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## AGENDA

**Committee** GLAMORGAN ARCHIVES JOINT COMMITTEE

**Date and Time of Meeting** FRIDAY, 11 SEPTEMBER 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

*Time approx.*

**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 5 - 8)**

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

**4 Glamorgan Archives - Report for the Period 1 May 2020 - 31 August 2020 (Pages 9 - 28)**

**5 Glamorgan Archives Month 4 Monitoring Report 2020/21 (Pages 29 - 36)**

**6 Date of next meeting - 11 December 2020 at 2.00pm**

**Davina Fiore**

**Director Governance & Legal Services**

Date: Monday, 7 September 2020

Contact: Andrea Redmond, 02920 872434, a.redmond@cardiff.co.uk

*This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg*



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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><u>Actual</u></b> £	<b><u>Variance</u></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**

**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  
11 September 2020**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO</b>
<b>REPORT FOR THE PERIOD 1 May 2020 - 31 August 2020</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 May 2020 to 30 August 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*

Virtual tea breaks continue to be held to ensure good communication between staff who have returned to the office and those still working from home.

*Continue skill sharing and volunteer programme*

Throughout lockdown regular contact has been maintained with volunteers through weekly emails. Since staff have returned to the office this has been extended to include fortnightly catch ups via Zoom. Zoom video conferencing software was chosen over other available options as it was already being used by the volunteers involved.

The annual volunteer feedback sessions have been held, a form being circulated to all volunteers with optional telephone call follow up if requested. The vast majority of responses were positive:

*I enjoy the atmosphere, the people, the project, and the unlimited coffee*

*I feel valued as a volunteer...All the staff in the Archives are very friendly and helpful, and it is a pleasure to attend every week*

*I have enjoyed all aspects of the project*

*I enjoy the contact with the staff and fellow volunteers and keeping my mind active*

*Can't think of anything [to improve the placements]. It's perfect*

With regards to improving the placements a request was made for more social events, no additional recommendations were made.

Although we were unable to celebrate National Volunteers Week together this year we still took the opportunity to thank our volunteers on social media and by email.

Five projects have been identified as suitable for volunteers to work on from home and 17 volunteers have expressed an interest in contributing. These include the continuation of three projects started before lockdown: indexing of crew lists from the port of Cardiff, indexing of Merthyr Tydfil Union admission and discharge registers and the transcription of the Leversuch family correspondence. Added to these are two new projects: indexing of Whitchurch Hospital patient records and the identification of images from the Cardiff Bay Development Corporation collection. Staff will now begin digitising the records which will then be sent in batches via email.

Volunteer work previously completed continues to be checked and edited for consistency by staff working from home.

#### *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.

The Glamorgan Archivist has completed an intensive summer course in Beginners' Welsh, which will be followed up by the next level course offered by Cardiff Council starting in September.

The Conservator is progressing her training in British Sign Language, following a weekly course provided by Cardiff Council and delivered online. She also attended the Conservation Matters in Wales conference, which this summer was moved online.

The Senior Archivist and Heather Mountjoy, Archivist, attended a Digital Archives Learning Exchange (DALE) webinar exploring how archive services have continued to engage with new and existing audiences during the lockdown. The Senior Archivist also attended a training event arranged by the South East Region of the Archives and Records Association UK and Ireland on Engagement Outside the Searchroom.

Laura Russell and Hannah Price, Archivists, have completed the National Archives online course Novice to Know-How guide to digital preservation. Laura Russell, attended an online talk hosted by The Living Levels RATS research volunteers on the subject of Courts of Sewers: their early history and importance.

Hannah Price, Archivist attended a webinar on the subject of measuring the impact of volunteering in an archive, and a Copyright for Archivists training event hosted by Archives and Records Association Scotland.

*Maintain commitment to good health and safety practices*

Following a positive legionella test result daily visits were made to the building for a fortnight to flush the water system. Weekly flushing had been undertaken prior to testing.

All staff were risk assessed as part of the planning process for reopening the office for staff. The risk assessment was amended in August following the announcement by Welsh Government that shielding would be paused, and a member of staff previously shielding has also now been assessed and has returned to the office.

As part of the planning for re-opening the building for staff, a site visit was conducted by Stuart Thomas, from Cardiff Council's Health and Safety team. Following on from this visit and completed risk assessments, the building was certified as safe to re-open for staff. An additional assessment will be made prior to re-opening to the public.

The database used to record the production of documents has been further developed to provide a list of shelves in the strongrooms under a quarantine period after staff handle boxes. This ensures that the potential risk of cross-contamination between staff is minimised and will also be able to be applied to public requests when the searchroom reopens.

## **Budget**

### *Manage to best advantage*

This year's budget has been impacted severely by the closure of the building for Covid. Income is predicted to be very much down, largely due to the room rental income that is so hugely relied on.

This year's budget is also impacted on by the urgent requirement to replace the gas in the cylinders that feed the gas fire-suppression system. The gas needs to be replenished every ten years due to natural leakage, and this work is now overdue. Quotes have been sought from competitive suppliers to ensure value-for-money.

Work has been undertaken on a medium-term plan for the next few years, with estimates being put in place for costs and projections for other areas of spend. That work continues.

### *Maximise benefit from income generation*

Work will shortly begin again on the digitisation of agreed record sets with Ancestry, with the hope of more categories of documents to follow (see partnerships below).

