of the results will inform settings on the bms. Actuators and sensors on the repository air handling unit have also been replaced. The update will increase staff control of the system and it should be possible to reduce plant running time without adversely impacting the repository environment. These measures will reduce the amount of energy needed to maintain environmental conditions and thus cut costs in the long term. Terminal boxes on the air handling units which supply conditioned air to the repositories have been replaced as they were no longer water-tight.

In one repository dead mould was identified on a series of rolled documents. The rolls have been removed for cleaning and all items in the immediate area checked. Items shelved near them in former premises have also been examined and a deep clean of the stacks is planned for later in the year when staff numbers allow.

Inspections of the insect traps confirm that there are no problems with pests.

### *Conservation and preservation plans*

Staff and volunteers are working through the identified priorities. The programme of work to address collections which may be required by the ongoing Independent Inquiry on Child Sexual Abuse (IICSA) is continuing. All items identified as being in poor condition or unfit for production have been conserved. Items assessed as being in fair condition are having oxidised pressure-sensitive tape removed. Any further conservation will be done if the items are called for digitisation by the Inquiry.

For some years, Electoral Registers have been transferred from contributing authorities as unbound files. A project to case bind the backlog to make them easier to produce and to use is almost complete with 100 volumes produced this quarter.

The Conservator has carried out 3 conservation assessments for external organisations seeking grant funding. If successful, the work will be carried out in the Studio. External orders have been completed for bench work and boxmaking and a number of site visits were made to external organisations to assess storage conditions and advise on conservation issues.

During Collections week, the Assistant Conservator supported the Archivists, removing photographs from frames, removing oxidising sticky tape and dried adhesive, cleaning coal dust off engineering plans, encapsulating fragile items, repairing tears and photographs and testing negatives for cellulose nitrate.

Conservation volunteers are continuing work on Glamorgan Constabulary records identified as requiring basic preservation. The cleaning of crew agreements is ongoing along with work assisting the Glamorgan's Blood Conservator.

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*

The first week in July was Collections Week. The searchroom was closed and volunteers took a holiday so that staff could concentrate on processing large accessions, and reviewing material which may contain information of interest to the ongoing IICSA. All outstanding collections relating to the inquiry were reviewed. 20 accessions were processed in total.

Testing of the new version of CALM continues and so uploading catalogue descriptions to the Archives Hub remains on hold. In the meantime, progress continues to be made on improving the catalogue

entries prior to exporting them for upload. Nearly 100,000 catalogue entries have now been checked and work has been carried out where necessary including translating descriptions into Welsh and adding missing information on the extent of material described.

Improvements made to the catalogue have helped to identify items previously misplaced. Better procedures have been put into place to record, identify, and locate mislaid items. 50 items that could not be found when requested in the searchroom in recent years have now been located.

#### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within the target time of 15 working days for 62% of the accessions. 83% of the accessions received between September 2017 and February 2018 had full receipts issued within 6 months. This continues to be slightly below the set targets owing to a temporary change in focus for collections days and closure periods when the backlog would usually be tackled. Collections which may include information relating to the care of children are instead being prioritised in light of the IICSA.

Laura Russell, Archivist, visited Cardiff's House of Fraser store, formerly known as Howell's. The store is likely to close at the end of the year and staff have identified material suitable for transfer to the Archives.

A group from St Quentin's Masonic Lodge, Cowbridge, visited for a tour and to discuss the potential deposit of their historic records. As the lodge do not have a permanent home they were very interested in finding suitable accommodation for the collection.

Heather Mountjoy, Archivist and Lydia Stirling, Conservator, visited the offices of the Principality Building Society to advise on the storage and potential deposit of their records. The Principality's Company Secretary then came to see where the records would be held and toured the staff and public facilities in the building.

New accessions continue to be highlighted on social media.

#### *Digital preservation*

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group and has contributed to meetings via telephone.

Two staff working on the ARCW digital preservation project visited in August to start devising a suitable workflow and acceptable solution for transferring and preserving electronic copies of local authority committee minutes and reports. They were introduced to current procedures for processing paper records and shown paper examples of the records proposed for ingest before meeting staff from Cardiff Council and the

Vale of Glamorgan Council to discuss requirements and assess the records in question. A suitable adaption of existing workflows seems to be achievable and work will now be carried out to set the system up for testing. This will include ensuring that the system has adequate security measures in place given the sensitive nature of some of the records involved.

This work comes at a time when the number of enquiries from depositors about depositing electronic records is increasing. In addition to the work being done with council records recent months have seen deposits received from churches, local societies and charitable organisations in electronic media.

#### *Glamorgan's Blood*

Louise Clarke, Project Archivist, has continued the cataloguing of post-nationalisation records and has now completed an initial listing of both the plan and glass plate negative collections. She was assisted by Jake MacDonald, Corporate Trainee who is cleaning, repackaging and scanning the glass plate collection, with 535 slides completed so far.

The project is promoted through social media, with 2 blog posts during the quarter, one on records relating to colliery disasters and the other concerning conservation work on the glass plate negatives.

The Senior Archivist and the Project Archivist gave a presentation on the project at the Senedd during the National Eisteddfod as part of the Y Lle Hanes programme of activities. The Project Archivist and Conservator presented a joint over-view of their work to date at the ARCW Forum.

The Project Archivist visited the Coal Authority Records Centre to liaise with Helen Simpson, Records Manager, about south Wales coalfield material held by the Authority and links with records held at Glamorgan Archives. She met Lee Reynolds and Keith Leighfield, former mining surveyors with the National Coal Board, to inform cataloguing work on the underground plans and to discuss potential ways in which to promote the plan collection. Lee Reynolds has used plans held at the Coal Authority to produce digital resources relating to underground workings at various collieries within south Wales.

Stephanie Jamieson, Project Conservator, has focused on the boxed, loose paper items this quarter. A plan for paginating and re-housing the NCB files was put together and adapted for the Arts Society volunteers. A total of 60 files have been completed by the group so far. These volunteers are also removing and re-housing any folded plans found in the NCB files. So far the group has re-housed 45 plans from the files.

15 volumes from the NCB collection, highlighted as mouldy and moved to isolation, have been cleaned by Preservation Assistants, Catherine Morgan and Jayne Miller. The Project Conservator has begun repairing these items, so far completing work on an album of photographs



interleaved with newspaper clippings. She has also completed work on a heavily damaged colliery register, bound using door hinges.

The Project Conservator and Corporate Trainee have re-housed and cleaned 75 broken glass plate negatives. Work on the negatives with damaged emulsion will begin once the Project Conservator has attended the Conservation of Photographs on Glass Symposium and Workshop in Toronto in October. A grant of £500 was awarded by the Anna Plowden Trust and The Clothworkers' Foundation to attend this training opportunity.

The Project Conservator has continued her work on the Icon Photographic Materials Group committee, helping to organise the recent workshop and lecture with photographic conservator Debra Hess Norris.

## **C. ACCESS**

### **1. On-site use**

*Monitor service and implement improvements*

Ask the Experts family history advice sessions continue with 6 attendees this quarter. Sessions are delivered by an expert volunteer.

