

## GLAMORGAN ARCHIVES JOINT COMMITTEE

13 MARCH 2020

Present: Councillor John(Chairperson)  
Councillors Burnett, Colbran, Cowan, Cunnah, Henshaw, Jarvie,  
K Jones, W Lewis, Robson and Smith

### 25 : APOLOGIES FOR ABSENCE

None received.

### 26 : DECLARATIONS OF INTEREST

None received.

### 27 : MINUTES

The minutes of the meeting held on 18 December 2019 were approved as a correct record and signed by the Chairperson.

### 28 : REPORT FOR THE PERIOD - 1 DECEMBER 2019 - 29 FEBRUARY 2020

Members were provided with an update on the work, visits and achievements of the service for the period 1 December 2019 – 29 February 2020; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and the interesting enquiries.

In Summary, the Archivist explained that it had been another productive quarter which has seen progress in all areas of the service. She added that it was pleasing to note the development of the conservation unit as a lead for archive conservation in Wales. The continuing success of the volunteer programme was reaping rewards in terms of increased accessibility and capacity for publicity. Partnership opportunities continued to grow while existing partners return with new projects. Improved communication with PCW will raise the service profile and open up digital resources to a wider audience. Staff were skilled, committed and loyal and member support was strong. In conclusion the Archivist added that the Archives will pass into new hands in excellent condition, ready for whatever the next ten years may bring.

The Chairperson invited questions and comments from Members;

Members discussed whether the postage charge increases were sufficient and took account of large letter costs and staff time. It was noted that not many documents were posted out and often people had their information on a CD, however the Archivist stated they would review this.

Members noted the performance and increased customer satisfaction.

Members thanked the Archives for providing temporary storage for the Pontypridd museum following the Storm Dennis floods. The Archivist explained that the documents are in isolation and they are hoping to get the contract to clean them;

there was also a potential that some records would be deposited at the Archives as they are archival and not museum documents.

Members congratulated the service on their professionalism and noted that the accessions and the value they provide was tremendous.

Members wished to thank the Archivist and wanted to express their appreciation for all her hard work over the years in the service.

RESOLVED: To note the report.

#### 29 : ANNUAL PLAN 2019-2020

Members were advised that this report updates them on the achievement of targets set out in the Annual Plan for 2019-2020.

The Archivist explained that the plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. As in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

The Chairperson invited questions and comments from Members;

Members discussed the repository environment and the Archivist explained about parameter settings when the service had moved into the building. It was noted that it was important to achieve a 'seasonal drift' as spikes in temperature are bad for the paper and parchment. It had taken a few years to work this out and then find a contractor to look at this, work it out and then teach the staff how to control the temperature.

RESOLVED: to note the progress made towards key objectives in the plan.

#### 30 : ANY OTHER BUSINESS

Members asked if the service had received any advice from Cardiff Council with regards to Covid-19 and whether the Archives would potentially close to the public. The Archivist explained that yes this was a potential, they have had to provide a statement to Cardiff Council. There was 1 vulnerable staff member who had been advised to work from home and any further updates would be provided to the Joint Committee.

#### 31 : DATE OF NEXT MEETING

22 May 2020 at 2.00pm

The meeting terminated at 3.00 pm