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AGENDA

Committee GLAMORGAN ARCHIVES JOINT COMMITTEE

Date and Time of Meeting FRIDAY, 11 DECEMBER 2020, 2.00 PM

Venue REMOTE MEETING

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 Report for the period September - 30 November 2020** *(Pages 9 - 30)*
- 5 Month 7 Monitoring Report for 2020/21 and Budget Report 2021/22** *(Pages 31 - 46)*
- 6 Medium Term Financial Plan Report** *(Pages 47 - 56)*
- 7 Date of next meeting - 26 March 2021 at 2.00pm**

Davina Fiore

Director Governance & Legal Services

Date: Monday, 7 December 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

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

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

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
<p align="center">REPORT FOR THE PERIOD 1 September 2020 – 30 November 2020</p>	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 September 2020 to 30 November 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

Covid restrictions have continued to impact on staffing. Local lockdowns restricted travel to the office by staff living outside Cardiff. The office closed and all staff worked from home during the firebreak lockdown. The majority of staff are now back in the building, although restrictions remain for those who travel from England.

The contract of our Corporate Trainee Rasheed Khan has been extended for an additional 6 months. Rasheed was due to complete his traineeship at the end of November but, due to the adverse impact of the pandemic on his progress, funding has been secured to continue his position until the end of May. The cost is met centrally by Cardiff Council.

Our Cultural Ambition Trainee, Tawhida Khatun, returned to the office in late-September. Tawhida has been working from home on her NVQ Level 2 qualification in Cultural Heritage and will spend a half day each week in the office undertaking tasks which support this work. This will continue until the end of the year when she completes her traineeship. The following response was received from Tawhida's manager on the scheme:

It is a complete transformation from where we started and we weren't sure what it would be possible for her to complete.

Thank you for all of your hard work with her through the most challenging of times.

Lowis Lovell, Archivist, started her maternity leave a week earlier than planned and gave birth to a daughter in early September.

We held our annual Macmillan Coffee Morning on 30 September. This year's event was held online, limited to staff only, and we weren't able to share cake, but we managed to raise £145 for the charity.

Continue skill sharing and volunteer programme

21 volunteers are now engaged on working on projects remotely from home. 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 is the indexing of Whitchurch Hospital patient records. Three of the volunteers are working on research projects, and writing posts for the Archives' blog.

The establishment of these projects required a significant amount of digitisation, and support from Cardiff Council IT was sought to establish reliable cloud storage for use by volunteers. Technical problems have arisen, inevitable as such a range of equipment and operating systems are being used by volunteers, but these problems have been dealt with swiftly and all projects are progressing well.

Monthly tea breaks are held through Zoom, with an average of 12 volunteers and staff members attending. Regular updates are also sent out by email.

Glamorgan Archives has signed up to Cardiff Council's virtual work experience scheme to support young people, students and Cardiff residents to develop their career options. Hannah Price, Archivist attended a webinar on Digital Student Placements as part of the Museums and Heritage Show.

Continuing Professional Development

Two members of staff resumed Welsh classes on Zoom for the second year of Uwch 1.

The Senior Archivist attended a webinar on reopening archive services to the public, delivered by the Archives and Records Association. It was particularly interesting to hear from the conservation staff at the National Archives on quarantine periods for documents and the impact of hand sanitisers on original archival material. She joined a webinar delivered by GEM on Remote Learning Programmes, and a seminar arranged by Academi Wales on the Menopause in the Workplace. She attended a talk delivered by the National Library of Wales on records of the Court of Great Sessions, which are closely linked to our own Quarter Sessions records.

Heather Mountjoy and Hannah Price, Archivists, attended a webinar organised by the Digital Archives Learning Exchange on producing digital resources and managing online volunteer projects.

Hannah Price also attended a virtual edition of the Major Archive Projects Learning Exchange (MAPLE) on the subject of flexing your project for a post-pandemic world. She also attended a workshop on preparing for the future of volunteer management after COVID-19, this was organised by Torfaen Voluntary Alliance.

Budget

Manage to best advantage

As discussed at the September Joint Committee meeting, this year's budget has been severely impacted by the pandemic. Work has been ongoing throughout the year to manage the situation and apply for relevant pots of money to aid with the budget shortfall.

A small grant was obtained in October towards equipment and supplies relating to the pandemic. A further larger scale application, in two parts, was submitted in October for £72,000 in total, split between digitisation equipment and reclaiming loss of income.

The Glamorgan Archivist and the administrative assistants have been working closely with Finance colleagues on a medium term financial plan, looking at what the budget might look like over the next few years.

Maximise benefit from income generation

Ancestry have restarted digitisation work on the collection. Digitisation operative Lettie Chatham returned to the office in September, completing work on the poor law records and making a start on imaging the parish registers.

