

## GLAMORGAN ARCHIVES JOINT COMMITTEE

11 SEPTEMBER 2020

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

### 38 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Hunter-Jarvie, Rhys Lewis, Barbara Jones, Elaine George and Keith Jones.

### 39 : DECLARATIONS OF INTEREST

None received.

### 40 : MINUTES

The minutes of the meeting held on 22 May 2020 were agreed as a correct record.

### 41 : GLAMORGAN ARCHIVES - REPORT FOR THE PERIOD 1 MAY 2020 - 31 AUGUST 2020

Members were provided with an update on the work, visits and achievements of the service for the period 1 May 2020 – 31 August 2020; the Appendices listing notable accessions, information on collections and the interesting enquiries.

In Summary the Archivist stated that despite the challenges posed by the enforced lockdown and the constraints on access to the building, progress has been made on a wide range of projects over the last few months. It is testament to the hard work and dedication of the staff team that so much has managed to get done whilst they have been working from home. There was an enormous amount of work put into getting the building ready to re-open for staff in July, and that work is now continuing towards a safe public reopening following the easing of restrictions. It is going to continue to be a challenging year, but everyone is pulling in the same direction and working together to make as much progress as possible.

The Chairperson invited questions and comments from Members;

Members sought more information on the Air Handling Units and were advised that these needed to be checked regularly; maintenance was needed during lockdown and it hadn't happened. Maintenance was underway now and it was not expensive, but a watching brief would be kept on the units.

Members were pleased to see the education opportunities that had been taken especially with Black History and asked what other opportunities have been explored in developing educational resources, blended learning etc. Officers advised that they have been approached by some people to help in this area and the service needs to be reactive to opportunities that come its way. There has always been a good relationship with the schools and universities. There would be opportunities going

forward in relation to blended and online learning; doing thing differently such as online learning packs, digitisation, more on the catalogue, more educational resources etc. and there was an opportunity to explore funding for some of these. It was noted that there would be less school visits due to the pandemic, and more virtual classrooms, but this did allow the opportunity to offer the service to a wider area.

RESOLVED: to note the report.

#### 42 : GLAMORGAN ARCHIVES MONTH 4 MONITORING REPORT 2020/21

Members were advised that this report provided the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31st July 2020 (Month 4), against the approved 2020/21 Budget and projections for the full year outturn position.

It was noted that Members approved the 2020/21 budget in December 2019; The budget is funded from local authority revenue contributions, apportioned on the relative populations; The current General Reserve balance is £174,385.

Key points from throughout the report were highlighted to Members.

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

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

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

The Chairperson invited questions and comments from Members;

Members asked if there had been any progression on the water issue and officers advised that they have not heard back from the letter that was sent to the House of Sport, although they were not legally obliged to reply, Officers would look at this again.

Members noted that month 7 would show more of the impact on Covid-19 on the budget position.

Members noted the re-gassing of the fire extinguishers, that they need to be done every 10 years and were overdue, and were noted as an unexpected cost. Members asked if there were any other such issues that could be identified. Officers stated that they had 3 quotes for the re-gassing and they varied widely. Officers also stated that going forward they were keen to build any recurring costs into the medium term financial plan.

Members referred to lost income due to the pandemic and asked if there was anything that Members could do to help, such as lobby Welsh Government for lost income reclaims. Officers explained that they have had opportunities to apply for various grants such as the Cultural Recovery Fund and earmarked funds from the Culture and Sport division. These would be offset against lost income. Officers are keeping track of all lost income and will submit reclaims to Welsh Government.

RESOLVED To: Note the projected full year outturn position for 2020/21 as detailed in the report.

43 : DATE OF NEXT MEETING - 11 DECEMBER 2020 AT 2.00PM

The meeting terminated at 3.05 pm