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AGENDA

Committee GLAMORGAN ARCHIVES JOINT COMMITTEE

Date and Time of Meeting FRIDAY, 22 MAY 2020, 2.00 PM

Venue REMOTE MEETING VIA MS TEAMS

Membership Councillor John (Chairperson)
Councillors Colbran, Burnett, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, B Jones, K Jones, R Lewis, W Lewis, Robson, Smith, Turner and K Thomas CVO, JP

This meeting will be recorded for subsequent broadcast on the Council's website. The whole of the meeting will be recorded, except where there are confidential or exempt items. A copy of the recording will also be retained in accordance with the Council's data retention policy.

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 - 4*)

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

4 **Report for the Period - 1 March 2020 to 30 April 2020** (*Pages 5 - 22*)

5 **Glamorgan Archives Outturn Report 2019/20** (*Pages 23 - 48*)

6 **Date of next meeting - 11 September 2020**

Davina Fiore

Director Governance & Legal Services

Date: Monday, 18 May 2020

Contact: Andrea Redmond,

02920 872434, a.redmond@cardiff.co.uk

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GLAMORGAN ARCHIVES JOINT COMMITTEE

13 MARCH 2020

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

25 : APOLOGIES FOR ABSENCE

None received.

26 : DECLARATIONS OF INTEREST

None received.

27 : MINUTES

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

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

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

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

The Chairperson invited questions and comments from Members;

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

Members noted the performance and increased customer satisfaction.

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

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

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

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

RESOLVED: To note the report.

29 : ANNUAL PLAN 2019-2020

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

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

The Chairperson invited questions and comments from Members;

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

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

30 : ANY OTHER BUSINESS

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

31 : DATE OF NEXT MEETING

22 May 2020 at 2.00pm

The meeting terminated at 3.00 pm

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
22 May 2020**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
<p align="center">REPORT FOR THE PERIOD 1 March 2020 - 30 April 2020</p>	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 March 2020 to 30 April 2020.

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

Glamorgan Archivist, Susan Edwards retired on 31 March and her successor Laura Cotton took up the role on 1 April.

Cultural Ambition Trainee Tawhida Kaur began her placement with us on 16th March. This had to be curtailed soon after her start due to the Covid 19 pandemic. Tawhida is now working from home on the qualification which forms part of her traineeship.

In order to ensure communication and morale are maintained while staff are working from home, a virtual 'tea break' was held on 30 April.

Continue skill sharing and volunteer programme

Attendance figures for the period before lock down cannot be provided as the required paperwork is held onsite. Figures will be collated and reported in the next quarterly report. Currently we have 45 volunteers signed up with us.

Contact with volunteers is being maintained through weekly email updates. These include information about content being added to social media, which many of our volunteers do not use, together with an update on tasks that staff are working on. These updates have drawn many positive comments from volunteers and it has been encouraging to hear regularly from so many of them.

The week before lockdown saw the completion of a significant volunteer project – records of Stanley Travers Photographers (DSTP), 1971-1999. Fred Davies has spent three years listing and repackaging the collection of photographs from this Cardiff based company. His background in photography has enabled him to include useful technical details. His work can now be viewed on the catalogue and he has written a blog post scheduled for later in the year.

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

Conservation volunteers, including Arts Society members and Cardiff University Conservation course students, continued to work on the National Coal Board collection and police news cutting volumes, and began work on the externally-funded project for the Royal Welsh College of Music and Drama.

Continuing Professional Development

A significant amount of training and development has been undertaken during the lockdown period with most staff taking the opportunity to improve their skills or knowledge.

Welsh Language training has continued, with classes now delivered online through Zoom.

A successful application to the Archives and Records Council Wales (ARCW) Workforce Development grant stream allowed Records Assistant Melanie Taylor to attend the Library and Information Association (CILIP) Copyright Course, delivered online.

Stefan Walker, Records Assistant, attended a webinar on archives and Wikimedia, outlining the potential for contributions from archive services.

Lydia Stirling, Conservator, enrolled on a free online course in British Sign Language (BSL). A grant application has been prepared for submission to the ARCW Workforce Development stream for funding to continue her studies with a higher level, paid course. The skills developed will be shared with the wider staff team. She has also been reading professional literature and has attended several online lectures arranged by the Institute of Conservation's (ICON) Book and Paper Group, the Image Permanence Institution and the American Institute of Conservation.

Mike Hodgson, Assistant Conservator, has been reading professional literature and undertaking small, private projects from home in order to maintain and improve his skills and dexterity whilst away from the studio.

Staff have undertaken several online courses whilst working from home. These include the Open University's 'Picturing the Family' course which will assist in the interpretation of photographs within the Collection; a National Archives course on fundraising for archives; training in palaeography and Latin; collections care courses; training in diversity and inclusion, and programmes on creating online content.

Maintain commitment to good health and safety practices

The building closed on 24 March in line with government guidance and in order to protect staff, volunteers and users during the current crisis. Staff have been working from home as far as possible since then.

At the start of the Coronavirus crisis, a request for protective equipment (PPE) was received from HM Prison Service. Gloves and Tyvek suits were transferred, although only those in large sizes were requested. The remaining gloves, along with some goggles and a quantity of isopropanol have been transferred to Cardiff Council Social Care Service.

Budget

Manage to best advantage

The financial year-end reporting and management was completed on time. The new Glamorgan Archivist has been in contact with colleagues in Finance to discuss the end-of-year report and possible ways of reporting in future. Income is a concern for this year because of the pandemic and the building being closed, but this is being monitored. There are some possible routes for claiming for expenditure and loss of income and those are being investigated.

Maximise benefit from income generation

Discussions have been held by email with Ancestry concerning the management of their ongoing digitisation work when we return to the building.

