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## AGENDA

<b>Committee</b>	GLAMORGAN ARCHIVES JOINT COMMITTEE
<b>Date and Time of Meeting</b>	WEDNESDAY, 18 DECEMBER 2019, 11.00 AM
<b>Venue</b>	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
<b>Membership</b>	Councillor John (Chairperson) Councillors Burnett, Colbran, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, Jones, Jones, R Lewis, W Lewis, Robson, Smith, Turner and K Thomas CVO, JP

### 1 **Apologies for Absence**

To receive apologies for absence.

### 2 **Declarations of Interest**

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

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

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

### 4 **Glamorgan Archives - Annual Plan 2020-21** (*Pages 7 - 14*)

### 5 **Report for the period September - 30 November 2019** (*Pages 15 - 44*)

### 6 **Glamorgan Archives Budget Report 2020-21** (*Pages 45 - 58*)

### 7 **Date of next meeting**

13 March 2020 at 2.00pm

**Davina Fiore**  
**Director Governance & Legal Services**  
Date: Friday, 13 December 2019  
Contact: Andrea Redmond,  
02920 872434, a.redmond@cardiff.co.uk

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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 13 September 2019 at 2.00 pm.

Present:

Members:

- Councillor Burnett, Bridgend County Borough Council
- Councillor Colbran, Merthyr Tydfil County Borough Council (Deputy Chair)
- Councillor Cowan, Cardiff Council
- Councillor Cunnah, Cardiff Council
- Councillor Henshaw, Cardiff Council
- Councillor Jarvie, Vale of Glamorgan Council
- Councillor Jones, Cardiff Council
- Councillor Lewis, Rhondda Cynon Taf County Borough Council
- Councillor Robson, Cardiff Council
- Councillor Smith, Bridgend County Borough Council
- K Thomas CVO, JP, Co-Optee

Officers in Attendance:

- Susan Edwards, Glamorgan Archives Cardiff Council
- Sarah Messruther, Cardiff Finance
- Anita Batten, Cardiff HR People Services
- James Williams, Cardiff, Deputy Monitoring Officer

## CHAIRPERSON.

As the Chairperson Councillor Gwyn John had sent apologies for the meeting, the Vice-Chairperson Councillor Malcolm Colbran took the Chair the meeting.

### 11 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gwyn John, Elaine George and Rhys Lewis.

Apologies were also received from Richard Grigg.

### 12 : DECLARATIONS OF INTEREST

None received.

### 13 : MINUTES

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

#### 14 : REPORT FOR THE PERIOD 1 JUNE - 31 AUGUST 2019

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

In summary, the Archivist explained that as always in the Archives, the summer quarter saw no let-up in demand and activity, much of which was related to the centenary commemorations of the race riots in south Wales. Like the other exhibitions and engagement reported, much of this is a result of partnerships and long-term networking. Applications for grant funding take time and effort but persistence is rewarded and it has been a pleasure to report success in some very competitive rounds in recent years. Catalogue improvements proceed apace and access to the catalogues is improving rapidly as entries on Archives Hub grow. Digital preservation is a priority with staff training and involvement in national developments an essential preparatory element. Staff respond to these new and increasing demands with energy and good humour; their expertise and commitment cannot be overstated.

The Chairperson invited questions and comments from Members;

Members asked how the preparations for the move to Office 365 were going and if IT were ready for the migration. Members were advised that the migration was scheduled for next weekend; close contact with IT had been maintained and due to very little remote working they were confident the migration would go smoothly.

Members asked how the online payments were going and were advised they were going really well, the next step was to promote and market it along with the service itself.

RESOLVED: to note the report.

#### 15 : GLAMORGAN ARCHIVES 2019-2020 BUDGET MONITORING REPORT

Members were provided with an overview of the 2019/20 Budget Monitoring report which provided Members with the actual expenditure and income up to 31 July 2019 and projected full year revenue outturn for the current financial year 2019/20.

The full year spend is projected to be £685,306 representing a £3,306 overspend against the approved annual budget of £654,000.

Members were provided with the main reasons for the variances as outlined in the report.

The Committee noted the issues faced with regard to incorrect water billing and it was considered that this issue should be handed to the legal department in Cardiff Council to investigate.

The Committee were advised that the statement of accounts had been agreed by WAO and would be published along with the Council's statement of accounts following the meeting.

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

Members asked if there was a facility to donate to the Archives service via the website. Officers advised that there was not at the moment but a request has been made for it to be added.

Members noted the huge hole in the budget due to the NNDR issue, and suggested that member's contact their local AM's on this matter.

RESOLVED – to note the projected full year outturn position for 2019/20 as detailed in the report.

## 16 : RECRUITMENT OF GLAMORGAN ARCHIVIST

Members were advised that the current Glamorgan Archivist has indicated her intention to retire on 31 March 2020. The Agreement of 11 April 2006 which constituted the Joint Committee states that:

*The management of the joint archives service shall be undertaken on behalf of the Committee by a duly qualified Archivist from time to time appointed by it.*

The post is hosted by Cardiff Council and has been independently evaluated using HAY Evaluation methodology which determined the Grade of OM2 which is a 5 point range of £46,552 to £56,233.

Members were advised that it was envisaged that Cardiff Council would oversee the recruitment process for this role and would host the employment of the new post holder.

It was proposed that all 6 Local Authorities would advertise the post across their websites for both internal and external candidates, directing applicants to the Cardiff Council website in order to complete an application form. In addition to this, an advertisement would be placed on People Exchange Cymru, which is a website advertising roles in the public sector in Wales and would be circulated through professional networks. There was no cost to this.

As there is a need to attract candidates from as wide a pool as possible, it would also be advertised on the Guardian website at no additional costs due to an arrangement between Cardiff Council and the Guardian.

To ensure continuity, the post would be advertised in September 2019 with a view to completing the recruitment process by early December. This will allow time for references to be obtained for the successful candidate and for a three month notice period to be given.

Members were advised that as the post of Glamorgan Archivist reports to Cardiff Council's Director of Governance and Legal Services (the Council's statutory Monitoring Officer), the appointment must be made by Member Appointments Committee.

On this basis it was recommended that an Appointments Committee selected from members of the Joint Committee, of at least three but up to 6 members, with a maximum of one from each contributing authority be set up. This would be a sub-committee of the Joint Committee. Political proportionality does not apply, but the Joint Committee may wish to consider having cross party representation. The terms of reference for the Appointments Committee were set out in Appendix C to the report. Once the Appointments Committee is formed, there would be a requirement for it to comprise the same members, except in exceptional circumstances, at every stage of the process.

The full recruitment process including timelines and the recommendations of the report were outlined to Members.

The Chairperson invited questions and comments from Members;

Members asked if the Appointments Panel makes the final decision and were advised that it would.

Members asked if the advert should indicate that a certain amount of years' experience was required. Officers explained that this was not possible due to age discrimination and could rule out younger applicants; the person specification does however reference substantial professional experience required.

RESOLVED to:

- I. Approve of the process for advertisement and recruitment process for the Glamorgan Archivist post.
- II. Consider and agree the content of the Job Description, Person Specification and Advertisement, and note the salary range
- III. Approve the establishment of an Appointments Committee as a sub-committee of the Joint Committee in accordance with the terms of reference set out in Appendix C
- IV. Agree that Councillors John, Burnett, Robson and Colbran would be the initial members of the Appointments Committee. Representatives from RCT and Caerphilly would be sought, however if a local authority did not wish to take a place on the panel then it was agreed that Cardiff could have 2 representatives.
- V. Determine the composition of officer involvement in the recruitment process, and allocate the lead officer role to the Director of Governance and Legal Services.
- VI. Agree the indicative timetable for the recruitment and selection process.

17 : DATE OF NEXT MEETING

13 December 2019 at 2.00pm

The meeting terminated at 3.45 pm

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

**COMMITTEE**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
December 2019**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<p><b>GLAMORGAN ARCHIVES Annual Plan 2020-21</b></p>	

**1. PURPOSE OF REPORT**

This report seeks members' approval for the annual plan appended hereto.

**2. RECOMMENDATION**

Members are asked to endorse the plan.

**3. BACKGROUND**

During the current financial year progress has been made against all targets in the current annual plan and a full report is presented to this meeting.

A three year strategy was agreed in 2018 to which the current year's plan adheres. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached followed by the high level plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year. The Glamorgan Archivist updates members on progress against the targets and detailed tasks in the quarterly reports to the Joint Committee. Issues affecting the achievement of targets are reported.

**LEGAL IMPLICATIONS**

There are no legal implications arising from this report.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the approved 2020-21 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards  
Glamorgan Archivist**



**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**December 2019**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan 2020 – 21

**Background Papers:**

Freestanding Item

**Officer to Contact: Susan Edwards – 029 2087 2202**



## GLAMORGAN ARCHIVES

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,  
Rhondda Cynon Taff and the Vale of Glamorgan**

### **Statement of Purpose**

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

#### **Key Objectives**

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

#### **Outcomes**

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

### **Aims**

**A. To ensure effective management of resources**

**B. To develop and secure the Collection**

**C. To enable access to the Collection**

## Annual Plan March 2020 – February 2021

Objective	Evaluation planned
<b>A. Resources - SE</b>	
<b>A1. Staff</b>	
<p><b>Tasks</b></p> <ol style="list-style-type: none"> <li>1. Maintain establishment</li> <li>2. Continue skill sharing and volunteer programme</li> <li>3. Ensure all staff access appropriate CPD</li> <li>4. Maintain commitment to good health &amp; safety practices</li> </ol>	<ol style="list-style-type: none"> <li>1. Cover provided for gaps including late opening</li> <li>2. Minimum of 2 student placements</li> <li>3. Compliance with PPDR</li> <li>4. No major incidents</li> </ol>
<b>A2. Budget</b>	
<p><b>Tasks</b></p> <ol style="list-style-type: none"> <li>1. Manage to best advantage</li> <li>2. Maximise benefit from income generation</li> <li>3. Promote partnerships and strengthen networks</li> </ol>	<ol style="list-style-type: none"> <li>1. Budget achieved</li> <li>2. Income targets achieved</li> <li>3. Retain existing partnerships; develop partners in each contributing authority</li> </ol>
<b>A3. Buildings and systems</b>	
<p><b>Tasks</b></p> <ol style="list-style-type: none"> <li>1. Maintain building</li> <li>2. Ensure compliance with appropriate legislation/local authority systems and procedures</li> <li>3. Develop a digitisation strategy</li> </ol>	<ol style="list-style-type: none"> <li>1. Appropriate maintenance continued</li> <li>2. Compliance achieved</li> <li>3. Options appraised</li> </ol>

<b>B: The Collection – SE/RP</b>	
<b>B1. Conservation SE</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Manage repositories' environment and storage issues</li> <li>2. Implement conservation and preservation plans</li> </ol>	<ol style="list-style-type: none"> <li>1. Environment stable; storage space maximised</li> <li>2. Planned targets met and reported to GAJC</li> </ol>
<b>B2. Cataloguing RP</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Implement cataloguing strategies and plans</li> <li>2. Implement Collection development plans</li> <li>3. Progress management of born digital records</li> </ol>	<ol style="list-style-type: none"> <li>1. Planned targets met and reported to GAJC</li> <li>2. Planned targets met and reported to GAJC</li> <li>3. ARCW targets met</li> </ol>
<b>C. Access – RP</b>	
<b>C1. On-site use</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Monitor service and implement improvements</li> <li>2. Continue programme of user events</li> <li>3. Respond to requests for educational access</li> </ol>	<ol style="list-style-type: none"> <li>1. Positive feedback</li> <li>2. Developed and advertised (minimum of 6)</li> <li>3. Requests met (minimum of 6)</li> </ol>
<b>C2. External events</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Contribute to heritage events in each authority</li> <li>2. Identify and respond to major anniversaries</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff attend minimum of 1 event in each council area</li> <li>2. Programme planned and completed</li> </ol>

**C3. Remote access**

***Tasks***

1. Monitor service and implement improvements
2. Maintain profile through on-line publicity

1. Positive feedback
2. Programme delivered

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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  
18 December 2019**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO</b>
<b>REPORT FOR THE PERIOD 1 September - 30 November 2019</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 September to 30 November 2019.