The new research guide, 'Queering Glamorgan: A Research Guide to Sources for the Study of LGBT History', was launched in August with a wine and cheese reception. The guide (and the refreshments) was funded by ARCW and produced by noted researchers Norena Shopland and Dr Daryl Leeworthy. It is available to download from the website. Feedback received following the launch has been overwhelmingly positive:

*...pioneering ...excellent ...ground breaking*

*Your tiered and subtle classifications will re-write research methodology.*

*Gwych cael croesawu'r adnodd hwn ar gyfer ychwilio i hanes pobl LGBT*

*Looking through @GlamArchives's Queering research guide and it is amazing! ...Yn anhygoel yn Cymraeg hefyd!*

*Diolch – this is FABULOUS!*

*Programme of user events*

The events programme continued with a talk by volunteer Ann Konsbruck on The Diaries of Henry Fothergill. Ann was one of a number of volunteers who transcribed the Fothergill diaries, and based the talk on her research inspired by this work. The transcripts can be downloaded from the relevant entries on the catalogue.

The Parliament and the First World War (WW1) exhibition closed at the end of June following a successful two months at the Archives when 285 people visited to view the display.

Members of Cardiff People First and Vale People First took over the Archives on 11 July. They worked in the searchroom producing documents and assisting visitors, completed digital photography orders, sorted a collection of transport related papers and took over social media. One member led tours of the building, which were attended by the general public along with members of other People First groups from Rhondda Cynon Taf, Blaenau Gwent and Torfaen. A colleague from Gwent Archives also attended.

Tours of the building were offered during the week of the National Eisteddfod, promoted through Y Lle Hanes.

Residents from Ely visited with Cadwyn Housing Association as part of their heritage project linked to the development of The Mill housing estate, on the site of the former Ely Paper Mill. The group included former staff from the Paper Mill. They were particularly interested in the range of repair papers used in the Conservation Studio and were pleased to be able to consult records of the Paper Mill, recognising themselves and former colleagues in many of the photographs. The intention is to create a heritage display telling the story of the Paper Mill in the community centre on the new estate.

A craft event for children was held in Rhondda as part of the RSPB's Living Levels project which explores the heritage of the Gwent Levels, extending as far as Rumney in Cardiff. The activities focussed on the Mesolithic Era, with the aim of engaging participants with the Levels and with the Archives. Several families attended, including residents from the new housing across from the Glamorgan Archives building.

Members of Cardiff City Community Table Tennis Club visited as part of their Heritage Lottery funded project to explore the history of table tennis in Cardiff and district. They undertook training in archive research and document handling, and were introduced to items from the collection relating to table tennis.

Representatives from the CF10 Rugby Trust visited for a tour and to learn more about our rugby collections.

### *Education*

Pupils from Pontypridd High School visited as part of Artis Community's Camaraderie project, exploring the impact of WW1 on their locality, and developing an artistic response. They enjoyed the visit and were inspired to produce poetry and art work on their return to school. The project officer has since returned to photograph documents for use with a veterans group also engaged on the project who plan to visit in future.

During the last week of the school term Fitzalan High School held a series of events and activities based around WW1. As part of this a number of pupils visited the Archives for a tour, the WW1 workshop and to consult related documents. They too produced art work on their return to school.

A group of Year 4, 5 and 6 pupils from Albany Primary in Roath visited as part of the Parliamentary Archives partnership. In the morning they went on a tour and completed the quiz. This was followed in the afternoon by an introduction to WW1 illustrated with documents relating to the restriction of aliens and the role of women during the war. Using these as inspiration they produced poems and artwork which formed part of the Parliament and the First World War exhibition.

Allensbank Primary pupils came for the Coal and the Docks workshop.

Two pupils and two staff members from Porth Infant's School visited in July to deposit the records of the school which was closing at the end of the summer term. The pupils were shown the strongrooms where the records will be stored and were given small archive boxes to take away.

The blog was taken over by pupils from Radnor Primary on 15 June. Radnor University spent an afternoon each week at the Archives earlier this year, and on the blog they revealed what they had discovered about the history of their school and locality.

## **2. External events**

### *Contribute to heritage events*

The Senior Archivist attended a Heritage Day at Insole Court organised by the Cardiff Branch of the Glamorgan Family History Society. The event was very well attended and provided opportunities to engage with visitors who had not previously used the Archives and to meet representatives from other local heritage organisations.

Louise Hunt, Archivist, attended the Bridgend at War event held in the town centre in June. The event was very well attended with numerous stalls and events happening throughout the day. A large number of people enquired about the services provided by the Archives.

Melanie Taylor, Records Assistant, represented Glamorgan Archives at Y Lle Hanes at the National Eisteddfod. Located in the Wales Millennium Centre, Y Lle Hanes aimed to engage visitors with the history of Butetown and Cardiff Docks.

### *Identify and respond to major anniversaries*

In July, the 60<sup>th</sup> anniversary of Wales and Cardiff hosting the Empire Games was celebrated with a series of blog posts. These articles also included the opening of Wales Empire Pool in 1958.

The first hospital was opened on the Rookwood site in Llandaff in 1918. A series of articles commemorating this centenary and exploring the history of the house began on the blog in August and will continue into the autumn.

WW1 blog articles were reposted on social media to celebrate National Allotment Week and World Refugee Day. Other anniversaries and celebrations noted on social media include International Archives Day, Welsh Government's Year of the Sea, the 70<sup>th</sup> anniversary of the NHS, the 70<sup>th</sup> anniversary of the opening of St Fagan's Museum, Afternoon Tea Week, International Cat Day and Take Your Dog to Work Day.

### **3. Remote access**

#### *Monitor service and implement improvements*

The 15 working day target on remote enquiries is met. Correspondents appreciate the work staff undertake on their behalf as this sample of their responses indicates:

*Thank you for all your hard work and assistance you're all doing an amazing job.*

*Thank you so much for your help and advice. It's been a sad but fascinating insight into my family history. You do remarkable work, how wonderful to be employed there!*

Interesting enquiries are reported in *Appendix II*.

#### *Publicity*

Filming has taken place in the searchroom for a forthcoming ITV Wales documentary on the 1919 Race Riots in Cardiff, and for an episode of the ITV series Long Lost Family which aired nationally on 28 August.

In addition to commemorating and celebrating anniversaries, the blog has continued to highlight the drawings and watercolours from the Mary Traynor collection, exploring the history of the buildings featured.

The Archives participated in #ArchivesLife on social media, a call asking archives across the world to post an image each day over 7 days relating to life within an archive.

### **SUMMARY**

Another productive quarter has seen staff continue to engage with a wide range of communities, groups and schools to promote and encourage the use of the Collection as broadly as possible. External funding is now essential for the detailed cataloguing essential to enable users to find their way into archival resources and new sources of income continue to be explored. Staff levels are at the minimum for the provision of current levels of service. The building is almost 10 years old and essential components are beginning to fail. Digital preservation is becoming a requirement, bringing with it additional costs. All staff are thanked for their resilience and determination in the face of these challenges.