Promote partnerships and networks
National

The Glamorgan Archivist attended an Archives Accreditation Panel as the Welsh representative for the last time. Her role has transferred to the County Archivist of Anglesey. As the ARCW representative she attended the final partnership event of Cymru'n Cofio, the Welsh Government programme to commemorate the centenary of World War 1. The partnership event was followed by a reception at the Senedd at which the 1919 Race Riots exhibition, a partnership between Glamorgan Archives and the National Archives, was displayed. The reception was attended by a number of Assembly Members, current and former First Ministers, the Llywydd, and the Deputy Minister for Culture, many of whom discussed the display and the Archives' work.

ARCW is continuing work on the renegotiation of the contract to host Welsh parish registers online. This is currently done with Find My Past but the 10 year contract comes to an end in June 2020. Draft contracts have been received from Find My Past, Ancestry, The Genealogist and My Heritage for non-exclusive rights to host the registers. The new Glamorgan Archivist has joined the working party looking at this.

The Senior Archivist continues as a member of the ARA Survey Group. Meetings are now being held remotely with discussions focussing on capturing user experience of the digital delivery of services.

Discussions have been held with GEM, the UK group for Heritage Learning, regarding a potential Twitter takeover, leading a discussion on education provision within archive services.

Visits

We welcomed the Board of the Archives and Records Association UK and Ireland (ARA) to Glamorgan Archives in early-March. Members were given a short tour of the building as part of their visit.

Engineers working on 2 archive projects for Capita were shown around the building and given an explanation of the repository environment controls.

Local

The Senior Archivist attended a meeting of the Cardiff Branch of the Glamorgan Family History Society held at Insole Court. The meeting was addressed by Assistant Coroner for South Wales Central, Rachel Knight, who spoke in detail about the work of coroners and the records they produce, which will inform our ongoing work to catalogue coroners records.

Our partnership with Vale People First continues, with the Senior Archivist meeting members and staff to discuss their ongoing Dejavu in the Vale project.

The Senior Archivist was invited to attend a meeting of Cardiff People First's Self-Advocacy University on Zoom, where she introduced the idea to members of recording their responses to the Covid19 crisis for deposit at the Archives, receiving an enthusiastic response. This work will continue in partnership with the Museum of Cardiff.

The Glamorgan Archivist and the Senior Archivist continue to advise the Heritage and Cultural Exchange in Butetown.

Grangetown Local History Society hold their monthly meetings in Llynfi. Future meetings have been suspended.

Potential partnerships

The Archives is a partner in an application to the Local Government Digital Transformation Fund 'Discovery Phase' to look at digital preservation. An expression of interest was successful and a full application for funding is due to be submitted in mid-May. This is being led by Anglesey Archives, supported by ourselves, Ceredigion Archives, Conwy Archive Service, North East Wales Archives (Flintshire and Denbighshire), Gwent Archives and Gwynedd Archives.

2. Building and systems

Maintain building

Work has commenced on fitting the gates to replace the rising bollards at the entrance to the Archives' site, which are no longer operative. This is being done by the contractors working on the House of Sport, in return for allowing them temporary access through the Archives rear car park to facilitate work on their extension.

Ensure compliance

Rasheed Khan, the Corporate Trainee, attended a four day induction programme for trainees and apprentices held at Cardiff County Hall during the first week of March.

B. THE COLLECTION

1. Conservation

Repositories

The building and the environment continue to be monitored on a weekly basis during the current closure. Conditions within the strongrooms remain stable, becoming warmer and slightly dryer in line with the seasonal shift in outside temperature, but remaining within the boundaries outlined in BS 4971 (2017). As a result of the seasonal shift there is additional call on the strongroom air handling units. The units in strongroom 3 remain switched off due to an issue with air supply leading

to negative pressure. Once staff return to the building contractors will be called to address the issue as part of the annual servicing of the Building Management System.

Conservation and preservation plans

Prior to lockdown, work had been continuing on rebinding 456 volumes for Pontypridd Register Office. A further 75 volumes have been rebound. The Conservator has progressed work on the Thomas Hornor painting, originally attached to the Briton Ferry Estate map, for West Glamorgan Archive Service. The majority has been relined and small pieces are being put back in place.

Training was provided to a conservation volunteer from the Museum of Welsh Cricket.

2. Cataloguing

Strategies and plans

Normal staff access to the CALM database is not possible while accessing the council network wirelessly or from home. In advance of staff moving to home working during lockdown a new piece of software was therefore installed. Axiell Collections works with CALM to provide access to the databases through a web-browser and had been tested last year by Louise Hunt, Archivist, following a demonstration at the Axiell Users Conference. In-house instructions for using the software have been written.

Despite limited access to the CALM software, over 1000 entries have been added to the catalogue database via remote access to the server. These include lists previously compiled by volunteers and project staff, adding to catalogues for Cardiff Bay Development Corporation, Llewellyn & Hann and Stanley Travers Photographers.

Retrospectively scoring every collection with regards to its priority for further cataloguing work was identified as a task which could largely be carried out while staff work remotely. Instructions have been written to carry out this work using Axiell Collections and staff have made a start on scoring the 4828 collections. This work will help identify collections suitable for future cataloguing projects.

Work has begun on setting up a system for indexing the catalogue database by place name. Currently work is focussed on creating a thesaurus of place names within the CALM database. Once index terms have been added and tagged to the relevant descriptions searchers will be able to more easily identify different collections that relate to a specific geographic place. This will be particularly useful in cases where various different spellings have been used for the same place and where places have both Welsh and English names.

Collection development

Figures for the percentage of accessions receipted during this reporting period have not been included as there was limited activity due to staff working from home. Receipts were sent out within 6 months for 97% of the accessions received between May and October 2019 – the target is 90% within 6 months.

Further records have been received from the New Theatre, Cardiff, with the staff contacting us with their thanks for safeguarding the collection:

It is so gratifying to know that our New Theatre history and information is in such good hands. On this note I am so sorry that I had not yet written to you to thank you and Lydia most sincerely for all the time and trouble you took to welcome our collection to the Glamorgan Archives. I really do not think I have ever met such dedicated people with such a caring attitude and interest in the job that they do. It is so heartening to know that our collection is going to be so expertly looked after.