**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*

The recruitment process for the post of Glamorgan Archivist was begun. In response to the advertisement, shortlisting was completed followed by psychometric testing and a technical interview. The member panel interviewed on 3 December and an appointment has been made. The County Archivist of Gwent, Dr Snook, is thanked for her assistance in the officer interview.

Interviews were held for the post of Archives Revealed Project Archivist. Katie Finn was appointed and will commence on 9 December.

Recruitment for the post of Cardiff Council Corporate Trainee has commenced with interviews due to take place in early December.

*Continue skill sharing volunteer programme*

During the quarter 51 volunteers have contributed 1,924 hours to the work of the Office. Of these, 32 came from Cardiff, 9 from the Vale of Glamorgan, 6 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 2 from outside the area served.

Four volunteers, originally introduced through supported employment agencies, have contributed 142 hours of the total above. Six Conservation Sciences MSc student volunteers from Cardiff University have contributed 162 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 5 of these were provided. These work placements are included in the volunteer hours above.

Two tours have been arranged for placements with additional support needs. The first was requested by Quest Supported Employment Agency and the second as the result of a contact made through Quest. Both individuals have confirmed that they would like to start during the next quarter.

The Chair and Vice Chair of the Arts Society were shown around the building and observed the conservation work carried out by their members who are continuing to clean National Coal Board (NCB) volumes and plans.

The 4 student conservation volunteers have returned from their summer break and been joined by a fifth. They are mainly engaged on volumes from the NCB identified for treatment by the Glamorgan's Blood Conservator. Other conservation volunteers are work on the police newspaper cutting volumes and are making good progress.

Volunteers are continuing to work on long term projects including indexing Glamorgan Petty Sessions Depositions, vehicle licensing files, Cardiff Crew Agreements, Merthyr Tydfil Poor Law admission registers, Cardiff Union lists of paupers, Stanley Travers photographs, records of the Cardiff Exhibition 1896, building plans for Gelligaer Urban District Council and digitising photographs of the South Wales Police.

*Continuing Professional Development*

Development reviews for staff are current and up to date. All staff undertake on-line training as required by Cardiff Council.

Lydia Stirling, Conservator, and Mike Hodgson, Assistant Conservator, attended a conference on the treatment of wax seals, jointly organised by Cambridge and Copenhagen Universities, via Google Meet.



Three members of staff attend a Welsh language class provided by Cardiff Council. They are now at level Uwch; the class is held at the Archives. Melanie Taylor, Records Assistant, attended an intensive course in business Welsh.

Four members of staff and one volunteer joined a visit to Cardiff Reform Synagogue arranged by the Jewish History Association of South Wales. The visit will inform the cataloguing of records recently deposited by the Synagogue through JHASW.

*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.

External funding has been obtained for cataloguing projects, new equipment and training expenses.

*Maximise benefit from income generation*

Donations continue to be received from depositors following the addition of a note on costs to the accessioning documentation.

External orders for conservation work, cleaning and custom made boxes continue to be received. It is currently possible to manage these without impacting service needs although demand is growing and may be more difficult to balance in the future. The Conservator is providing conservation advice to a local archive. Private conservators are hiring space in the Studio.

Additional clients have been sourced for vacant space in the repositories.

In recognition of the quantity of deposits arising from the accelerated transfer of public records to the Archives in 2018 a New Burdens payment of £87,343.03 has been received from the fund administered by The National Archives. The payment is intended to support infrastructure and staff development with a particular emphasis on digital preservation.

*Promote partnerships and networks*

*National*

The Glamorgan Archivist spoke at a conference in Budapest, organised by the Central European University (CEU), on volunteering in the cultural heritage sector. She also delivered a public lecture to staff and students on community engagement in archives.

Representing Archives and Records Council Wales (ARCW) she attended the inaugural meeting of the Welsh Architectural Archives panel, the official unveiling in Cathays Park of a memorial stone in recognition of black and minority ethnic servicemen and women, and a response meeting on the potential impact of an EU exit on the cultural and heritage sector in Wales led by MALD the Welsh Government museums libraries and archives division. With the Senior Archivist she met staff of People's Collection Wales (PCW) looking for ways to improve the organisation's relationship with local archives and museums. She contributed to the consultation on PCW currently being undertaken by an external consultant on behalf of MALD.

She attended the Cultural Ambition graduation celebration at Conwy Castle at which the first group of trainees to complete their placements were presented with qualification certificates by the Deputy Minister.

The Glamorgan Archivist has attended meetings of Women's Archive Wales' (WAW) new National Lottery Heritage (NLHF) funded project recording the experiences of women Assembly Members, Setting the Record Straight. Project officer interviews and volunteer training was hosted at the Archives. Staff attended the WAW Annual Conference on both days, listening to a varied programme which included papers on the Cardiff New Synagogue Ladies Guild, and activist Audrey Jones, whose records have been deposited through WAW.

Sporting Heritage held their annual Conference in Cardiff in October at the Museum of Welsh Cricket in Sophia Gardens. A workforce development grant from ARCW enabled the Senior Archivist to attend. The programme was wide ranging, and the conference provided an opportunity to discuss collecting with colleagues in the heritage sector and to meet representatives from sports organisations.

The Senior Archivist also attended the History of Medicine in Wales Conference at the National Library of Wales to give a paper on the Glamorgan's Blood project with a focus on material relating to medicine, health and welfare. The programme also included a paper by Dan Jewson of Cardiff University on his work on the Glamorgan Asylum records held at the Archives.

She continues to attend meetings of the Archives and Records Association (ARA) Survey Group and the ARCW Marketing Group.

### *Visits*

The Chief Executive and Director of the National Archives (TNA), Jeff James, visited Glamorgan and was shown around the building, meeting staff and volunteers on the way. He was accompanied by a colleague, Phillip Gale, who had worked in the former Glamorgan Record Office building some years ago and was impressed by the new premises. The newly appointed Deputy Director of MALD, Nicola Guy, came to see the building and discuss archive service provision in Wales with the Glamorgan Archivist. The new Director of the Royal Society of Architects in Wales, Elinor Weekly, visited for an overview of the domain and was also shown the building.

Vaughan Gething AM, called to see the National Archives' exhibition on the 1919 Race Riots, and the Glamorgan's' Blood exhibition panels.

### *Local*

The Glamorgan Archivist attended the launch at Cardiff Castle of Matthew Williams' book, Cardiff Castle and the Marquesses of Bute. She attends meetings of the Heritage and Cultural Exchange reference and steering groups in support of their NLHF project. The project officer and volunteers are sorting the collection at the Archives. She also attended the launch of the People of Butetown exhibition at Cardiff Museum.

The Senior Archivist attended a meeting of the Merthyr Tydfil Heritage Forum, and represented the Archives at the Merthyr Tydfil Destination Day. She attended meetings of Cardiff University's Cultural Participation Research Network at St Fagan's Museum, Glamorgan History Society's annual Autumn Day in Bridgend, and South Wales Records Society's October committee meeting at Glamorgan Archives. She represents the office on the committee.

The Senior Archivist attended a meeting of the South Wales Police Heritage Board, on which she has an advisory role. She attended the South Wales Heritage Education Forum. Held at Gwent Archives, discussions focussed on the potential impact of the new school curriculum on archives and museums.

Cardiff University Special Collections and Archives celebrated 200 years since the birth of Enoch Salisbury with an event exploring the treasures within its Salisbury Collection. The Senior Archivist attended.

Glamorgan Archives continues to contribute to the Cardiff Fusion programme.

The Jewish History Association of South Wales have been successful in their bid for National Lottery Heritage Funding and will progress to a second project. They will continue to be based at Glamorgan Archives.

Grangetown Local History Society continue to hold their monthly meetings at the Archives.

### *Potential partnerships*

Dr Victoria Donovan of St Andrews University discussed her plans for schools engagement in south Wales with the Glamorgan Archivist. A conference on industrial heritage is being planned for the summer of 2020 in Ukraine. St Andrews is involved as is the CEU and colleagues in Ukraine itself. Glamorgan Archives is likely to be asked to contribute. Digital copies of material from the Hughesovka Research Archive have been provided to former staff of the museum in Donetsk who are trying to re-establish a collection after the museum was largely destroyed in the recent Donbass war. An exhibition is planned along with visits to the UK by heritage professionals from Ukraine.

A telephone meeting has been held with representatives from the Railway Work, Life and Death project which looks at railway worker accidents in the UK and Ireland from the 1870s-1939. Potential links with the Collection, the Glamorgan's Blood project and the forthcoming Archives Revealed Time and Tide project, were discussed.

William Tregaskes from Cynon Valley Museum visited to discuss potential future partnership working, including hosting the Glamorgan's Blood exhibition during 2020.

## **2. Building and systems**

### *Maintain building*

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required. The pressurisation unit for the water system, boilers and heating systems failed meaning the building was temporarily without hot water and heating. It has been replaced. A new pump was also needed for the driver unit bringing water into the system.

### *Ensure compliance*

The Senior Archivist represents Glamorgan Archives on Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored.

Migration to Office 365 took place on 19 September. Some minor issues with access to the generic shared inbox were experienced initially but have since been resolved, and the migration overall went smoothly.

The Senior Archivist attended training in the use of Talent Link, Cardiff Council's new recruitment portal, in preparation for recruiting to the role of Corporate Trainee.

