



DINAS A SIR CAERDYDD  
CITY AND COUNTY OF CARDIFF

## CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD

### COMMITTEE SUMMONS

You are summoned to attend a meeting of the Glamorgan Archives Joint Committee to be held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on Friday, 14 December 2018 at 2.00 pm to transact the business set out in the agenda below.

### AGENDA

#### Item

**1 Apologies for Absence**

To receive apologies for absence.

**2 Declarations of Interest**

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

**3 Minutes** (*Pages 3 - 6*)

To approve as a correct record the minutes of the meeting held on 14<sup>th</sup> September 2018.

**4 Report of the Glamorgan Archivist for the period 1 September - 30 November 2018** (*Pages 7 - 40*)

**5 2018-2019 Budget Monitoring & 2019-2020 Budget Proposals**  
(*Pages 41 - 56*)

**6 Date of next meeting**

15 March 2019 at 2.00pm.

**Glamorgan Archivist  
Monday, 10 December 2018**

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

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

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

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 14 September 2018 at 2.00 pm.

Present:

Members Representing: Councillor Burnett, Bridgend County Borough Council (Chairperson)  
Councillor Cowan, Cardiff Council  
Councillor Cunnah, Cardiff Council  
Councillor Henshaw, Cardiff Council  
Councillor Keith Jones, Cardiff Council  
Councillor Robson, Cardiff Council  
Councillor Jarvie, Vale of Glamorgan Council  
Councillor Wendy Lewis, Rhondda Cynon Taf County Borough Council  
Councillor Colbran, Merthyr Tydfil County Borough Council  
K Thomas CVO, JP, Co-Optee

Officers in Attendance Susan Edwards, Glamorgan Archives Cardiff Council  
Richard Grigg, Legal Services  
Sarah Forrest, Corporate Services, Finance  
Gill Nurton, Democratic Services

### 11 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Robertson (Vice Chair) (Vale of Glamorgan CBC); Councillor C Smith (Bridgend CBC) and Councillors S Bradwick and E George (Rhondda Cynon Taf CBC).

### 12 : DECLARATIONS OF INTEREST

None received.

### 13 : MINUTES

The minutes of the meeting held on 15 June 2018 were agreed as a correct record and signed by the Chairperson.

### 14 : WELCOME

The Chairperson was pleased to welcome Freya Chambers and Adam Latchford both Cultural Ambition trainees undertaking a placement with the Glamorgan Archives.

## 15 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1 JUNE TO 31 AUGUST 2018

The Glamorgan Archivist, Susan Edwards presented her quarterly report 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. She highlighted key aspects relating to management of the team and resources; the support of the volunteer programme; continuing professional development; and the position with Investors in People accreditation.

The Committee welcomed the promotion of national and local partnerships and networks and were reassured about the stability of the environmental conditions in the repositories and the work being undertaken to monitor and undertake planned preventative maintenance of the building and its fixtures. The Committee noted the ongoing conservation and preservation plans and were advised of the Digital preservation project and work with Democratic Services team in Cardiff Council and the Vale of Glamorgan to develop systems for receiving agendas and reports digitally.

The Archivist updated the Committee on internal events and tours; educational visits and external events including attending the National Eisteddfod; participating in Heritage Days and Insole Court and the Bridgend at War event.

The Chairperson invited observations and questions.

- Members were interested in the Artist in Residency, and the Archivist confirmed that a number of artists had expressed an interest and visited the Archives and a number of submissions had been received which had been reviewed and a short-list of submissions had been made.
- Members welcomed the project looking at digitalisation of Agenda and reports which would free up the demand on ever reducing space at the Archives. Members asked if this would include the digitalisation of Registers of Electors. .

RESOLVED – That the report of the Glamorgan Archivist be noted.

## 16 : 2018-19 BUDGET MONITORING REPORT

Members were provided with an overview of the 2018/19 Budget Monitoring report which provided Members with the actual expenditure and income up to 31 July 2018 and projected full year revenue outturn for the current financial year 2018/19. A £36,856 overspend was projected against the approved annual budget.

The Committee noted that the projected overspend on employee and training costs were expected to be offset from grant income and recouping of training costs. The net overspend on premises costs was mainly due to the increase in National Non Domestic Rates (NNDR). Overspends in Supplies and Services were detailed in report some of which were due to unforeseen circumstances but there were underspends projected to offset these costs.

The Chairperson invited questions on the monitoring position and Members sought clarification on a number of issues.

- The Committee discussed the purchasing arrangements for unplanned and unbudgeted replacement computers and the requirement to follow Cardiff Council Procurement and Security and IT policies and the costs that are then occurred.
- The Committee noted that there is a general reserve to cover expenditure that exceeds budget and that there was no planned use of the reserve in 2018/19.
- It was noted that the additional use of the reserves may require consideration of an increase in member contributions for future years

RESOLVED – That the projected full year outturn position for 2018/19 as detailed in the report be noted, and that actions were in place to draw down income and grants to help offset any underspend.

#### 17 : 2017-18 AUDITED WALES AUDIT RETURN

Members were provided with the final Wales Audit Office Return for 2017-2018 and were advised that no adjustments had been made following an audit by Wales Audit Office which resulted in an unqualified opinion. The Committee commended the officers for their work in diligently preparing the accounts.

#### 18 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for Friday 14 December 2018 at 2.00pm.

The meeting terminated at 3.25 pm

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

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
14 December 2018**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO. 4</b>
<b>REPORT FOR THE PERIOD 1 September - 30 November 2018</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 September to 30 November 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*

Laura Cunningham has been appointed to the role of Archivist on a temporary basis to cover Hannah Price's maternity leave. Laura has recently qualified and has been volunteering regularly at the Archives while completed the distance-learning course. She joined at the end of November.

Adam Latchford and Freya Chambers, Cultural Ambition trainees, began their 6 month placements in September. They have completed an induction period and are assisting in a range of tasks across the service while working on their NVQ Level 2 in Culture and Heritage.

Lowis Lovell has returned from maternity leave and is continuing the work of sorting coroner's papers.

The annual staff coffee morning raised £190 for Macmillan Cancer Support.

#### *Continue skill sharing volunteer programme*

During the quarter, 52 volunteers have contributed 1,930 hours to the work of the office. Of these, 30 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 4 from outside the area served. They are continuing to work on projects previously reported to this committee.

3 volunteers, originally introduced through supported employment agencies, have contributed 162 hours of the total above. Distance learning students following the Archive Administration MSc distance learning programme at Aberystwyth University continue to attend, with three such students each week contributing a total of 96 hours. 6 Conservation Sciences MSc student volunteers from Cardiff University have contributed 160 hours of the total above

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

Feedback was received on the work undertaken by volunteer Rosemary Nicholson to record servicemen on the 16<sup>th</sup> Battalion Welsh Regiment Roll of Honour, which is accessible to view and search through the website:

*I just wanted to write a note of thanks to Rosemary Nicholson and anyone else involved in researching the records of these men... It means a lot to know when he died and that he is commemorated at the Thiepval Memorial... So thank you very much on his behalf and his families for commemorating his sacrifice in your roll of honour.*

The volunteer programme was explored by a doctoral student at the University of Central Europe in Budapest in support of her thesis which seeks to encourage a volunteering culture in Hungary. The Glamorgan Archivist was interviewed and questionnaires circulated to volunteers and the current programme co-ordinator.

#### *Continuing Professional Development*

Rhian Diggins, Senior Archivist, has enrolled on the University of London's Digital Preservation Training Programme. Delivered online, the programme provides comprehensive training for information professionals in planning for and implementing digital preservation within their organisation. The courses is funded by ARCW and must be



completed over one year. Two of the 14 modules have been completed to date.

Stephanie Jamieson, Project Conservator, attended the Conservation of Photographs on Glass Symposium at the Art Gallery of Ontario in Toronto in October with the aid of 2 external grants. This assisted her in the creation of an informed treatment plan for repairing the glass plates in the National Coal Board collection and provided an opportunity to discuss the material with experienced conservators. Since returning she has begun testing new techniques and has written notes on the treatment options for the conservation studio.

Laura Russell, Archivist, attended a MALD training course 'Attracting New Customers' exploring how to break down physical and psychological barriers to people accessing the service.

The Conservator has received training in specialist software and in managing dyslexia, funded through Access to Work grants.

Melanie Taylor, Records Assistant, received Dementia Friends training. She is one of 5 members of staff whose Welsh language skills have been developed during the quarter.

Stefan Walker, Records Assistant, attended a training day on digital filming funded through a grant from Archives and Records Council Wales (ARCW).

#### *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.

#### **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.

##### *Maximise benefit from income generation*

On-line payment is on hold until Cardiff Council's IT team has time to complete the project. A meeting with Cardiff Council's web design team concluded that the on-line shop would not benefit from a new payment system.

Since a note on the cost of taking in a deposit was added to the receipt form for depositors, donations amounting to £65 have been received.

Negotiations over the contract for paid access to digitised images of popular collections have continued to move forward. An alternative product was demonstrated but is unlikely to bring much financial benefit. The Glamorgan Archivist arranged for colleagues from Gwent and West Glamorgan Archive services to join her at the demonstration.

*Promote partnerships and networks*

*National*

The Glamorgan Archivist attended a meeting of Archives and Records Council Wales (ARCW). She has represented ARCW on the People's Collection Wales marketing meeting and is working to improve relationships between the two bodies through a pilot event to be held locally. She has attended a meeting to explore the Heddwch Nain/Mamgu project for Women's Archive Wales, based around the 1926 Peace Petition from the women of Wales to the UN. She attended the launch of Andrew Green's *Wales in 100 objects*, which includes items from the Collection, a Royal Society of Architects in Wales event to promote Peter Wakelin's report on a potential national archive for Welsh architecture, and the National Assembly for Wales annual Remembrance lecture, *Welsh Women's response to the First World War*, delivered by Dr Dinah Evans at the Senedd.

The Glamorgan Archivist attended the launch of the Cultural Ambition project in Caerphilly Castle, opened by the Minister for Culture, Tourism and Sport, Lord Dafydd Elis-Thomas, as a panel member debating recruitment to the heritage sector. She was interviewed by the consultants appointed to evaluate the project.

The Senior Archivist met Peter Owens, Rugby Heritage Manager of the Welsh Rugby Union, to discuss the archive collections of Welsh rugby clubs. She spoke at a seminar organised by the WRU for club representatives, discussing archives and their preservation, as part of a panel with representatives from the National Museum Wales and Cardiff University.

The Senior Archivist continues to represent Wales on the Archives and Records Association Survey group and attends meetings of the Archives and Records Council Wales Marketing Group.