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

Digital preservation

Louise Hunt, Archivist, has been enrolled onto free online digital preservation training that will be provided by the National Archives and Digital Preservation Coalition from May. The course will be run every 4 weeks with 11 hours of content designed to provide learners with the skills and confidence required to implement a simple and proactive digital preservation workflow within their organisation. The Senior Archivist and Hannah Price, Archivist, will also be put through the course in following tranches.

The Glamorgan Archivist and Louise Hunt, Archivist, attended ARCW's Digital Preservation Working Party meeting to discuss next steps for digital preservation across Wales.

Time and Tide

Katie Finn, Project Archivist, has progressed cataloguing of the Cardiff Bay Development Corporation Records. 1700 new catalogue entries have been added to CALM covering consultant reports, valuation reports, papers relating to Cardiff Bay Opera House, papers relating to the CBDC and ABP agreement, papers of the Marketing Team, and papers regarding the Coal Exchange Building. These series have been repackaged into archival quality enclosures. Work has commenced on cataloguing the maps and plans, with 140 plans catalogued to date.

Rasheed Khan, Corporate Trainee has digitised, repackaged and described over 300 slides. The descriptions have been uploaded to CALM. David Hail, Records Assistant, has edited the digitised images, which are ready to be uploaded to CALM at a later date.

Whilst working from home the Project Archivist has improved the collection level description and completed series level descriptions for the Cardiff Bay Development Corporation Record. Material from the collection has been identified for use on social media in order to promote the project and the collection. A blog post on Cardiff Bay Development Corporation has been prepared.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions are currently suspended.

Feedback received on searchroom services includes the following:

I have recently visited the Archives along with a patient receiving rehab here as part of a project he is carrying out into the history of Rookwood Hospital. ...I would just like to thank you for being so accommodating and helping to make our visits as easy and accessible as possible - your staff were of great help and these visits were a fantastic addition to his rehab.

The software running Plwyf, the in-house digital parish register resource, is no longer sustainable. Cardiff Council ICT have devised and installed a solution on two of the public access PCs and it is currently working well.

The Senior Archivist and the Administrative Officer, Jennifer Christie, visited Cathays Heritage Library for a demonstration of their digital microfilm scanners. The microfilm reader-printer in the searchroom is now very old and a replacement is required. A grant application has been submitted to ARCW to fund the purchase of a digital scanner.

Members of Barry and District Soroptimist International visited the office on Monday 16 March. This was the last group visit prior to the closure of the office. The group wrote of the events on their Facebook page:

...our last day out for a while. We had a super tour and asked hundreds of questions, it was so interesting.

Volunteers from the Jewish History Association of South Wales visited for training in archive research, genealogical research and document handling.

Programme of user events

The Parliamentary Archives' exhibition, The Journey to Democracy, was installed in the foyer on 6 March and remained available to the public until the closure of the office. The exhibition explores popular protest

from Peterloo to the 1926 Representation of the People Act and features Chartist protests in south Wales.

A joint event with the Living Levels Partnership was held on the evening of 9 March when Professor Martin Bell of the University of Reading discussed 'Archaeological Discoveries on the Severn Estuary Levels'. The talk proved very popular with a capacity audience and waiting list.

Our planned events, 'Angelton: Asylum Lives' and 'The Journey to Democracy', due to take place in April, were cancelled.

Education

Postgraduate students from Cardiff University's School of Welsh visited on 5 March for a tour and an introduction to searchroom procedures and the Collection.

2. External events

Contribute to heritage events

The Glamorgan's Blood exhibition moved to Cardiff University's Centre for Continuing and Professional Education where it remained until mid-March. The planned tour has been suspended but it has been possible to mount the exhibition online during lockdown. This is now available to view.

The Senior Archivist and Rasheed Khan, Corporate Trainee attended an event at the Ely and Caerau Hub to celebrate 100 years of Council Housing in Cardiff. Several enquiries were received from members of the public interested in exploring our collections relating to council housing.

Identify and respond to major anniversaries

Articles on the blog have commemorated the 75th anniversary of the prisoner of war escape from Island Farm, Bridgend and the 50th anniversary of the Llandow Air Disaster.

Images have been provided for inclusion in a film being produced for the VE Day 75 Event for Wales.

3. Remote access

Monitor service and implement improvements

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

Thank you so much for your help and kind direction, it's very much appreciated.

Thank you for the information, as always Glamorgan Archives very helpful.

Whilst working from home, the Archivists have been updating the research guides which are available for download from our website. The existing guides are being checked and amended and new guides will be added to the series.

Enquiries received by email continue to be monitored and responded to while staff are working from home. Where enquiries cannot be answered without access to the collection a holding email has been sent to the enquirer and a note made for staff to respond once they return to the office.

Interesting enquiries are reported in *Appendix II*.

Publicity

Publication of articles to the blog continues, with a focus on the opening of the new Cardiff Royal Infirmary in 1883. We are grateful for the continuing contribution of content from home by volunteer Tony Peters, and to Cardiff Naturalists' Society for sharing images to illustrate the articles.

Social media posts have increased in an effort to sustain public engagement while the service is closed. During April we took part in the international #Archive30 campaign led by ARA Scotland, with each day allocated a different archives related theme. We have initiated a new series of posts highlighting images from the Cardiff Bay Development Corporation collection, now catalogued and digitised as part of the Time and Tide project, and have been highlighting the education resources available on the website. We have also been revisiting past blog posts and highlighting documents from the Collection. Our social media channels have featured St David's Day, Easter, World Theatre Day and National Gardening Week.

The twitter account of the Glamorgan Archivist was included in a list of 100 Welsh women to follow published in the Welsh Arts Review for International Women's Day.

SUMMARY

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. 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.

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 2020-2021 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.