Cardiff Council's Asset Management Officer visited to carry out a utilisation audit. The partnership arrangement was explained along with the budget structure. He was shown around the building to ensure the accuracy of the Council's plans.

All building health and safety checks are completed and current.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

The repository environments have been comfortably within the recommended ranges for the storage of archives with AHUs rarely called for during the quarter as temperatures dropped with the onset of winter. Chilled air was needed during the summer months when higher temperatures began to heat the concrete core of the repository block. Rooms at the top of the building need more cooling. Since the beginning of August conditioned air has been called for 30 minutes in the ground floor repository, Strongroom 1, 4 hours 30 minutes in Strongroom 2, 59 hours 50 minutes in Strongroom 3 and 86 hours 40 minutes in Strongroom 4.

Insect traps have been empty apart from the one at the front door which has captured a moth, a small fly and one small spider. Only the moth is of potential concern and it appears to be a single stray.

#### *Conservation and preservation plans*

The new multifunction suction table has arrived and been installed. The supplier provided training as part of the installation. It has already been in use to flatten a number of parchment documents and to remove some oxidised pressure sensitive tape adhesive residue, and is being demonstrated to staff, volunteers and students.

The controller for the Kasemake box machine has been repaired. It was out of action for a period during the quarter following issues around reconnecting to a replacement computer. External orders were not affected but box making for the Archives has been limited. There appears to be an IT issue outstanding which is affecting performance. This is being investigated.

Series identified for digitisation by Ancestry staff have been assessed and any preparatory conservation completed. The project on Quarter Sessions Rolls has begun. Their accessibility will be increased through flattening, cleaning, and repairing them as necessary. Conservation priorities identified by the Glamorgan's Blood project are also being pursued.

The studio was taken over as part of Kids Take Over Day. The students cleaned items from the Cardiff library deeds collection and carried out a bug check.

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, with a focus on local authority records. Work is currently underway to catalogue the committee papers of Rhondda Cynon Taff County Borough Council.

In the last quarter an extra 195 catalogues from Glamorgan Archives have been added to the Archives Hub website, increasing the total from Glamorgan Archives to over 35,000 entries. This includes the newly completed catalogue to the National Coal Board Collection. More descriptions will be added to the Hub in the forthcoming months.

Work continues on preparing catalogue data for upload to the system ensuring that descriptions are as accurate and user friendly as possible. During the quarter this has included significant work on improving descriptions of the Ordnance Survey map collection including National Grid maps from the 1960s.

### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 87% of the accessions; the target is 60%. 94% of the accessions received between December and May had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

Louise Hunt, Archivist, visited the constituency office of Ann Clwyd, former MP for Cynon Valley, to survey files offered for deposit. The files held in the office form a continuation of case files deposited in the 1990s. Contact has been made with the Welsh Political Archive at the National Library of Wales to ensure that collections are retained by the most appropriate repository.

Louise Hunt, Archivist, and Rhian Diggins, Senior Archivist, met a representative of Geldards LLP to discuss the potential deposit of material to add to the existing collection.

A full list of accessions is given in *Appendix I*

### *Digital preservation*

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group contributing to telephone conferences.

### *Glamorgan's Blood*

Cataloguing of the National Coal Board collection has been completed, meeting the project deadline of 4 December 2019. All NCB photographic prints have been scanned and the images uploaded to the online catalogue.

Guidance has been compiled for staff on resources, outstanding work and related projects. These include: cataloguing and digitisation of NCB negatives in the conservation freezer; uploading of images of the negative collection to the online catalogue; transfer of material to West Glamorgan Archive Service, and destruction of appraised material.

The Arts Society volunteers continue to clean volumes from the collection, with 234 cleaned to date. Katrina Coopey, Arts Society volunteer, is repackaging the building plans collection, with 107 repackaged so far.

The project is widely promoted through social media.

## **C. ACCESS**

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

*Monitor service and implement improvements*

Ask the Experts family history advice sessions, delivered by an expert volunteer, continue with 10 attendees this quarter.

*Programme of user events*

The annual Open Doors event took place in September, part of the national programme co-ordinated by Cadw. The Archives was open on a Saturday with documents on display and tours behind the scenes offered to the 47 people who attended.

Glamorgan Archives hosted the annual Conference of the Welsh Placenames Society. The Leader of Cardiff Council spoke of the authority's commitment to the Welsh language as demonstrated by its street name strategy. Other speakers included former Archivist Richard Morgan. Attendees were impressed with the facilities and the administration of the event and staff were thanked for their support. The executive committee of the society also met at the Archives.

The Glamorgan's Blood celebration event took place on 25 October. Talks were given by Project Archivist, Louise Clarke, and Project Conservator, Stephanie Jamieson. Guest speaker Dr Steve Thompson of Aberystwyth University gave a paper entitled 'A Disability History of the South Wales Coalfield'. The public event celebrated the completion of the project and launched the Glamorgan's Blood exhibition, exploring the coal collections, which will be on display at the Archives until the end of the year. It will then go on tour across south Wales.

Volunteers from the Living Levels RATS research group held a morning of short talks at the Archives, where they introduced the public to their work on the history of the Gwent Levels. Subjects included the development of the aerodrome at Pengam, an accident involving a mail coach at Pengam Bridge in 1843, flood control and the use of church

bells on the Levels. Related documents from the Collection were displayed following the talks.

Delegates attending the Chartered Institute of Library and Information Professionals (CILIP) Rare Books Conference, held at Cardiff University, visited the Archives for a tour as part of the conference programme.

Members of Penarth Civic Society visited for a tour of the building and to see documents relating to their town.

Three groups of family history students – 26 individuals in total – visited with their tutor. The groups were given a tour and then an introduction to using the searchroom and catalogue. They also had a display of documents representing their research interests.

### *Education*

The autumn term has again proved a popular period for school visits. Two Year 6 classes from St Illtyd Primary School in Llantwit Major visited for workshops on the Second World War. Two classes from Kitchener Primary in Cardiff studied how Riverside had changed over the last century.

One class of 29 pupils attended from Adamsdown Primary School. They studied how their area of Cardiff has changed over the last one hundred years.

In October a group of twelve year 5 and 6 pupils from St Helen's Roman Catholic School, Barry, visited for an animation workshop hosted by artists Leo and Natasha Nicholson. The children spent the morning learning about the Archives and looking at documents of Barry Dock Office, Ocean Coal Company, David Davies, and the coal industry in Wales. In the afternoon they took inspiration from these documents to build models and sets and then to create an animation. The children will take part in a second session to be held at the Barry Dock Offices. It is hoped that the finished works can be displayed on the Archives' website.

Two classes from Victoria Primary School, Penarth, visited in November for workshops on the Victorians. The pupils also had a tour of the strongrooms.

Year 10 history pupils from Whitmore High School in Barry visited as part of their Welsh Baccalaureate project. They researched documents relating to Barry in the Second World and used their findings to deliver lessons to younger pupils back at school.

November saw the annual national Kids in Museums Take Over Day. This year it was the turn of pupils from Greenfield School, Merthyr Tydfil, to take on the roles of the Archivists and Conservators for the day. They helped to run the public searchroom, catalogue a collection photographs



and clean documents in the conservation studio. In total 10 pupils took part accompanied by three members of staff.

Creative writing students from Cardiff Metropolitan University visited for a tour and to explore items from the collection which could potential inspire and inform their creative work.

History students from the University of South Wales visited to view items relating to poverty and crime in the 19th century. They also had a tour and were given guidance on searching the catalogue.

## **2. External events**

### *Contribute to heritage events*

Harvey Thomas, Assistant Archivist, attended the Glamorgan Family History Society Fair at Merthyr Tydfil Leisure Centre, where he provided advice and guidance on family history and the collection, answering questions from many of the genealogists in attendance.

Hannah Price, Archivist, attended a lecture day organised by the AWEN Group based at Whitchurch Library. The event was held at the Museum of Cardiff and looked at the subject of radical politics in south Wales.

Louise Clarke, Archivist attended the Llafur: Welsh People's History Society day school at the Museum of Cardiff, which was based on the theme of popular protest.

### *Identify and respond to major anniversaries*

The 'From Cardiff to the Caribbean' exhibition, produced by the National Archives to commemorate the centenary of the 1919 Race Riots, was displayed at the Pierhead Building as part of their programme for Black History Month in October. The exhibition then moved to Derby where it was displayed at the National Black Police Association Conference, thanks to the NBPA's President Sgt Tola Munro of Gwent Police, who is a regular visitor to the searchroom. Interest in the exhibition continues and it has been requested for display in a number of future events and conferences.

The Glamorgan Archivist attended a commemorative event at Merthyr Dyfan Cemetery, Tolerance through Remembrance, on the 1919 Barry Race Riots.

The Senior Archivist delivered a workshop at Cardiff Council's Tenants Conference, held at City Hall in October. The theme for the conference was 100 years of council housing, and the workshop drew on photographs, plans and other documents showing council housing in Cardiff. Several tenants attended and, as a result, a visit for tenants to the Archives has been arranged for January.

Cardiff Council held its annual staff remembrance service at City Hall on 11 November. The Senior Archivist read a short piece providing stories of some of those featured on the staff roll of honour, based on information collated by volunteer Rosemary Nicholson.

Rhondda Cynon Taf Citizens Advice Bureau launched their 80<sup>th</sup> anniversary exhibition at Pontypridd Museum. Louise Hunt, Archivist, attended the launch event which included a presentation on the history of the organisation and a video that had been created as part of the project. The exhibition was subsequently displayed at Glamorgan Archives.

The blog continued to celebrate the 80<sup>th</sup> anniversary of Glamorgan Archives with articles focusing on each of the decades since its establishment in 1939. The post for the 1980s looked at the Miners' Strike of 1984/5; the Glamorgan Archivist looked at the links forged with Donetsk during the 1990s; the article for the 2000s looked at the impact of building the Rhondda Relief Road on Cymer Independent Chapel, and the series closed with an article on the records deposited by Cardiff People First during the 2010s.

Social media posts noted the 70<sup>th</sup> anniversary of Welsh medium education in Cardiff

### **3. Remote access**

*Monitor service and implement improvements*

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

*The staff in the search-room are always helpful, patient and accommodating... It may not seem like a lot, but simple things like that are very much appreciated. I would like ALL of the search room staff (I don't know all of their names) to know that the work they do is very much appreciated by me, as I am sure it is also appreciated by many other visitors to the archives.*

*Thank you for your time and effort in helping me with my search. I can see you have gone above and beyond, which is very much appreciated.*

Interesting enquiries are reported in *Appendix II*.

The ARA Distance Enquiries Survey has taken place across September, October and November. It is a survey of users of the remote enquiries service who contact the office by post or email. The final invitation to participate was sent on 22 November, with the survey closing to responses on 2 December. Results will be available in the spring.