The National Archives (TNA) staff are developing a programme of community engagement events based around the race riots of 1919 in the UK's port cities. The Senior Archivist had a telephone meeting to discuss plans.

Stephanie Jamieson, Project Conservator, sits on the Institute of Conservation (Icon) Photographic Materials Committee, now contributing to the group's social media in addition to her communications role. She helped to organise, and also spoke at the group's round table discussion on photographic conservation at the end of November.

### *Visits*

Staff of Rhondda Cynon Taf County Borough Council Library Service visited for a tour of the building and to discuss future collaboration.

A tour and display of documents was arranged for members of Merthyr Tydfil County Borough Council. Aled Jones and Geraint Talfan Davies, who are advising the authority on the archive holdings within the Leisure Trust, discussed their project with the Glamorgan Archivist after a similar tour.

### *Local*

The Cardiff Fusion programme has restarted with the appointment of a new co-ordinator. The Glamorgan Archivist assisted in the recruitment and the co-ordinator, Tina Pasotra, has visited the Archives to discuss future projects and help with evaluation. Staff attended evaluation training for the project at Yr Hen Llyfgell.

The Glamorgan Archivist sits on the steering committee for the Heritage and Cultural Exchange and has advised on recruitment for their recently granted Heritage Lottery project. She attended the Merthyr Tydfil Heritage Conference and the Capital Ambition promotion event in Cardiff City Hall.

The Archives continues to work in partnership with Grangetown Local History Society, providing a venue for monthly meetings. The HLF project exploring the records of South Wales' Jewish communities is based in the Archives.

Recruitment took place to the role of artist in residence for Out of the Box 2, funded by Arts Council Wales, ARCW and Grangetown Community Gateway and led by arts collective, Art Shell. Artist Fern Thomas was appointed to the role and she will be working at the Archives over a six month period until the end of March 2019. Fern held an introductory session for staff in November introducing her practice and her aims for the residency.

Head for Arts, an arts organisation working across the Heads of the Valleys area, has secured Heritage Lottery funding for their 'Exhibition in a Box' project. Working in partnership with Glamorgan and Gwent Archives, the Winding House Museum, Cyfarthfa Castle Museum and National Museum Wales, the project will explore with community participants the silences in the WW1. The Senior Archivist attended an initial planning meeting with all partners and has met the project officer to discuss potential content. Head for Arts also attended a House of Commons event, hosted by the Heritage Lottery Fund, to celebrate the contribution made by communities across the UK to mark the centenary since the end of the First World War. Partnership work with Glamorgan Archives was highlighted.

The South Wales Heritage Education Forum's October meeting at Cynon Valley Museum was attended by the Senior Archivist.

An agreement has been reached with the CF10 Rugby Trust to provide digital images of items within the Bleddyn Williams collection for the Cardiff Rugby Museum website. The Archives is advising on the preservation of their collection

The Senior Archivist attended the re-launch of the Hoover exhibition at Cyfarthfa Castle Museum, which was accompanied by a talk by Joe England on 'Merthyr Tydfil: Factory Town'. She also attended the launch of Dr Daryl Leeworthy's new book 'Labour Country'; Dr Leeworthy undertook much of the research for the volume at Glamorgan Archives.

#### *Potential partnerships*

The Glamorgan Archivist discussed possible joint community engagement projects with Dr Andrew Hignell of Glamorgan County Cricket Club.

The Senior Archivist discussed potential future partnership work with the newly appointed Civic Engagement Officer for Cardiff University Libraries and Archives and met representatives from South Wales Police to discuss the upcoming anniversary of the force's formation in 1969, as well as continued commemorations of the WW1 centenary.

The Boys and Girls Clubs of Wales have secured heritage lottery funding for a project to explore the history and heritage of the Ogmore Valley. The project officer met the Senior Archivist to discuss potential visits to the Archives by participants for training in archive research and document handling.

## **2. Building and systems**

### *Maintain building*

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required. The second Trend controller was replaced although other failed parts have been identified on the chiller and replacements ordered. A missing safety switch on the goods lift was identified and has been ordered.

The underfloor heating, while working better, is still not under the complete control of the building management system, and is not responding to the set timers. The problem of the overheating in the searchroom has been identified and a solution instigated.

### *Ensure compliance*

The Glamorgan Archivist attending mandatory training in Corporate Safeguarding with Cardiff Council. She attends directorate management team meetings to maintain contact with Cardiff Council. Staff have completed the council's on-line training courses in digital

security, safeguarding, and managing driving for work. Karen Jones, Administrative Officer, received additional training in the council's on-line finance systems and procedures. Personal Development Reviews are compliant.

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*

Conditions within the strongrooms remain within the preferred parameters with a slight fluctuation in relative humidity due to seasonal shift.

Quarterly inspection of the insect traps identified a hatch of moths in buffer zone 4. Nothing was found in the traps placed inside the strongrooms.

#### *Conservation and preservation plans*

Staff and volunteers are working through the identified priorities. The Conservator and Assistant Conservator have mainly been cleaning and repairing volumes from the Glamorgan Constabulary collection. The Preservation Assistants are boxing magistrates' court registers. All the team respond to external commissions. Rhondda Cynon Taf Library Service commissioned repair on a bible originally belonging to the James family of Pontypridd, famous for the father and son who composed the national anthem.

Deliveries from Harwell of Carmarthenshire's archives collections have restarted and are being checked and where necessary repackaged.

Five new conservation students from Cardiff University have begun volunteer placements in the conservation studio. Sarah Dunn has returned to continue her practical experience during the second year of her MSc in conservation practice. The students have worked with staff and the Cultural Ambition trainees to complete the deep clean of the stacks on which mould was identified, as reported to the previous meeting of this Committee. The rolls were repackaged. Students are currently assisting the Glamorgan's Blood Conservator with repairs to a large map of Deep Navigation colliery, Treharris, and two news-cutting books. Following a training session with the Conservator, one student, assisted by the Cultural Ambition trainees, is condition assessing Shipping Registers for the Port of Cardiff to inform a treatment plan. Other conservation volunteers are continuing repairs to items in the

Glamorgan Constabulary collection, assisted by the Cultural Ambition trainees who are carrying out red rot treatment on the volumes.

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*

Collections days have continued this quarter, with a focus on magistrates' court records. Registers are currently being received each week and collections days have provided an opportunity to ensure they are accessioned and catalogued as they come in.

Collections Week was held at the end of November. Work continued on addressing uncatalogued material which may include information of interest to the ongoing Independent Inquiry on Child Sex Abuse (IICSA). Material sorted and catalogued comprised records of Bridgend County Borough Council, Barry Ecclesiastical Parish, Mount Carmel English Baptist Chapel, Caerphilly, Ynysybwll Community Council and Vale of Glamorgan Council. All outstanding accessions which may include information relating to the care of children have now been accessioned.

Archive students have continued to work on cataloguing records from Glamorgan County Council that relate to the care of children. Following the completion of this work, a similar exercise will be carried out for unlisted material held for South Glamorgan and Mid Glamorgan County Councils.

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.

### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within the target time of 15 working days for 64% of the accessions. 82% of the accessions received between December 2017 and June 2018 had 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.

The process for producing receipts for new accessions has been revised to reduce the associated printing and postage costs. Most of the paperwork is now sent by email. The simplified system also slightly reduces the amount of time it takes to complete the accessioning process.

New accessions are highlighted on social media. Every year a report is submitted to the National Archives detailing the accessions received during the previous year. Following the report for 2017 a request was received for images of the records of Friends of Highfields Centre for the Disabled to be included in a report highlighting the most interesting accessions from the medieval period to the present day.

Louise Hunt, Archivist, visited the offices of TactileBOSCH, a contemporary arts venue, to assess their records. As they needed to leave the offices by the end of October it was agreed that material would be temporarily transferred here while staff continued to sort through the very large photographic collection. Once sorted a smaller sample will be accessioned next year.

#### *Digital preservation*

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

Following the visit of project staff at the end of August, as reported in the previous quarter, work has begun on ensuring the infrastructure is in place to enable the digital deposit of council committee papers. One of the issues currently being examined is how councils using the Modern.gov system to store such material can export the records for transfer. The software providers state it is currently only possible to export one file at a time so a solution to this is being pursued. Secure transfer and the automatic population of metadata fields are also being looked at and a record processing agreement will be drawn up for project staff to sign.

#### *Glamorgan's Blood*

Louise Clarke, Project Archivist, has continued the cataloguing of pre and post-nationalisation records and has created entries for the majority of the records within the scope of the project. Catalogue entries for the photographic negatives and plans are currently being prepared for upload.

Jake MacDonald, Corporate Trainee, has continued with the cleaning, repackaging and scanning of the glass plate negative collection. Adam Latchford and Freya Chambers, Trainees have also begun work on the negatives, enhancing existing catalogue descriptions and writing blog posts.

Andrew Booth, Volunteer, has completed the indexing of the Ocean and National Magazine series, an important series featuring content relating to the social and welfare aspects of the coal industry during the 1920s and 1930s. He has produced 9 blog posts based on the magazine articles and selected images for use on social media.

The project is promoted through social media. The Project Archivist also took the lead on media work concerning coalfield photographs that had been deposited at the archive earlier in the year. The photographer was unidentified but, following a press release, he was identified as Mr Les Price of Pentre, former collier and keen amateur photographer. The story was featured on Radio Wales, BBC Wales Today and BBC Wales Breakfast; in Wales Online, on the front page of the Western Mail and in several local newspapers. The Project Archivist was interviewed for Radio Wales and Wales Today.

The project was promoted at Glamorgan Archives' annual Open Doors event, reported under C1 below.

Stephanie Jamieson, Project Conservator, has continued to paginate and re-house the NCB files with assistance from trainees Freya Chambers and Adam Latchford. A total of 85 files have been completed, with 88 folded plans removed from the files and re-housed.

Arts Society volunteers have returned to cleaning large and flat volumes this quarter. Cardiff University students have been working on a collection of NCB volumes containing newsprint.

The Project Conservator has completed the condition survey of the photographic material, highlighting and separating heavily damaged items. After attending the Conservation of Photographs on Glass Symposium in October, she has created an informed treatment plan for repairing the glass plates in the collection and has begun testing. Adam Latchford and Freya Chambers have been trained on how to clean negatives and are assisting Jake MacDonald on the project. Preservation Assistants Catherine Morgan and Jayne Miller are making new folders for the broken glass plate negatives.