#### **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 2018-2019 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**  
**5 September 2018**

**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 June– 31 August 2018

**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>
<b>Access</b>	Promote service via anniversaries	12 social media posts	7
	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly
	Deliver educational service	10 educational visits	8
	Deliver on-site events	6 public events	5
<b>The Collection</b>	Contribute to Archive Hub	200 catalogues	0
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 62%; complex; 83%
	Repository conditions maintained	AHUs in full working order	Temporarily out of action
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	426 cleaned; 344 conserved; 290 boxes made
<b>Resources</b>	Meet income target	£83,750	£38,423
	Meet agreed revenue budget	£852,750	£37,000 overspent
	Manage volunteers workforce	6,600 hours; 100% reviewed	3,614
	Maintain establishment	14 fte	13 fte: 1 on maternity leave

## Appendix 1

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2018/89, 180	<b>Reference No:</b>	D37/1/130-131
Journal numbers 130-131			
Date of records: 2018			

<b>John Henry and Audrey Brown of Cardiff Papers</b>			
<b>Accession No:</b>	2018/90	<b>Reference No:</b>	D1577
Property records relating to 24 Tynant Street, Cardiff: conveyance, assignment, abstract of title			
Date of records: 1962-1977			

<b>Phillip Earl of Pembroke William Lord Herbert his son and heir apparent to Edwd. Herbert Esq and Wm Andrews Gent.</b>			
<b>Accession No:</b>	2018/91	<b>Reference No:</b>	D1574
Copy of an examined copy of Release			
Date of records: 1666			

<b>Cardiff Jewish Community Records and Papers</b>			
<b>Accession No:</b>	2018/92	<b>Reference No:</b>	DJR
Photographs			
Date of records: 1932-1937			

<b>Noddfa Welsh Baptist Chapel, Ynysybwl, Records</b>			
<b>Accession No:</b>	2018/94	<b>Reference No:</b>	D1585
Minutes of meetings, accounts, membership register, records of the Sunday School, correspondence, annual report, history of the chapel, programmes.			
Date of records: 1885-1990			

<b>Records of Hebron Baptist Chapel, Ton Pentre</b>			
<b>Accession No:</b>	2018/95	<b>Reference No:</b>	DWBAP9
Minutes, accounts, membership register, records of the Sunday School, annual report, correspondence, photographs and papers relating to other chapels and organisations in the Rhondda.			
Date of records: 1868-1988			

<b>Michael O'Brien of Cardiff Papers</b>			
<b>Accession No:</b>	2018/96	<b>Reference No:</b>	D1603
Scrapbooks and correspondence relating to Mr O' Brien's appeal against his murder conviction			
Date of records: 1990s-2000s			

<b>Barry Probus 1 Records</b>			
<b>Accession No:</b>	2018/97	<b>Reference No:</b>	D1591
Minutes of meetings			
Date of records: 1982-2014			



<b>Cardiff City and County Council Records</b>			
<b>Accession No:</b>	2018/98	<b>Reference No:</b>	CC/C/59/1-17
Council Yearbooks			
Date of records: 1996-2014			

<b>Independent Order of Rechabites, Cardiff, Photographs</b>			
<b>Accession No:</b>	2018/99	<b>Reference No:</b>	D1583
Group photographs			
Date of records: 1919-1947			

<b>Vale of Neath Railway Plans of Merthyr (Abernant) Tunnel</b>			
<b>Accession No:</b>	2018/100	<b>Reference No:</b>	D1593
Plans			
Date of records: 1874			

<b>Barry Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2018/101	<b>Reference No:</b>	P28CW
Parish magazines			
Date of records: 2010-2017			

<b>Rhondda Cynon Taf County Borough Council Records</b>			
<b>Accession No:</b>	2018/102	<b>Reference No:</b>	CRCT/C/3
Signed council and committee minutes			
Date of records: 2014-2016			

<b>Stanley Bevan of St Brides Major, Police Constable, Notebooks</b>			
<b>Accession No:</b>	2018/103	<b>Reference No:</b>	D1582
Constable Bevan's notebooks			
Date of records: 1938-1943			

<b>County Roads Board Records</b>			
<b>Accession No:</b>	2018/106	<b>Reference No:</b>	CRB
Pay lists of road labourers and bills for road labourers for the Western District			
Date of records: 1874-1878			

<b>South Glamorgan Coroners Records</b>			
<b>Accession No:</b>	2018/107	<b>Reference No:</b>	CORS
Coroner's files			
Date of records: 1993-1995			

<b>Cardiff and the Vale of Glamorgan Coroners Records</b>			
<b>Accession No:</b>	2018/108	<b>Reference No:</b>	CORCV
Coroner's files			
Date of records: 1996-1998			

<b>Welsh Historic Gardens Trust, Mid And South Glamorgan Branch Records</b>			
<b>Accession No:</b>	2018/109	<b>Reference No:</b>	D699
Annual report			
Date of records: 2017			

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2018/110	<b>Reference No:</b>	D127
Annual report Date of records: 2017-2018			

<b>Friends of Nant Fawr Community Woodlands Records</b>			
<b>Accession No:</b>	2018/111	<b>Reference No:</b>	D1578
Minutes, newsletters, publicity leaflets, maps, photographs, correspondence on relevant issues including the original setting up of the group and the Llanishen Reservoir campaign Date of records: 1990s-2010s			

<b>Cardiff High School Old Girls' Association Records</b>			
<b>Accession No:</b>	2018/112	<b>Reference No:</b>	DX263
Photographs taken at centenary celebrations, 1995 Date of records: 1995			

<b>Pantbach Road Pharmacy Records</b>			
<b>Accession No:</b>	2018/113	<b>Reference No:</b>	D1579
Prescription register for private prescriptions where the prescriptions were made up in the pharmacy at 165 Pantbach Road, Rhiwbina. Date of records: 1947-1948			

<b>Melingriffith Tinsplate Works Records</b>			
<b>Accession No:</b>	2018/114	<b>Reference No:</b>	D1580
Photograph album, loose photographs, 'The Elyn Owl' 1932. Date of records: 1920s-1930s			

<b>Canton St. John Parish Records</b>			
<b>Accession No:</b>	2018/115	<b>Reference No:</b>	P150CW
Parish journals Date of records: 1982-1983			

<b>Abermorlais Girls' School, Merthyr Tydfil, Class Syllabus and Notes of Lessons Book</b>			
<b>Accession No:</b>	2018/116	<b>Reference No:</b>	D1584
Class Syllabus and Notes of Lessons Date of records: 1911-1912			

<b>Cynon Valley Constituency Labour Party Records</b>			
<b>Accession No:</b>	2018/117	<b>Reference No:</b>	D817
Executive and General Committee Minutes Date of records: 1980s-2000s			

<b>David Edwards, Colliery Manager, Newlands Colliery, Pyle, Papers</b>			
<b>Accession No:</b>	2018/118	<b>Reference No:</b>	D1581
Notes on incidents of fires in Newlands Colliery Date of records: 1928			