Discussions are underway with People's Collection Wales regarding adding schools workshops to the PCW site and feeding them through to Hwb, Welsh Government's on-line teachers' resource site.

### *Publicity*

Photographs from the South Wales Police collection showing public houses are to be published in a forthcoming book on the history of public houses in the Rhondda Valley.

Images from the Archives appeared in the St David's 2 shopping centre's 10<sup>th</sup> anniversary exhibition.

Work carried out by volunteer Ann Konsbruck on the Henry Fothergill diaries has continued to attract interest, particularly in Kent where Fothergill spent his later years. Whilst researching in Kent, Ann forged links with a local history society and now one of its members will be giving a talk on the diaries to Deal Branch of the Kent Family History Society next year. It is good to see the story of Henry Fothergill and his diaries being shared further afield.

The Senior Archivist was interviewed on Radio Cymru's Geraint Lloyd programme about the Open Doors event.

As part of Radio Cardiff's season of programmes for Black History Month, the Senior Archivist spoke on Ceri Stennett's weekly programme about documents relating to the 1919 Race Riots.

*Heno*, a magazine show on S4C, ran a feature about the Glamorgan's Blood exhibition which was broadcast on 20 November. They also visited to film plans and photographs for an item on Cardiff's Dutch Café.

A film crew from BBC's The One Show visited the searchroom to film a genealogy item.

Staff and volunteers at Llandudno Museum published a blog post on an LGBT history tour of the town. The tour was created following attendance at a Queering the Archives training day led by Norena Shopland and inspired by Glamorgan Archives' Queering Glamorgan research guide.

The last week in November was Explore Your Archive week. Glamorgan Archives contributed to the social media campaign with posts linked to daily hashtags. Glamorgan Archives took over the social media accounts of Archives Wales / Archifau Cymru during the week of 21<sup>st</sup> October. Throughout the week the accounts highlighted the work of the Archives.

A series of articles on the blog have featured records relating to medicine, health and welfare catalogued as part of the Glamorgan's Blood project. Also marked were the opening of the Rugby World Cup

in Japan with a look back at the visit to Deep Navigation Colliery in 1976 by the Crown Prince of Japan. The latter also featured on Wales Online.

The Archives' own social media accounts also promote and publicise events, catalogues and conservation. Posts this quarter have featured National Sporting Heritage Day and Diwrnod Shwmae.

### **SUMMARY**

Another busy quarter 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.

## **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 2019-2020 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  
6 December 2019**

**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 2019

**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	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taff, Vale of Glamorgan
	Deliver educational service	10 educational visits	17
	Deliver on-site events	6 public events	21
The Collection	Contribute to Archive Hub	200 catalogues	655
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 87%; complex; 94%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	523 cleaned; 479 conserved; 954 boxes made
Resources	Meet income target	£92,200	Figures to follow
	Meet agreed revenue budget	£887,100	Met
	Manage volunteers workforce	6,600 hours; 100% reviewed	5489, reviews complete
	Maintain establishment	14 fte	14 fte

## Appendix I

<b>A. W. McKinty of Cardiff, Collection</b>			
<b>Accession No:</b>	2019/133	<b>Reference No:</b>	D80
Staff papers of Western Mail and South Wales Echo			
Date of records: 1966-1986			
<b>Insurance documents for properties in Treherbert</b>			
<b>Accession No:</b>	2019/134	<b>Reference No:</b>	D1712
Insurance policy of Thomas Davies on 6 Herbert Street, Treorcki, dwelling house and shop (1879). Insurance policy of Jane Davies on properties at 5 Princes Street, Treherbert and 35, 36 and 37 Victoria Street, Ystrad (1889)			
Date of records: 1880s			
<b>Bob Skinner, Marketing Officer, BBC Symphony Orchestra Collection</b>			
<b>Accession No:</b>	2019/135	<b>Reference No:</b>	D1714
Concert programmes of the BBC Symphony Orchestra, 'Who Runs This Town? 100 Years of Penarth Local Government'			
Date of records: 1989-2008			
<b>Barry and District Soroptimist Records</b>			
<b>Accession No:</b>	2019/136, 171	<b>Reference No:</b>	D647
Scrapbook, photograph albums			
Date of records: 1991-2013			
<b>Penarth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2019/137, 172	<b>Reference No:</b>	P46CW
Baptism register, 1990-2019; parish magazine, 2018; weekly bulletins, 2018; Holy Nativity Baptism Register (1966-2019); Guide to St Augustine's Church (2012)			
Date of records: 1966-2019			
<b>Llandaff Diocese Mothers' Union Records</b>			
<b>Accession No:</b>	2019/138	<b>Reference No:</b>	DMUL
Penarth Branch records including newsletters, lists of members, minutes, scrapbook, programmes, orders of service, accounts			
Date of records: 20th century			
<b>JHASW: Jewish History Association of South Wales Records</b>			
<b>Accession No:</b>	2019/139	<b>Reference No:</b>	D1719
'Bimah The Platform Of South Wales Jewry' / 'Bimah The Platform Of Welsh Jewry' magazines			
Date of records: 1994-2019			
<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2019/140, 201	<b>Reference No:</b>	D37/1/135, 136
Journal numbers 135-136			
Date of records: Sep-Dec 2019			



<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2019/141, 157	<b>Reference No:</b>	DLNS
Newsletters 178-179			
Date of records: Jun-Sep 2019			

<b>South Wales Police Constabulary Records</b>			
<b>Accession No:</b>	2019/142, 143	<b>Reference No:</b>	DSWP
South Wales Police 'Fifty years of keeping South Wales safe'; South Wales Police guidance for 'Working with the Community'			
Date of records: c2005-2008			

<b>Casgliad Philip Lloyd o'r Wyddgrug</b>			
<b>Accession No:</b>	2019/144	<b>Reference No:</b>	D1510/9
Aerial photograph of Cardiff Central Station			
Date of records: 20fed ganrif			

<b>Grangetown Local History Society, Cardiff, Collection</b>			
<b>Accession No:</b>	2019/145	<b>Reference No:</b>	D1026
Three mounted photographs of Conservative Club members. Also many copies including of Kent Street, Grange Council School and Sevenoaks Park Youth Club.			
Date of records: 1930s-1970s			

<b>Bethany Baptist Church, Rhiwbina, Cardiff Records</b>			
<b>Accession No:</b>	2019/146	<b>Reference No:</b>	DBAP15
Papers for AGM, monthly announcements, Church Messenger magazines, orders of service, minutes of the Elders and Deacons meetings			
Date of records: 1990s-2010s			

<b>Records of the Brush Electric Light Company</b>			
<b>Accession No:</b>	2019/147	<b>Reference No:</b>	D1713
Notice to connect steam engine with chimneys under the Cardiff Corporation Act			
Date of records: 1890			

<b>Vale of Glamorgan Council Records</b>			
<b>Accession No:</b>	2019/148, 159	<b>Reference No:</b>	CVG
Committee agendas and reports			
Date of records: 2012-2013			

<b>City of Cardiff Corporation Waterworks</b>			
<b>Accession No:</b>	2019/149	<b>Reference No:</b>	BC/WW/21
Annual Reports of the Water Engineer and Manager and City Treasurer and Controller			
Date of records: 1969			

<b>'The Fortnightly Club', Cardiff, Papers</b>			
<b>Accession No:</b>	2019/151, 161	<b>Reference No:</b>	D1715
Academic papers and journals read in meetings, meeting papers, correspondence, meeting log book, framed paper of 'The Fortnightly Club' shield with attached bone, photographs, letter regarding creation of The Fortnightly Club and list of members Date of records: 20th century			

<b>HJ Lear Limited University Bookshop (Cardiff) Limited, Annual Accounts</b>			
<b>Accession No:</b>	2019/152	<b>Reference No:</b>	D1716
Accounts Date of records: 1984			

<b>Pontypridd and Cardiff Jewish Community Photographs</b>			
<b>Accession No:</b>	2019/153	<b>Reference No:</b>	D1717
Pontypridd Synagogue: a copy of a photograph of the exterior of the building and congregation with explanatory note; Cathedral Road Synagogue: photograph of Joseph Nifield carrying a Torah scroll; Penylan Synagogue: Youth Sports Club Date of records: 20th century			

<b>Nightingale's Map of Glamorgan</b>			
<b>Accession No:</b>	2019/154	<b>Reference No:</b>	D1722
Showing county boundaries, Municipal Boroughs, Urban and Rural Districts, parishes, collieries and railways Date of records: c1910			

<b>Cardiff New/Reform Synagogue Records</b>			
<b>Accession No:</b>	2019/155, 181, 192	<b>Reference No:</b>	D1718
This collection contains documents relating to the formative years and early history of Cardiff Reform (formerly New) Synagogue.  The documents include a letter that offers insight into the difficulties that the first congregation encountered before it found a fixed place of worship and when most of its services were held in the Temple of Peace; letters concerning the acquisition of the former Methodist Church in Moira Terrace and the building works that were undertaken to transform it into a Synagogue; a floor plan showing one of the proposed designs for the Synagogue; a leaflet containing the Order of Service for the consecration of the Synagogue; early leaflets advertising the Synagogue and debunking common misconceptions about Reform Judaism as a movement; histories of Cardiff Reform Synagogue written by members of its congregation; and a series of letters relating to the conflict over kosher meat in Cardiff in the late 1940s; Administrative records, papers of notable congregation members, papers relating to Rabbis and files on various issues; Ladies' Guild records Date of records: 1940s-2016			

<b>William Croker of Cardiff, Photographs</b>			
<b>Accession No:</b>	2019/156	<b>Reference No:</b>	D1720
Family photographs. Date of records: 1910s-1930s			

<b>Roger L Brown, Vicar of Tongwynlais, Papers</b>			
<b>Accession No:</b>	2019/158, 162	<b>Reference No:</b>	D1691
Bargoed Parish magazines, 1971-1972; Dinas and Penygraig Parish notes, 1968-1970; Rhondda Deanery notes, 1968-1970; Llandaff Diocesan Liturgical Committee papers, 1972-1976; Dinas and Penygraig Parish magazines, 1970; Bargoed Parish magazine, Oct 1970 Date of records: 20th century			

<b>Sir Hebert Hiles M.B.E., Lord Mayor of Cardiff Papers</b>			
<b>Accession No:</b>	2019/160	<b>Reference No:</b>	D1721
Photographs (1936-1937); invitation and records relating to attendance at the coronation of George VI and Queen Elizabeth (1937); programmes and invitations (1927-1953); newscuttings (1936-1937); correspondence (1936-1937) Date of records: 1936-1953			

<b>136 Corporation Road, Cardiff, Deeds</b>			
<b>Accession No:</b>	2019/163	<b>Reference No:</b>	D1726
Property deeds Date of records: 19th-20th century			