A donation of £100 was received from St Mary's Church, Glyntaf, as a thank you for assistance with researching the church anniversary.

Promote partnerships and networks

National

The Glamorgan Archivist attended the first meeting of the national Sporting Heritage Panel for Wales, as a representative of the Archives and Records Council Wales. The panel intends to develop a framework for the preservation of and access to sporting heritage collections across Wales.

Work has continued on the new contracts for parish registers online. Contracts were signed with Ancestry and The Genealogist in October and the material was launched online shortly afterwards. Contracts with MyHeritage and a renegotiated version with FindMyPast are still ongoing. The contract with Ancestry makes provision for the digitisation of the registers in high-definition and colour to replace the microfilmed copies in due course, and work on that part of the process is already underway.

Work on the Welsh Vital Digital Records Project, as funded by the Local Government Digital Transformation Fund, has continued (see Digital Preservation below).

The Archives Wales Forum moved online this year. A half day event delivered in mid-October was attended by five staff. A further event is being planned for January 2021.

The Senior Archivist joined the inaugural meeting of the ARCW Equality and Diversity Group and continues to attend meetings of the ARCW Marketing Group.

The Archives and Records Association Survey Group continues to meet with the Senior Archivist attending. The visitor survey due to take place in autumn 2020 was cancelled. The group is now focussing on the distance enquiries survey 2021, which will be moved from the autumn to earlier in the year and will be adapted to gather information on the impact of the Covid19 pandemic on services.

The Women's Archive Wales Annual Conference moved online this year, and was reduced from a two-day residential conference to a one day symposium. The Senior Archivist attended.

The Glamorgan Archivist and the Senior Archivist attended the 2020 Sporting Heritage Conference. The two day event was delivered online via Zoom and was free as a result of support from the National Lottery Heritage Fund. The Senior Archivist followed this up by attending a Sporting Heritage webinar on creating film content for social media.

Hannah Price, Archivist, attended the Cymru'n Cofio Wales Remembers 1914-1918 Preserving the Commemoration Online Workshop. The

event was organised by The Welsh Government and People's Collection Wales to discuss how best to preserve the legacy of commemorative activities which took place.

Archivist, Laura Russell, attended The Cardiff People First 2020 Annual General Meeting. The meeting this year took place via Zoom.

Visits

There have not been any visits during this period due to the building still being closed to the public.

Local

Cardiff Castle have approached Glamorgan Archives about depositing a series of plans and drawings relating to the Castle, and also digitising and cataloguing the collection for future use (reliant on the Archives obtaining the funding for the new digitisation equipment). They are applying for funding through Welsh Government to undertake the work, with our assistance.

The South Wales Record Society conducted its AGM as a postal and email exercise this year. The Senior Archivist stood down from the committee after 8 years and the Glamorgan Archivist was elected to the Committee. The Society's annual lecture, normally held as part of the AGM and hosted by Glamorgan Archives, was this year delivered online, with Dr Steve Thompson delivering a paper on 'A Disability History of the South Wales Coalfield'. The Senior Archivist joined the event.

Arrangements were made for members of the Heritage and Cultural Exchange in Butetown to visit with a BBC Wales film crew to film items from their collection.

We continue to support the Merthyr Tydfil Archives Project and have advised the project team on our collections and provided digital copies to assist with their work.

Work with Cardiff People First continues. Laura Russell, Archivist, attended their AGM and the Senior Archivist updated members of their Self Advocacy University on developments at the Archives.

The Senior Archivist attended a meeting of the Glamorgan Family History Society's Executive Committee, updating them on developments at the Archives. She also attended a webinar hosted by Cynon Valley Museum and delivered by the Jewish History Association of South Wales.

Hannah Price, Archivist, met with fellow mentors involved in the Cultural Ambition training programme. Funded by the National Lottery Heritage Fund and the Welsh Government's Museums, Archives and Libraries

Division, Cultural Ambition aims to support young people to gain experience and skills in the cultural heritage sector by creating paid training placements at various sites across Wales.

Potential partnerships

The Senior Archivist met with the Wikimedia manager for Wales to discuss potential partnership work.

2. Building and systems

Maintain building

Weekly checks of the building were conducted during the firebreak lockdown, including flushing of the water system.

The bottles of gas that manage the gas-suppression system will be replaced in December.

Contractors have continued to attend site to complete outstanding maintenance work and servicing.

Ensure compliance

The Health and Safety Executive contacted the office by telephone to undertake a spot check on compliance with Covid19 workplace guidelines.

The Senior Archivist attended a webinar delivered by the Archives and Records Association Scotland on Building Resilience Beyond Covid19, which focussed on the impact of climate change on the archive sector and advocated for the need to including adaptations to meet the challenges posed by climate change as part of business continuity planning.