The condition survey of the rolled material in the NCB collection is continuing. The Project Conservator, with the help of Conservator Michael Hodgson, re-lined and repaired a heavily damaged plan on the studio wall board. This plan was then re-housed by the Arts Society volunteers.

## **C. ACCESS**

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

*Monitor service and implement improvements*

Ask the Experts family history advice sessions continue with 15 attendees this quarter. Sessions are delivered by an expert volunteer.

Young people from Valleys Kids Penyrenlyn project visited once again as part of their work through the Cadw programme Unloved Heritage exploring the history of Fernhill Colliery and the surrounding community at Blaenrhondda. They viewed several series of documents, including



Rhondda Urban District Council building regulation plans, National Coal Board records and census returns, in order to build up a picture of the community.

A group of staff and clients from Recovery Cymru in the Vale of Glamorgan and Cardiff visited for a behind the scenes tour. The organiser sent the following after the event:

*Just wanted to say thank you for a fantastic afternoon. Everyone thoroughly enjoyed it and found it really interesting.*

Tours have been provided to three individuals this quarter who were unable to attend on Open Doors day.

#### *Programme of user events*

The annual Open Doors event, part of a Wales-wide programme organised during September by Cadw, was held on Saturday 29 September. This year the event focussed on the Glamorgan's Blood project and the work currently underway to catalogue and conserve the coal collections. Behind the scenes tours were offered to the public; Project Archivist Louise Clarke gave a talk on the Glamorgan's Blood project and the material found within the National Coal Board records, and Project Conservator Stephanie Jamieson and Corporate Trainee Jake McDonald demonstrated conservation work currently in progress to preserve the plans and glass negatives within the NCB collection. It was a successful event with 43 attending.

The programme of events continued with Dr David Jenkins' talk 'I Hope to Have a Good Passage: The Business Letters of Captain Daniel Jenkins'. Based on his book, published by South Wales Records Society, the talk contributed to celebrations of the Year of the Sea. A display of documents from the Collection was arranged after the talk.

In November the centenary of the end of WW1 was commemorated with a talk by Dr Jonathan Hicks on 'Wales and the First Air War'. Documents relating to the theme were displayed for those attending to view.

Two talks have been held in partnership with Grangetown Local History Society, who meet at the Archives on the first Friday of each month. Talks are open to the general public. In September Don Gerrard of Cowbridge gave a talk, 'The Last Days', concerning the end of WW1. In November, Steve Duffy of Grangetown spoke on 'The Unexpected Enemy: How Spanish Flu Hit Glamorgan and Cardiff in 1918'.

In early September the Archives hosted the new exhibition from the Innovate Trust, 'Cardiff University Social Services: The Untold Story'. The exhibition and related materials, including films about the history of CUSS, was funded by the Heritage Lottery and produced by a team of Innovate Trust volunteers, to tell the story of the UK's first supported living house for people with a learning disability which was located in

Ruthin Gardens in Cathays. An event was held during the course of the exhibition where volunteers attended and introduced visitors to the exhibition and its content; relevant documents from the Collection were displayed. After closing at Glamorgan Archives the exhibition moved to the Senedd and the Senior Archivist attended the opening.

During November the South Wales Police exhibition on the Police and the First World War has been on display in the front hall. The panels note the involvement of officers from all the Glamorgan forces in the war, including the Glamorgan Constabulary and the Cardiff and Merthyr Borough Constabularies.

### *Education*

The Archives again participated in Kids in Museums Takeover Day, being “taken over” by pupils from Trinity Fields, a special school in Ystrad Mynach. Ten pupils attended and spent the day trying out various tasks including cleaning documents, checking pest traps, sorting a new accession, registering members of the public, producing documents, answering research enquiries and taking over social media. The pupils and the staff all enjoyed the day. Feedback included:

*Thank you so much for hosting such a fantastic opportunity and experience for my pupils.*

*Just a quick message to say how much Birch class from Trinity Fields genuinely enjoyed their take over day. I went up to see the class in the week and all the pupils were raving about the excellent day they had. They were really engaged and loved it- thank you for putting the time in and preparing such fabulous and important activities for them.*

The school has requested work placements for some of the pupils who took part and arrangements are being made.

School visits have proved very popular since the start of the new school year in September with the centenary of WW1 and competitions, including the John Hopla Award and the Welsh Heritage Schools Initiative, as contributing factors. Five groups from Gwauncelyn Primary in Tonteg visited to explore the impact of WW1 on their locality. Pupils from Thornhill Primary School, Cardiff made a return visit for two workshops on WW1. Classes from the school had previously visited the in 2017 to carry out research for a project writing a piece of music, ‘The Armistice Cantata’. The school won a National Lottery Education award for their work and brought pupils back to visit during the week of the armistice centenary.

Two classes from Kitchener Primary in Riverside, Cardiff visited to discover how their locality has changed over the past century. St Paul’s Primary in Grangetown, Cardiff and Grangetown Primary, Cardiff each brought in two classes to examine the impact of the Second World War on their community. A research group of 9 pupils from St John Lloyd RC

Primary in St Mellon's, Cardiff also visited for the Second World War workshop to start their Welsh Heritage project which they will complete this term.

Students from Hawthorn High School in Pontypridd visited as part of an intergenerational project, bringing together school children and local historians, funded by the HLF. The project recorded the stories of the 29 men who lost their lives in WWI and are commemorated on a plaque in St Mary's Church, Glyntaff. The students researched the lives of these men before and during the war and produced a beautiful commemorative publication 'Lest We Forget', a copy of which has been deposited with the Archives. The publication was launched after a service of remembrance at St Mary's Church on Friday 9<sup>th</sup> November, attended by Laura Russell, Archivist, as well as the local mayors, MP and AM.

Pupils from Whitmore High School, Barry visited for a tour and to discover more about the noted Welsh people after whom their form groups are named. This will contribute to their current Welsh Heritage Initiative project.

History undergraduates from Cardiff University visited for a tour and to learn more about archive research. Dan Jewson, a current postgraduate student and former Glamorgan Archives' Records Assistant, spoke to them about research methods based on his experience of using Glamorgan Asylum records.

A talk was given to second year undergraduate students at the Welsh School of Architecture on archival sources for research projects. A group of postgraduate architecture students visited the archives for a tour and to view documents from the collection relating to their current project on the Grangetown pavilion.

Postgraduate students from Cardiff University's School of Welsh visited to learn more about services and the Collection, and how archives can support their studies.

Adult Learning Wales students from Merthyr Tydfil attended with their tutor, Dr Daryl Leeworthy, for an introduction to the Archives and in particular, records relating to Merthyr Tydfil.

## **2. External events**

### *Contribute to heritage events*

The Glamorgan Archivist attended the closing event of Artis Community's Camaraderie project in Pontypridd, an intergenerational exploration of conflict centred on WW1, and Heroes of the Gulf: Arab Merchant Seamen of WW1 and WW2, in Cardiff's Pierhead.

Glamorgan History Society held their Autumn Day in Bridgend, on the theme of industry in Glamorgan, with talks on Merthyr Tydfil's iron

industry, the steel industry in Port Talbot and representations of Glamorgan's industry in art. The Senior Archivist attended.

Cardiff University Special Collections and Archives held a City of Song event during Explore Your Archive week based around music collections in Cardiff. Representatives from several archives and libraries spoke, including the Senior Archivist. It provided an opportunity to meet colleagues from neighbouring institutions, discuss potential partnership work and share information on linked collections.

The Glamorgan Family History Society held their annual fair at the Merthyr Tydfil Leisure Centre in October. Harvey Thomas, Assistant Archivist, represented the Archives.

#### *Identify and respond to major anniversaries*

The Senior Archivist and volunteer Rosemary Nicholson attended the Cardiff Council staff remembrance service on 12 November, and contributed a reading of details of some of the service personnel featured on the Council's war memorial, which had been extracted by Rosemary from records accessible at the Archives.

Albany Primary opened the school to the public on 20<sup>th</sup> October, recreating the hospital based there during WW1. Glamorgan Archives staff and volunteers attended.

The centenary of the end of the First World War was commemorated on the blog with three articles exploring peace celebrations in 1918 and 1919 and the role of soldiers after Armistice Day.

Other anniversaries commemorated on the blog and through social media include the centenary of Rookwood Hospital, World First Aid Day, Roald Dahl Day and National Poetry Day.

Appendix V details activities this *quarter* relating to the centenary of the First World War.

### **3. Remote access**

#### *Monitor service and implement improvements*

The 15 working day target on remote enquiries is met. Feedback comments have included:

*thank-you for your prompt reply. Very professional and helpful.*

*Thanks so much! This is really useful and I'll definitely be making the trip in the next couple of days to come and have a look at the archives. I really appreciate the extent of your efforts to assist with my enquiry!*

*many thanks for your suggestions, and also the very prompt response, they are very much appreciated.*

*Thank you very much for the very clear and concise information you sent me regarding the records held by Glamorgan Archives. I am looking forward to visiting the office to research the history of our house and in the meantime will check out the website.*

Interesting enquiries are reported in *Appendix II*.

### *Publicity*

The Senior Archivist was interviewed by Dei Thomas of Radio Cymru concerning the Glamorgan's Blood project. The interview was broadcast on Sunday 18<sup>th</sup> November. She was interviewed for S4C's Newyddion programme regarding the Women's Archive Wales collections held at the Archives. She also spoke on Ceri Stennett's 'Come on In' show on Radio Cardiff on sources for maritime history in connection with the Year of the Sea.

Glamorgan Archives featured in the ITV Wales series 'Dock of the Bay' which explores the history of Cardiff Docks and the development of Cardiff Bay. The Senior Archivist attended the series launch held at The Exchange hotel on Mount Stuart Square.

A film crew from S4C's nightly magazine programme 'Heno' visited for a piece on the flu epidemic of 1918-1919. They filmed a number of items from the Collection, including extracts from school log books, and interviewed the Senior Archivist.

Copies of photographs of Second World War bomb damage in Cardiff were provided for use in the BBC programme 'Home Front Heroes'. Genealogist Cat Whiteaway filmed a piece for the One Show in the searchroom in November using Glamorgan Archives as an example of a place she would visit to carry out research.

Two images from the collection will be included in an article in the Family Tree Magazine in December by Dr Diane Brook. The article, 'Images of Our Ancestors' included images from DCONC/3/2/1, Cardiff Police fingerprint and photographic register.

As part of the 2019 national Explore Your Archive campaign, three short films promoting archives were commissioned by ARCW. Filming took place at Glamorgan Archives. Archives Wales ambassador Lowri Morgan was featured discussing new accessions, learning to clean documents, speaking to volunteers, and in the searchroom discovering more about the history of her house. The films are available on the Archives' YouTube channel <https://www.youtube.com/user/glamorganarchives>.