<b>Ms Jayne Pucknell Papers</b>			
<b>Accession No:</b>	2019/166	<b>Reference No:</b>	DX736
Records, including letters between Sidney Pucknell and Joyce Evans when 'courting'; also photograph album Date of records: c1940s-1950			

<b>'Taffs Well and Nantgarw', Volume 3, Correspondence</b>			
<b>Accession No:</b>	2019/167	<b>Reference No:</b>	D1723
Correspondence received by Roger Lee Brown, Editor, regarding readers' reaction to 'Taffs Well and Nantgarw', Volume 3 Date of records: 1984			

<b>Casgliad D Gareth Evans o'r Barri / D Gareth Evans of Barry, Collection</b>			
<b>Accession No:</b>	2019/168	<b>Reference No:</b>	D865
'Hanes Bedyddwyr Y Barri hefyd. Capel Calfaria a Chapel Salem' Date of records: 1923-1930			

<b>Quantities for the Construction of Infant School, Bridgend</b>			
<b>Accession No:</b>	2019/169	<b>Reference No:</b>	D1725
P.L. Thomas, Architect of Bridgend for the Bridgend School Board. Date of records: 1899			

<b>Cllr Phil Bale of Cardiff, Papers</b>			
<b>Accession No:</b>	2019/170, 182	<b>Reference No:</b>	D1732
Papers relating to the political career of Cllr Phil Bale, including, but not limited to papers concerning: Cardiff City Deal, 2014-2017, Welsh Audit Office, Llanishen Reservoir, Cross River Tram campaign, London, papers relating to events, Labour Group Co-op Party, 2012-2019, Informal Cabinet papers, 2014-2017, Leader of Council Statements, 2014-2017, Newspaper cuttings (with index) Date of records: 2008-2017			

<b>Penarth and Barry Deanery. Mothers' Union</b>			
<b>Accession No:</b>	2019/173	<b>Reference No:</b>	DMUL
Accounts and other papers (1999-2015), scrapbooks (1951-1999), pamphlet on the visit of the Mothers' Union Worldwide President (2019) Date of records: 1951-2019			

<b>Matthew Williams of Cardiff, Collection</b>			
<b>Accession No:</b>	2019/174	<b>Reference No:</b>	D1080
Images of a Miners' Gala, Cardiff and Nantgarw Potteries Date of records: 1960s-1994			

<b>Blaengarw Colliery Strike</b>			
<b>Accession No:</b>	2019/175	<b>Reference No:</b>	D1724
Police escorting home the only three men who were working at Blaengarw Colliery Date of records: Nov 1929			

<b>Cardiff and Bristol Incorporated Shipowners' Association</b>			
<b>Accession No:</b>	2019/176	<b>Reference No:</b>	DCOMC
Records of the Association including minutes, correspondence and annual reports Date of records: 1970s-2005			

<b>Minster Road United Reformed Church, Cardiff, Records</b>			
<b>Accession No:</b>	2019/177	<b>Reference No:</b>	D756
Marriage register Date of records: 2001-2004			

<b>Baptist Chapel, Splott Road, Cardiff, Records</b>			
<b>Accession No:</b>	2019/178	<b>Reference No:</b>	DBAP49
Marriage register Date of records: 1980-2007			

<b>Allensbank Primary School, Cardiff, Records</b>			
<b>Accession No:</b>	2019/179	<b>Reference No:</b>	D1727
Log books, admission registers, punishment books, stock books, sales book, visitors' book, register of children arriving late Date of records: 20th century			

**WA Sanday and Company Limited, Woollen and Trimming Merchants, Cardiff, Scrapbook and Ledger**

<b>Accession No:</b>	2019/180	<b>Reference No:</b>	D1729
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Scrapbook recording the amalgamation with Trippe Brothers Limited; Ledger  
Date of records: 1920-1984

**Penarth Heating Engineers Limited, Cardiff, Photograph**

<b>Accession No:</b>	2019/183	<b>Reference No:</b>	D1728
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Radiator pressings being pressed on a 2000 ton hydraulic press at Penarth Heating Engineers Limited, Cardiff.

Date of records: c1960

**Cofnodion Merched y Wawr: Rhanbarth De Ddwyrain**

<b>Accession No:</b>	2019/184	<b>Reference No:</b>	DWAW62
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Papurau ariannol a chyfrifon

Date of records: 1988-2010

**Maindy School, Cardiff, Records**

<b>Accession No:</b>	2019/185	<b>Reference No:</b>	EC19
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Log books, 1911-1939; admission register, 1928-1939

Date of records: 1911-1939

**Dinas and Penygraig Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/186	<b>Reference No:</b>	P258CW
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Duplicate marriage register for Dinas Mission Church

Date of records: 2013

**Calvary Baptist Church, Treforest, Records**

<b>Accession No:</b>	2019/187	<b>Reference No:</b>	DBAP36
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Duplicate marriage registers

Date of records: 1953-2003

**Williamstown Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/188	<b>Reference No:</b>	P233CW
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Duplicate marriage register

Date of records: 1996-2016

**Tabernacle, Hannah Street, Porth Records**

<b>Accession No:</b>	2019/189	<b>Reference No:</b>	DBAPMARR2
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Duplicate marriage register

Date of records: 2001-2004

**St John Lloyd Roman Catholic Church Records**

<b>Accession No:</b>	2019/190	<b>Reference No:</b>	D1731
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Duplicate marriage registers

Date of records: 1971-1990

<b>Bethel (Bush) Free Mission, Clydach Road, Blaenclydach, Rhondda, Records</b>			
<b>Accession No:</b>	2019/191	<b>Reference No:</b>	D1730
Duplicate marriage register Date of records: 2003-2015			

<b>Cowbridge History Society Records</b>			
<b>Accession No:</b>	2019/193	<b>Reference No:</b>	D1254
Cowbridge High School for Girls, photograph; views of Cowbridge and surrounding area Date of records: 20th century			

<b>Account of the Estate of Charles Williams, Currier of Cardiff</b>			
<b>Accession No:</b>	2019/194	<b>Reference No:</b>	D1734
Containing an account of the debts due to the Estate of the late Charles Williams decd, statement of rents, interests, mortgages, bonds etc due to the estate of the deceased, account of monies due from the late Charles Williams, and balance of accounts Date of records: 1801-1802			

<b>Cardiff and District Table Tennis League Records</b>			
<b>Accession No:</b>	2019/195	<b>Reference No:</b>	D1683
Supplement to 'The History of Table Tennis in Cardiff', handbook for 2019-2020 Date of records: 2019			

<b>Keith Leighfield, Former Chief Surveyor and Minerals Manager with British Coal Corporation, papers</b>			
<b>Accession No:</b>	2019/197	<b>Reference No:</b>	D1733
British Coal/National Coal Board Annual Reports, 'The Prospects of Coal, Conclusions of the Government's Coal Review', Mar 1993 and British Coal Information memorandum produced by N M Rothschild and Sons Limited, 1994. Date of records: 1970s-1990s			

<b>Cynon Valley Anti-Poll Tax Group Papers</b>			
<b>Accession No:</b>	2019/198	<b>Reference No:</b>	D1735
Press cuttings, notebook, press releases, posters, tickets Date of records: c1990			

<b>Tonteg Women's Institute Records</b>			
<b>Accession No:</b>	2019/199	<b>Reference No:</b>	D552
Scrapbooks Date of records: 1967-2009			

<b>Programme for Cardiff Municipal Officials' Picnic</b>			
<b>Accession No:</b>	2019/200	<b>Reference No:</b>	D1625
Trip to Minehead, Lynton and Lynmouth Date of records: 16 Jun 1931			

## **Notable Accessions**

### **Barry and District Soroptimist Records (D647)**

Two deposits have been received from a local soroptimist group during the last quarter. Soroptimist International is the largest worldwide service organisation for women in management and the professions, with more than 3000 clubs in over 120 countries. The Barry Club is one of 20 in south Wales and was chartered in 1968. Items received comprise photograph albums and scrapbook covering the years 1991-1992 and 2008-2013 respectively

### **Cardiff New/Reform Synagogue Records (D1718)**

Several deposits of records have been received from Cardiff Reform Synagogue via the Jewish History Association of South Wales. The records were sorted and listed by volunteers working on the Jewish History project prior to their deposit. Material includes administrative papers, minutes, correspondence, photographs, newsletters and records of social groups and events including the Ladies' Guild. The records date from 1948-2010s covering all aspects of the community's history

### **Sir Hebert Hiles M.B.E., J.P., Lord Mayor of Cardiff Papers (D1721)**

An extensive collection of records has been donated by the family of a former local councillor. Herbert Hiles was born in Wellington, Somerset in 1881 and worked as a baker's boy before moving to Cardiff. He was Mayor of Cardiff 1936-1937, received an M.B.E. in 1936 and was knighted the following year. The majority of records date from his time as Mayor of Cardiff and includes photographs of residential streets decorated for the coronation, the visit of King George VI and Queen Elizabeth during their coronation year, and numerous programmes and photographs recording official events attended

### **Quantities for the Construction of Infant School, Bridgend (D1725)**

Papers regarding the building of a Victorian school have been deposited. The records refer to the construction of a new infant school at Bridgend and were drawn up during the autumn of 1899 for the Bridgend School Board by PL Thomas, a local architect. The detailed Dimensions of Quantities outline the trades and materials required for the completion of the school

### **Councillor Phil Bale of Cardiff, Papers (D1732)**

Papers relating to the political career of Councillor Phil Bale have been received. Councillor Bale was Cardiff City Council Leader from 2014-2017 and he spent seven and a half years as the Labour & Co-op Councillor for Llanishen and Thornhill, stepping down in Oct 2019. Papers relate to his time in Cardiff as Leader and Councillor. Additional material relates to his campaign work, including material concerning the Save Llanishen Reservoir Campaign

### **Cynon Valley Anti-Poll Tax Group Papers (D1735)**

Papers of a local protest group have been received from its former head. The Cynon Valley-Anti Poll Tax Group was active in raising awareness of and organising opposition to the Tax. Papers received reflect the activities of the Group and include a minute book, notes of meetings, scripts for speeches, campaign flyer, posters and a newspaper cutting

## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
	<b>TOTAL</b>			
Sep – Nov 2018	2683	(2004)	86	3041
Dec 2018-Feb 2019	1996	(1428)	57	2434
Mar – May 2019	1871	(1245)	43	2806
June – Aug 2019	1847	(1238)	53	2961
Sep – Nov 2019	2214	(1574)	82	3090

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Sep – Nov 2018	958 (+168 un-printed thank you emails)	12863
Dec 2018-Feb 2019	805 (+ 216 un-printed thank you emails)	10844
Mar – May 2019	924 (+90 un-printed thank you emails)	10282
June – Aug 2019	840 (+231 un-printed thank you emails)	10522
Sep – Nov 2019	912 (+296 un-printed thank you emails)	11469

### Interesting Enquiries

Students and academics continue to make use of the Collection in their research. The Plymouth Estate plans, Quarter Sessions deposited plans and the Merthyr Tydfil tithe plan provided information on housing provision for ironworkers. A student researching the suffrage movement in Wales drew on the work completed by volunteers, along with records of the Cardiff Women Citizens' Association, the Pontypridd Women's Co-operative Guild, the police newscuttings books and local authority minutes. More recent research on feminist activism was undertaken by a PhD candidate exploring reproductive rights, fat acceptance and beauty ideals. Students from the Welsh School of Architecture continue to make use of the Collection, with a recent project on Currans Limited, Cardiff and the surrounding area in Butetown drawing on Borough of Cardiff building regulation plans and photographs, Cardiff City Council aerial photographs, and images from the Ralph Lucas photographic collection.