<b>Dr Norman Mills Papers</b>			
<b>Accession No:</b>	2018/119	<b>Reference No:</b>	D1604
Outgoing correspondence to a wide range of individuals and organisations sent in Dr Mills' role as Consultant in Public Health Medicine, Unit General Manager for Llandough Hospital and Chief Executive of Llandough Hospital and Community NHS Trust.			
Date of records: 1974-1999			

<b>Norena Shopland Collection</b>			
<b>Accession No:</b>	2018/120	<b>Reference No:</b>	D1227
Flyers, papers and reports relating to LGBT events and consultations.			
Date of records: c2010-2018			

<b>St Fagans Community Council</b>			
<b>Accession No:</b>	2018/121	<b>Reference No:</b>	P33
Council minutes, accounts and precept records			
Date of records: 1962-2014			

<b>No Fit State Circus Records</b>			
<b>Accession No:</b>	2018/122	<b>Reference No:</b>	D1309
Photographs and associated papers relating to the Circus: 250 Years Young project.			
Date of records: 2018			

<b>Mrs Carys Howe of Barry Collection</b>			
<b>Accession No:</b>	2018/123	<b>Reference No:</b>	D1592
Papers relating to the development of Barry			
Date of records: 20th century			

<b>Penarth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2018/124, 158	<b>Reference No:</b>	P46CW
Holy Nativity, Registers of services: St Augustine Incumbents' notebook including details of burials, plot numbers, costs and some family details			
Date of records: 1885-2005			

<b>Barry and District Soroptimist Records</b>			
<b>Accession No:</b>	2018/125	<b>Reference No:</b>	D647
Minutes of meetings, AGMs, Programme Action papers and general papers			
Date of records: 1969-2016			

<b>Llandaff Diocese Mothers' Union Records</b>			
<b>Accession No:</b>	2018/126	<b>Reference No:</b>	DMUL
'In Touch' magazine, Summer 2018			
Date of records: 2018			

<b>Methodist Church, Mid Glamorgan Mission</b>			
<b>Accession No:</b>	2018/127	<b>Reference No:</b>	D896
Wesley Methodist Church, Abercynon , Sunday School Account Book			
Date of records: 1992-2005			

<b>Coity, Nolton and Brackla Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2018/128	<b>Reference No:</b>	P80CW
St Mary the Virgin, Coity, duplicate marriage register			
Date of records: 2014-2018			

<b>Dinas Powis Petty Sessional Division Records</b>			
<b>Accession No:</b>	2018/129	<b>Reference No:</b>	PSD/228/3, PSD/230
Remitted fee book, register of child maintenance payments			
Date of records: 1937-1973			

<b>Vale of Glamorgan Petty Sessional Division Records</b>			
<b>Accession No:</b>	2018/130	<b>Reference No:</b>	PSVG/12-13, PSVG/1/29A, PSVG/2/6-7
Court registers, 1981-1985; juvenile court registers, 1982-1985; register of licensing, betting and rates, 1985-1986.			
Date of records: 1981-1986			

<b>South Glamorgan County Council Chief Executive's Department Records</b>			
<b>Accession No:</b>	2018/131	<b>Reference No:</b>	SD/CH/7/1-9
Council Yearbooks			
Date of records: 1974-1983			

<b>Cardiff Borough Council Records: Clerk's Department</b>			
<b>Accession No:</b>	2018/132	<b>Reference No:</b>	BC/CD/25
Year books			
Date of records: 1909-1968			

<b>Vale of Glamorgan Borough Council: Chief Executive's Records</b>			
<b>Accession No:</b>	2018/133	<b>Reference No:</b>	DCVG/C/6
Year books			
Date of records: 1985-1987			

<b>Vale of Glamorgan County Borough Council: Chief Executive's Department Records</b>			
<b>Accession No:</b>	2018/134	<b>Reference No:</b>	CVG/C/5
Year books			
Date of records: 1995-2001			

<b>Cardiff City Council Records: Chief Executive</b>			
<b>Accession No:</b>	2018/135	<b>Reference No:</b>	DCC/C/12
Year books			
Date of records: 1974-1996			

<b>Records of the Nantymoel Workmen's Hall</b>			
<b>Accession No:</b>	2018/137	<b>Reference No:</b>	D1587
Plans and drawings of proposed alterations to the Workmen's Hall, report			
Date of records: 1950-2001			

<b>Treforest County Secondary School Records</b>			
<b>Accession No:</b>	2018/138	<b>Reference No:</b>	D1588
Register of members of staff and qualifications Date of records: 1928-1973			

<b>Lan Wood Secondary Modern School, Pontypridd Records</b>			
<b>Accession No:</b>	2018/139	<b>Reference No:</b>	D1589
Admission register Date of records: 1966-1973			

<b>Dawnays Limited, Bridge and Structural Engineers, Swansea, Records</b>			
<b>Accession No:</b>	2018/140	<b>Reference No:</b>	D1596
Accounts, bills and technical drawings for properties in Pontycymmer, Nantymoel and Sarn Date of records: 1950-1953			

<b>Walter Richard Barnes, builder, Abercynon, Papers</b>			
<b>Accession No:</b>	2018/141	<b>Reference No:</b>	D1590
Records of building firm Barnes and Talbot, including tenders and plans for work for local authorities and the National Coal Board; also deeds to family properties Date of records: 1896-1991			

<b>Porth Infants School</b>			
<b>Accession No:</b>	2018/144, 149, 151	<b>Reference No:</b>	ER32
Admissions books and photographs, log books, admissions register, photographs, school awards. Date of records: 1919-2018			

<b>A. W. McKinty of Cardiff, Collection</b>			
<b>Accession No:</b>	2018/145	<b>Reference No:</b>	D80
Photographs and commentaries featuring James McKinty, Journalist Date of records: 1947-1970			

<b>Ystrad-Rhondda District Oddfellows Society Records</b>			
<b>Accession No:</b>	2018/146	<b>Reference No:</b>	DODD
Presentation certificate to a former secretary of the Loyal Lady Kate Lodge thanking them for their service Date of records: May 1894			

<b>Penygraig Junior School Records</b>			
<b>Accession No:</b>	2018/147	<b>Reference No:</b>	ER28
Log books, admission books, punishment register, photographs, records regarding school achievements, prospectus Date of records: 20th century			

<b>Rhydri Primary School Records</b>			
<b>Accession No:</b>	2018/148	<b>Reference No:</b>	ECG36
Log books, admissions registers, punishment book, school compendium, stock and stores book, inventory book, photographs			

Date of records: 20th century			
<b>Llwyncelyn Infants School Records</b>			
<b>Accession No:</b>	2018/150	<b>Reference No:</b>	ER21
Stocks and Stores Accounts, History of Llwyncelyn Infants School			
Date of records: 1942-2018			

<b>Records of the Roald Dahl Arts Project</b>			
<b>Accession No:</b>	2018/152	<b>Reference No:</b>	D1594
Records related to the proposed Roald Dahl Arts Project, later the Brainwave Project Trust			
Date of records: 1996-2003			

<b>Christopher Taylor of Cardiff Collection</b>			
<b>Accession No:</b>	2018/153	<b>Reference No:</b>	D732
Transport company files			
Date of records: 20th century			

