

## GLAMORGAN ARCHIVES JOINT COMMITTEE

18 DECEMBER 2019

Present: Councillor John(Chairperson)  
Councillors Cowan, Cunnah, George, Henshaw, Jarvie, R Lewis,  
W Lewis and Robson

### 18 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nicole Burnett and Keith Jones.

### 19 : DECLARATIONS OF INTEREST

None received.

### 20 : MINUTES

The minutes of the meeting held on 13 September 2019 were agreed as a correct record and signed by the Chairperson.

### 21 : GLAMORGAN ARCHIVES - ANNUAL PLAN 2020-21

RESOLVED: to note the report.

### 22 : REPORT FOR THE PERIOD SEPTEMBER - 30 NOVEMBER 2019

The Archivist advised the Joint Committee that Laura Cotton had been appointed as the new Archivist; she wished to thank the members on the Appointment Panel and Dr Snook for advising on the technical process.

Members were provided with an update on the work, visits and achievements of the service for the period 1 September 2019 – 30 November 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 another busy quarter which has seen staff respond with the usual dedication to demands for access and attendance at national and community events. It has been particularly gratifying to receive international acknowledgement for our work in community engagement and the volunteer programme, both of which are central to Glamorgan Archives' service delivery strategy. The renewed academic interest in the origins of Donetsk suggests that the Hughesovka Research Archive will easily survive the departure of its creator. The successes of Welsh industry will also be more accessible to researchers through new catalogues such as the NCB material now uploaded to the Archives Hub. Staff have worked hard to ensure continued success in attracting grant funding to improve both conservation and cataloguing, opening the Collection to more users. The service is not only weathering the contraction of public services but continuing to experiment with innovative access programmes and opportunities for income generation.

The Chairperson invited questions and comments from Members;

Members referred to New Burdens monies and asked if it was received late as the work was completed last year. The Archivist explained that it comes from the Department of Justice to the National Archives they then disperse the monies as calculated on deposits. The Archivist further explained that she had known they had a lot of work in but wasn't sure of what the payment would be. The Department of Justice paid late and the National Archives were very apologetic that the money came late in the year. It is the largest payment that the Archives had received as it was the biggest amount of material taken in in a year. It was noted that the money doesn't have to be spent on the current financial year or paid back, but that a report has to be produced detailing what the money was spent on.

RESOLVED: To note the report.

### 23 : GLAMORGAN ARCHIVES BUDGET REPORT 2020-21

Members were advised that this report provided the projected full year revenue outturn for the 2019/20 financial year. It also detailed the proposed revenue budget for 2020/21. Officers outlined the key points of information from the report and provided the following summary of information:

For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £601,945 against the approved budget of £654,000. This includes the drawdown from Reserves of £50,000 however, representing an overall underspend of £52,055. If the drawdown is not needed, there will be a surplus of circa £2,000 to be added to the Reserve.

There will be no change in Local Authority contributions budgeted for in 2020/21. Use of the General Reserve to drawdown £50,000 will fund the budget gap as well as an additional income savings target.

Budgeted use of the Reserve is proposed to be £50,000 in 2020/21 and £25,000 in 2021/22, after which further savings will need to be identified or additional contributions from member Local Authorities will be necessary.

The Chairperson invited questions and comments from Members as below:

In relation to the high and disputed water costs for the Archives, Members considered that public records should be checked to see if the House of Sport publish their water bills, and to explore if Highways would be able to read the Archives water meter which is situated in Sloper Road.

Members referred to the presentation of some of the information in the report i.e. when an area is overspent but then you see it is accounted for elsewhere in the report. Officers stated that this would be changed going forward so that it read more like an Income and Expenditure report, and the offset would be clear.

Members asked when the Local Authorities contribution were last increased. The Archivist explained that there has been no increase in contributions and the same

level has been retained for the last three years; even with the increase in NNDR they have managed not to have to increase LA contributions. If this was going to be necessary in the future it would only be a small percentage increase.

Members considered it was a good position to be in as there was not a draw down on reserves. Officers agreed and stated that the New Burdens funding has allowed this.

Members considered that with grant funding being unpredictable, conversations with regards to LA contributions should be happening now, in order that LA's can build this into their budgets. Officers stated that LA finance officers have been sent reports and these conversations would be pursued in the New Year.

RESOLVED: to

- Note the projected full year position for the 2019/20 financial year as presented in paragraphs 2 to 20 of this report.
- Recommend the draft budget proposals for 2020/21 be accepted, as presented in paragraphs 21 to 42 of this report.
- Recommend that officers progress work with local authority representatives to develop a sustainable approach to the medium term budget challenges.

24 : DATE OF NEXT MEETING

Joint Committee Members discussed the change in deadline date in relation to the Statement of Accounts to 31 May 2020. As a result of this discussion it was agreed to bring forward the June meeting date by 2 weeks.

The revised schedule of forthcoming meetings was agreed:

13 March 2020 – 2pm  
22 May 2020 – 2pm  
11 September 2020 – 2pm  
11 December 2020 – 2pm

The meeting terminated at 12.30 pm