House and property history remains popular. The Cardiff Library Collection provided details on a property in Devon dating back to the 17<sup>th</sup> century. Local authority records assisted a homeowner in his efforts to discover the method used to reinforce the river bank near his recently purchased property.

Colleagues in the heritage sector have been assisted with their research. A volunteer guide at the recently refurbished Guildhall in Llantrisant visited to research the financial support provided by Lady Windsor for the rebuilding of the Town Hall and Corn Market in 1773, viewing records of Llantrisant Borough and Parish. An archaeologist with Archaeology Wales investigated historical land use in connection with the widening of the A465, consulting Ordnance Survey plans, local authority records and Bute Estate surveys. An artist from the Netherlands, currently in residence at St Fagan's Museum, consulted Women's Archive of Wales records whilst progressing a community project relating to the march from Cardiff to Greenham Common.

There have been a number of unusual family history enquiries. Sir Malcolm Pill visited to investigate an explosion on board the tug boat Rifleman in 1886, in which his ancestor, Captain James Henry Pill, was killed. He consulted crew agreements for the boat and newspaper cuttings recounting the incident. Coroner's records and Cathays Cemetery burial registers were used by a family historian tracing an ancestor who drowned in Cardiff and was initially unidentified. An entry was found in an inquest book confirming subsequent identification.

Family historians visit from across the globe. A researcher from Argentina visited to try and learn more about his ancestors who left Wales for Patagonia aboard the *Mimosa* in 1865. A Norwegian visitor sought information on his great-grandfather, a ship's captain, whose luggage had been left on a ship in Cardiff and was later returned to him via Hull.

Local history queries have included the development of local industrial estates during the 1930s and 1940s, drawing on records of Treforest Industrial Estate, and transport links used by the ironworks in south Wales, including tramways and canals, for which the records of the Dowlais Iron Company, Plymouth Estate and National Coal Board proved useful.

An unusual query was received from an author writing a book on 'final words', including deathbed confessions, suicide notes and spoken words. Wills and inquest records were suggested as useful sources, along with a crew agreement containing a suicide note.

Officers from contributing authorities frequently make use of the Collection. Staff from Cardiff Council's Bereavement Services accessed records of Cardiff Burial Board, including wage books, as part of research on the department's staff during the 19<sup>th</sup> and early-20<sup>th</sup> centuries.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	10
Grangetown Local History Society	48
Penarth Civic Society	15
Family history classes x 3	32
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	15
Shortlisting Panel	8
Welsh Place Names Society committee meeting	13
South Wales Records Society	10
Gwent Archives staff	4
CILIP Rare Books Group	16
<b><i>Events</i></b>	
Welsh Place Names Society Conference	50
Open Doors	47
Glamorgan's Blood celebration event	27
Living Levels	31
<b><i>Education</i></b>	
St Illtyd Primary, Llantwit Major	27
Kitchener Primary, Cardiff	26
Adamsdown Primary, Cardiff	32
Victoria Primary, Penarth	69
St Helen's RC Primary, Barry	16
Whitmore High School, Barry	31
Greenfield School, Merthyr Tydfil – Takeover Day	13
Cardiff Metropolitan University creative writing students	17
University of South Wales history students	10
<b><i>Filming</i></b>	
Heno x 2	7
BBC The One Show	3
<b><i>Individuals Meeting Staff</i></b>	
	151
<b><i>Tours for prospective volunteers</i></b>	
	3
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 50	723
Welsh class x 10	120

## Appendix IV

<b>Bench work</b>		
DCONC/5/25-30	6 news cuttings volumes	Cleaned and repaired
G/D/C/RE/17/1, 55/2,4,7	4 registers of electors	Pages repaired and flattened
Q/D/R/2/L-G	Rate books	Cleaned, mould treated, repaired, loose pages reattached and new covers made.
Q/S/C/6-8	3 Quarter Sessions and Assizes rolls	Cleaned, repaired and covers reattached
DHGL/1/8	Wages sub-committee	Cleaned, flattened and repaired
DHGL/34/2	Head Female Attendant's Daily Returns	Cleaned, repaired, and rebound
DHGL/8/11,13	2 Patient Population Registers	Cleaned, sticky tape removed and repaired
W/38	Worrall's Directory of South Wales and Newport 1875	Cleaned, repaired and rebound
DHGL/10/	31 volumes Glamorgan Asylum patients records	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/1/4,/5,/6	5 volumes Glamorgan Asylum Minutes	Cleaned, repaired and rebacked and red rot consolidated.
DCONMT/9/3/3-4	2 volumes correspondence	Cleaned, sticky tape removed, metal work removed and repackaged.
DHGL/3/4,1,6	3 volumes Glamorgan Asylum Annual Reports	Cleaned and repaired
DHGL/4/1,3,2	3 volumes Glamorgan Asylum Visitors Books	Cleaned and repaired
DHGL/14/1	Male patients	Cleaned, sticky tape removed and metal work removed
DHGL/23/5,4	2 volumes Journal	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/29/10	Articles of Agreement	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/20/1	Register of burials at Glamorgan County Asylum	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/36/4	Day Book	Cleaned, repaired and rebacked and red rot consolidated.

DHGL/8/4	Patient Population Register	Cleaned, sticky tape removed and metal work removed
DBJ/1-3	Summary valuation of Llanharan estate,	Cleaned and repaired
DCY/3	Account books of iron works	Cleaned, leather re-adhered and red rot treated.
DHGL/11/	23 volumes Glamorgan Asylum patients records	Cleaned, repaired and loose pages put back in.
DHGL/7/1	Glamorgan Asylum Misdemeanours Book	Cleaned and repaired
DHGL/1/2-3	2 volumes Minutes of General Committee of Visitors and Sub-committees	Cleaned, repaired and boards reattached.
Q/S/C	Calendar of prisoners	Condition assessed for conservation needs before digitisation
Q/D/R	Electoral registers	Condition assessed for conservation needs before digitisation
DHGL	Glamorgan Asylum	Condition assessed for conservation needs before digitisation
BC/S/1/15936	Plans of the Dutch Cafe	Flattened, tears splinted and repackaged
<b>Cleaning and Packaging</b>		
	27 Maps	New hangers attached
Crew lists	152 Crew agreements	Cleaned
DPL	2 standard boxes and 30 double standard	Cleaned and repackaged
DSA/12/1950	3 bundles	Cleaned of mould
	2 broken glass plate negatives	Bespoke cases
<b>Bespoke boxes made</b>		
Various	175 Boxes	
<b>Barcoded and Relocated</b>		
Various	516 Boxes and maps	Barcoded
<b>External Work</b>		
Private Individual	2 boxes made	
Private School	45 boxes made	
Local University	1 bundle of papers, 9 volumes	Cleaned, repaired fasciculed and rebound

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  
18<sup>TH</sup> December 2019

REPORT OF:

THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE

AGENDA ITEM NO.
<b>2019-2020 BUDGET MONITORING &amp; 2020-2021 BUDGET PROPOSALS</b>

**PURPOSE OF REPORT**

1. This report provides members with the projected full year revenue outturn for the 2019/20 financial year. It also details the proposed revenue budget for 2020/21.

**PROJECTED OUTTURN POSITION FOR FINANCIAL YEAR 2019/20**

2. Appendix 1 details the position for the 2019/20 financial year, as forecast at 31<sup>st</sup> October 2019. This is summarised in the table below.

**Table 1: Projected Outturn 2019/20 (at 31<sup>st</sup> October 2019)**

	Budget £	Actual to date £	Projection £	Variance £
<b>Expenditure</b>				
Employees	559,255	323,113	553,289	(5,966)
Premises	275,115	235,561	278,757	3,642
Transport	1,000	680	944	(56)
Supplies & Services	23,640	25,042	37,915	14,275
Support Services	28,090	26,620	27,684	(406)
<b>GROSS EXPENDITURE</b>	<b>887,100</b>	<b>611,016</b>	<b>898,589</b>	<b>11,489</b>
Income	(183,100)	(169,856)	(246,643)	(63,543)
Contribution from Reserves	(50,000)	0	(50,000)	0
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>441,160</b>	<b>601,945</b>	<b>(52,055)</b>

The net expenditure for the full year is projected to be £601,945 which represents an underspend of £52,055 against the approved budget of £654,000. This underspend will be added to the General Reserve as shown in table 2 below.

**Table 2: Projected Reserve Balance 2019/20**

	£
<b>Opening Balance at 1<sup>st</sup> April</b>	<b>175,967</b>
Budgeted Drawdown	(50,000)
Underspend Projected	52,055
<b>Closing Balance at 31<sup>st</sup> March</b>	<b>178,022</b>

The main variances and reasons for them are outlined in the sections below with detail provided in Appendix 1.

**Employees - £5,966**

3. Projected costs total £553,289 against a budget of £559,255. The majority of this underspend consists of £13,566 on salaries and oncosts because of the Archivist reducing working hours by 25% throughout the year. Additional costs of £2,000 for staff overtime are projected but this is funded through the Business Archive Council, which covers the cost of seven hours per week for an Archivist post, working specifically on the Motorway Archive.
4. Similarly, there are additional costs of £2,077 for Agency Staff to date but this is funded through the Wellcome Trust and is not expected to increase.
5. The Apprenticeship Levy for the year is projected to be £1,994, for which there is no budget provision in 2019/20. 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 annual pay bill so monthly payments do fluctuate. This cost has been built into the 2020/21 budget.
6. Staff training expenses are projected to be £1,000 but the majority of this will be offset by grant funding from the Archives and Records Council Wales (ARCW). This includes the Digital Preservation training course, exhibition and Sporting Heritage Summit training.

**Premises + £3,642**

7. It is anticipated that there will be an overspend on premises costs of £3,642. This is mostly due to a projected overspend of £2,885 on the Property Insurance charges against a budget of £2,500. This reason for this is that the Council changed to a different insurance provider last year, moving from Zurich Insurance to AIG. A review of the basis on which premiums are calculated has resulted in increased costs.