An article on the BBC website, 'World War One: How Wales celebrated the Armistice', included extracts from school log books for Cardiff held at the Archives. Wales Online and the South Wales Echo featured an article drawn from our blog on the use of Rookwood House as a hospital

during the First World War. A piece on the South Wales tornado of 1913 appeared on Wales Online and in the Western Mail magazine and drew on material held at the Archives. Wales Online also featured an article on John Hughes and the establishment of Hughesovka.

In addition to commemorating and celebrating anniversaries, the blog and social media have been used to publicise school workshops, the Glamorgan's Blood project, to celebrate achievements of volunteers, the Explore Your Archive campaign, the Year of the Sea, Halloween and Diwrnod Shwmae. An article by Tony Peters, volunteer, has been published in the Glamorgan Family History Society Journal for December 2018. The article describes the celebrations that were held for the armistice on 11 November 1918 and uses extracts from school log books from the Collection.

### **SUMMARY**

Armistice anniversary events have dominated engagement activities during the quarter; *Appendix V* lists the year's related activities with the majority taking place in the last 3 months. This quarter has also seen an exceptional take up of the Archives' school workshops and education visits (518 school and university students). While this is welcome and, for the moment, manageable, the pressure of unanticipated demand has been felt in other parts of the service. It is increasingly difficult to give time to planning and innovation around income generation and digital preservation and while cataloguing targets for current accessions are just about met there is no capacity to address the inherited backlog of unlisted material in the Collection. Glamorgan Archives remains a flagship service in Wales thanks to the sterling efforts of staff and volunteers and despite increasingly difficult financial circumstances.

#### **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 December 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 September– 30 November 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>
Access	Promote service via anniversaries	12 social media posts	12
	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taff
	Deliver educational service	10 educational visits	28
	Deliver on-site events	6 public events	9
The Collection	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 64%; complex; 82%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	531 cleaned; 429 conserved; 885 boxes made
Resources	Meet income target	£83,750	£60,667
	Meet agreed revenue budget	£852,750	£30,226 overspent
	Manage volunteers workforce	6,600 hours; 100% reviewed	5944
	Maintain establishment	14 fte	14 fte

## Appendix I

<b>Casgliad Wynn Roberts, Pentyrch, Collection</b>			
<b>Accession No:</b>	2018/182	<b>Reference No:</b>	D1609
Records relating to local history, including Penuel, Capel y Bedyddwyr, Pentyrch; Llandaff and Dinas Powis Rural District Council: accounts and plans; sale catalogues of local estates Date of records: 19th-20th century			

  

<b>Vale of Glamorgan Council</b>			
<b>Accession No:</b>	2018/183	<b>Reference No:</b>	CVG
Land Charges plans and registers; Cabinet minutes, 2009-2010 Date of records: 1930s-1990s			

  

<b>Report on property interests of Sir George Elliot</b>			
<b>Accession No:</b>	2018/184	<b>Reference No:</b>	D1610
Report detailing the leases of various collieries in Glamorgan. Including details of their outputs, earnings, infrastructure and costs of potential improvements. Date of records: [1883]			

  

<b>William Williams, Assistant Draper of Cowbridge papers</b>			
<b>Accession No:</b>	2018/185	<b>Reference No:</b>	D1615
Indenture, accounts book and share certificates, will of Mrs Ann Fisk Date of records: 19th century			

  

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2018/186	<b>Reference No:</b>	DLNS
Newsletter 175 Date of records: Sep 2018			

  

<b>Cardiff Universities Social Services / Innovate Trust Records</b>			
<b>Accession No:</b>	2018/187	<b>Reference No:</b>	D1025
Papers collected together by Innovate Trust for exhibition on the history of CUSS including information guides, publications, annual reports, video and oral history transcripts. Date of records: 1960s-2000s			

  

<b>Peter Morris Athletics Collection</b>			
<b>Accession No:</b>	2018/188	<b>Reference No:</b>	D60
Athletics programmes, results of Pentyrch Hill Race 2018 Date of records: 2011-2018			

  

<b>Cardiff Philatelic Society Records</b>			
<b>Accession No:</b>	2018/190	<b>Reference No:</b>	D1602
Various records including minutes, accounts, attendance book, Society booklets Date of records: 1939-c2000s			

<b>A. W. McKinty of Cardiff, Collection</b>			
<b>Accession No:</b>	2018/191	<b>Reference No:</b>	D80/11/5
Photograph of group of pupils from Barry Boys' County Grammar School at Cardiff Grand (Central) Station bound for trip to Paris with French teacher Mr Hughes. Date of records: 24 Jul 1950			

<b>Loughor Manorial Court Records</b>			
<b>Accession No:</b>	2018/192	<b>Reference No:</b>	D1612
Loughor Manor of Newton Nottage court records, bound together in 19th century. Date of records: 1594-1813			

<b>Llantrisant and District Local History Society Records</b>			
<b>Accession No:</b>	2018/193	<b>Reference No:</b>	D134
Meisgyn and Glynrhondda Local History Research, Volume IX, Number 6 and Volume X, Number 1. 'The making of Tinplate in Pontyclun 1872-1960' by Edgeley Thomas Date of records: 2017-2018			

<b>Aberdare Girls' County Grammar School Programme for Distribution of Certificates</b>			
<b>Accession No:</b>	2018/194	<b>Reference No:</b>	D1613
Programme for prize giving Date of records: 29 Apr 1954			

<b>South Wales Police Constabulary Records</b>			
<b>Accession No:</b>	2018/195, 203	<b>Reference No:</b>	DSWP
The Great War Centenary 1914-1918, 2014-2018; Ernest Rollings The Policeman 'Who Ended TheWar' Date of records: 2018			

<b>Alan and Marion Powell of Pontllanfranith Collection</b>			
<b>Accession No:</b>	2018/196	<b>Reference No:</b>	D1614
Records from Bargoed Technical School, Gilfach Fargoed Primary School class photographs, Barry Training College records, Hengoed Welsh Baptist Church photograph, additional records collected by Mr Powell over the years. Date of records: 1959-2005			

<b>Cowbridge History Society Records</b>			
<b>Accession No:</b>	2018/197	<b>Reference No:</b>	D1254
Cowbridge Grammar School photographs, 1934-1966; Empire Day photograph, 1927 Date of records: 1934-1966			

<b>Headland Archaeology Records</b>			
<b>Accession No:</b>	2018/198, 215	<b>Reference No:</b>	D1637
Photographs, negatives and context register relating to Merthyr Tydfil Tram Road Date of records: 2004			

**The Twenty-First Anniversary Of The Opening of the Cathays High School**

<b>Accession No:</b>	2018/199	<b>Reference No:</b>	D1616
Order of service Date of records: 15 Sep 1952			
<b>Court Road Infants Council School, Grangetown, Cardiff, Admissions Register</b>			
<b>Accession No:</b>	2018/200	<b>Reference No:</b>	D1620
Admissions register Date of records: 1893-1896			

**Women's Archive Wales/Archif Menywod Cymru Records**

<b>Accession No:</b>	2018/201	<b>Reference No:</b>	DWAW
Papers of Avril Rolph, former Secretary, including annual reports Date of records: c1997-2018			

**Glamorgan Federation of Women's Institutes Records**

<b>Accession No:</b>	2018/202	<b>Reference No:</b>	DXNO
Records of various branches Date of records: 1930s-2010s			

**Tabernacle Chapel, Fenton Place, Porthcawl Records**

<b>Accession No:</b>	2018/204	<b>Reference No:</b>	D1560
Duplicate marriage registers, 1947-1957, 1996-2018. Date of records: 1947-2018			

**VCS Cymru Records**

<b>Accession No:</b>	2018/205	<b>Reference No:</b>	D1618
Minutes, correspondence files, photographs of events, application forms for project work, old volunteer forms Date of records: 1964-2010			

**Jim Wilmot of Cardiff Papers**

<b>Accession No:</b>	2018/206	<b>Reference No:</b>	D1636
Photographs and negatives of Cardiff Docks, also records of a trip to Stuttgart as part of a Christian (Bridge St.) delegation to develop links between the cities. Records of Birchgrove Angling Society Date of records: 1940s-1980s			

**Queen's Cinema Theatre, Cardiff, Records**

<b>Accession No:</b>	2018/207	<b>Reference No:</b>	D1624
Flyer advertising the showing of Warner Bros 'On Trial' and other coming attractions Date of records: May 1929			

**Associated British Ports (ABP) Records**

<b>Accession No:</b>	2018/208	<b>Reference No:</b>	D406
Photographs and administrative records, also some film reels Date of records: 19th-20th century			

<b>Howell's School, Llandaff, Collection</b>			
<b>Accession No:</b>	2018/209	<b>Reference No:</b>	D1001
Scrapbook compiled for 125th anniversary of Howell's School, compiled by from IV Z			
Date of records: 1984-1985			

<b>Programme for Cardiff Municipal Officials Picnic</b>			
<b>Accession No:</b>	2018/210	<b>Reference No:</b>	D1625
Trip to Royal Windsor, the Thames Valley, Marlow and Maidenhead.			
Date of records: 19 Jun 1934			

<b>South Wales Coalfield, Photographs</b>			
<b>Accession No:</b>	2018/211	<b>Reference No:</b>	D1544/4/18
Photograph taken by Leslie Price in Penrhiwceiber during 1984/5 miners' strike, depicting boys carrying coal collected from Cyncynon Tip.			
Date of records: 1984-1985			

<b>Grangetown Elementary and Junior School Records</b>			
<b>Accession No:</b>	2018/212	<b>Reference No:</b>	EC41
Grangetown Evening Continuation School log book			
Date of records: 1893-1952			

<b>Bella Brown, Lord Mayor of Cardiff and Chairman of South Glamorgan, Papers</b>			
<b>Accession No:</b>	2018/213	<b>Reference No:</b>	D1619
Photograph albums reflecting Bella Brown's time as Mayor of Cardiff and Chairman of South Glamorgan, including an album presented by South Wales Echo. Also, loose photographs, programmes and invitations.			
Date of records: 1970s-1980s			

<b>Postcard views of Cowbridge</b>			
<b>Accession No:</b>	2018/214	<b>Reference No:</b>	D1622
Views of Cowbridge and surrounding area			
Date of records: 1900s-1920s			

<b>The Reverend Joseph Edgar Marshall Christopher Papers</b>			
<b>Accession No:</b>	2018/217	<b>Reference No:</b>	D1626
Licenses, declarations and institution papers for positions in Pwllgwaun, Graig and Penrhiwceiber.			
Date of records: 1915-1931			