It is envisaged that Carmarthenshire Archive Service will be removing their collections from storage at Glamorgan Archives during 2021. The Glamorgan Archivist has been in discussions with another archive service regarding the use of the storage space from 2023.

The multifunction suction table was hired for use by a freelance conservator soon after staff reoccupation of the building.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist has been appointed to represent the Archives and Records Council Wales on the national Sporting Heritage Wales Panel, which will begin work in September.

ARCW is continuing work on the renegotiation of the contract to host Welsh parish registers online. A new contract with Find My Past is being finalised, whilst new contracts with Ancestry, My Heritage and The Genealogist are being worked on. It is hoped that the contract with Ancestry will be signed on 1<sup>st</sup> October so that the Welsh parish registers can be launched on their site before Christmas (an important time for their marketing and sales).

The Senior Archivist continues as a member of the ARA Survey Group. Meetings are now held remotely. The planned Visitor Survey for 2020 has been postponed to 2021 as a result of the closure of archive searchrooms during lockdown.

Glamorgan Archives is leading a partnership project relating to investigating a way forward for dealing with digital preservation, funded

by the Local Government Digital Transformation Fund from Welsh Government. Working with Conwy, Ceredigion, North East Wales, Gwent and Gwynedd Archive Services, and their associated ICT Units, the project will look to develop a clear roadmap for digital preservation in Wales over the forthcoming months.

The Senior Archivist met with staff from CCSkills who are managing the Cultural Ambition programme to discuss the impact of the Covid19 pandemic on the provision for trainees and the potential for restarting current trainee Tawhida Kaur's placement with the Archives.

Cardiff University has expressed interest in hosting a digital version of 'From Cardiff to the Caribbean', the exhibition created last year with the National Archives (TNA) to commemorate the centenary of the 1919 Race Riots in south Wales. A meeting was held to discuss progressing the work with representatives from the University and TNA.

#### *Visits*

There have not been any visits during this period owing to the closure of the building (and therefore, there is no *Appendix III* to this report).

#### *Local*

Work continues with the Heritage and Cultural Exchange. The Glamorgan Archivist sits on their project Steering Group, which has continued to meet during lockdown. It is hoped that they will be able to restart work on their collections stored at Glamorgan Archives shortly.

The Glamorgan Archivist sits on the project group for the Merthyr Archives Project, which is working on the redevelopment of the Cyfartha Castle site. After obtaining Welsh Government funding, the Project has recently employed consultants to undertake research into archive collections relating to the local area (putting together a plan of what is where and what use the collections might be for exhibitions at the site).

Cardiff Libraries in Co-operation held a webinar, 'Libraries in Exceptional Times', which focussed on the impact of the Covid19 pandemic on library services. Speakers included the Head of Libraries at Warwickshire County Council, who provided a useful briefing on their plans for reopening and managing the public service within new guidelines. The Senior Archivist attended.

Arts Shell and Grangetown Local History Society have received National Lottery Heritage funding for their Night Time Blitz Experience Project, which will commemorate the 80<sup>th</sup> anniversary of the Blitz on Cardiff in January 1941. The Senior Archivist assisted the project steering group in the selection of artists for the project, and is advising them on relevant archival material. She also attended Grangetown Local History Society's first online event, a talk on the history of Grange Gardens.

Glamorgan Archives has continued to work in partnership with Cardiff People First, speaking to members in virtual meetings about aspects of local and family history.

The Senior Archivist attended a meeting of the Executive Committee of Glamorgan Family History Society, held on Zoom, and briefed the committee on developments at the Archives following our closure in March. She also attended an event hosted by Cynon Valley Museum as part of their 'Cynon at Home' series of online events, on Women and the Miners' Strike.

Meetings of South Wales Record Society are now taking place virtually and the Senior Archivist attended the August meeting.

## **2. Building and systems**

### *Maintain building*

Work was completed on fitting the gates to replace the rising bollards at the entrance to the Archives' site. This was 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.

Several contractors have attended site since staff reoccupation of the building in order to complete routine maintenance and resolve issues that had arisen since March. A number of larger pieces of work have been completed or are scheduled to be completed soon.

### *Ensure compliance*

The personal review process for 2019/20 has been completed and 2020/21 reviews initiated for several members of staff.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

During lockdown the strongroom air handling units (AHUs) for strongrooms 2 and 3 stopped working correctly and turned off. Maintenance has been carried out and it was found that the fan belts on both AHUs needed replacing. This work has been completed. However, AHU 3 started running constantly, instead of only when the conditions were outside of those set out in the BS4971, which is what it is required to do. Maintenance has now been carried out on the building management system and the issue has been fixed.

Conditions within the strongrooms are in line with the usual seasonal shift. The strongroom AHU run times since 25th of February 2020 are

as follows:

AHU 1 - 75 hours

AHU 2 - 47 ½ hours

AHU 3 - 330 hours

AHU 4 - 667 ½ hours.

#### *Conservation and preservation plans*

Since returning to the office in mid-July, the Assistant Conservator and Conservator have continued to work on outstanding income generation jobs for Pontypridd Registration Service and West Glamorgan Archive Service. They have rebound the last 25 of the latest batch of hundred volumes of registers from Pontypridd Registration Service (work had been completed on the first 75 volumes before lockdown). The volumes are now awaiting collection along with delivery of the next 100 volumes. The Conservator is also continuing to work on the Thomas Horner painting, which was part of a large map of the Briton Ferry Estate being worked on for West Glamorgan Archive Service.