8. There is also a projected overspend of £2,395 for maintenance contracts bringing the total to £14,395. This includes almost £3,000 for gates maintenance and contracts including servicing work on the lift, revolving and electric side doors, PAT testing and service of the evacuation chair. Further overspends are projected for security measures, refuse collection and contract cleaning, detail of which can be found in Appendix 1.
9. The National Non Domestic Rates cost will have an overspend of £1,415, following confirmation of the multiplier charge for 2019/20.
10. Some of the above overspend has been offset by projected underspend in water rates. The budget for water was £6,625 due to the high charges received in the past but these have reduced over the last couple of years and therefore the projected £2,025 is based on last year's outturn. As discussed at the Month 4 committee meeting, Legal have contacted Welsh Water regarding the fluctuations in costs and we are awaiting a response.

**Supplies & Services + £14,275**

11. An overspend of £14,275 is projected for supplies and services and this is due to a number of factors. Catering sundries were budgeted at £1,250 but as at month 7, there is a projected overspend of £1,700 due to vending machine and water cooler hire, the costs of which have been greater than anticipated.
12. There was no budget set for General Printing and Stationery as this was considered a saving, however, grant funding of £1,650 was received to purchase pop up banners for events. In addition, £608 was spent on document slips that were needed and it is unlikely that these will need to be replenished within the next year.
13. The spend of £1,786 for consultants' fees will remain static and these are to be funded by a grant awarded from the Archives and Records Council Wales (ARCW) for the Out of the Box project 'Engaging the Community Through Art'.
14. Finally, there was no provision for maintenance and development in year but the actual cost to date of £1,569 is for the setup of online payments. This one-off cost will provide a benefit in the long term as more customers can now access and pay for services online.

**Support Services - £406**

15. There is an overall projected underspend of £406 for support services. This is mainly because there have been no recharges for Procurement or Legal in year. Most charges will remain as they are for the remainder of 2019/20 except for Bilingual Cardiff for which charges are received as and when translation services are required.

### **Income - £63,543**

16. The projected income is £63,543 more than budgeted. This is mainly due to a late award notification of £87,343 from New Burdens Grant funding. Similarly, there has been an additional Archives Revealed grant to fund an Archivist at the top of a Grade 6 for a year, four months of which fall within 2019/20 and further grant funding has been received from the Department of Work and Pensions to cover the employment of a Records Assistant. This additional income will offset the reduction in Wellcome Trust funding which ceased in year when the relevant projects ended.
17. Conservation income is projected to be £19,900 against a budget of £15,000. The additional income includes funds from Pontypidd Registrars and West Glamorgan Archives for work undertaken on their behalf as well as income from additional box orders received in year.
18. Income from the sale of food is projected to be £1,285 more than budgeted due to the popularity of room bookings and associated refreshments.
19. Donations are also higher than expected with £1,308 received to date against budgeted income of £600. Whilst this is a difficult area to project, if donations continue as they are, they are projected to total £1,500.

### **Local Authority Contributions**

20. An underspend of £52,055 is projected in 2019/20 against the budget set for the year. This includes the £50,000 budgeted drawdown from Reserves. Since 2015/16, the policy is that any underspend will be paid into 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 overall underspend will mean that a drawdown from Reserves will not be required for 2019/20, and instead there will be a surplus of £2,055 credited back to it.



## **PROPOSED BUDGET FOR FINANCIAL YEAR 2020/21**

21. The proposed budget for the 2020/21 financial year reflects a net budget totalling £654,000, which is the same as 2019/20.
22. Despite the policy of phasing out the use of the General Reserve as a source of funding, financial pressures in premises costs and a projected decrease in income, mean that the drawdown from Reserves will remain at £50,000. In order to ensure that Reserve levels are kept at a prudent level to manage risks of variation in costs and income, it is likely that future Local Authority contributions will have to increase in order to balance the budget.
23. The table below summarises the proposed budget for 2020/21. A more detailed analysis can be found in Appendix 2.

**Table 3: 2020/21 Proposed Budget**

	<b>2019/2020 Budget £</b>	<b>2020/2021 Budget £</b>	<b>Increase/ (Decrease)</b>
<b>Expenditure</b>			
Employees	559,255	526,242	(33,013)
Premises	275,115	276,897	1,782
Transport	1,000	900	(100)
Supplies & Services	23,640	23,232	(408)
Support Services	28,090	28,591	501
<b>GROSS EXPENDITURE</b>	<b>887,100</b>	<b>855,861</b>	<b>(31,239)</b>
Income	(183,100)	(151,861)	31,239
Contribution from Reserve	(50,000)	(50,000)	0
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>654,000</b>	<b>0</b>

24. 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 - £33,013**

25. Within the proposed budget there is a total projected decrease in employee spend of £33,013. The main reason for this is that the new Archivist will be in post from 1<sup>st</sup> April 2020 and they will be starting at the mid-point of an Operational Manager (OM2) post, reducing the overall salary and on-costs. All salaries have a budgeted increase of 2% in line with inflation and estimated National Insurance increments for 2020/21 have been used. These costs could change once the National Insurance thresholds are finalised by Government however. Finally, an expected reduction in the employer's superannuation rate

from 23.5% to 20.7% means that pension contributions will decrease (this reduction in rate is subject to final approval and sign-off).

26. A budget has been included for the Apprenticeship levy, which is applicable to all employers with an annual pay bill in excess of £3 million. This is calculated at a rate of 0.5% of an employer's annual pay bill and the budget has been set based on a 2% increase on 2019/20 outturn projections.
27. Employer and public liability insurance has also been projected based on a 2% increase of the premiums paid in 2019/20 as well as allowing for any excess payments that may be required.

#### **Premises + £1,782**

28. As stated last year, the net increase in the premises budget reflects a realistic need for maintenance as the building gets older. Budget for repairs, alterations and maintenance however has remained the same. The nature of this spend means that it is difficult to project but previous outturn figures have been in line with this. Where possible, a 2% inflationary increase has been budgeted based on 19/20 outturn projections, such as for security and grounds maintenance. Office Cleaning contracts have a projected increase of 5.6% in line with the National Living Wage increase. The NNDR costs have a projected increase of approximately £4,000 for 2020/21 in line with the current assumption of a 2% increase in inflation. Electricity costs have remained the same as 2019/20 but costs for gas have been reduced to reflect the outturn for 2018/19 and the projected outturn for 2019/20.

#### **Transport - £100**

29. The transport budget has been reduced to reflect current projections with less use of hire vehicles and public transport. This is the result of increased digitalisation, which reduces the need to travel.

#### **Supplies & Services - £408**

30. The planned reduction in the supplies and services budget largely consists of slightly lower conservation costs, which have reduced by £2,000. This is because most conservation costs are covered by grant income and the budget of £5,000 has been set specifically for Glamorgan Archives' use rather than grant assisted conservation. Part of this saving is however offset by increased costs elsewhere for telephone and internet charges as well as vending machine contracts, which have a budgeted increase in line with inflation.
31. Catering sundries are expected to increase in line with the outturn projections for 2019/20 but much of this expenditure covers the cost of refreshments for meetings and is therefore recouped through the sale of food.

### **Support Services + £501**

32. All support services have a budgeted 2% increase in line with inflation and the budgeted increase in salaries.

### **Income + £31,239**

33. This net decrease is mostly due to a reduction in grant income. For those posts that are grant funded through the Department of Work and Pensions and the Archives Revealed grant, a projection has been made for income based on salaries and oncosts. There is no Wellcome Trust grant income budgeted for this year, as there are no longer posts funded from this pot.

34. Hire of Specialist Rooms maintains a budgeted income of £56,000 for 2020/21. Despite the fact that Carmarthenshire Archives will be vacating the building when their own facility reopens, there have already been enquiries for future hire and therefore it is expected that this income will continue. This category also includes meeting room bookings, which continue to increase due to their popularity.

35. The sale of food has also increased in line with room bookings as more people book catering for their meetings. This increase is in line with the expenditure on catering sundries and contributes towards netting this off.

36. There remains a budget gap of £14,845 but this has been added to Sundry Income as an income savings target. Sustainable grant and income sources will need to be actively pursued in order to meet this target. The nature of grant funding means that it is often difficult to project but previous years' experience shows that additional income is likely to be received in year from a funding source. An example of this is the New Burdens grant received in October of this year. If this is not the case however, it is important to stress that any budget gap will have to be funded from the Reserve or costs will have to be reduced elsewhere.

### **General Reserve**

37. In line with the budget strategy approved in 2015/16, the need to drawdown from the General Reserve was due to cease in 2019/20. Due to previous year pressures however, this has not been feasible and the budgeted drawdown for 2019/20 remains at £50,000. Whilst current projections suggest that this may not be necessary this year, reducing the budgeted drawdown to £25,000 in 2020/21 seems unrealistic in light of the pressures faced year on year.

38. It is therefore proposed that the budgeted use of the Reserve remains at £50,000 for 2020/21 and is then reduced to £25,000 in 2021/22, before ceasing in 2022/23. This would result in a Reserve balance of circa £100,000 at the end of the 2021/22 financial year, assuming no significant overspends or underspends in

the intervening years. Implementing this Reserves strategy results in no increase to contributions from Authorities in 2020/21.

### **Local Authority Contributions**

39. 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 2020/21**

<b>Authority</b>	<b>%</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Change</b>
		<b>£</b>	<b>£</b>	<b>£</b>
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>

40. It is proposed that the contributions for 2020/21 will be invoiced in two equal instalments, as per the current arrangement (July and February). Any overspends will be managed through contributions from the General Reserve, where possible, although it must be stressed that this is not a long-term solution and consideration will need to be given to future contributions or further savings in order to maintain a realistic and manageable budget for the level of service delivery.

### **Medium Term Position**

41. As outlined in various parts of the report, the challenge in identifying efficiency savings is becoming more difficult 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.

42. Work has begun on a Medium Term Financial Plan, budgeting for the next five years where possible. This will be shared with finance officers in the New Year. As part of this exercise, there will be a need to identify efficiency savings and methods of reducing costs as well as looking for additional income streams. In addition, there will be a need to consider the level of contribution made by the six member authorities. This will involve considering an increase in contribution

in order to maintain a realistic and achievable budget for the future. As the building gets older, it is important to be mindful of increased maintenance and repair costs that may be required. Similarly, staff costs will continue to increase in line with inflation and the Archivist salary will increase year on year with increments.

### **SUMMARY**

43. 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.
44. 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.
45. 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.