<b>Mills Garage, High Street, Cowbridge Deeds</b>			
<b>Accession No:</b>	2018/218	<b>Reference No:</b>	D1623
Property records			
Date of records: 1934-1939			

<b>Albert Bailey Spinks, Headteacher, Photographs</b>			
<b>Accession No:</b>	2018/219	<b>Reference No:</b>	D1627
Photographs of staff and pupils: Municipal Secondary School, Allensbank Secondary School, Severn Road Girls School; Cardiff Home Guard			
Date of records: 20th century			

<b>Colin Sendell of Cardiff, Papers</b>			
<b>Accession No:</b>	2018/220	<b>Reference No:</b>	D1473
Howard Gardens High School for Boys photograph			
Date of records: Oct 1947			
<b>Glamorgan Record Office Collection</b>			
<b>Accession No:</b>	2018/221	<b>Reference No:</b>	DXCG135/41
Photographs of open day, 2000.			
Date of records: 2000			

<b>Boys' Intermediate/Grammar School, Pontypridd, Collection</b>			
<b>Accession No:</b>	2018/223	<b>Reference No:</b>	D1630
School photograph, 1947; 'The Pontypriddian', 1946-1948, 1950			
Date of records: 1946-1950			

<b>Cardiff Reservoirs Fly Fishing Club Records</b>			
<b>Accession No:</b>	2018/224	<b>Reference No:</b>	D1631
Minutes books, address book, Club history			
Date of records: 20th century			

<b>David Webb of Pentyrch Family Papers</b>			
<b>Accession No:</b>	2018/225	<b>Reference No:</b>	D1632
Family papers including apprenticeship indenture, certificates, property records and school group photograph			
Date of records: 19th-20th century			

<b>Harold Powell Cardiff Naturalists' Society papers</b>			
<b>Accession No:</b>	2018/226	<b>Reference No:</b>	D1633
Letter from the Cardiff Naturalists' Society to Society member in support of the National Museum of Wales Appeal; National Museum of Wales Appeal booklet; donation form			
Date of records: 1963			

<b>Casgliad Philip Lloyd o'r Wyddgrug</b>			
<b>Accession No:</b>	2018/227	<b>Reference No:</b>	D1510
Tocyn			
Date of records: 1950			

<b>Annie and James McNabb of Cardiff Photograph Album</b>			
<b>Accession No:</b>	2018/228	<b>Reference No:</b>	D1634
Photograph album of views of Kenya, including animals, local people and Annie and James McNabb			
Date of records: c1926			

<b>Vale of Glamorgan Borough Council Planning records</b>			
<b>Accession No:</b>	2018/229	<b>Reference No:</b>	DCVG
Planning application sheets, Barry and Penarth; Rural District plans; OS sheets Date of records: 19th-20th century			

<b>Cardiff and Vale University/Local Health Board</b>			
<b>Accession No:</b>	2018/230	<b>Reference No:</b>	DHSD
Register of births, TB register, register of illegitimate births, register of premature births Date of records: 1960-1980			

<b>Ralph Lewis Photographic Collection</b>			
<b>Accession No:</b>	2018/231	<b>Reference No:</b>	D1557
1 box of slides, 2 boxes of photographs of Cardiff and surrounding area. Date of records: 20 century			

<b>Vale of Glamorgan Council Records</b>			
<b>Accession No:</b>	2018/232	<b>Reference No:</b>	CVG
Committee agendas and reports Date of records: 2010-2011			

<b>Ely Paper Mill Records</b>			
<b>Accession No:</b>	2018/233	<b>Reference No:</b>	DX987
The Wiggins Teape Group Ltd. South Wales operations reorganisation policy Date of records: 1982			

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2018/234	<b>Reference No:</b>	D37/1
Date of records: Dec 2018			

## **Notable accessions**

### **South Wales Coalfield, Photographs (D1544)**

An additional item has been deposited by a local photographer. Leslie Price worked as a coal miner in Mountain Ash until redundancy c.1990. A self-taught photographer, he was interested in telling stories and documenting the coal industry through his photographs, including depicting people and their jobs, scenes of derelict collieries and the end of the industry. The latest addition to the Collection is a photograph taken by Mr Price during the 1984/5 miners' strike, depicting boys carrying coal collected from Cyncynon Tip, Penrhiwceiber

### **Cardiff Philatelic Society Records (D1602)**

A large collection of records reflecting the activities of a local philatelic society has been received. The Cardiff and South Wales Philatelic Society was founded 1899 and later became known as the Cardiff Philatelic Society. It aims to promote the study and practice of philately of all periods of the area geographically represented by the wider Cardiff area and to provide facilities for the exchange of information and material

relevant to such study. Records received include minutes, correspondence, programmes and accounts

#### **Loughor Manorial Court Records (D1612)**

A court book for Loughor Manor of Newton Nottage has been deposited by a rare books seller. This early and unusual item covers the years 1584 to 1813 and contains a record of various courts leet and baron. The volume is composed of differing sized pages which were possibly four volumes originally, in soft covers, which were bound into a single volume in the 19th century

#### **Alan and Marion Powell of Pontllanfranith Collection (D1614)**

A varied collection of local records has been donated. Items include Bargoed Technical Grammar School papers including magazines, a photograph and programmes, Gilfach Fargod Primary School class photographs and a photograph of Hengoed Welsh Baptist Church officers

#### **Bella Brown, Lord Mayor of Cardiff and Chairman of South Glamorgan, Papers (D1619)**

Bella (Arabella) Brown was Lord Mayor of Cardiff (1979-1980) and Chairman of South Glamorgan County Council (1980-1981). The records include several photograph albums documenting Bella Brown's official duties. One album was presented to Councillor Brown by Captain BN Wilson, Royal Navy, to commemorate her presence at the Commissioning of the third HMS Cardiff, while another was compiled by the South Wales Echo and presented at the conclusion of her term of office

#### **Headland Archaeology Records (D1637)**

An unusual collection of records has been received from Headland Archaeology, a privately-owned provider of heritage services to the development and construction sectors. Records comprise an archaeology survey consisting of photographs and context registers relating to the Merthyr Tydfil Tram Road

#### **Vale of Glamorgan Borough Council, Records (DCVG)**

Records have been transferred by Planning and Regeneration, Vale of Glamorgan Council. Items received include a quantity of planning application sheets relating to properties in Penarth and Barry including a Billiard Room for S.A.Brain, Penarth and a hand drawn coloured plan showing elevations relating to a proposed Barry Island Pavilion

#### **Glamorgan Federation of Women's Institutes Records (DXNO)**

An additional deposit of various branch records has been received. Records include minutes, accounts, photographs, attendance registers and scrap books. The items relate to several local branches including Llanharry, Ferndale, Ton Pentre, Sully and Coity



## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
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
Sep – Nov 2018	2683	(2004)	86	3041

	<b>Remote Enquiries</b>	<b>Website Hits</b>
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
Sep – Nov 2018	958 (+168 un-printed thank you emails)	12863

### Interesting Enquiries

The Collection is regularly used by evidential enquirers. Staff from Cardiff and Vale University Health Board are undertaking research as part of the ongoing Independent Inquiry into Infected Blood and Blood Products. Records showing land use in Barry were consulted in relation to a court case concerning the ownership of a quarry.

Students and academics use on-site and remote access services. An architecture student consulted building plans and elevations of James Howells' store in Cardiff. Local authority plans were also consulted by a PhD student from Leeds researching the construction of waterworks in Cardiff and Pontypridd during the late-19th century, in addition to the records of Pontypridd and Rhondda Joint Water Board, Pontypridd Local Board of Health and Pontypridd Urban District Council. Whilst preparing for a lecture on the Cory family an academic researcher came across the blog post featuring

Mary Traynor's image of the Cory Memorial Hall. A reference to the image and additional information was provided.

Several authors sought assistance with their research on historical books. A number of sources were suggested to the author of a book on women's football in Wales. In return he identified an unattributed photograph as Cardiff Ladies team, enhancing the existing catalogue description. A local historian producing a publication on the Hirwaun Ironworks visited to consult the diaries of Henry Fothergill along with Ordnance Survey plans and Mid Glamorgan County Council Conservation Architect's files. The author of a book on the Cumbrian Railways Association, featuring coal traffic from Wales to Scapa Flow during the First World War, sought permission to use a railway image from the Collection.

The centenary of the Armistice has been reflected in many of the enquiries received this quarter. A member of Conway Road Methodist Church in Canton, Cardiff visited to consult the Church register of members to identify those who died in the War. A family historian sought information on her ancestor, Dr Arcangelo Ditaso, a microbiologist and surgeon who worked in Cardiff during the WW1. He was a colleague of Dr Goodall who ran Whitchurch Hospital and wrote a scientific publication with him. A member of staff from Cadw researched a report on the maintenance of the National War Memorial in Alexandra Gardens. Photographs from the Collection will be included in the report. An enquiry was also received regarding the War Memorial at Llandissilio in Carmarthenshire. The researcher wanted to trace the ownership of Memorial as he believes the land on which it was built was donated by a local family. Once ownership is established he plans to apply for funding to clean the monument. Information was provided from minutes of Llandissilio Parish Council currently held here on behalf of Carmarthenshire Archives.

The media continue to make use of the Collection. A researcher from BBC Wales was in touch for details on the Armistice celebrations. A researcher for a historical television drama requested information on harvest festival displays in schools during the 1960s, for which photographs are held in the Collection.

Colleagues in museums and libraries have been helped with their research. The Museum Co-ordinator at Cynon Valley Museum used school logbooks and coal collections in developing an exhibition about the impact of WW1 on the valley and on the miners' strike of 1915. The coal collections were also used by a researcher from National Museum Wales seeking information on William Russell Beith, who was awarded the Albert Medal 1st Class for bravery during the 1877 Tynnewydd Colliery Inundation.

A number of interesting family history have been received. Account books for Cyfarthfa Ironworks were consulted for details of a mining engineer ancestor who conducted business with the Ironworks during the 1820s. A descendant of Frederick Willcox, who led a performing troupe called Fredericks Troupe during the 1880s was directed to the Theatre Royal playbills for the period. An enquiry from South Africa asked about Home Guard records as an ancestor, Edward Arthur Jones, had served as a Lieutenant in the 7th Glamorganshire Battalion. A researcher from Sweden tracing an ancestor, Elizabeth Jansson, who worked as a stewardess on the steamer

'Norge' and drowned in the East Bute Dock in 1877 was directed to the Cathays cemetery registers.