The Assistant Conservator is also working on projects that were not completed by the conservation students prior to lockdown. Those students have completed their course and will not be returning, so this outstanding work needs to be finished off.

The Conservator has checked and added extra packaging to a number of interesting items from the collections, including a collection of gall stones and calcium deposits removed from patients, an ichthyosaur vertebrae bone and scatter shot from a cannon.

The Conservator has provided advice to Fiona Johnson from the conservation department at Lambeth Palace on using the illuminated wall board.

## **2. Cataloguing**

#### *Strategies and plans*

The Senior Archivist has attended meetings of the South Wales Information Forum (SWIF) along with Information and Records Management officers from all our authorities, to discuss the preservation of documents relating to their Covid19 response. She also met with representatives from local museums to discuss a co-ordinated approach to collecting material relating to the Covid19 pandemic, in particular the community response and life in lockdown.

Our efforts to preserve the community response to lockdown have been recorded on the We are Cardiff blog and in the Up Our Street newsletter produced and distributed in Porth.

An RDP (Remote Desktop Protocol) connection has been established to one of the office PCs for staff working from home. This will allow full

access to CALM databases. As a result, work has resumed on preparing data from submission to the Archives Hub.

Additional work has been carried out by staff working from home on checking old versions of catalogues stored on the shared network drive against versions on the online catalogue. This work is necessary to ensure data is not missed and to help rationalise the content held on the shared drive. A number of queries have been highlighted which will need further investigation.

A thesaurus of 1468 place names for the County of Glamorgan has now been added to the CALM database. These place authority files include both the Welsh and English spellings, details of which ancient parish the place is in and a grid reference. Additional information is being added so that it will be easy to see which local authority the place came under at any given time. Final editing of the authority files is being continued by staff working from home. Once complete, work can commence on the task to tag catalogue entries to the relevant place names.

Work continues on retrospectively applying cataloguing priority scores to the collection. Nearly 2000 collections have now been assessed and given a score.

#### *Collection development*

Acceptance of deposits resumed with the return of staff to the office on 20 July. Procedures have been adapted in light of the Covid-19 pandemic to minimise contact between staff and depositors. Negotiation is undertaken by email or telephone, with a Depositor Survey Form developed to assist with this process. Paperwork is sent electronically apart from the final receipts where a signed copy is required; these are sent by post. Deposits are quarantined for 72 hours after receipt, prior to processing by staff.

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 86% of the accessions; the target is 60%. 91% of the accessions received between September 2019 and February 2020 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

Among the records received, some contemporary collecting of material relating to the Covid-19 pandemic has commenced including Chief Executive Circulars from Caerphilly County Borough Council and a community newsletter initiated at the start of the lockdown period. A full list of accessions is given in *Appendix I*.

#### *Digital preservation*

The Senior Archivist and Heather Mountjoy and Hannah Price, Archivists, completed the online digital preservation training course Novice to Know-How, provided by the Digital Preservation Coalition in

partnership with the National Archives. The places were funded by the Archives and Records Council Wales.

### *Time and Tide*

The Project Steering Group met in May and revised the project plan in light of the impact of lockdown. Archives Revealed continued to fund the Project Archivist post throughout the lockdown period, but the project cannot be extended. Cataloguing targets have therefore been revised, with the aim of completing box lists for the whole ABP collection, confirming a catalogue structure, and cataloguing to series level as far as possible prior to the conclusion of the project in early-December.

Katie Finn, Project Archivist, has created 1028 new entries in CALM regarding Cardiff Bay Barrage Bills, barrage reports, plans and illustrations. This material has been repackaged into archival quality boxes. Additionally she has completed CLD level and series levels including background information. Duplicate material has been weeded and any duplicates that may be used in school workshops have been identified. The Cardiff Bay Development Corporation catalogue is now complete and able to view on Canfod (reference: DCBDC).

Rasheed Khan, Corporate Trainee, has continued to catalogue DCBDC's slide collection to item level. He has used indexes from the volumes to catalogue the slides and will check the descriptions when digitising them at a further date. Further tasks have been identified for volunteers to work on from home.

Work on the Associated British Ports collection has begun. A background history has been completed. The locations and contents have been identified. A template for the box list has been created and box listing the material has begun.

Material from the DCBDC has been used on social media to promote the collection and the archive. A blog post on Cardiff Bay Development Corporation has been prepared and will be posted online. An article written by Katie Finn on the project with a concentration on CBDC material has been published in the July edition of 'Local History News' the journal of the British Association of Local History.

The Senior Archivist was interviewed by a consultant seeking feedback on the Archives Revealed programme as part of planning for its ongoing development.

The project continues to be reported through our social media channels, with updates and images shared using the hashtags #TimeAndTide and #DrosDonnauAmser.

## C. ACCESS

### 1. On-site use

#### *Monitor service and implement improvements*

The searchroom service remains suspended as a result of the Covid-19 pandemic. Plans are being put in place to reopen the searchroom once it is safe to do so.

A trial 'Ask the Archivist' session was held in August with a researcher wishing to view documents prior to ordering copies. A meeting was set up on Zoom and, using one of the office iPads, the Senior Archivist showed the researcher items from the collection. He then selected those which he wanted copied. The procedure has been assessed and will be made more-widely available to researchers in September.