Laura Cotton
Glamorgan Archivist
14 May 2020

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 March 2020 – 30 April 2020

Background Papers

Officer to Contact: Laura Cotton – 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	Cardiff
	Deliver educational service	10 educational visits	1
	Deliver on-site events	6 public events	2
The Collection	Contribute to Archive Hub	200 catalogues	4
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Data unavailable
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	Data unavailable
Resources	Meet income target	£92,200	
	Meet agreed revenue budget	£887,100	
	Manage volunteers workforce	6,600 hours; 100% reviewed	Data unavailable
	Maintain establishment	14 fte	14 fte

Appendix I

Ron Manfield Collection			
Accession No:	2020/36	Reference No:	D1764
Documents collected by Ron Manfield in his time with the Royal Canadian Air Force and later working for Aberdare Cables. Date of records: 1930-1960			
Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers; M L Edwards Professional papers			
Accession No:	2020/37	Reference No:	D407
Additions to Aberthin Deeds; additions to M L Edwards & D W Edwards (née Harrap) personal papers; additions to M L Edwards Professional papers Date of records: 1930-2014			
Rhondda Cynon Taf Council Records			
Accession No:	2020/38	Reference No:	CRCT/C
Council agendas and reports Date of records: 2019-2020			
Cardiff Council Records			
Accession No:	2020/39	Reference No:	CC/C
Committee agendas and reports Date of records: 2019-2020			
Llandaff Cathedral Choral Society Records			
Accession No:	2020/40	Reference No:	DLCS
Posters, programmes, correspondence and photographs Date of records: 1946-2019			
Rowland Pittard Railway Record Collection			
Accession No:	2020/41	Reference No:	D1221
South East Transport Alliance (SEWTA) minutes and papers; wagon labels and other items relating to wagons. Date of records: c1950s-2010s			
Edna M Lewis Papers			
Accession No:	2020/42	Reference No:	D1765
Cardiff City Council. City Lodge Hospital. Pupils' case book containing ante-natal notes of labours attended. Certificate recording satisfactory attendance at lectures as required by the Central Midwives Board. Date of records: May 1935-Jan 1936			
Tystysgrif ar gyfer aelodaeth o'r eglwys gynulleidfaol, Minny Street, Caerdydd			
Accession No:	2020/43	Reference No:	D1766
Cyflwynwyd i Glyndwr Thomas. Date of records: Rhagfyr 1922			

Neath Antiquarian Society Records			
Accession No:	2020/44	Reference No:	D1768
Whittington's/Glamorgan Press publications; colliery share certificates and booklets accumulated by a former member of the Society			
Date of records: 19 th -20 th century			

Cardiff University School of Pharmacy and Pharmaceutical Sciences Collection			
Accession No:	2020/45	Reference No:	
Minutes, certificates and correspondence			
Date of records: 20 th century			

Clara Novello Davies Postcards			
Accession No:	2020/46	Reference No:	D1769
Studio photograph of Clara Novello Davies and the Lord Mayor of Cardiff with Clara Novello Davies and her Royal Welsh Ladies Choir			
Date of records: 1930s			

Cardiff Municipality Celebrations Coronation Programme			
Accession No:	2020/47	Reference No:	
Date of records:			

Howard Llewellyn papers			
Accession No:	2020/48	Reference No:	
See attached list			
Date of records: 1971-2020			

Appendix II

	Number of Visits TOTAL (groups and meetings)	No. of Groups	Documents Produced
June – Aug 2019	1847 (1238)	53	2961
Sep – Nov 2019	2214 (1574)	82	3090
Dec 2019-Feb 2020	1981 (1399)	68	3040
March-April 2020	349 (268)	16	537 (to 18/3/2020)

	Remote Enquiries	Website Hits
June – Aug 2019	840 (+231 un-printed thank you emails)	10522
Sep – Nov 2019	912 (+296 un-printed thank you emails)	11469
Dec 2019-Feb 2020	781 (+203 un-printed thank you emails)	10790
March-April 2020	376 (+115 un-printed thank you emails)	5972

Interesting Enquiries

A number of local history enquiries have been received. It seems that lockdown restrictions have prompted people to explore the history of their locality. Two separate enquiries were received relating to Rumney open air pool, located approximately where Eastern Leisure Centre stands today. The Musical Director of Lewis Merthyr Band is currently researching its history and contacted us for assistance. We were able to suggest a plan submitted to Rhondda Urban District Council for a proposed band room, along with school log books. An enquiry was received relating to the source of several streams around Waun Gron Park in Cardiff. The streams don't appear on old maps so we suggested they may be drainage from the railway and recommended consulting Quarter Sessions Deposited Plans showing the construction of the line. We assisted with a request for information on the closure of Tir y Berth Methodist Chapel and the last marriage to take place there. We hold papers relating to the chapel's closure and the related compulsory purchase of the land, along with the marriage register.

Prior to the closure of the searchroom, we were visited by a researcher seeking to pinpoint which towns sponsored warship week. We suggested consulting local authority minutes and newspapers, and also flagged specific items where 'warship

week' is mentioned in the catalogue description. Contact was also made by a historian seeking a grave plan of St Gwynno's Churchyard, Llanwonno, in order to locate the final resting place of Thomas Chester who fought at the Battle of Rourke's Drift. He hopes to erect a memorial in his memory.

An author has sought permission to publish letters and sketches by Edward Lear found within the Dyffryn Estate, Aberdare Records. The letters were written to Henry Austin Bruce, 1st Lord Aberdare. We also assisted a Brussels-based television production company, CZAR, with their research into Second World War soldiers, recommending items within several collections.

We continue to assist local authority officers with their work. Advice on sourcing copyright permission has been provided for images to be used in a historic building report on Dyffryn Gardens and House, and several estate maps were recommended to an officer researching field names and property owners to inform the naming of roads in new housing developments.

Several enquiries have been received from academic researchers. A professor at the Department of Architecture, University of Queensland was seeking information on builder and architect George Gazzard, who worked as Inspector of Works for the Cardiff School Board. He hoped to discover his exact dates of employment. We referred him to the School Board minutes. A photojournalism student researching miners' institutes and welfare buildings for a documentary project contacted us for information on related items in the collection. Several series were suggested, including building plans and photographs, mainly within the National Coal Board Records. We also assisted a student with dissertation research on women's support groups in south Wales during the 1984-85 miners' strike.