From the Netherlands came an enquiry about Second World War soldier Moelwyn H Jones of Abercynon. He is one of only three soldiers buried in the Catholic Church graveyard in Udenhout, but little is known of his background. a number of useful online resources were suggested. Another individual forming the subject of an enquiry was William Pritchard Morgan, former Liberal MP for Merthyr Tydfil. The researcher was particularly interested in his 1910 election campaign when he was opposed by Keir Hardie, and looked at Merthyr Tydfil election records amongst the papers of the Vaughan Family of Merthyr Tydfil.

The history of the settlement of Hughesovka, modern day Donetsk in Ukraine, continues to draw researchers. An enquiry was received from a resident of the Ukraine; a Hungarian author visited the searchroom to see photographs from the Hughesovka collection; an sought information on his grandfather, Alfred George Smith, who was involved in the steel armaments industry in Hughesovka and is believed to have fled the Russian Revolution with his family, returning to Newcastle Upon Tyne.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	15
Grangetown Local History Society x3	75
Unloved Heritage	8
Recovery Cymru	8
Adult Learning Wales: Merthyr Tydfil	15
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	15
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<b><i>Events</i></b>	
Open Doors	43
'I Hope to Have a Good Passage: The Business Letters of Captain Daniel Jenkins'	27
'Wales and the First Air War'	21
<b><i>Exhibitions</i></b>	
'Cardiff University Social Services: The Untold Story'	137
<b><i>Filming</i></b>	
BBC Newyddion	2
BBC Wales Today	1
S4C Heno	3
The One Show	3
Archives Wales	4
<b><i>Education</i></b>	
Kids in Museums Takeover Day (Trinity Fields School)	15
Gwauncelyn Primary x5	169
Thornhill Primary x2	62
Kitchener Primary x2	61
St Paul's Church in Wales Primary x2	62
Grangetown Primary x2	66
St John Lloyd RC Primary	9
Hawthorn High School	15
Whitmore High School	27
Cardiff University History undergraduate students	12
Cardiff University Welsh School of Architecture	9
Cardiff University School of Welsh	11
<b><i>Individuals Meeting Staff</i></b>	144
<b><i>Tours for prospective volunteers</i></b>	5
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 59	1030

## Appendix IV

<b>Bench work</b>		
DCON/274/4	General orders and Circulars	Cleaned, repaired and rebacked
DCONC/3/2/3	Finger print register	Cleaned and red rot treated
DCON/293/1/1	Divisional discipline book, with index	Cleaned and red rot treated
DCON/UNL/249	General orders	Cleaned, removed from guard book, repaired and repackaged
DCON/28	General orders and circulars	Cleaned and repaired
DCON/26	General orders and circulars	Cleaned and repaired
DCON/UNL/213	General orders	Cleaned, consolidated, repaired and rebacked
UM/26/8	Lists of Paupers and Abstracts of Accounts	Cleaned, repaired and rebound
DCON/UNL/242	General orders	Cleaned, removed from guard book, repaired and repackaged
D1473/1/15	Howard Gardens High School for Boys photograph of pupils and staff	Backing removed, flattened, repackaged
DCON/24	General orders and circulars	Cleaned, repaired, red rot treated
DCON/165	Description of prisoners book	Cleaned, repaired and rebacked
DCON/22	General orders and circulars	Cleaned, repaired and rebound
DCON/284/1	Copy letter book of Chief Constable Lionel Lindsay	Cleaned, repaired, red rot treated
DCON/3/1	List of Officers, PC 1-392	Cleaned and repaired
DCON/157-160	3 volumes of general orders	Cleaned, repaired, red rot treated
DCON/UNL/252	General orders	Cleaned, removed from guard book, repaired and repackaged
DCON/125	Bail book	Cleaned, repaired, red rot treated
DCON/277/1-9 ,12-14	12 volumes of Chief Constable's circulars '49'	Cleaned, Removed from post binding, repaired and repackaged
DCON/276	6 volumes General Orders;	Cleaned, Removed from post binding, repaired and repackaged

DCON/UNL/274	19 photographs, 17 notebooks of Police notebooks of PC/Inspector Edwin Young	Photographs encapsulated, cleaned, repaired
DCON/UNL/250	General orders	Cleaned, loose pages reattached, repaired
DCON/296/2/6	Record of patrol of beats	Cleaned, repaired, and rebound
DCON/296/3/10	Telephone message book	Cleaned and repaired
DCON/283/13	Registers of drivers stopped by police to check on driving licences etc	Cleaned, repaired and rebound
S/D/SO/13/3	Register	Cleaned, old repaired removed, repaired and rebound
DCON293/3/3	Occurrence book	Cleaned, repaired and rebacked
DCON/UNL/215	General orders	Cleaned, repaired, boards reattached and repacked
DCON/296/3/11	Telephone message book	Cleaned, repaired and boards reattached
DCON/30	General orders and circulars	Cleaned and repaired
DCON/1/1/1-2	2 volumes Reports of the Chief Constable to the Watch Committee	Cleaned and red rot treated
<b>Cleaning and Packaging</b>		
Glass Plate Negatives	45 negatives	Repackaged
Crew lists	60 crew agreements	Cleaned
<b>Bespoke boxes made</b>		
Various	595 Boxes	
<b>Barcoded and Relocated</b>		
Various	1872 Boxes and maps	Barcoded
<b>External Work</b>		
Private individual	9 documents	Cleaned, lined, repaired and repackaged
Private individual	4 volumes	Covers repaired and repackaged
Local Library Service	Family Bible	Repaired and covers reattached.
Private individuals	2 volumes	Covers reattached
Charitable trust	6 boxes made	
English Archive	25 boxes made	
Local Archive	254 boxes made	
Local Archive	1 box made	
Private company	43 boxes made	

## Appendix V

### Commemoration of the centenary of the First World War 1 December 2017 – 30 November 2018

#### *Partnerships*

- Head for Arts, Exhibition in a Box project

#### *User Events*

- Naomi Paxton, Mari Takayanagi & Angela John- 'Women, Parliament and the First World War'
- Dr Jonathan Hicks, 'Wales and the First Air War'
- Don Gerrard, 'The Last Days' (joint event with Grangetown Local History Society)

#### *Exhibitions*

- Parliamentary Archives, 'The Parliament and the First World War'
- South Wales Police, 'The Police and the First World War'

#### *Education*

- Artis Community's Camaraderie, Pontypridd High School
- Fitzalan High School (1 research group)
- Albany Primary, Roath (1 research group)
- Pontyclun Primary School (15 pupils, 3 staff)
- Gwauncelyn Primary, Tonteg (5 classes)
- Thornhill Primary School, Cardiff (2 classes)
- Hawthorn High School, Pontypridd (1 research group)

#### *Heritage events*

- Avant Cymru, performance of 'Forget Me Not'
- Bridgend at War
- Hawthorn High School service of remembrance, St Mary's Church, Pontypridd
- Artis Community Camaraderie project closing event, Pontypridd
- Albany Primary, Cardiff, school open day
- Cardiff Council staff remembrance service
- National Assembly for Wales Remembrance Lecture 2018, Welsh Women's response to the First World War
- Heroes of the Gulf, event commemorating the contribution of Somali seamen to WW1, Pierhead Building

#### *Blog*

- National Allotment Week
- World Refugee Day
- Celebrating the Peace in 'a right worthy fashion', 11 November 1918

- All we need to do is 'Keep smiling': Bert Turnbull's Story
- School Treats and Souvenirs: The Peace Day Celebrations, Monday 21 July 1919
- The Llandaff Knuts: The first hospital at Rookwood, 1918

*Publicity*

- *The South Wales Echo- impact of the First World War on hospitals*
- BBC website, 'World War One: How Wales celebrated the Armistice'
- Wales Online and the South Wales Echo, 'The first hospital at Rookwood, 1918'.



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<sup>TH</sup> December 2018

REPORT OF:

THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE

AGENDA ITEM NO.
<b>2018-2019 BUDGET MONITORING &amp; 2019-2020 BUDGET PROPOSALS</b>

**PURPOSE OF REPORT**

1. This report provides members with the projected full year revenue outturn for the 2018/19 financial year. It also details the proposed revenue budget for 2019/20.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2017/18**

2. Appendix 1 details the position for the 2018/19 financial year, as forecast at 31<sup>st</sup> October 2018. This is summarised in the table below.

**Table 1: Projected Outturn 2018/19 (at 31<sup>st</sup> October 2018)**

	Budget £	Actual to date £	Projection £	Variance £
<b>Expenditure</b>				
Employees	535,955	336,754	563,040	27,085
Premises	255,450	224,047	272,989	17,539
Transport	1,400	777	1,007	(393)
Supplies & Services	32,045	43,926	62,213	30,168
Support Services	27,900	25,060	26,090	(1,810)
<b>GROSS EXPENDITURE</b>	<b>852,750</b>	<b>630,563</b>	<b>925,339</b>	<b>72,589</b>
Income	(173,750)	(92,410)	(216,113)	(42,363)
Contribution from Reserves	(25,000)	0	(25,000)	0
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>538,153</b>	<b>684,226</b>	<b>30,226</b>

The net expenditure for the full year is projected to be £684,226 which represents an overspend of £30,226 against the approved budget of £654,000. This overspend will be drawn down from the General Reserve as shown in table 2 below.

**Table 2: Projected Reserve Balance 2018/19**

	£
<b>Opening Balance at 1<sup>st</sup> April</b>	<b>233,945</b>
Budgeted Drawdown	(25,000)
Overspend Projected	(30,226)
<b>Closing Balance at 31<sup>st</sup> March</b>	<b>178,719</b>

The main reasons for the overspend are given below.

**Employees + £27,085**

3. A net overspend on employees is forecast with a projected total of £563,040 against a budget of £535,955. The major contributor to this is an overspend of £13,614 on gross pay. The overspend in general salaries, national insurance and pensions is the result of pay increases in addition to the annual pay award, as budgets are set before any approvals of changes to pay.
4. Agency staff costs are also showing an overspend of £5,482 but the majority of this is funded through Access to Work grant funding.
5. The Apprenticeship Levy is projected to cost £1,850, for which there is no budget provision in 2018/19. This levy affects employers with an annual pay bill in excess of £3 million and therefore Cardiff Council is charged. It is calculated at a rate of 0.5% of an employer's National Insurance payments. A budget has been incorporated into the draft 2019/20 budget.
6. Staff training expenses are showing an overspend of £3,085, the majority of which will be offset by grant funding.