A Virtual Tour of the Archive has been created and is available on the website. The tour aims to give a sense of the behind the scenes experience while we are unable to conduct tours in person. The feedback for this has been very positive; this from one of our volunteers:

*"Love the virtual tour - I've sent it to my friends so they can see what I usually get up to on a Wednesday."*

#### *Programme of user events*

Work is underway to move our events programme online. Speakers already booked to deliver talks have been approached with a view to delivering them virtually. The event planned for October, in partnership with the Living Levels project, will now be held on Zoom, and another online event will be arranged with Living Levels focussing on the work of our conservation studio.

The Parliamentary Archives exhibition, 'The Journey to Democracy', originally scheduled to be with us from March to May, has had its run extended until the end of the year. This will give visitors the opportunity to view it once the searchroom reopens.

The Senior Archivist discussed our events relating to creative writing with a Masters student in Archives and Records Management at University College London who is currently undertaking research on creative engagement within the sector.

#### *Education*

Initial discussions have been held with staff from West Glamorgan Archive Service on creating a joint educational resource based on the history of Black, Asian and Minority Ethnic communities in South Wales.

## 2. External events

### *Contribute to heritage events*

Events have been suspended due to the Covid-19 pandemic.

### *Identify and respond to major anniversaries*

8<sup>th</sup> May saw commemorations of the 75<sup>th</sup> anniversary of VE Day. Glamorgan Archives noted the occasion on social media, sharing relevant items from the Collection. Images from the Collection were also provided for use on the social media accounts of the Army as part of their VE Day 75 events and the Welsh Rugby Union, and log book entries noting VE Day celebrations in south Wales featured in an article on Wales Online article. Social media channels were also used to note the 200<sup>th</sup> anniversary of the birth of Florence Nightingale

## 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 prompt reply. All that you have provided will be of great assistance.*

*Thank you very much for your most helpful reply, and the speedy way you dealt with my query. I shall now follow your suggestions.*

*Thank you so much for your email yesterday, I really appreciate your help. That's excellent! The school log books are particularly fascinating... I appreciate you finding all of this for me, it's been of great use!*

*Thank you ever so much for your email! That really is totally amazing*

Staff continued to respond to remote enquiries from home, with research enquiries requiring use of the Collection placed on hold until staff returned to the building. With staff back on site, the research and reprographics services have resumed fully and outstanding enquiries from the lockdown period have been addressed.

Staff have continued their work on updating the series of research guides available on the website. New guides to medical records are in development. In addition to this further work has been carried out on improving pages on the website including the education section.

The Queering Glamorgan research guide continues to be used regularly. It has been added to the resource list maintained by GEM: The Voice of Heritage Learning and was the subject of a blog post by 'Out on the Page', and organisation supporting emerging LGBT writers.

Interesting enquiries are reported in *Appendix II*.

### *Publicity*

Publication of articles to the blog continued throughout lockdown thanks to the efforts of volunteers Tony Peters and David Webb. Articles have featured Cardiff Royal Infirmary, the sketchbooks of artist Mary Traynor, the papers of fish merchant JJ Neale, football team Cardiff Corinthians, and the playbills of the Theatre Royal, Cardiff. Since the start of lockdown we have also been revisiting past blog posts and highlighting some of the most notable articles.

Our article, 'Subordination and Devastation', which explores stories from our collection of crew agreements, featured on the Archives Wales blog in June in celebration of National Seafarer's Day.

Social media posts during this reporting period have featured several interesting images from the Collection, have celebrated Volunteers Week and noted International Archives Day, Pride Cymru, National Cemeteries Week, Bring Your Dog to Work Day, World Photography Day and Afternoon Tea Week. We also used our social media channels to promote our digital education resources and highlight the work of the conservation team.

On 14 May Glamorgan Archives took over the GEM Twitter account. We led a conversation with colleagues from the archives and museums sectors around engaging with schools digitally and raising awareness of educational provision in archives amongst teaching professionals and the wider public. The conversation went very well and there were more participants than there had been at other recent GEM takeovers.

The Senior Archivist met with a presenter and film crew from S4C's nightly magazine programme *Heno* in Heath Park in mid-May, for a socially distanced interview promoting the availability of the online version of the Glamorgan's Blood exhibition.

Dr Dylan Foster Evans of Cardiff University's School of Welsh delivered an online talk for Menter Caerdydd on the subject of Cardiff's place names. Several items from the Collection featured in his presentation.

## **SUMMARY**

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 re-opening 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.