Appendix III

<i>Local and Family History Groups</i>	
Grangetown Local History Society	20
Jewish History Association of South Wales	4
Barry and District Soroptimist International	10
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	14
ARA UK & Ireland Board	12
Capita Engineers	4
<i>Events</i>	
Archaeological Discoveries on the Severn Estuary Levels	53
<i>Education</i>	
Cardiff University School of Welsh	7
<i>Individuals Meeting Staff</i>	21
This is an approximate figure as we are unable to access the visitor book	
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 6	93
Welsh class x 3	30

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

**AGENDA ITEM NO:
2019/2020 OUTTURN
2019/2020 DRAFT WAO RETURN**

THE GLAMORGAN ARCHIVES JOINT COMMITTEE 22nd MAY 2020

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2019/2020

PURPOSE OF REPORT

1. This report presents a brief overview of the financial position for the year, together with the unaudited draft Wales Audit Office (WAO) return for the year ended 31st March 2020. Page four of the return, 'Committee Approval & Certification', requires completion but the unaudited draft financial statements are presented to this Committee today for information only.

FINAL OUTTURN POSITION FOR 2019/20

2. The Glamorgan Archives Joint Committee approved a proposed budget of £654,000 for the financial year 2019/2020, to be financed by contributions from each of the six member local authorities. The proposed budget was subsequently agreed and ratified by each member local authority.
4. The table below summarises the final outturn position for financial year 2019/2020:

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

5. **Appendix 1** provides a detailed analysis of the 2019/20 outturn.

6. Employee related costs had an overall underspend of £14,337 against a budget of £559,255. The majority of this underspend is due to the Archivist beginning a phased retirement in April 2019 and therefore reducing working hours by 25% throughout the year. There was also a reduction in employer and public liability insurance as well as income from the purchase of annual leave by employees. These savings offset additional costs such as redundancy payments and the apprenticeship levy, which has been built into the budget for next year.
7. Premises incurred an overall underspend of £1,066. Despite overspends in electricity (£4,559), insurance (£2,885) and NNDR (£1,415); savings in other areas offset these. There was underspend on water (£4,912) due to the charging issue being resolved and underspend on fire management (£3,483) due to the current contract for cylinders in the strong room not being renewed despite being budgeted for. This contract is currently being reviewed for 2020/21.
8. The planned overall expenditure for transport was £1,000 but the actual spend was £1,215, resulting in an overspend of £215 due to the need for employee travel for events and meetings. Car allowances were underspent by £120 but this was offset by overspends in all other areas.
9. The actual expenditure for supplies and services was £59,561 representing overspend of £35,921 in comparison to the budget of £23,640. A significant element of this was for conservation, which included spend on supplies for external work for Pontypridd Registrars, Cardiff University's NMCT grant for conservation of the Barbier collection and work for the West Glamorgan Archive Services. This however is offset by conservation income received in year. Similarly, £5,186 was spent on repairing the box maker, which is integral for income generation.

There was also overspend on IT consumables of £7,479 largely due to the purchase of new laptops and PCs, which were required throughout the year. Finally, the overspend of audit fees (£1,564) is the result of a late bill from Wales Audit Office for work undertaken in 2018/19 as there were no costs for this during that year.

10. Budgeted expenditure for support services was £28,090 although actual spend was £27,320, meaning an underspend of £770. This is predominantly because there were no internal charges from Legal or Procurement in year.
11. Finally, 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.

12. 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.

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

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.

WALES AUDIT OFFICE ANNUAL RETURN FOR 2019/2020

13. The draft Annual Return (attached) for the year ended 31st March 2020 is unaudited at this stage. 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 16th June).
14. To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 31st May immediately following the end of the financial year. If at this time the audit of the accounts has not concluded then the accounts must be approved as soon as reasonably practicable. Once the audit is complete and the Annual Return has been signed by the Wales Audit Office then it will be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by the Wales Audit Office.

COVID-19 Impacts

15. 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 19th 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.

LEGAL IMPLICATIONS

16. The committee approved a draft budget, which was submitted to each of the parties for approval. Each of the parties confirmed that their contribution was approved Under Section 5(a)(ii); the committee shall only have the power to spend within the agreed budget within any given year.

FINANCIAL IMPLICATIONS

17. The financial performance for the year was better than initially anticipated. There was a budget to drawdown £50,000 from the Reserves in 2019/20 however at outturn; the final drawdown figure was £1,584.

RECOMMENDATIONS

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

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee

Appendices

1. Appendix 1 – Outturn Position 2019/20
2. Appendix 2 – Draft Wales Audit Office Annual Return for 2019/20
3. Appendix 3 – Glamorgan Archives Statement of Accounts 2019/20

Outturn Position 2019/20

Expense/Income Account	Plan £	Actual £	Variance £
Employees			
Gross Pay	420,849	407,920	(12,929)
LG Pensions	98,394	93,570	(4,824)
National Insurance	38,962	33,576	(5,386)
Misc Allowances	500	1,492	992
Holiday Pay	0	881	881
A/L Purchase Scheme	0	(959)	(959)
Accumulated Absences (IAS19)	0	1,338	1,338
Agency Staff - Cardiff Works	0	2,077	2,077
Redundancy Payments	0	1,656	1,656
Staff Training Expenses	0	1,085	1,085
Medical Expenses	0	190	190
Apprenticeship Levy	0	2,012	2,012
Employer & Public Liability Insurance	550	80	(470)
Employees Total	559,255	544,918	(14,337)