**Premises + £17,539**

7. It is anticipated that there will be an overspend on premises costs of £17,539. There is a large overspend on the maintenance budget (£10,000) due to general repair work that has been required throughout the year and repairs have included the supply and fit of controllers within the plant room. There was also a need to update safety features to the exit gates as this was identified during a planned service of the gates last year. Furthermore, approximately £1,000 was required for repairs to the lift and heaters.
8. There is also a projected overspend of £950 for security measures, most of which is connected with the annual contract payment. Fire management/protection

costs are projected to be £400 over budget and this is due to the increase in contract costs for fire alarms as well as for fire extinguishers. Maintenance contracts are projected to have an overspend of £1,616 and this is due to costs for engineering contracts, PAT testing and maintenance contracts for doors and shutters.

9. At month 7, £8,551 has been incurred for electricity but the projection remains at £22,000 as costs are expected to increase over the winter months. Gas is showing a projected underspend of £1,000 and this is based on an accurate meter reading that has been provided to the suppliers by Cardiff Council's Energy Team.
10. The Non Domestic Rates budget is projected to overspend by £5,185, following confirmation of the charge for 2018/19. This continues to be a significant cost for the Archives service and it is a subject that is being scrutinised at a national level, with the aim of reducing costs for all archives services.

#### **Transport - £393**

11. Transport has a projected underspend of £393 and this is mainly due to a reduction in the hire of transport, which will save £359. The increase in car allowances and vehicle hire insurance is offset by a reduction in the use of public transport and travel expenses.

#### **Supplies & Services + £30,168**

12. An overspend of £30,168 is projected for supplies and services. This is mainly due to additional spend of £26,000 on Conservation, most of which is offset by conservation income which includes grants from Wellcome Trust and other in-year grant awards. There is also an overspend of £1,371 against Equipment & Materials but this is for a specialist chair and equipment which are required for staff members. Most of this will be funded through grant funding.
13. The projected spend of £3,810 for consultants' fees are to be funded by a grant awarded by the Archives & Records Council Wales (ARCW) for the production of a research guide.
14. Software purchases have a projected overspend of £563 and hardware purchases a projected overspend of £477 but this was due to the purchase of specialist software and a new PC needed for a member of staff paid for through the Department of Work and Pensions (DWP) Access to Work schemes and these will therefore be offset by grant income.
15. Catering sundries have decreased due to reduced demand for catering with room bookings. Vending machines have a projected underspend of £722 and this is due to a change of contract with the suppliers. Finally, there is also a projected underspend of £700 for central telephone exchanges.

### **Support Services - £1,810**

16. There is an overall projected underspend of £1,810 for Support Services, the majority of which is due to Accountancy costs reducing for the year. There is also an underspend of £670 for internal audit as the budget was set based on an in-depth audit that was conducted in 2017/18.

### **Income - £42,363**

17. The projected income is £42,363 more than budgeted. This is mainly due to an increase of £25,241 of New Burdens Grant funding due to a late award notification. There were also additional ARCW and DWP grants received as well as continuing Wellcome Trust grant funding to cover staff, equipment and material costs as mentioned above.

18. Finally, the hire of specialist rooms and sale of food have increased and therefore there is projected additional income of £6,000 and £2,000 respectively.

### **Local Authority Contributions**

19. An overspend of £30,226 is projected in 2018/19. In line with the decision made when setting the 2015/16 budget, the policy is that any overspend will be funded from the General Reserve and not passed back to the contributing authorities. Therefore, if the year end outturn is in line with the current monitoring position, the overspend will be funded from reserves and local authority contributions for 2018/19 will remain in line with the budgeted amounts.

## **PROPOSED BUDGET FOR FINANCIAL YEAR 2019/20**

20. The proposed budget for the 2019/20 financial year reflects a net budget totalling £654,000. No reduction has been applied to the overall net budget compared to the previous year.
21. Due to financial pressures in salary and premises costs, partly offset by assumed increases in income and savings against other budget headings, there is a budget gap of £25,000 to be addressed.
22. The table below summarises the proposed budget for 2019/20. A more detailed analysis can be found in Appendix 2.

**Table 3: 2019/20 Proposed Budget**

	<b>2018/2019 Budget £</b>	<b>2019/2020 Budget £</b>	<b>Increase/ Decrease</b>
<b>Expenditure</b>			
Employees	535,955	559,255	23,300
Premises	255,450	275,115	19,665
Transport	1,400	1,000	(400)
Supplies & Services	32,045	25,640	(6,405)
Support Services	27,900	26,090	(1,810)
<b>GROSS EXPENDITURE</b>	<b>852,750</b>	<b>887,100</b>	<b>34,350</b>
Income	(173,750)	(183,100)	(9,350)
Contribution from Reserve	(25,000)	(50,000)	(25,000)
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>654,000</b>	<b>0</b>

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

### **Employees + £23,300**

24. Within the proposed budget there is a total increase in spend of £23,300, which reflects the estimated increase due to pay inflation of annual increments. The increments are yet to be approved but the budget has been set based on projections.
25. It has not been possible to identify any employee cost savings in 2019/20 in light of the significant reductions to staffing budgets in recent years, alongside continued pay increases. However, a number of the posts are fully funded by grant income.

### **Premises + £19,665**

26. The net increase in the premises budget reflects a realistic need to build in additional funds for unplanned lifecycle maintenance costs as the building is getting older and recently there have been essential repairs needed. Security costs have also increased due to a 5% increase for next year. The NDR costs have increased by approximately £3,000 for 2019/20 based on the increase of the multiplier. The majority of costs have not changed a great deal, only representing an inflationary increase in charges and the utility bills are mostly in line with last year.

### **Transport - £400**

27. The transport budget has been reduced to reflect current projections with less use of hire vehicles, public transport and travel expenses. This is due to a reduced need for travel as more meetings are held digitally.

### **Supplies & Services - £6,405**

28. The planned reduction in the supplies and services budget largely consists of lower conservation costs, which have reduced by £3,000. This is because most conservation costs are covered by grant income and the budget of £7,000 has been set specifically for Glamorgan Archives' use rather than grant assisted conservation. There has also been a large decrease in vending machine costs as contracts have changed. Finally, there have been other collective decreases in costs for catering sundries, telephone charges and subscriptions, after targeted efficiencies have been made.

29. Wales Audit Office fees continue to fall following the adoption of a simpler format for the year end reports and faster closing as part of the annual external audit. The budgeted fees have reduced by £200 this year.

### **Support Services - £1,810**

30. There has been an increase in ICT support services and this is due to the additional costs incurred for procuring ICT. This additional cost has been partially offset however by reduced charges for Accountancy, Payments, Procurement and Audit.

### **Income + £9,350**

31. The net increase in the income budget comprises an additional £1,000 from grants and a slight increase in Wellcome Trust funding which will continue to pay for two members of staff. Conservation income will remain at £15,000 and will be used for equipment and materials. There is also an increase in the projected hire of specialist rooms with an additional £6,000 budgeted income. As well as the additional room hire, the sale of food is projected to increase to £7,000.

## General Reserve

32. In line with the budget strategy approved as part of the 2015/16 budget, it was planned that use of the General Reserve would cease in 2019/20. However, in light of the budget pressures identified and the challenge in identifying efficiency savings, there is a need to reconsider whether the reliance upon the reserve should cease. In addition, the projected reserve balance would suggest that there is scope to continue the use of the reserve for a further one year, as a minimum.
33. Therefore, it is proposed that the budgeted use of the reserve is increased to £50,000 for 2019/20 and then reduced to £25,000 in 2020/21, before ceasing in 2021/22. This would result in a reserve balance of circa £100,000 at the end of the 2020/21 financial year, assuming no significant overspends or underspends in the intervening years. In implementing this strategy, it will ensure that contributions from the six member authorities will not need to be increased in 2019/20.

## Local Authority Contributions

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

**Table 4: Local Authority Contributions 2019/20**

Authority	%	2018/19	2019/20	Change
		£	£	£
Bridgend	14	91,560	91,560	0
Caerphilly	11	71,940	71,940	0
Cardiff	32	209,280	209,280	0
Merthyr Tydfil	6	39,240	39,240	0
Rhondda Cynon Taf	25	163,500	163,500	0
Vale of Glamorgan	12	78,480	78,480	0
<b>Total</b>	<b>100</b>	<b>654,000</b>	<b>654,000</b>	<b>0</b>

35. It is proposed that the contributions for 2019/20 will be invoiced in two equal instalments, as per the current arrangement. The first instalment will be invoiced for in July and the second instalment in February. Any overspends will be managed through contributions from the General Reserve, where possible. Should surpluses materialise, these will be retained within Glamorgan Archives to offset any use of the General Reserve.

## Medium Term Position

36. As outlined in various parts of the report, the challenge in identifying efficiency savings is becoming more challenging each year. In addition, whilst the General

Reserve can be used on a one-off basis to supplement the revenue budget, it does not provide a sustainable solution and the budgeted use of this funding source will need to be eliminated in future years. Therefore, there is a need to consider a medium term strategy for the service and identify a methodology for maintaining the level of service whilst operating within an ongoing environment of financial constraint.

37. To enable this to be achieved, work will need to be undertaken to model the budgetary position of the service for a three-year period and identify the budget gap in each year. A response to that budget gap will need to be drafted and consideration will need to be given to a range of ways to reduce the gap and balance the budget. This will need to continue to include identification of efficiency savings, but consideration will also need to be given alternative ways of reducing costs. As well as this, consideration will need to be given to the level of contribution made by the six member authorities and whether an increase in contribution is required.

### **SUMMARY**

38. For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £684,226 representing an overspend of £30,226 against the approved budget of £654,000.
39. No reduction in Local Authority contributions are budgeted for 2019/20. Use of the General Reserve to drawdown £50,000 will fund the budget gap. Previous years saw a reduction in this reliance.
40. Budgeted use of the reserve is proposed to be £50,000 in 2019/20 and £25,000 in 2020/21, after which further savings will need to be identified or additional contributions from member Local Authorities will be necessary.

### **FINANCIAL IMPLICATIONS**

41. An overspend of £30,226 is projected for 2018/19 based on the position as at month 7. This will continue to be reviewed in the regular monitoring meetings between the Glamorgan Archivist and finance officers. As a result of this overspend, and provided this continues, it will be necessary to drawdown additional monies from the General Reserve, leaving an estimated £170,000 at the end of the current financial year.
42. Further planned use of the General Reserve will be £50,000 in 2019/20 reducing to £25,000 in 2020/21, taking reserve levels down to circa £100,000. This level of reserve is considered adequate for an organisation of this size.