## **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**  
**31 August 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 May 2020 – 31 August 2020

**Background Papers**

**Officer to Contact: Laura Cotton – 029 2087 2202**

## Appendix I

<b>Gelligaer Historical Society Records</b>			
<b>Accession No:</b>	2020/49, 2020/51	<b>Reference No:</b>	D1499
Newsletters Date of records: 2019-2020			

  

<b>Avant Cymru Records</b>			
<b>Accession No:</b>	2020/50, 2020/64	<b>Reference No:</b>	D1770
'Our Street' newsletters compiled as a response to the Covid-19 pandemic. Date of records: 2020			

  

<b>Veronica Moverley of Cardiff Papers</b>			
<b>Accession No:</b>	2020/52	<b>Reference No:</b>	D1771
Letter written by Veronica Moverley (nee Jewell) at the time of VE Day to her husband to be John Moverley who was serving in the RAF. In the letter she describes in detail what she was doing during the week of VE Day and the celebrations that were happening in Cardiff. Date of records: 1945			

  

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2020/53	<b>Reference No:</b>	DLNS
Newsletters 181 and 182 Date of records: Mar-Jun 2020			

  

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2020/54	<b>Reference No:</b>	D127
Eighty-seventh annual report Date of records: 2019-2020			

  

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2020/55	<b>Reference No:</b>	D37/1/138
Journal 138 Date of records: Jun 2020			

  

<b>Casgliad Philip Lloyd o'r Wyddgrug</b>			
<b>Accession No:</b>	2020/56	<b>Reference No:</b>	D1510/10
Ffotograff o fedd Guto Nydd Bran Date of records: 1960au			

  

<b>Bridgend County Borough Council Records</b>			
<b>Accession No:</b>	2020/57	<b>Reference No:</b>	CBR
Budget book, 2020-21 Date of records: 2020			

  

<b>Clara Novello Davies Photographs</b>			
<b>Accession No:</b>	2020/58	<b>Reference No:</b>	D1772
Photographs and cards relating to Clara Novello Davies Date of records: c1930s			

**Eluned Mair Mackender, Llynfi Valley, Collection**

<b>Accession No:</b>	2020/59	<b>Reference No:</b>	D1341
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Maesteg amateur dramatics papers (Maesteg Little Theatre and Maesteg Grammar School), Maesteg Operatic Society papers (Maesteg Amateur Operatic Society, Saron Independent Chapel, Nantyllyllon Amateur Operatic Society and Choral Society), papers relating to Maesteg Youth Groups (Saron Young People's Society, Llwynderw Youth Centre, Urdd Gobaith Cymru selwyd y Llwyni), Maesteg Grammar School papers, papers from Maesteg Urban District Council, Glamorgan County Council and the Red Cross, papers from Scientific Societies (Mid-Glamorgan Scientific Society, Swansea Field Naturalists and Scientific Society), Swansea Grammar School papers, Neath Abbey postcards.

Date of records: 1940s-1960s

**Arthur John Harrington of Cardiff Papers**

<b>Accession No:</b>	2020/60	<b>Reference No:</b>	D1773
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Royal Navy Military Record; photos taken at various ports that Arthur John Harrington visited while in naval service.

Date of records: 1930s-1988

**Gelligaer Historical Society Records**

<b>Accession No:</b>	2020/61	<b>Reference No:</b>	D1499
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Newsletter

Date of records: Jul 2020

**Matthew Williams of Cardiff, Collection**

<b>Accession No:</b>	2020/62	<b>Reference No:</b>	D1080
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Photographs of Councillor Walter Williams (died 1936) Whitchurch Rural district council. Recruitment poster, c1916, 'Women Clerks wanted, for service in France' from the Law Courts, Cardiff. 'Painless Dentistry': small pictorial blotter, c1908, made for George Poole, Dentist, of Westbourne Crescent, Cardiff.

Date of records: Early 20th century

**Papurau'n ymwneud ag Ysgol Bryntaf, Caerdydd**

<b>Accession No:</b>	2020/63	<b>Reference No:</b>	D1774
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Copïau o 'Nyni', sef cylchgrawn Ysgol Bryntaf, Caerdydd, wedi ei lunio gan staff a disgyblion yr ysgol

Date of records: 1971-1973

**Melingriffith Iron and Tinplate Works Records**

<b>Accession No:</b>	2020/65	<b>Reference No:</b>	D1775
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Correspondence and advice notes written to Joseph Vaughan and T.W. Barker at Melingriffith Works.

Date of records: 1775-1831

**Cardiff Bay Development Corporation Twinning Papers**

<b>Accession No:</b>	2020/66	<b>Reference No:</b>	D1776
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Twinning certificate and indenture, twinning Cardiff Bay with Darling Harbour Authority, NSW, Australia.

Date of records: 28 Feb 1998
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<b>Caerphilly County Borough Council Records</b>			
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<b>Accession No:</b>	2020/67	<b>Reference No:</b>	CCA/C
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Staff circulars from the Chief Executive relating to the Covid-19 pandemic			
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Date of records: 2020			
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## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
	<b>TOTAL</b>			
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)
May - Aug 2020	0	0	0	1026*

\*This figure is for production of documents by staff, for research and cataloguing.

	<b>Remote Enquiries</b>	<b>Website Hits</b>
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
May – Aug 2020	865 (+253 un-printed thank you emails)	14272

### Interesting Enquiries

Staff have continued to respond to remote enquiries whilst working from home, despite having no access to the Collection. Enquiries, research and reprographics services resume in full from 20 July.

Family history remains popular, and this reporting period saw a resurgence of interest in the Edwards Millions legend relating to the ownership of the island of Manhattan by Welshman Robert Edwards. We hold information on file which was provided to the researchers. Two enquiries of note were received from family historians seeking details of ancestors from Merthyr Tydfil. One concerned a family admitted to the workhouse in Merthyr, with a member sent to Canada with his relocation possibly arranged by the Cottage Homes. We suggested searching admission and discharge registers, creed registers and minutes of the Board of Guardians. The other involved Methodist ancestors in Merthyr Tydfil during the first half of the 19th century. We recommended consulting our Wesleyan Methodist

church records. We also received an enquiry from an individual seeking details of a Cardiff Channel Pilot, and in particular his date of death. We suggested referring to the registers of pilots within our Cardiff Pilotage records.