<b>Women's Archive of Wales/Archif Menywod Cymru Records</b>			
<b>Accession No:</b>	2018/154	<b>Reference No:</b>	DWAW8/37
Images of WAW events, flyers, posters, annual reports			
Date of records: c1998-2007			

<b>The Bute Docks Company Cardiff Registers</b>			
<b>Accession No:</b>	2018/156	<b>Reference No:</b>	D1595
Registers of the Bute Public Graving Dock			
Date of records: 1889-1890			

<b>Cardiff Magistrates Court Records</b>			
<b>Accession No:</b>	2018/157, 162	<b>Reference No:</b>	PSCBO
Date of records: 1987-1988			

<b>Barbara Castle Campaigner Papers</b>			
<b>Accession No:</b>	2018/159	<b>Reference No:</b>	D1600
Campaign papers, correspondence, posters			
Date of records: 1970-1980s			

<b>Pentyrch Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2018/160	<b>Reference No:</b>	P65CW/50
Parish magazines			
Date of records: 2013-2018			

<b>Anthony M. Ernest and Robert M. Ernest of Penarth Papers</b>			
<b>Accession No:</b>	2018/161	<b>Reference No:</b>	D387
Family papers and photographs and records relating to Penarth; minute book of Penarth Operatic and Dramatic Society; records of the Costa Rica Coffee Co Limited; programmes relating to the Empire Games, Cardiff			
Date of records: 20th century			

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2018/163	<b>Reference No:</b>	DLNS
Newsletter 174			
Date of records: Jun 2018			

<b>Llantrisant and District Local History Society Records</b>			
<b>Accession No:</b>	2018/164	<b>Reference No:</b>	D134
Meisgyn and Glynrhondda, Vol X, No. 2			
Date of records: Jul 2018			

<b>Bethany Presbyterian Church, Nantymoel, report and balance sheet</b>			
<b>Accession No:</b>	2018/165	<b>Reference No:</b>	D1597
Report and balance sheet			
Date of records: 1967			

<b>Cardiff Philatelic Society Records</b>			
<b>Accession No:</b>	2018/166	<b>Reference No:</b>	D1602
Society minutes, correspondence, programmes and papers			
Date of records: 1970s-2000s			

<b>John Hopla Society School Awards, Records</b>			
<b>Accession No:</b>	2018/167	<b>Reference No:</b>	D1598
Awards booklet, programme and leaflet sent to schools			
Date of records: 2018			

<b>Western Mail Welsh National War Memorial poster</b>			
<b>Accession No:</b>	2018/168	<b>Reference No:</b>	D1599
Poster with photograph of the Welsh National War Memorial, Cathays Park, Cardiff and photographs of officials who supported the building of the memorial			
Date of records: c1928			

<b>Cowbridge with Llanblethian Town Council</b>			
<b>Accession No:</b>	2018/169	<b>Reference No:</b>	D1605
Council papers			
Date of records: 1980s-2000s			

<b>Cardiff City Council Seamen's Registers</b>			
<b>Accession No:</b>	2018/170	<b>Reference No:</b>	D1601
Registers			
Date of records: c1917-1927			

<b>Mark Baker of Ferndale Papers</b>			
<b>Accession No:</b>	2018/171	<b>Reference No:</b>	D1606
Underground plans of Tower and Mardy Collieries			
Date of records: 20th century			

<b>Glamorgan Wesleyan Methodist Records</b>			
<b>Accession No:</b>	2018/172	<b>Reference No:</b>	DWESMA
Hope Methodist Chapel, Penrhiwceiber, Minutes and accounts, 1964-2007; Miskin Methodist Church (Bethesda, Glyngwyn Street), minutes, 1938-2013			
Date of records: 1938-2013			

<b>Glamorgan Wesleyan Methodist Records</b>			
<b>Accession No:</b>	2018/173	<b>Reference No:</b>	DWESMT
Castle Street, Dowlais, minutes 1938-1978; South Street, Dowlais, Congregational notices, 1987-1991, Covenanted givers, 1980s-2000s, Vestry cash books, 1968-1971			
Date of records: 1938-2000s			

<b>Rhondda Valley English Methodist Circuit Records</b>			
<b>Accession No:</b>	2018/174	<b>Reference No:</b>	DWESRH
Blaenrhondda Methodist Church, minutes, 1926-1972, collection journal, 1949-1953, pulpit notices, 1954-1958, cash book, 1959-1970			
Date of records: 1926-1972			

<b>Barry Ladies Choir Records</b>			
<b>Accession No:</b>	2018/175	<b>Reference No:</b>	D1506
Programmes, photographs, newscuttings			
Date of records: 20th century			

<b>Bethany Baptist Church Records</b>			
<b>Accession No:</b>	2018/176	<b>Reference No:</b>	DBAP15
AGM meeting papers, monthly announcements, church messenger magazines, members directory			
Date of records: 2017-2018			

<b>U-Print of Cardiff Records</b>			
<b>Accession No:</b>	2018/177	<b>Reference No:</b>	D1607
Funding application, exhibition material, Community Printshops Directory			
Date of records: 1979-1989			

<b>Penygraig Infants School Admissions Register</b>			
<b>Accession No:</b>	2018/178	<b>Reference No:</b>	D1608
Admissions Register			
Date of records: 1890-1909			

<b>Societe Franco-Britannique de Cardiff, Records</b>			
<b>Accession No:</b>	2018/179	<b>Reference No:</b>	D593
Society agenda, AGM minutes, President's report, treasurer's report to AGM, annual accounts 2017/2018, nominations, programme of meetings and events			
Date of records: 2017/2018			



## **Notable accessions**

### **Anthony M Ernest and Robert M Ernest of Penarth, Papers (D387) and Costa Rica Coffee Co Ltd, Records (D395)**

An additional deposit of records has been made, including programmes of the Penarth Operatic and Dramatic Society and a minute book for 1949-1955, programmes, information leaflets and tickets for the Empire Games which took place in Cardiff in 1958 and information on the development of Penarth in the 1980s-1990s.

The Costa Rica Coffee Co Ltd was founded by members of the Ernest family in 1924 and the additional records include a list of customers, newspaper cuttings and correspondence, 1926-1932.

### **Abermorlais Girls' School, Merthyr Tydfil, Class Syllabus and Notes of Lessons Book (D1584)**

An unusual item relating to Abermorlais Girls' School, Merthyr Tydfil has been deposited by a book collector. A volume of tutor's handwritten notes prepared during 1911 provides a glimpse of the weekly syllabus of work comprising notes on geography, history and object lessons together with blackboard illustrations

### **Nantymoel Workmen's Hall, Records (D1587)**

Records of proposed alterations to the Workmen's Hall at Nantymoel have been received. Items include some thirty plans and drawings together with a bundle of tickets, leaflets and printed accounts covering the period 1950-2001

### **Barbara Castle of Ynysybwl, Campaigner, Papers (D1600)**

Barbara Castle was actively involved in many campaigns in south Wales and Cardiff in the 1970s and 1980s. Many of these focussed on homelessness, campaigns for better housing and support for tenant groups and housing associations, including the South Wales Association of Tenants. She was also involved in anti-poverty campaigns and wider political issues, including support for the miners' strike, against health cuts and work with the Cardiff Socialist Feminist Group. The records include campaign papers, correspondence and posters.

