

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 Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 14 June 2019 at 2.00 pm.

Present:

Members:

- Councillor Cowan, Cardiff Council
- Councillor Cunnah, Cardiff Council
- Councillor Henshaw, Cardiff Council
- Councillor Jarvie, Vale of Glamorgan Council
- Councillor R Lewis, Rhondda Cynon Taf County Borough Council
- Councillor Lewis, Rhondda Cynon Taf County Borough Council
- Councillor Smith, Bridgend County Borough Council
- Councillor Colbran, Merthyr Tydfil County Borough Council
- Councillor Robson, Cardiff Council

1 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

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

RESOLVED that: Councillor Gwyn John be elected as Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2019/2020.

2 : TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

RESOLVED that: Councillor Malcom Colbran be elected as Vice -Chairperson of the Glamorgan Archives Joint Committee for the municipal year 2019/2020.

As Councillor John was not present, Councillor Malcolm Colbran took the Chair.

3 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

RESOLVED: to note the membership of the Glamorgan Archives Joint Committee for the Municipal Year 2019/2020.

- 4 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2019/20.

RESOLVED: to note the Joint Agreement and Terms of Reference for the Glamorgan Archives Joint Committee for the Municipal Year 2019/2020.

- 5 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gwyn John and Nicole Burnett.

- 6 : DECLARATIONS OF INTEREST

None received.

- 7 : MINUTES

The minutes of the meeting held on 15 March 2019 were agreed as a correct record and signed by the Chairperson.

- 8 : REPORT FOR THE PERIOD 1 MARCH - 31 MAY 2019

Members were provided with an update on the work, visits and achievements of the service for the period 1 March 2019 – 31 May 2019; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and the interesting enquiries.

In summary, the Archivist explained that it had been a busy quarter for developing partnership projects with a number of new opportunities presenting as existing projects draw to a close. The on-line profile was growing with the help of volunteers who research content and write the blogs. Staff manage the high demand for access to the Collection and are keeping to targets for accessioning additions to the Collection. They are to be commended for their commitment and hard work which is maintaining the high profile and status of the service in Wales and beyond.

The Chairperson invited questions and comments from Members;

Members noted at the last meeting, the death of Mr Murray McLaggan was recorded and it was requested that something was done to commemorate his contribution to the Joint Committee. Officers advised that unfortunately there had been no progress on this and asked Members for suggestions.

Members asked how the move to Office 365 was going. Officers stated that it was on hold as they need to upgrade IT equipment so its compatible with 365; officers added that this needed to be done anyway and once complete they did not foresee any issues with the move to 365.

Members noted the significant cost of equipment such as the new suction table. Officers explained that it will speed up lots of conservation work, its grant funded and it will enable the service to take on more work.

Members were informed that Digitalisation was up and running with online payments.

Members discussed remote access and asked if there was an option for customer feedback to be provided which could be used on social media to promote the service. Officers explained that they don't have the resource to promote the service on social media, it would also require translation. Feedback forms are available on the reception desk and Officers would explore the option of bounceback forms for online access.

With reference to the Archivists retirement, Members asked about succession planning and the application recruitment process for the new Archivist. Officers advised that she would give 6 months' notice in October; at the September Committee meeting she will bring a report detailing options for the recruitment and applicant process. Members asked if the Archivist was confident an appointment would be made, to which she replied she was.

Members asked if there were interim arrangements in place for this year and Officers advised that there were systems in place to cover the 25% reduction in the Archivists hours and there were no issues currently. The Archivist further explained that the knowledge is not kept by just one person, they share knowledge of projects and have shared drives etc. so there are no silos.

Members asked if the service was involved in the National Broadcast Archive; officers advise that they were not, they hadn't been approached as it was a National Library for Wales project. Officers had attended a meeting on this and there would be a hub in Cardiff somewhere but the issue would be space, to house it at the Archives building would mean restricting what else they could do. Officers said they could explore options for possibly some outdoor space.

RESOLVED: to note the report.

## 9 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2018/19

This report presented a brief overview of the financial results for the year, together with the unaudited draft WAO return for the year ended 31<sup>st</sup> March 2019. Page 4 of the return, 'Committee Approval & Certification', requires completion but the unaudited draft financial statements are presented to Committee for information only.

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

Members were reminded that it was agreed in 2015/16 that there would be a drawdown from Reserves of £100,000 and that this would be reduced by £25,000 each year moving forward. In 2018/19, there was not due to be a drawdown from Reserves, however when the budget was set for this year, it was agreed to continue a drawdown of £25,000 to ease pressures of increasing expenditure and decreasing income. Therefore, the overall position represents a net overspend of £32,977 against budget, representing the need for an overall drawdown from Reserves of £57,977.

<b><u>Movements on Glamorgan Archives General Reserve</u></b>	<b>£</b>
Balance brought forward at 1 <sup>st</sup> April 2018	233,945
Less Drawdown from General Reserve	(57,977)
Transfer to General Reserve	0
<b>Balance as at 31<sup>st</sup> March 2019</b>	<b>175,968</b>

The £57,977 in the table above represents the drawdown of funding from reserves to pay for the balance of in year spend not covered by Local Authority member contributions. The target for 2019/20 has been increased to £50,000 drawdown from Reserve. Despite the attempts to phase out the need for drawdown, the increasing funding gaps each year mean that this will be more difficult moving forward and it will need to be monitored in the future.

The Chairperson invited questions and comments from Members;

Members asked if there was any money in the budget to advertise for the new Archivist, and for the costs associated with the recruitment. Officers advised that there was nothing specific but with the current Archivist dropping one day a week there was an in year saving which should make it manageable.

Members discussed reserves and asked what was considered to be the safe minimum reserve amount. Officers stated that there was not a figure set in stone, it's a judgement call; when the issue was opened up for debate originally it was informally agreed that £100k would be a comfortable amount; this gives coverage for an exceptional event in any year. Officers considered that a review of the Medium term financial plan could be undertaken for the service, to look at whether the reserve is sufficient and if there is a need to reconsider local authority contributions.

RESOLVED:

1. That the outturn position for 2018/19 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2018/19 be noted and signed.

## 10 : DATES OF NEXT MEETINGS

RESOLVED: To note the schedule of forthcoming meeting dates:

13 September 2019  
13 December 2019  
13 March 2020  
12 June 2020

The meeting terminated at 3.30 pm