

## GLAMORGAN ARCHIVES JOINT COMMITTEE

22 MAY 2020

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

### 32 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Smith, B Jones and Higgs.

### 33 : DECLARATIONS OF INTEREST

None received.

### 34 : MINUTES

The minutes of the previous meeting were agreed subject to the correction of two typographical errors under AOB.

### 35 : REPORT FOR THE PERIOD - 1 MARCH 2020 TO 30 APRIL 2020

Members were provided with an update on the work, visits and achievements of the service for the period 1 March 2020 – 30 April 2020; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and the interesting enquiries.

In Summary, the Archivist explained that the last two months since the last Joint Committee meeting have been extraordinary. The staff have coped incredibly well with the enforced changes and the 'new normal' of working from home due to Covid-19. They have been hugely supportive of the new Glamorgan Archivist, despite all contact having to be by email, telephone or video call. Obviously, progress on a number of areas has not been possible, but the staff are giving their best efforts to keep things moving forward and planning for the reopening of the service, whenever that is possible.

The Chairperson invited questions and comments from Members;

Members expressed their thanks and gratitude to all Staff and the Glamorgan Archivist in bringing the report to the Joint Committee in such difficult times.

RESOLVED: To note the report.

### 36 : GLAMORGAN ARCHIVES OUTTURN REPORT 2019/20

Members were advised that the report remains in the same format as previously received, and not reformatted as discussed at the previous meeting. Officers advised that this was due to not being able to meet in person to determine the new format

and also so that the whole of 2019/20 reports were in the same format for consistency.

Officers thanked Members for agreeing to meet earlier to enable the accounts to be closed in line with the Wales Audit Office deadlines.

The final outturn position was summarised for Members in the table below:

	<b><u>Budget</u></b> <b>£</b>	<b><u>Actual</u></b> <b>£</b>	<b><u>Variance</u></b> <b>£</b>
Expenditure	887,100	907,062	19,962
Income	(233,100)	(253,062)	(19,962)
Net Expenditure	654,000	654,000	0

Officers outlined the key points from the report including employee costs, utility costs and premises and contract costs. Members were asked to note that there had been a slight overspend in transport costs and also in supplies and services costs. The detail is outlined in Appendix 1 but the overspend included a repair being needed to the box making machine as well as additional conservation costs, the majority of which were covered by Grant funding.

In relation to income, Members were advised that income received in year was greater than budgeted as the Glamorgan Archives received £253,062 in comparison to a budgeted figure of £233,100. Despite the decrease in Wellcome Trust income (£34,627) due to funded members of staff leaving employment, the overall additional variance of £19,962 was most notably due to an increase in sundry charges and income (£104,296). This large variance includes a late award of a New Burdens Grant from the National Archives of £87,343 based on the number of accessions received into the Archives as well as an £18,998 payment from the Pilgrim's Trust as part of a grant-funded project.

Members were reminded that it was agreed in 2015/16 that there would be a drawdown from Reserves of £100,000 and that this would be reduced by £25,000 each year moving forward. In 2019/20, we expected to draw down £50,000 to balance the budget and cover unexpected costs throughout the year. Due to greater income received towards the end of the year, there is only a need to draw down £1,584, leaving a balance of £174,385 in the Reserve for future years.

<b><u>Movements on Glamorgan Archives General Reserve</u></b>	<b><u>£</u></b>
Balance brought forward at 1 <sup>st</sup> April 2019	175,969
Less Drawdown from General Reserve	(1,584)
Transfer to General Reserve	0
<b>Balance as at 31<sup>st</sup> March 2020</b>	<b>174,385</b>

The £1,584 in the table above represents the drawdown of funding from Reserves to pay for the balance of in year spend not covered by Local Authority member contributions. The

target for 2020/21 remains at £50,000 drawdown from Reserve. Despite the attempts to phase out the need for drawdown, the increasing funding gaps each year mean that this will be more difficult moving forward and it will need to be monitored in the future. Despite the late award notification of the New Burdens Grant in 2019/20, this is not something that can be assumed each year and depends on the number of accessions being received.

Officers explained that The Wales Audit Office has yet to begin the audit of the accounts but the Annual Return will be available for public inspection for 20 full working days in June (dates will be in line with Cardiff Council's display, which at present is planned to start on 16<sup>th</sup> June).

Officers explained that during March, the Glamorgan Archives, like most organisations, was impacted upon by the outbreak of the COVID-19 virus. As a result, the doors of the building were closed to the public on 19<sup>th</sup> March 2020 for the safety of staff and visitors and remain closed whilst circumstances and working practices are continually monitored.

As a result of the closure, meeting room bookings had to be cancelled resulting in lost income from room hire and refreshments for the last two weeks in March and for the months April to June. Further lost income is not yet known but work has been undertaken on identifying potential losses over the coming months.

As the lead body, Cardiff Council is recording all additional expenditure and potential lost income for the Glamorgan Archives as a result of COVID-19. This information is being collated as part of an overall exercise to establish whether any losses can be covered by Welsh Government. The result of this is not yet known however and it is important to note that recovery of such losses cannot be assumed at present.

The issue will continue to be assessed as part of the 2020/21 monitoring process and updates will be provided at future Committee meetings.

The Chairperson thanked Officers for the comprehensive report and invited questions and comments from Members:

Members asked about the Water rate issue and whether there had been any discussion regarding reclaiming some of the costs. Officers explained that this was being dealt with by the legal department, who would contact the House of Sport to see if they would be willing to share their bills with the Archives. Officers agreed to follow this up with the legal department.

Members referred to the Covid-19 situation and asked that if the Archives became in real trouble, whether an amended or alternative budget could be set in September. Officers explained that they would take the lead from what Cardiff Council does, this would be followed up and Members would be informed.

Members asked if the Archives would qualify for Welsh Government rate relief due the Covid-19 crisis. Officers explained that they have been collating information on lost income and additional expenditure and would see if they were eligible to apply, Members would be informed.

The Chairperson asked that an update report on the Covid-19 impacts be brought to the September Joint Committee.

**RESOLVED:**

- I. That the outturn position for 2019/20 be noted.
- II. That the attached draft Wales Audit Office Annual Return for 2019/20 be noted and signed.

**37 : DATE OF NEXT MEETING - 11 SEPTEMBER 2020**