Several enquiries have been received from local historians. These include a researcher exploring the Cardiff Race Riots of 1919, with a particular interest in tracing a John Davies, who was involved in an altercation before the riots started; a request for information regarding a plane crash that occurred in Dinas Powis during the 1940s, where we suggested searching Glamorgan Constabulary reports of aircraft crashes, minutes of Cardiff Rural District Council and local newspapers; and an attempt to establish when Mr William George was chairman of Cardiff Rural District Council, where we referred the enquirer to Councillors' declarations on acceptance of office and council minutes. In January this year we received the records of the Royal Welsh Male Choir and they are already being used in the compilation of a history of the choir. We were also contacted by the chairman of Llandaff Rowing Club who is currently conducting research into the history of the Club which will celebrate its 75<sup>th</sup> anniversary in 2021. A catalogue search revealed plans for club buildings and a booklet on their Annual Regatta.

With most people spending more time at home, and with the airing of the popular A House Through Time programme on BBC2 earlier in the year, we have seen an increase in interest in house history. One property owner discovered graffiti from 1899 when redecorating which inspired him to research the history of his property and the road. The owner of The Farmers Arms in Nottage contacted us seeking information on the history of the pub to help in the design of a new logo. A catalogue search returned references for several relevant documents within the Wimborne Estate collection as the area formed part of Loughor Manor, along as more general Ordnance Survey and tithe plans.

Enquiries from the media include a journalist from Wales Online researching an article on VE day celebrations. We sent extracts from school log books which were already available digitally and advised them to contact Grangetown Local History Society for digital copies of the street party photos within their collection. We were also contacted by a television producer researching the Tonypandy Riots and seeking information on the first million pound deal which was believed to have been struck by a coal company in South Wales at the Coal Exchange in 1904.

An academic and author contacted us requesting permission to use part of a plan from the Mathew Estate collection in his forthcoming publication, 'The Colonial Landscape of the Caribbean'. A researcher exploring the history of Gilbern Cars sought our help in ascertaining date when the company's Director moved to Laleston. We suggested a search of registers of electors and directories. An artist requested information on the Glamorgan Asylum records in support of a series of portrait paintings he's producing based on 19<sup>th</sup> century photographs of asylum patients. And we advised on the collection of naturalist Mary Gillham, in particular her letters and diaries, for a researcher seeking details of her travels in Western Australia.

## Appendix IV

<b>Cleaning and Packaging</b>		
DX83/12	Stones and calcium deposits	Extra packaging added
DXJF/62/23 - 25	Bone and shot	Extra packaging added
<b>Bespoke boxes made</b>		
Various	0 boxes	
<b>Barcoded and Relocated</b>		
Various	0 boxes and maps	
<b>External Work</b>		
Local registrar	25 volumes	Rebound

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

11 September 2020

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**2020/21 MONTH 4 MONITORING REPORT**

**REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT  
COMMITTEE**

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**Reason for this Report**

1. To provide the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31<sup>st</sup> July 2020 (Month 4), against the approved 2020/21 Budget and projections for the full year outturn position.

**Background**

2. Members approved the 2020/21 budget in December 2019.
3. The budget is funded from local authority revenue contributions, apportioned on the relative populations.
4. The current General Reserve balance is £174,385.

**Table 1: Projected Outturn 2020/21 (at Month 4)**

	<b>Budget</b>	<b>Actual to date</b>	<b>Projection</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Expenditure</u></b>				
Employee Related	526,242	179,318	540,010	13,768
Premises Related	276,897	209,756	293,909	17,012
Transport Related	900	71	487	(413)
Supplies & Services	23,232	6,209	19,569	(3,663)
Support Services	28,591	29,915	32,165	3,574
<b>GROSS EXPENDITURE</b>	<b>855,861</b>	<b>425,269</b>	<b>886,139</b>	<b>30,278</b>
<b><u>Income</u></b>				
Income	(151,861)	(13,301)	(121,347)	30,514
Contribution from Reserves	(50,000)	0	(50,000)	0
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>411,967</b>	<b>714,792</b>	<b>60,792</b>

### **Glamorgan Records Office: Overspend £60,792 Projected**

5. The position at month 4 suggests that although gross expenditure is as expected for this time of year and in line with 2019/20, the closure of the building due to Covid-19 means the income projection is circa £30,500 less than budgeted.