### **Cardiff City Council Seamen's Registers (D1601)**

Two Seamen's registers compiled in connection with seafarers' lodgings in Cardiff have been donated. The volumes cover 1917-1927 and record the name, age and nationality of the seamen, the name of the last vessel from which they were discharged and the port of discharge. Information regarding the subsequent voyage is also noted.

Intriguingly the registers include sections of Arabic text while the majority of those listed originated from the port of Aden, Yemen.

### **Rhydri Primary School Records (ECG36)**

An additional transfer has been received from Rhydri Primary School, Caerphilly. Records include log books, admissions registers, punishment book and photographs celebrating the School's 70th anniversary. The collection also includes several receipts for pairs of boots issued by the headteacher during the early 1930s in respect of the Coalfields Distress Fund.

## **Appendix II**

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
June – Aug 2017	1513	(786)	46	2655
Sep – Nov 2017	2375	(1713)	59	2772
Dec 2017-Feb 2018	1730	(1141)	57	3277
Mar – May 2018	1871	(1245)	43	2806
June – Aug 2018	1977	(1272)	59	2765

	<b>Remote Enquiries</b>	<b>Website Hits</b>
June – Aug 2017	863 (+74 un-printed thank you emails)	10485
Sep-Nov 2017	938 (+53 un-printed thank you emails)	10518
Dec 2017-Feb 2018	797 (+106 un-printed thank you emails)	10085
Mar – May 2018	924 (+90 un-printed thank you emails)	10282
June – Aug 2018	942 (+106 un-printed thank you emails)	11170

### **Interesting Enquiries**

Family history continues to be popular, with a number of recent enquiries focussing on criminal ancestors. One genealogist was seeking help in researching a family story about her great, great uncle who allegedly murdered his wife in 1948. Another was investigating her mother-in-law who had apparently been convicted twice for bigamy and had given birth to a child whilst in Cardiff prison. Both cases were referred to prison records and newspapers.

A family historian visiting from New Zealand made a surprising discovering amongst the records of Merthyr Tydfil Poor Law Union. His grandfather had been born in the workhouse and the creed register provided additional information, including the name of his great grandmother, which has featured as a family name ever since. He was pleased to discover its origin.

Local historians make regular use of the Collection both in the searchroom and remotely. Topics include the crash of a Spitfire aircraft in Caerphilly during 1941,

covered in Glamorgan Constabulary aircraft crash reports; the history of the Great House, Llandough near Cowbridge, up until its demolition at the end of the 19<sup>th</sup> century, which involved the use of Ordnance Survey maps, the tithe plan and estate records; and preparatory research for a talk on the wells of Cardiff to be given at the Eisteddfod, where once again Ordnance Survey maps proved useful.

A number of enquiries have been received regarding places of worship. The parish archivist from St Augustine's, Penarth was seeking information on the layout of paths through burial ground during the 19<sup>th</sup> century, which were located on an Ordnance Survey plan. Albert Road Methodist Church in Penarth is undergoing renovation. The minister has visited to consult plans and correspondence relating to previous building work undertaken during the 1960s and 1980s. A researcher exploring the history of St Aidan's Church, Barry, which was converted from a theatre to a place of worship during the 1900s, used Barry Borough Council records concerning the building, parish records for Cadoxton-juxta-Barry, and Ordnance Survey plans.

Colliery records have been drawn on by a house historian investigating the histories of two colliery sites on which his house is now built. Sales particulars, mineral plans, local authority building plans and papers relating to collieries in Caerphilly and the Rhondda provided information.

Commemorations of the centenary of WW1 continue to be assisted with a recent visitor researching police officers who served through deposited personnel records.

Academic researchers remain regular users of the Collection. Current topics include publicity surrounding the Welsh devolution referendum in 1997; the Older Lesbian Network Wales; the impact of the economic depression of the 1930s on mental illness in south Wales, and the Aberfan Disaster. A medical student also visited as part of his research into the high number of deaths due to surgery prior to the establishment of an anaesthetic department in Cardiff.

Several authors have used the Collection to inform forthcoming books, including research on Ewenny Pottery and on the Merthyr Tydfil Quaker settlement. A screenwriter used court records and photographs as research for a forthcoming television drama based on the abduction in Cardiff in 1869 of Esther Lyons, and the subsequent court case.

A couple planning a wedding at Penarth Pier Pavilion in December were helped in their research on the pier's history which will be included in their celebrations.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	6
Grangetown Local History Society	58
National Trust Tredegar House Volunteers	13
Cadwyn Housing Association	4
Cardiff City Community Table Tennis Club	3
CF10 Rugby Trust	3
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	17
Women's Archive Wales, Canrif Gobaith/Century of Hope project board	6
South Wales Records Society	10
Cayman Island delegation	5
<b><i>Events</i></b>	
The Diaries of Henry Fothergill	18
Cardiff People First / Vale People First Takeover Day	22
Y Lle Hanes National Eisteddfod tours	2
Living Levels family activity day	15
Launch of 'Queering Glamorgan: A Research Guide to Sources for the Study of LGBT History'	19
<b><i>Exhibitions</i></b>	
Parliament and the First World War	141
<b><i>Filming</i></b>	
Long Lost Family	5
ITV Wales 1919 Race Riots documentary	2
<b><i>Education</i></b>	
Artis Community / Pontypridd High School	11
Albany Primary School	16
Allensbank Primary School	29
Fitzalan High School	
Porth Infants School	4
<b><i>Individuals Meeting Staff</i></b>	164
<b><i>Tours for prospective volunteers</i></b>	2
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 46	681

## Appendix IV

<b>Bench work</b>		
Glamorgan County Council Departments:		
GD/E/46/1	General Certificate of Education 'O' level examination results	Oxidised sticky tape removed
GD/S/13	36 boxes of adopters' applications: marked 'superseded'	Oxidised sticky tape removed
GD/S/12	42 boxes of mother and baby applications: marked 'superseded'	Oxidised sticky tape removed
GD/S/16	102 boxes of child care files	Oxidised sticky tape removed
Police records, Glamorgan Constabulary and South Wales Police		
DCON/293/3/4, 293/4/10, 293/2/6,299/10/17	4 Police Occurrence books	Oxidised pressure sensitive tape removed and repaired
DCONC/9/5/3,4	2 Divisional disciplinary books	Oxidised pressure sensitive tape removed and repaired
DCON/295/1/1, 286/3	4 registers of reserve and auxiliary services	Loose pages reattached into post binding
DCON/285/1/1,2	2 volumes personal records	Cleaned, creases flattened, loose pages reattached.
DCON/295/2/3	Occurrence book	Cleaned and repaired
DCON/296/3, 292,302; DSWP/19	8 telephone message books	Cleaned, repaired; loose pages reattached; rebound.
DCON/285/2	Register of H.M. Forces reservists	Cleaned and repaired
DCON/292/1/3	Register of air raid wardens	Loose pages reattached
DSWP/17/1,2	2 diaries, Porth Police Station	Cleaned and repaired
DCON/179	2 police note books	Cleaned and repaired
DCON/299/9/15	Record of beat patrol	Oxidised pressure sensitive tape removed and repaired
DCON/2/1/6	Standing orders	Cleaned and repaired
DCON/296/5/11	Duty book	Cleaned and repaired
DCON/269/5/15	Crime complaint book	Consolidated and repaired