### **FINANCIAL IMPLICATIONS**

46. An underspend of £52,055 is projected for 2019/20 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 underspend, and provided this continues, it will not be necessary to drawdown additional monies from the General Reserve. If projections are correct, there will be surplus funds to pay into the General Reserve, leaving an estimated balance of £178,022 at the end of the current financial year.
47. Further planned use of the General Reserve will be £50,000 in 2020/21 reducing to £25,000 in 2021/22, taking reserve levels down to circa £100,000. This level of reserve is considered adequate for an organisation of this size.

### **LEGAL IMPLICATIONS**

48. 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.
49. The Committee is required under the terms of the Agreement to approve draft budget proposals for 2020/21 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**

50. It is recommended to Members that they:

- 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.

**Christopher Lee**  
**Treasurer to the Glamorgan Archives Joint Committee**

Expense/Income Account	Budget £	Actual Month 7 £	Projected £	Variance
<b>Employees</b>				
Gross Pay	420,849	241,975	414,814	(6,035)
Overtime	0	1,132	2,000	2,000
LG Pensions	98,394	55,629	95,364	(3,030)
National Insurance	38,962	20,103	34,461	(4,501)
Misc Allowances	500	306	544	44
Holiday Pay	0	532	912	912
A/L Purchase Scheme	0	(60)	(552)	(552)
Agency Staff - Cardiff Works	0	2,077	2,077	2,077
Employer's Liability Insurance Premiums	550	80	580	30
Medical Expenses	0	95	95	95
Staff Training Expenses	0	370	1,000	1,000
Apprenticeship Levy	0	875	1,994	1,994
<b>Employees Total</b>	<b>559,255</b>	<b>323,113</b>	<b>553,289</b>	<b>(5,966)</b>
<b>Premises</b>				
Repairs, Alterations & Maintenance	20,000	13,500	21,000	1,000
Security Measures	6,200	392	6,547	347
Rodent & Pest Control	360	360	360	0
Grounds Maintenance	1,380	0	1,152	(228)
Fire Management/Protection	2,900	(583)	2,900	0
Maintenance Contracts	12,000	8,824	14,395	2,395
Electricity	22,000	11,640	22,000	0
Gas	5,000	1,755	5,000	0
National Non Domestic Rates	184,000	185,415	185,415	1,415
Water Rates	6,625	597	2,025	(4,600)
Security Services	280	250	250	(30)
Cleaning Materials	300	182	300	0
Refuse Collection/Bulk Containers	1,470	1,783	1,783	313
Contract Cleaning	9,600	5,764	9,826	226
Specialist Waste Disposal	500	298	420	(80)
Property Insurance Premiums	2,500	5,385	5,385	2,885
<b>Premises Total</b>	<b>275,115</b>	<b>235,561</b>	<b>278,757</b>	<b>3,642</b>
<b>Transport</b>				
Hire of Transport CTS	150	152	200	50
Public Transport - Staff Use	500	427	500	0
Car Allowances	300	69	200	(100)
Travel Expenses	50	19	30	(20)
MV Hire Insurance Premiums	0	14	14	14
<b>Transport Total</b>	<b>1,000</b>	<b>680</b>	<b>944</b>	<b>(56)</b>
<b>Supplies &amp; Services</b>				
Translation Costs	0	85	85	85
Signs - New & Repairs	500	0	0	(500)
Conservation	7,000	7773	10275	3,275
Vending Machines - Purchase	780	702	1,144	364
Catering Sundries	1,250	2,040	2,950	1,700
General Printing & Stationery	0	2,372	2,505	2,505
Photocopying Materials	0	104	258	258
Audit Fee	2,100	0	2,100	0
Consultant's Fees	0	1,786	1,786	1,786
Commission (Inc. Credit Cards)	0	7	12	12
Materials Haulage - Other Materials	0	55	95	95
Central Telephone Exchanges	3,500	2,026	3,500	0
Telephones	1,200	917	980	(220)

Expense/Income Account	Budget £	Actual Month 7 £	Projected £	Variance
Postages	400	305	500	100
Internet Charges	640	160	641	1
IT Consumables/Hardware	200	0	200	0
Software Licences & Maintenance Agreements	4,250	750	4,798	548
Maintenance & Development	0	1,569	1,569	1,569
ICT Holding A/C	0	3,000	3,000	3,000
Subsistence Allowances	0	11	11	11
Accommodation Expenses	0	86	86	86
Subscriptions	100	224	349	249
Public Liability Insurance Premiums	1,020	720	720	(300)
Miscellaneous Insurance Premiums	700	350	350	(350)
<b>Supplies &amp; Services Total</b>	<b>23,640</b>	<b>25,042</b>	<b>37,915</b>	<b>14,275</b>
<b>Support Services</b>				
Accountancy	5,690	5,740	5,740	50
Income Recovery	310	300	300	(10)
Payroll	280	230	230	(50)
Payments	380	410	410	30
Audit	530	450	450	(80)
Procurement	400	0	0	(400)
SAP Support	3,000	3,000	3,000	0
ICT Services	8,000	8,000	8,000	0
Human Resources	7,000	7,000	7,000	0
Legal	500	0	0	(500)
Bilingual Cardiff	2,000	1,490	2,554	554
<b>Support Services Total</b>	<b>28,090</b>	<b>26,620</b>	<b>27,684</b>	<b>(406)</b>
<b>Gross Expenditure</b>	<b>887,100</b>	<b>611,016</b>	<b>898,589</b>	<b>11,489</b>
<b>Income</b>				
Other Grants	(10,000)	(6,085)	(18,241)	(8,241)
Wellcome Trust Grant Drawdown	(70,200)	(16,219)	(35,053)	35,147
Contributions From Reserves	(50,000)	0	(50,000)	0
Publications General	(2,000)	(338)	(600)	1,400
Sale of Photocopies	(2,000)	(1,216)	(2,000)	0
Conservation Income	(15,000)	(10,181)	(19,900)	(4,900)
Sale of Food	(7,000)	(4,262)	(8,285)	(1,285)
Course Fees	(600)	(60)	(150)	450
Search Fees	(4,000)	(2,381)	(4,000)	0
Royalties	(5,000)	(79)	(2,893)	2,107
Hire Of Specialist Rooms	(56,000)	(34,091)	(56,000)	0
Sundry Charges & Income	(9,700)	(92,660)	(96,974)	(87,274)
Donations	(600)	(1,308)	(1,500)	(900)
Access Charges for Filming	0	(975)	(975)	(975)
Interest	(1,000)	0	(72)	928
<b>Income Total</b>	<b>(233,100)</b>	<b>(169,856)</b>	<b>(296,643)</b>	<b>(63,543)</b>
<b>Total Net Budget</b>	<b>654,000</b>	<b>441,160</b>	<b>601,945</b>	<b>(52,055)</b>



EXPENSE/INCOME ACCOUNT	2019/20 Budget £	2020/21 Budget £	Increase/ (Decrease)
<b>Employees</b>			
Employees Gross Pay	420,849	403,502	(17,347)
Employees Superannuation	98,394	79,653	(18,741)
Employees National Insurance	38,962	39,921	959
Employee Miscellaneous Allowances	500	550	50
Employer & Public Liability Insurance	550	582	32
Apprenticeship Levy	0	2,033	2,033
<b>Employees Total</b>	<b>559,255</b>	<b>526,242</b>	<b>(33,013)</b>
<b>Premises</b>			
Repairs, Alterations & Improvements	20,000	20,000	0
Security	6,200	6,678	478
Rodent & Pest Control	360	396	36
Grounds Maintenance	1,380	1,175	(205)
Fire Management/Protection	2,900	2,900	0
Maintenance Contracts	12,000	11,000	(1,000)
Electricity	22,000	22,000	0
Gas	5,000	3,500	(1,500)
National Non Domestic Rates	184,000	188,000	4,000
Water	6,625	2,500	(4,125)
Security Services	280	280	0
Cleaning Materials	300	300	0
Refuse Collection/Bulk	1,470	1,800	330
Office Cleaning Contract	9,600	10,376	776
Sanitation & Waste Disposal	500	500	0
Insurance	2,500	5,492	2,992
<b>Premises Total</b>	<b>275,115</b>	<b>276,897</b>	<b>1,782</b>
<b>Transport</b>			
Hire Transport	150	150	0
Public Transport - Staff Use	500	400	(100)
Car Allowances	300	300	0
Travelling Expenses	50	50	0
<b>Transport Total</b>	<b>1,000</b>	<b>900</b>	<b>(100)</b>
<b>Supplies &amp; Services</b>			
Conservation	7,000	5,000	(2,000)
Vending Machines	780	1,167	387
Catering Sundries	1,250	2,500	1,250
General Printing & Stationery	500	500	0
Audit Fees	2,100	2,150	50
Central Telephone Exchanges	3,500	3,570	70
Telephones	1,200	1,000	(200)
Postages	400	400	0

<b>EXPENSE/INCOME ACCOUNT</b>	<b>2019/20 Budget £</b>	<b>2020/21 Budget £</b>	<b>Increase/ (Decrease)</b>
Internet Charges	640	654	14
IT Consumables	200	200	0
Software Licences & Maintenance	4,250	4,750	500
Subscriptions	100	250	150
Public Liability Insurance	1,020	734	(286)
Miscellaneous Insurance	700	357	(343)
<b>Supplies &amp; Services Total</b>	<b>23,640</b>	<b>23,232</b>	<b>(408)</b>
<b>Support Services</b>			
Accountancy	5,690	5,855	165
Income Recovery	310	306	(4)
Payroll	280	235	(45)
Payments	380	418	38
Audit	530	459	(71)
Procurement	400	408	8
SAP Support	3,000	3,060	60
ICT Services	8,000	8,160	160
Human Resources	7,000	7,140	140
Bilingual Cardiff	2,000	2,040	40
Legal	500	510	10
<b>Support Services Total</b>	<b>28,090</b>	<b>28,591</b>	<b>501</b>
<b>Gross Expenditure</b>			
	<b>887,100</b>	<b>855,861</b>	<b>(31,239)</b>
<b>Income</b>			
Other Grants	(10,000)	(25,553)	(15,553)
Wellcome Trust Grant	(70,200)	0	70,200
Publications General	(2,000)	(600)	1,400
Sale of Photocopies	(2,000)	(2,000)	0
Conservation Income	(15,000)	(15,000)	0
Sale of Food	(7,000)	(8,000)	(1,000)
Course Fees General	(600)	(150)	450
Search Fees	(4,000)	(4,000)	0
Royalties	(5,000)	(8,000)	(3,000)
Hire of Special Rooms	(56,000)	(56,000)	0
Donations	(600)	(1,500)	(900)
Interest	(1,000)	(100)	900
Sundry Income	(9,700)	(30,958)	(21,258)
Contributions from Reserves	(50,000)	(50,000)	0
<b>Income Total</b>	<b>(233,100)</b>	<b>(201,861)</b>	<b>31,239</b>
<b>Total Net Budget</b>			
	<b>654,000</b>	<b>654,000</b>	<b>0</b>