Premises			
Repairs, Alterations & Maintenance	20,000	17,914	(2,086)
Security Measures	6,200	6,528	328
Rodent & Pest Control	360	360	0
Grounds Maintenance	1,380	0	(1,380)
Fire Management	2,900	(583)	(3,483)
Maintenance Contracts	12,000	12,553	553
Electricity	22,000	26,559	4,559
Gas	5,000	5,872	872
National Non-Domestic Rates	184,000	185,415	1,415
Water Rates	6,625	1,713	(4,912)
Security Services	280	0	(280)
Cleaning Materials	300	305	5
Refuse Collection/Bulk Containers	1,470	1,783	313
Office Cleaning Contract	9,600	9,826	226
Sanitation & Waste Disposal	500	420	(80)
Property Insurance Premiums	2,500	5,385	2,885
Premises Total	275,115	274,049	(1,066)

Transport			
Hire of Transport CTS	150	366	216
Public Transport - Staff Use	500	529	29
Car Allowances	300	180	(120)
Travel Expenses	50	103	53
MV Hire Insurance Premiums	0	36	36
Transport Total	1,000	1,215	215

Supplies & Services			
Purchase/Repair - Office Equipment	0	5,186	5,186
Equipment & Materials	0	19	19
Welsh Translation	0	85	85
Conservation	7,000	15,026	8,026
Vending Machines	780	1,144	364
Catering Sundries	1,250	3,483	2,233
General Printing & Stationery	500	3,087	2,587
Audit Fee	2,100	3,664	1,564
Consultants Fees	0	1,786	1,786
Commission (Inc. Credit Cards)	0	18	18
Materials Haulage - Other Materials	0	52	52
Central Telephone Exchanges	3,500	4,048	548
Telephones	1,200	1,466	266
Postages	400	561	161
Internet Charges	640	160	(480)
IT Consumables	200	7,679	7,479
Software Licences & Maintenance	4,250	5,446	1,196
Maintenance & Development	0	1,939	1,939
ICT Holding A/C	0	3,000	3,000
Subsistence Allowances	0	11	11
Accommodation Expenses	0	86	86
Security Expenses	0	250	250
Subscriptions	100	294	194
Public Liability Insurance Premiums	1,020	720	(300)
Miscellaneous Insurance Premiums	700	350	(350)
Supplies & Services Total	23,640	59,561	35,921

Support Services			
Accountancy	5,690	5,740	50
Income Recovery	310	300	(10)
Payroll	280	230	(50)
Payments	380	410	30
Audit	530	450	(80)
Procurement	400	0	(400)
SAP Support	3,000	3,000	0
ICT Services	8,000	8,000	0
Human Resources	7,000	7,000	0
Legal	500	0	(500)
Bilingual Cardiff	2,000	2,190	190
Support Services Total	28,090	27,320	(770)

GROSS EXPENDITURE	887,100	907,062	19,962
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Income			
Other Grants	(10,000)	(1,534)	8,466
Wellcome Trust Grant	(70,200)	(34,627)	35,573
Publications General	(2,000)	(483)	1,517
Sale of Photocopies	(2,000)	(1,623)	377
Conservation Income	(15,000)	(24,123)	(9,123)
Food	(7,000)	(8,109)	(1,109)
Course Fees	(600)	(125)	475
Search Fees	(4,000)	(3,908)	92
Royalties	(5,000)	(2,743)	2,258
Hire of Specialist Rooms	(56,000)	(55,946)	54
Sundry Charges & Income	(9,700)	(113,996)	(104,296)
Donations	(600)	(1,233)	(633)
Access Charges for Filming	0	(1,485)	(1,485)
Other Interest	(1,000)	(205)	795
Transfer for Accumulated Absence	0	(1,338)	(1,338)
Contribution from Reserves	(50,000)	(1,584)	48,416
Income Total	(233,100)	(253,062)	(19,962)

NET EXPENDITURE (Contributions)	654,000	654,000	0
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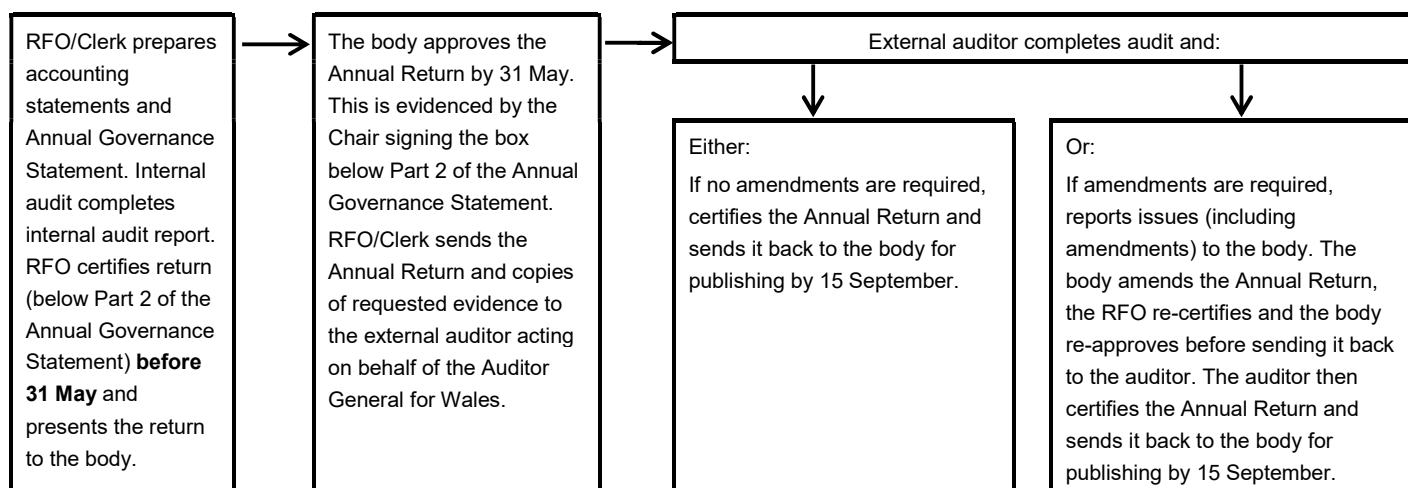
Smaller relevant local government bodies in Wales Annual Return for the Year Ended 31 March 2020