D1495 Pontypridd YMCA	6 photographs	Removed from frames, repackaged
P28CW/13/2	6 photographic negatives	Substrate tested and repackaged
	100 Electoral Registers	Case bound
<b>Cleaning and Packaging</b>		
SGCC	30 bundles of rolled plans	Repackaged
DNCB	9 boxes and 15 volume mould infected items	Cleaned
DNCB	34 glass plate negatives	Cases made and repackaged
Crew lists	89 booklets	Cleaned
<b>Bespoke boxes made</b>		
Various	216 boxes	
<b>Barcoded and Relocated</b>		
Various	1016 boxes and maps	Barcoded
<b>External Work</b>		
Local Historical House	2 volumes	Cleaned, repaired and rebound
Local University	1 collection 25 boxes made	Condition assessed and treatment plan report for NMCT grant application
Local Museum	1 volume	Condition assessed and treatment plan report for Independent Museum Association grant application
Welsh Archive	1 map	Condition assessed and treatment plan report for NMCT grant application
National Government department	6 folders	Condition assessed for mould and advice given on storage conditions
Local Archives	266 boxes	
Private company	24 boxes	

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

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
14th September 2018**

**REPORT OF:**

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

	<b>AGENDA ITEM NO.</b>
<b>2018-2019 BUDGET MONITORING</b>	

**PURPOSE OF REPORT**

1. This report provides members with the actual expenditure and income up to July 31<sup>st</sup> 2018 and projected full year revenue outturn for the current financial year 2018/2019.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2018/2019**

2. **Appendix 1** details the position for the financial year 2018/2019, as forecast at 31<sup>st</sup> July 2018. This is summarised in the table below.

**Table 1: Projected Outturn 2018/2019 (at Month 4)**

	<b>Budget</b>	<b>Actual to date</b>	<b>Projection</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>				
Employees	535,955	191,944	564,651	28,696
Premises	255,450	203,780	265,652	10,202
Transport	1,400	520	1,383	(17)
Supplies & Services	32,045	32,647	50,423	18,378
Third Party Payments	0	0	0	0
Support Services	27,900	0	27,030	(870)
<b>GROSS EXPENDITURE</b>	<b>852,750</b>	<b>428,890</b>	<b>909,139</b>	<b>56,389</b>
Income	(198,750)	(34,709)	(193,283)	(19,533)
Contribution from reserves	(25,000)	0	(25,000)	0
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>394,181</b>	<b>690,856</b>	<b>36,856</b>

3. The full year spend is projected to be £690,856 representing an overspend of £36,856 against the approved budget of £654,000. Reasons for the main variances are given below:

#### **Employees (+ £28,696)**

4. Employee costs are projected to be higher than the £535,955 that was initially budgeted. This in part is due to the cost of agency staff and staff training expenses. These costs however are expected to be offset through grant income from the Wellcome Trust. This grant income covers the cost of two full time professional staff for the year while a part-time Records Assistant is funded through an Access to Work grant. The training costs relate to Adobe Premier Elements Training of which the Archives are due to recoup approximately 50%. The employee costs have been calculated pro rata for the remainder of the year.

Finally, apprenticeship levies were introduced in April 2017 and apply to every employer in the UK with a paybill of over £3 million per annum, including Cardiff Council. These are calculated based on employee costs but there is an allowance of £15,000 that offsets some of the levy and the Archives have benefitted from their share of this, projected spend of £1,617 is anticipated this year.

#### **Premises (+ £10,202)**

5. It is anticipated that there will be a net overspend on premises costs. The majority of this is due to the rise in National Non Domestic Rates. £176,000 was budgeted based on last year but this has risen for 2018/19 to £181,185, therefore representing an overspend of £5,185. The rates decreased in 2017/18 from the previous year but have risen again this year. This has partly been offset however by a reduction in grounds maintenance costs and specialist waste disposal.

Electricity costs remain low in comparison to the projection but this is likely to be due to the clear skies in spring and summer boosting input from the photovoltaic system. This may benefit the Archives throughout the year but the projection will be kept the same at present for prudence.

#### **Transport (-£17)**

6. The projections for car allowances are £25 more than budgeted but this is offset by reduced travel expenses as Archive staff are travelling less for meetings. In addition, many of the travel expenses are covered by grant income anyway.

#### **Supplies & Services (+ £18,378)**



7. There is an overspend projected on supplies and services and the main variances are explained below.

- Conservation has an overspend of £17,500 with a projection for the year of £27,500. This has been projected based on the overspend last year. Much of this overspend will be offset by grant income however with £12,000 coming from Wellcome Trust. Also, much of the work has been carried out on projects for external clients and therefore money will be received in relation to this.
- Consultant fees were not budgeted for but there has been spend of £3,800 to date for a Research Guide. This spend however will also be offset by grant income.
- Central telephone charges were budgeted based on last year's outturn but to date there have only been costs of £669. Therefore the projection for the year is only £2,010 and represents an overall underspend of £2,190. Similarly with telephones, based on spend to date, the projections of £1,200 represents an underspend of £300. These will be looked into by the Accountant in order to understand what is included within the costs.
- There was not a budget set for hardware purchases but due to unforeseen circumstances, there has been spend of £477 to date. It is likely that there could be further spend incurred during the year for new computers that are needed but exact costs are not yet known.
- Finally, there is an overspend of £344 from software licenses and maintenance agreements. The budget of £4,250 was set based on last year's outturn but there is likely to be an overspend due to the CALMS License support that is required.

Some of this overspend is however offset by underspend as follows:

- Although spend was budgeted for new signs, this is no longer needed, representing an underspend of £500.
- There has been a change with the vending machines within the building and renegotiations of contracts are currently underway meaning that there will be an underspend of £683.
- Audit fees were budgeted at £2,300 but projections have been made for the cost that we were charged last year and there is therefore an underspend of £300.
- Finally, catering sundries, general stationery and postages are all also looking to have an underspend throughout the year.

### **Support Services (- £870)**

8. There is an underspend on the projected outturn for Support Services of £870, with a projected spend of £27,030 against a budget of £27,900. This is mostly due to an underspend for Income Recovery, Payroll, Payments, Audit and Procurement and again this is based on last year's outturn position.

### **Income (+ £19,533)**

9. The projected income is £19,533 more than budgeted. Explanations for the most significant variances are given below.
- In 2018/19 an estimated income of £70,000 was budgeted for the Wellcome Trust Grant. Based on current claims the projection is now £82,688. The grant funding will continue to be utilised to fund two grade 6 posts alongside conservation works.
  - Hire of specialist rooms is expected to increase based on the interest and payments so far.
  - Sundry Charges and Income are expected to increase by £2,995 due to Access to Work grants that are expected during the year.
  - Sale of food and course fees are also expected to increase during the year due to the popularity of 'Ask the Expert' sessions with the archivists.