#### **Employee Budget: (£526,242 budget, £13,768 overspend)**

6. The employee budget is based on 18 FTE staff, two of which are funded through grant income or external contributions. The 2020/21 pay award has now been finalised at 2.75% which is higher than originally anticipated (2.5%), therefore increasing the projected outturn. Similarly, pension contributions have also increased because of the pay award, although the level of contribution has not changed and remains at 20.7% as of April 2020.
7. The table below provides detail on how much employee expenditure is funded by grants and external contributions:

	<b>Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Employees</b>				
Employee Expenditure	526,242	179,318	540,010	13,768
Employee Income - Grants	(25,553)	(7,071)	(26,069)	(516)
Employee Income - DWP	(9,413)		(9,413)	0
<b>Employees Total</b>	<b>491,276</b>	<b>172,247</b>	<b>504,528</b>	<b>13,252</b>

#### **Premises Related Budget: (£276,897 budget, £17,012 overspend)**

8. Due to a statutory requirement to re-gas fire extinguishers across the building at an expected cost of £26,000, there is projected overspend of over £13,000 within repairs, alterations and maintenance. This maintenance work is overdue and is a necessity to ensure the safety of the building.
9. Maintenance contracts include an unbudgeted additional fee for the box making machine (£1,400) and therefore have an overspend of circa £2,000.
10. Additional cleaning costs associated with reopening the building in line with new Government guidelines have been incurred, although it is not anticipated that this particular budget will be exceeded. It is possible that these additional costs will be recovered through a Museums, Archives and Libraries Division (MALD) grant, in place to assist with reopening as a result of Covid-19.

#### **Transport Budget: (£900 budget, £413 underspend)**

11. Due to the current Covid-19 pandemic and associated disruption to working practice, it is projected that there will be less need for travel throughout the year.

Whilst the building has now reopened to staff, the overall move to virtual meetings suggests that there will be less travel required.

**Supplies & Services Budget: (£23,232 budget, £3,663 underspend)**

12. This is largely due to reduced spend on conservation (£3,000), catering sundries (£2,000) and central telephone charges (£1,070) as a result of the building being closed and services on hold. The savings however are offset by a reduction in associated income.
13. The reopening of the building to both staff and the public following Government guidelines is likely to incur unbudgeted spend in terms of personal, protective equipment (PPE) and cleaning materials such as hand sanitising stations. Whilst there has been no significant spend to date, a projection has been made for when the building starts to reopen over the coming months. This will be reviewed throughout the year.

**Support Services Budget: (£28,591 budget, £3,574 overspend)**

14. Despite underspends in areas such as accountancy and procurement, ICT and translation recharges have exceeded original budgets resulting in an overspend.

**Income Budget: (£151,861 budget, £30,514 under achieved)**

15. Room hire income includes both the use of meeting rooms and storage facilities within the building and is projected to generate circa £26,000 less than budgeted. This is a direct result of Covid-19 as all room bookings since March have been cancelled. Despite the building reopening to staff, it is unlikely that meeting space will be required for the remainder of the year. This too has impacted upon the sale of food and is in line with reduced expenditure.
16. The building closure has also impacted upon commercial activities including course and search fees, publication sales and donations. Projected conservation income has been reduced in line with expenditure but includes a National Manuscript Conservation Trust grant (£2,000) and a grant from Glamorgan Cricket Club (£2,008) expected later in the year.
17. The use of 'Zoom' for virtual appointments to assist customers is an income generating tool initiated during lockdown which is due to start in September and it is hoped that this service will help to generate income over the coming months whilst the building remains under restrictive operation.
18. Sundry income is expected to exceed budget by circa £13,000 as a result of a New Burdens Grant (£34,257.81) to be received in year. This relates to accessions taken in by the Archives in 2019/20. It also includes external funding to cover the costs of an employee.

### **Local Authority Contributions**

19. Based on the projected outturn for 2020/21 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Invoices for the first half of 2020/21 have been raised in line with budget.
20. Should there be an overspend at the end of the year as projected; this will need to be covered through an additional drawdown from the General Reserve.

### **Covid-19**

21. The Glamorgan Archives, like most organisations, has been greatly impacted upon by the outbreak of the Covid-19 virus. The doors of the building were closed on 19<sup>th</sup> March 2020 and whilst staff have started a phased return, the building remains closed to the public whilst circumstances and working practices are continually monitored.
22. Whilst expenditure has been largely unaffected, there has been a considerable impact on income because of the closure of the building. Room booking cancellations have resulted in significant lost income and closure to the public means that Archive services such as searches, publication sales and conservation work have all ceased. There may be further impacts of lost income realised next financial year when any potential grants received in relation to accessions are reduced because of the closure of the building.
23. As the lead body, Cardiff Council are continuing to record and monitor the financial impact of Covid-19 in case there is an opportunity to claim for such losses. Until such an opportunity, any further impacts will need to be managed within existing budgets and the position will continue to be assessed as part of the 2020/21 monitoring process.

### **Month 4 Summary**

24. Projected expenditure for 2020/21 indicates an overspend against approved budgets of £60,792 which, if realised, will result in the need for an additional draw down from the reserve. The budget already assumes a £50,000 drawdown for the year and whilst this can be met from the reserve, this will have a significant affect upon the level of reserves, taking them below a prudent level.
25. Month 7 will provide an updated indication of the projected outturn including updates on feasible mitigations such as reductions in expenditure and submission of claims for lost income. This will be looked at in parallel with the development of the future year's budget and Medium Term Financial Plan, including the level of expenditure that is affordable, local authority contributions and the level of reserves to be held to allow the Joint Committee to mitigate unforeseen risks.

26. The development of a Medium Term Financial Plan is in progress in light of this situation and this will help to steer the 2021/22 budget that will be set in December. It will also assist with determining future local authority contributions needed to balance the budget and maintain a sufficient level of reserves.