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication 'Governance and accountability for local councils in Wales – A Practitioners' Guide' (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an annual return. This annual return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The committee must approve the annual return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2019-20 for:

Name of body: Glamorgan Archives Joint Committee

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	233,946	175,969	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	654,000	654,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	274,410	250,140	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(578,499)	(543,579)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(407,888)	(362,145)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	175,969	174,385	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors and stock balances	64,276	63,058	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	130,322	127,714	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(18,629)	(16,387)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	175,969	174,385	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	9,309,333	6,187,222	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement


We acknowledge as the members of the **Committee**, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed?		'YES' means that the Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.	Approval by the Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
	Friday 22nd May 2020
RFO signature: 	Chair of meeting signature:
Name: Christopher Lee	Name:
Date: 13 May 2020	Date:

Committee re-approval and re-certification (only required if the annual return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.	Approval by the Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature:	Chair of meeting signature:
Name:	Name:
Date:	Date:

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

--

External auditor's report

[Except for the matters reported below]* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.]

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Glamorgan Archives Joint Committee 2019-2020

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Appropriate books of accounts has been kept throughout the year through Cardiff Council's main accounting ledger SAP and the accounts were prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and the Service Reporting Code of Practice for 2019-2020.</p> <p>Regular Progress Against the Budget was maintained and monitored by the Accountant and discussed and documented in the Glamorgan Archives Project Board Management Meetings.</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>The financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for under Cardiff Councils VAT registration with the necessary disclosures and permissions sought from HMRC.</p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>The body has assessed and mitigated significant inherent risks in order to achieve its objectives on a quarterly basis, and when changes has occurred, these were discussed regularly at the Glamorgan</p>

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					Archives Joint Committee Meetings as evidenced in the minutes.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Annual precept demand resulted from an adequate budgetary process and was appropriately calculated and the budget, income progress and expenditure was found to be regularly maintained and monitored by the Accountant.</p> <p>The monitoring is discussed regularly at the Glamorgan Archives Joint Committee Meetings as evidenced in the minutes.</p>
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Income was fully received, based on correct prices, properly recorded and any cash promptly banked, and VAT was appropriately accounted for.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Analysis of the overall cost / profit centre position did not identify any Imprest account re-imbursements.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Salaries to employees and allowances to members were paid through Cardiff Council's main accounting ledger, SAP and the internal Payroll process documented in DigiGov.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notional Capital Financing costs and a Capital Balance Sheet was maintained by Cardiff Council's Accountant for 2019/20.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Monthly and year-end bank account reconciliations for inter companies are undertaken as part of the council wide year-end bank reconciliations, any imbalances are rectified during the course of the year. Inter companies are not identified individually throughout the year.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Accounting statements prepared during the year 2019-2020 were prepared on the correct accounting basis from figures based in SAP. Receipts and payments/ income and expenditure agreed with the cashbook and were supported by an adequate audit trail from underlying records.

For any risk areas identified by the Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	Pernille Larsen
Signature of person who carried out the internal audit:	<i>Pernille Larsen</i>
Date:	06.05.2020

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this annual return and the amounts recorded in last year's annual return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Committee holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every committee must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 15 June 2020?		
	Has the body approved the accounting statements before 15 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		

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Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2020

2018/19 £		2019/20 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
Cost of Services									
580,071	Staff Costs	544,918	76,288	174,374	32,695	136,229	59,941	65,390	544,918
265,823	Premises	274,049	38,367	87,696	16,443	68,512	30,145	32,886	274,049
1,072	Transport	1,215	170	389	73	304	134	146	1,215
115,934	Supplies & Services	59,561	8,338	19,059	3,574	14,890	6,552	7,147	59,561
0	Third Party Payments	0	0	0	0	0	0	0	0
25,060	Central Departmental Support	27,320	3,825	8,742	1,639	6,830	3,005	3,278	27,320
101,547	Capital Charges	65,374	9,152	20,920	3,922	16,343	7,191	7,845	65,374
1,089,506	Operating Expenditure	972,436	136,141	311,180	58,346	243,109	106,968	116,692	972,436
(654,000)	Contributions from Local Authorities	(654,000)	(91,560)	(209,280)	(39,240)	(163,500)	(71,940)	(78,480)	(654,000)
(89,179)	Grant Income	(36,162)	(5,063)	(11,572)	(2,170)	(9,040)	(3,978)	(4,339)	(36,162)
(185,159)	Fees and Charges	(213,774)	(29,928)	(68,408)	(12,826)	(53,444)	(23,515)	(25,653)	(213,774)
(928,338)	Operating Income	(903,936)	(126,551)	(289,259)	(54,236)	(225,984)	(99,433)	(108,472)	(903,936)
161,168	Net Cost of Services	68,501	9,590	21,920	4,110	17,125	7,535	8,220	68,501
(72)	Interest & Investment Income	(205)	(29)	(65)	(12)	(51)	(23)	(25)	(205)
0	Interest Payable	0	0	0	0	0	0	0	0
(72)	Financing & Investment Income & Expenditure	(205)	(29)	(65)	(12)	(51)	(23)	(25)	(205)
161,096	(Surplus) / Deficit on Provision of Services	68,296	9,561	21,855	4,098	17,074	7,513	8,196	68,296
0	Other Comprehensive Income & Expenditure	0	0	0	0	0	0	0	0
161,096	Total Comprehensive Income & Expenditure	68,296	9,561	21,855	4,098	17,074	7,513	8,196	68,296

RECONCILIATION TO REVENUE ACCOUNT:

161,096	As above	68,296	
0	69320 PPE reverse previous imp on reval	0	
(101,547)	89302 Tfr from CAA to Neut	(65,374)	Not in above
0	89305 Trf to CAA re Revaluation	0	
(1,572)	89600 Tfr to/fm Acc Absence	(1,338)	Not in above
0	Interest Payable	0	In above but not on SAP as notional
0	Additional notional contribution income from LA's	0	In above but not on SAP as notional
0	69101 Contribution to Other Earmarked Reserves	0	Not in above
(57,977)	89101 Contribution from Other Earmarked Reserves	(1,584)	Not in above
(0)	Balance as per revenue account on SAP	(0)	