## **LEGAL IMPLICATIONS**

43. Under the terms of the Joint Archives Committee Agreement, the contributing Authorities delegated to the Committee all their powers and duties in connection with the care, preservation, maintenance and management of archives and records except for the power of setting a budget and borrowing money.
44. The Committee is required under the terms of the Agreement to approve draft budget proposals for 2019/20 for submission to each of the contributing Authorities for approval, with such budget to be borne in the proportions set out in clause 5 (a) (i) of the Agreement.

## **RECOMMENDATIONS**

45. It is recommended to Members that they:

- Note the projected full year position for the 2018/19 financial year as presented in paragraphs 2 to 19 of this report.
- Recommend the draft budget proposals for 2019/20 be accepted, as presented in paragraphs 20 to 36 of this report.
- Recommend that officers progress work with local authority representatives to develop a sustainable approach to the medium term budget challenges.

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

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EXPENSE/INCOME ACCOUNT	Plan £	Actual Month 7	Projected £	Variance
<b>Employees</b>				
Gross Pay	410,245	247,251	423,859	13,614
LG Pensions	95,756	58,572	100,409	4,653
National Insurance	38,584	21,178	36,305	(2,279)
Misc Allowances	820	201	350	(470)
Holiday Pay	0	686	1,150	1,150
Agency Staff - Cardiff Works	0	4,706	5,482	5,482
Staff Training Expenses	0	3,085	3,085	3,085
Apprenticeship Levy	0	1,073	1,850	1,850
Employer & Public Liability Insurance	550	0	550	0
Employer Costs Contingency	(10,000)	0	(10,000)	0
<b>Employees Total</b>	<b>535,955</b>	<b>336,754</b>	<b>563,040</b>	<b>27,085</b>
<b>Premises</b>				
Repairs Alterations & Maintenance	10,000	18,117	20,000	10,000
Security Measures	5,500	581	6,450	950
Rodent & Pest Control	350	360	360	10
Grounds Maintenance	1,500	1,380	1,380	(120)
Waste Disposal Services	0	228	228	228
Fire Management/Protection	2,500	0	2,900	400
Maintenance Contracts	10,000	6,874	11,616	1,616
Electricity	22,000	8,551	22,000	0
Gas	6,000	(1,044)	5,000	(1,000)
National Non Domestic Rates	176,000	181,185	181,185	5,185
Water Rates	7,000	0	7,000	0
Security Services	300	280	280	(20)
Cleaning Materials	300	136	300	0
Window & Flue Cleaning	9,400	5,629	9,770	370
Refuse Collection/Bulk Containers	1,500	1,470	1,470	(30)
Specialist Waste Disposal	600	300	550	(50)
Insurance	2,500	0	2,500	0
<b>Premises Total</b>	<b>255,450</b>	<b>224,047</b>	<b>272,989</b>	<b>17,539</b>
<b>Transport</b>				
Hire of Transport	500	67	141	(359)
Public Transport - Staff Use	600	439	500	(100)
Car Allowances	150	227	300	150
Travel Expenses	150	27	46	(104)
MV Hire Insurance Premiums	0	17	20	20
<b>Transport Total</b>	<b>1,400</b>	<b>777</b>	<b>1,007</b>	<b>(393)</b>

EXPENSE/INCOME ACCOUNT	Plan £	Actual Month 7	Projected £	Variance
<b>Supplies &amp; Services</b>				
Purchase/Repair - Furniture	0	269	269	269
Purchase/Repair - Office Equipment	0	89	89	89
Equipment & Materials	0	1,371	1,371	1,371
Signs - New & Repairs	500	0	0	(500)
Other Materials	0	41	41	41
Conservation	10,000	31,370	36,000	26,000
Vending Machines	1,500	480	778	(722)
Catering Sundries	1,500	672	1,254	(246)
Uniforms/Protective Clothing	100	0	0	(100)
General Printing & Stationery	1,100	410	706	(394)
Welsh Translation	1,500	1,130	2,260	760
Audit Fee	2,300	(2,100)	2,100	(200)
Archiving/Storage Service	500	0	0	(500)
Consultants Fees	0	3,810	3,810	3,810
General Expenses	0	931	0	0
Central Telephone Exchanges	4,200	1,684	3,500	(700)
Telephones	1,500	774	1,200	(300)
Postages	500	214	400	(100)
Internet Charges	200	407	640	440
Software Purchase	0	563	563	563
Hardware Purchase	0	477	477	477
IT Consumables	200	0	200	0
Software Licences & Maintenance				
Agreements	4,250	750	4,250	0
Subscriptions	475	585	585	110
Public Liability Insurance	1,020	0	1,020	0
Miscellaneous Insurance	700	0	700	0
<b>Supplies &amp; Services Total</b>	<b>32,045</b>	<b>43,926</b>	<b>62,213</b>	<b>30,168</b>
<b>Support Services</b>				
Accountancy	6,500	5,690	5,690	(810)
Income Recovery	300	310	310	10
Payroll	200	280	280	80
Payments	500	380	380	(120)
Audit	1,200	0	530	(670)
Procurement	500	400	400	(100)
SAP Support	3,000	3,000	3,000	0
ICT Services	8,000	8,000	8,000	0
Human Resources	7,200	7,000	7,000	(200)
Legal	500	0	500	0
<b>Support Services Total</b>	<b>27,900</b>	<b>25,060</b>	<b>26,090</b>	<b>(1,810)</b>
<b>Gross Expenditure</b>	<b>852,750</b>	<b>630,563</b>	<b>925,339</b>	<b>72,589</b>

EXPENSE/INCOME ACCOUNT	Plan £	Actual Month 7	Projected £	Variance
<b>Income</b>				
Other Grants	(9,000)	0	(25,241)	(16,241)
Archives & Records Council Wales	0	(3,838)	(8,804)	(8,804)
Wellcome Trust Grant Drawdown	(70,000)	(28,823)	(82,688)	(12,688)
Contributions from Reserves	(25,000)	0	(25,000)	0
Publications General	(2,000)	(170)	(400)	1,600
Sale of Photocopies	(2,000)	(1,076)	(1,800)	200
Conservation Income	(15,000)	(6,377)	(15,000)	0
Food	(5,000)	(3,400)	(7,000)	(2,000)
Course Fees	(250)	(399)	(550)	(300)
Search Fees	(4,000)	(1,941)	(4,000)	0
Royalties	(5,000)	(2,235)	(3,530)	1,470
Hire Of Specialist Rooms	(50,000)	(38,917)	(56,000)	(6,000)
Sundry Charges & Income	(10,000)	(5,009)	(9,700)	300
Donations	(500)	(226)	(400)	100
Interest	(1,000)		(1,000)	0
<b>Income Total</b>	<b>(198,750)</b>	<b>(92,410)</b>	<b>(241,113)</b>	<b>(42,363)</b>
<b>Total Net Budget</b>	<b>654,000</b>	<b>538,153</b>	<b>684,226</b>	<b>30,226</b>

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EXPENSE/INCOME ACCOUNT	2018/19 Budget £	2019/20 Budget £
<b>Employees</b>		
Employees Gross Pay	410,245	420,849
Employees Superannuation	95,756	98,394
Employees National Insurance	38,584	38,962
Employee Miscellaneous Allowances	820	500
Employer & Public Liability Insurance	550	550
Employer Costs Contingency	(10,000)	0
<b>Employees Total</b>	<b>535,955</b>	<b>559,255</b>
<b>Premises</b>		
Repairs, Alterations & Improvements	10,000	20,000
Security	5,500	6,200
Rodent & Pest Control	350	360
Grounds Maintenance	1,500	1,380
Fire Management/Protection	2,500	2,900
Maintenance Contracts	10,000	12,000
Electricity	22,000	22,000
Gas	6,000	5,000
National Non Domestic Rates	176,000	184,000
Water	7,000	6,625
Security Services	300	280
Cleaning Materials	300	300
Refuse Collection / Bulk	1,500	1,470
Office Cleaning Contract	9,200	9,600
Sanitation & Waste Disposal	600	500
Insurance	2,500	2,500
<b>Premises Total</b>	<b>255,450</b>	<b>275,115</b>
<b>Transport</b>		
Hire Transport	500	150
Public Transport - Staff Use	600	500
Car Allowances	150	300
Travelling Expenses	150	50
<b>Transport Total</b>	<b>1,400</b>	<b>1,000</b>
<b>Supplies &amp; Services</b>		
Signs - New & Repairs	500	0
Conservation	10,000	7,000
Vending Machines	1,500	780
Catering Sundries	1,500	1,250
Uniforms / Protective Clothing	100	0
General Printing & Stationery	600	500
Welsh Translation	1,500	2,000
Audit Fees	2,300	2,100
Archiving/Storage Service	500	0

EXPENSE/INCOME ACCOUNT	2018/19 Budget £	2019/20 Budget £
Central Telephone Exchanges	4,200	3,500
Telephones	1,500	1,200
Postages	500	400
Internet Charges	200	640
Software	0	0
It Consumables	200	200
Software Licences & Maintenance	4,250	4,250
Subscriptions	475	100
Public Liability Insurance	1,020	1,020
Miscellaneous Insurance	700	700
<b>Supplies &amp; Services Total</b>	<b>32,045</b>	<b>25,640</b>
<b>Support Services</b>		
Accountancy	6,500	5,690
Income Recovery	300	310
Payroll	200	280
Payments	500	380
Audit	1,200	530
Procurement	500	400
SAP Support	3,000	3,000
ICT Services	8,000	8,000
Human Resources	7,200	7,000
Legal	500	500
<b>Support Services Total</b>	<b>27,900</b>	<b>26,090</b>
<b>Gross Expenditure</b>		
	<b>852,750</b>	<b>887,100</b>
<b>Income</b>		
Other Grants	(9,000)	(10,000)
Wellcome Trust Grant	(70,000)	(70,200)
Publications General	(2,000)	(2,000)
Sale Of Photocopies	(2,000)	(2,000)
Conservation Income	(15,000)	(15,000)
Sale Of Food	(5,000)	(7,000)
Course Fees General	(250)	(600)
Search Fees	(4,000)	(4,000)
Royalties	(5,000)	(5,000)
Hire Of Special Rooms	(50,000)	(56,000)
Donations	(500)	(600)
Interest	(1,000)	(1,000)
Sundry Income	(10,000)	(9,700)
Contributions From Reserves	(25,000)	(50,000)
<b>Income Total</b>	<b>(198,750)</b>	<b>(233,100)</b>
<b>Total Net Budget</b>		
	<b>654,000</b>	<b>654,000</b>