### **Financial Implications**

27. As stated in the main body of the report, there is an overspend projected at year end of £60,792.
28. The General Reserve as at 31st March 2020 stands at £174,385. The budget for 2020/21 determined that £50,000 would be used from reserves to balance the budget. Based on the month 4 position, the General Reserve balance will decrease to £63,593 without further mitigations.

### **Legal Implications**

29. 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) of the agreement dated the 11<sup>th</sup> of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

### **RECOMMENDATION**

30. It is recommended that Members:
- a) Note the projected full year outturn position for 2020/21 as detailed in this report.

**Christopher Lee**  
**Treasurer to the Glamorgan Archives Joint Committee**  
**11 September 2020**

### **Appendices**

Appendix 1 - Month 4 Monitoring Position 2020/21

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**Appendix 1 - Month 4 Monitoring Position**

<b>Expense/Income Account</b>	<b>Budget £</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Employees</b>			
Gross Pay	403,502	418,508	15,006
LG Pensions	79,653	83,768	4,115
National Insurance	39,921	34,228	(5,694)
Misc Allowances	550	396	(154)
Holiday Pay	0	796	796
Staff Training Expenses	0	150	150
Apprenticeship Levy	2,033	1,581	(452)
Employer Liability Insurance	582	582	0
<b>Employees Total</b>	<b>526,242</b>	<b>540,010</b>	<b>13,768</b>
<b>Premises</b>			
Repairs, Alterations & Maintenance	20,000	33,214	13,214
Security Measures	6,678	6,567	(111)
Rodent & Pest Control	396	396	0
Grounds Maintenance	1,175	1,152	(23)
Fire Management/Protection	2,900	3,323	423
Maintenance Contracts	11,000	12,936	1,936
Electricity	22,000	22,000	0
Gas	3,500	4,335	835
National Non Domestic Rates	188,000	188,588	588
Water Rates	2,500	2,500	0
Security Services	280	280	0
Cleaning Materials	300	300	0
Refuse Collection/Bulk Containers	1,800	1,950	150
Contract Cleaning	10,376	10,376	0
Specialist Waste Disposal	500	500	0
Insurance	5,492	5,492	0
<b>Premises Total</b>	<b>276,897</b>	<b>293,909</b>	<b>17,012</b>
<b>Transport</b>			
Hire of Transport CTS	150	75	(75)
Public Transport - Staff Use	400	200	(200)
Car Allowances	300	141	(159)
Travel Expenses	50	49	(1)
MV Hire Insurance Premiums	0	23	23
<b>Transport Total</b>	<b>900</b>	<b>487</b>	<b>(413)</b>
<b>Supplies &amp; Services</b>			
Personal Protective Equipment (PPE)	0	200	200
Conservation	5,000	2,000	(3,000)
Vending Machines - Purchase	1,167	1,144	(23)
Catering Sundries	2,500	500	(2,000)
Audit Fee	2,150	2,100	(50)
General Printing & Stationery	500	250	(250)
Commission (Inc. Credit Cards)	0	9	9
Materials Haulage - Other Matrls	0	9	9
Central Telephone Exchanges	3,570	2,500	(1,070)
Telephones	1,000	894	(105)
Postages	400	200	(200)

**Appendix 1 - Month 4 Monitoring Position**

<b>Expense/Income Account</b>	<b>Budget £</b>	<b>Projected £</b>	<b>Variance £</b>
<b>Supplies &amp; Services</b>			
Internet Charges	654	641	(13)
IT Consumables/Hardware	200	2,630	2,430
Software Licences & Maintenance Agreements	4,750	4,750	0
Subscriptions	250	651	401
Public Liability Insurance	734	734	(0)
Miscellaneous Insurance	357	357	0
<b>Supplies &amp; Services Total</b>	<b>23,232</b>	<b>19,569</b>	<b>(3,663)</b>
<b>Support Services</b>			
Accountancy	5,855	5,450	(405)
Income Recovery	306	300	(6)
Payroll	235	230	(5)
Payments	418	410	(8)
Audit	459	525	66
Procurement	408	0	(408)
SAP Support	3,060	4,000	940
ICT Services	8,160	11,000	2,840
Human Resources	7,140	7,000	(140)
Bilingual Cardiff	2,040	2,740	700
Legal	510	510	0
<b>Support Services Total</b>	<b>28,591</b>	<b>32,165</b>	<b>3,574</b>
<b>Gross Expenditure</b>	<b>855,861</b>	<b>886,139</b>	<b>30,278</b>
<b>Income</b>			
Other Grants	(25,553)	(26,069)	(516)
Archives & Records Council Wales	0	(426)	(426)
Publications General	(600)	(300)	300
Sale of Photocopies	(2,000)	(2,000)	0
Conservation Income	(15,000)	(7,500)	7,500
Sale of Food	(8,000)	(1,600)	6,400
Course Fees	(150)	(75)	75
Search Fees	(4,000)	(1,688)	2,312
Royalties	(8,000)	(8,000)	0
Hire of Specialist Rooms	(56,000)	(29,769)	26,231
Sundry Charges & Income	(30,958)	(43,670)	(12,712)
Donations	(1,500)	(150)	1,350
Interest	(100)	(100)	0
<b>Income Total</b>	<b>(151,861)</b>	<b>(121,347)</b>	<b>30,514</b>
<b>Contributions from Reserves</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>0</b>
<b>Total Net Budget</b>	<b>654,000</b>	<b>714,792</b>	<b>60,792</b>