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Glamorgan Archives Balance Sheet as at 31st March 2020

31/03/19		31/03/20	Bridgend
£		£	14%
9,306,737	Land and Buildings	6,187,222	866,211
0	Assets Under Construction	0	0
2,596	Vehicle, Plant, Furniture & Equipment	0	0
9,309,333	Long Term Assets	6,187,222	866,211
17,285	Inventories	16,995	2,379
45,318	Short Term Debtors	43,483	6,088
131,995	Cash & Cash Equivalents	130,294	18,241
194,598	Current Assets	190,772	26,708
(22,295.08)	Short Term Creditors	(21,391)	(2,995)
0	Provisions	0	0
(22,295.08)	Current Liabilities	(21,391)	(2,995)
0.00	Long Term Borrowing	0	0
0.00	Long Term Liabilities	0	0
9,481,635	NET ASSETS	6,356,603	889,924
175,968	Usable Reserves	174,384	24,414
8,006,788	Capital Adjustment Account	6,087,223	852,211
1,302,545	Revaluation Reserve	100,000	14,000
(3,665.99)	Accumulated Absences	(5,004)	(701)
9,305,667	Unusable Reserves	6,182,218	865,511
9,481,635	TOTAL RESERVES	6,356,603	889,924

Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
1,979,911	371,233	1,546,806	680,594	742,467	6,187,222
0	0	0	0	0	0
0	0	0	0	0	0
1,979,911	371,233	1,546,806	680,594	742,467	6,187,222
5,438	1,020	4,249	1,869	2,039	16,995
13,914	2,609	10,871	4,783	5,218	43,483
41,694	7,818	32,574	14,332	15,635	130,294
61,047	11,446	47,693	20,985	22,893	190,772
(6,845)	(1,283)	(5,348)	(2,353)	(2,567)	(21,391)
0	0	0	0	0	0
(6,845)	(1,283)	(5,348)	(2,353)	(2,567)	(21,391)
0	0	0	0	0	0
0	0	0	0	0	0
2,034,113	381,396	1,589,151	699,226	762,792	6,356,603
55,803	10,463	43,596	19,182	20,926	174,384
1,947,911	365,233	1,521,806	669,594	730,467	6,087,223
32,000	6,000	25,000	11,000	12,000	100,000
(1,601)	(300)	(1,251)	(550)	(601)	(5,004)
1,978,310	370,933	1,545,555	680,044	741,866	6,182,218
2,034,113	381,396	1,589,151	699,226	762,792	6,356,602

Glamorgan Archives Movement in Reserves Statement 2018/19

Balance at 31 March 2018 Carried Forward
 Movement in Reserves during 2018/2019
 Surplus or Deficit on Provision of Services
 Other Comprehensive Income & Expenditure
 Total Comprehensive Income & Expenditure
 Adjustments between Accounting Basis & Funding Basis
 Net Increase / Decrease before Transfers to Earmarked Reserves
 Transfers To / From Earmarked Reserves
 Increase / Decrease in Year
 Balance at 31st March 2019 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
233,946	3,126,222	3,360,169
(161,096)	0	(161,096)
0	0	0
(161,096)	0	(161,096)
103,119	(103,119)	0
(57,977)	(103,119)	(161,096)
0	0	0
(57,977)	(103,119)	(161,096)
175,969	3,023,103	3,199,072

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets
 Charges for Impairment of Non-current Assets
 Revaluation
 MRP
 Accumulated Absences

101,547	(101,547)
0	0
0	0
0	0
1,572	(1,572)
103,119	(103,119)

Movement in Reserves Statement 2019/20

Balance at 31 March 2019 Carried Forward
 Movement in Reserves during 2019/2020
 Surplus or Deficit on Provision of Services
 Other Comprehensive Income & Expenditure
 Total Comprehensive Income & Expenditure
 Adjustments between Accounting Basis & Funding Basis
 Net Increase / Decrease before Transfers to Earmarked Reserves
 Transfers To / From Earmarked Reserves
 Increase / Decrease in Year
 Balance at 31st March 2020 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
175,969	3,023,103	3,199,072
(68,296)	0	(68,296)
0	0	0
(68,296)	0	(68,296)
66,712	(66,712)	0
(1,584)	(66,712)	(68,296)
0	0	0
(1,584)	(66,712)	(68,296)
174,385	2,956,391	3,130,776

Adjustments between Accounting Basis & Funding Basis - analysis

Charges for Depreciation of Non-current Assets
 Charges for Impairment of Non-current Assets
 MRP
 Accumulated Absences

65,374	(65,374)
0	0
0	0
1,338	(1,338)
66,712	(66,712)

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Cashflow Statement for the Year Ended 31st March 2020

31/03/2019		31/03/2020
£		£
161,096	Net (Surplus) /Deficit on the provision of services	68,296
(111,163)	Adjust net surplus or deficit on the provision of services for non-cash movements	(66,595)
72	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	205
50,004	Net cash flows from operating activities	1,905
0	Investing activities	0
(72)	Financing activities	(205)
49,933	Net (increase)/ decrease in cash and cash equivalents	1,701
181,928	Cash and cash equivalents at the beginning of the reporting period	131,995
131,995	Cash and cash equivalents at the end of the reporting period	130,294

2018/19		2019/20
£		£
(101,547)	Depreciation and Impairment	(65,374)
0	Prudent MRP (Borrowing Repayment)	0
0	(Increase)/Decrease in Provisions	0
778	(Increase)/Decrease in Creditors	904
(10,091)	Increase/(Decrease) in Debtors & Prepayments	(1,836)
(303)	Increase/(Decrease) in Inventories	(289)
(111,163)	Cash (Inflow)/Outflow from Revenue Items	(66,595)

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