There have been some decreases projected including the income from publications and the sale of photocopies but this will be offset by the additional income as mentioned above.

### **Local Authority Contributions**

10. On the basis of the projected outturn for 2018/19 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Bills for the first half of 2018/19 have now been raised in line with budget. The current projected overspend will be funded from the reserve balance should the position remain at yearend.

### **FINANCIAL IMPLICATIONS**

11. An overspend of £36,856 is projected for 2018/2019 based on the position as at Month 4. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and Accountancy Officers.
12. The General Reserve as of 31<sup>st</sup> March 2018 stands at £233,946. The Budget for 2017/18 determined that £25,000 would be used from reserves to balance the budget. Should expenditure exceed the budget as currently projected, it will be necessary to draw upon the remaining reserve balance of which £208,946.

- 13.** Current projections will leave £170,090 in the reserve at the end of 2018/19, with no planned use of the reserve to balance the budget in 2019/20. This is a challenging target given current financial challenges facing member authorities and additional consideration as to additional use of the reserve or increases in member contributions may need to be considered in future years.

#### **LEGAL IMPLICATIONS**

- 14.** There are no legal implications arising from this report.

#### **RECOMMENDATIONS**

It is recommended to members that they:

- Note the projected full year outturn position for 2018/2019 as detailed in this report.

**Christine Salter**  
**Treasurer to the Glamorgan Archives Joint Committee**

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Expense/Income Account	Plan £	Projected £	Variance £
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<b>Employees</b>			
Gross Pay	410,245	425,805	15,560
LG Pensions	95,756	100,377	4,621
National Insurance	38,584	36,264	(2,320)
Misc Allowances	820	820	0
Holiday Pay	0	1,050	1,050
Agency Staff - Cardiff Works	0	7,158	7,158
Staff Training Expenses	0	1,010	1,010
Apprenticeship Levy	0	1,617	1,617
Employer & Public Liability Insurance	550	550	0
Employer Costs Contingency	(10,000)	-10,000	0
<b>Employees Total</b>	<b>535,955</b>	<b>564,651</b>	<b>28,696</b>

<b>Premises</b>			
Repairs Alterations & Maintenance	10,000	12,346	2,346
Security Measures	5,500	6,443	943
Rodent & Pest Control	350	400	50
Grounds Maintenance	1,500	1,380	(120)
Waste Disposal Services	0	228	228
Fire Management/Protection	2,500	2,900	400
Maintenance Contracts	10,000	11,420	1,420
Electricity	22,000	22,000	0
Gas	6,000	6,000	0
National Non Domestic Rates	176,000	181,185	5,185
Water Rates	7,000	7,000	0
Security Services	300	300	0
Cleaning Materials	300	300	0
Refuse Collection/Bulk Containers	1,500	1,500	0
Contract Cleaning	9,200	9,200	0
Window & Flue Cleaning	200	200	0
Specialist Waste Disposal	600	350	(250)
Insurance	2,500	2,500	0
<b>Premises Total</b>	<b>255,450</b>	<b>265,652</b>	<b>10,202</b>

<b>Transport</b>			
Hire of Transport CTS	500	500	0
Public Transport - Staff Use	600	600	0
Car Allowances	150	175	25
Travel Expenses	150	100	(50)
MV Hire Ins Prems	0	8	8
<b>Transport Total</b>	<b>1,400</b>	<b>1,383</b>	<b>(17)</b>

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Supplies &amp; Services</b>			
Equipment & Materials	0	50	50
Signs - New & Repairs	500	0	(500)
Translation Costs	0	535	535
Conservation	10,000	27,500	17,500
Vending Machines - Purchase	1,500	817	(683)
Catering Sundries	1,500	1,000	(500)
Uniforms/Protective Clothing	100	100	0
General Printing & Stationery	600	500	(100)
Photocopiers	500	500	0
Photocopying Materials	0	70	70
Welsh Translation	1,500	1,500	0
Audit Fee	2,300	2,000	(300)
Archiving/Storage Service	500	500	0
Consultants Fees	0	3,800	3,800
Central Telephone Exchanges	4,200	2,010	(2,190)
Telephones	1,500	900	(600)
Postages	500	450	(50)
Internet Charges	200	628	428
Hardware Purchase	0	477	477
IT Consumables	200	200	0
Software Licences & Mtncce Agrmts	4,250	4,594	344
Subscriptions	475	572	97
Public Liability Insurance	1,020	1,020	0
Miscellaneous Insurance	700	700	0
<b>Supplies &amp; Services Total</b>	<b>32,045</b>	<b>50,423</b>	<b>18,378</b>

<b>Expense/Income Account</b>	<b>Plan £</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Support Services</b>			
Accountancy	6,500	6,500	0
Income Recovery	300	280	(20)
Payroll	200	180	(20)
Payments	500	440	(60)
Audit	1,200	530	(670)
Procurement	500	400	(100)
SAP Support	3,000	3,000	0
ICT Services	8,000	8,000	0
Human Resources	7,200	7,200	0
Legal	500	500	0
<b>Support Services Total</b>	<b>27,900</b>	<b>27,030</b>	<b>(870)</b>
<b>Gross Expenditure</b>	<b>852,750</b>	<b>909,139</b>	<b>56,389</b>

<b>Income</b>			
Other Grants	(9,000)	(9,000)	0
Wellcome Trust Grant	(70,000)	(82,688)	(12,688)
Contributions from Reserves	(25,000)	(25,000)	0
Publications General	(2,000)	(600)	1,400
Sale of Photocopies	(2,000)	(1,500)	500
Conservation Income	(15,000)	(15,000)	0
Sale of Food	(5,000)	(5,500)	(500)
Course Fees	(250)	(500)	(250)
Search Fees	(4,000)	(4,000)	0
Royalties	(5,000)	(5,000)	0
Hire Of Specialist Rooms	(50,000)	(55,000)	(5,000)
Sundry Charges & Income	(10,000)	(12,995)	(2,995)
Donations	(500)	(500)	0
Interest	(1,000)	(1,000)	0
<b>Income Total</b>	<b>(198,750)</b>	<b>(218,283)</b>	<b>(19,533)</b>

<b>Total Net Budget</b>	<b>654,000</b>	<b>690,856</b>	<b>36,856</b>
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**THE CITY OF CARDIFF COUNCIL, COUNTY BOROUGH COUNCILS OF BRIDGEND,  
CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF  
GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
14th September 2018**

**REPORT OF:**

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

AGENDA ITEM NO.
<p><b>2017-2018 AUDITED WALES AUDIT RETURN</b></p>

The Wales Audit return for the Glamorgan Archives was distributed at the previous committee meeting and the draft signed off by the chair on 15<sup>th</sup> June 2018. No adjustments have been made following an audit by Wales Audit Office which resulted in an unqualified opinion.

**Christine Salter**  
**Treasurer to the Glamorgan Archives Joint Committee**

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