B. THE COLLECTION

1. Conservation

Repositories

The strongroom air handling units run-time for this quarter is, as follows:

SR1: 81 hours

SR2: 30 minute

SR3: 222 hours

SR4: 134 hours 20 minutes.

The average environmental conditions for this quarter are:

Average RH and temperature for the last Quarter		
	Average Temperature	Average Humidity

Strongroom 1	19.8°C	57.5%
Strongroom 2	20.4°C	53.4%
Strongroom 2A*	24.6°C	55.8%
Strongroom 3	20.2°C	50.9%
Strongroom 4	20.5°C	50.8%

* Does not contain Glamorgan Archives material

The sticky bug traps have all been clear except for a couple of small insects. None of the insects are harmful to the collection. A new type of sticky bug trap that uses a powerful banana-scent to attract the insects has been used.

The annual cluster fly invasion of buffer zone four has been very light this year with only 61 dead flies found this year (as opposed to the 100-200 in previous years). These flies come from the allotments next door and are blown in through the vents on their autumn migration to their winter hibernation site. They pose no threat to the collections and are cleaned away regularly to prevent the attraction of predator insects.

Conservation and preservation plans

Helen Pedder, Conservator, joined us in mid-September. Helen is working on a freelance basis on the project funded by the National Manuscripts Conservation Trust to conserve the Plymouth Estate Surveys.

The Conservator has restarted work on the Royal Welsh College of Music and Dramas NMCT (National Manuscripts Conservation Trust) project in preparation for the conservation student Rosie Hellier being able to resume work on the project, with the end of local lockdown and the Welsh firebreak, on the 18th of November.

Former conservation student Caitlin Jenkins has been appointed Assistant Conservator for the Royal College of Surgeons. She started working for them in October and is thoroughly enjoying it.

The Conservator has designed and made Tyvek covers for all the foam wedges so they can be wiped down after each use. She has also made replacement calico covers for the new Norfolk book cushions to allow for washing after each use.

The Assistant Conservator has rebound 100 volumes for Pontypridd Registration Service and these are currently awaiting collection before a new batch can be delivered.

The Assistant Conservator has been completing work that had been started by the conservation student volunteers, which they were unable to complete before finishing their courses due to lockdown.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

Louise Hunt, Archivist, attended two sessions of the Axiell Autumn conference online including a CALM 'tips and tricks' session. Useful information was circulated to staff.

Work has commenced on exploring potential alternatives to the CALM archive management software. Meetings have been held with representatives from offices using the Metadatis systems Epexio and Describe, including Magdalen College, Oxford and Bristol Archives.

Staff working from home continue to contribute to the projects previously reported to improve data in the catalogue database and prepare content for export to the Archives Hub. Editing of place authority files was continued during the firebreak lockdown along with checking of old catalogues. Approximately half of the 4800 collections held have now been assessed and scored in terms of additional cataloguing work required and their priorities.

Collection development

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 85% of the accessions; the target is 60%. 73% of the accessions received between December 2019 and May 2020 had receipts issued within the 6 months target for more complicated deposits; the target is 90%. This target was unable to be achieved due to staff working from home during the period of lockdown and the lack of a collections week in which larger, more complicated accessions are usually tackled.

A full list of accessions received in this quarter are given in *Appendix I*.

The Senior Archivist met with colleagues from museums in the Rhondda Cynon Taff area to discuss a collective approach towards contemporary collecting. Rhondda Heritage Park will lead on a social media campaign to encourage people to suggest items they feel represent 2020. This will be supported by the other partners and any offers of archival material will be directed to us.

Digital preservation

The Welsh Vital Digital Records Project has commenced with consultants appointed in October to undertake the research and investigation. The project, which is looking at how we deal with digital council records for the long-term, is due to be completed by March 2021. Information relating to Glamorgan Archives and the wider authorities has been shared with the consultants.

Time and Tide

The Project Steering Group met in November to assess progress on the project against the revised project plan, and to discuss how the work outstanding due to the pandemic will be fed in to our general work programmes once the project comes to a close in December.

Katie Finn, Project Archivist, has box-listed the Associated British Ports papers, including plans. 86 boxes, 3 volumes, and 324 rolled plans have been listed, totalling 3849 items. An arrangement has been created based on the dock location. Duplicates have been removed and documents falling outside our remit and publications for the library have been identified. A detailed collection level description has been completed with description and administrative history. Series level descriptions have been created and added to the online catalogue. Cataloguing to item level has begun on the Taff Vale and Great Western Railway sub-series.

Rasheed Khan, Corporate Trainee, has continued to catalogue the Cardiff Bay Development Corporation slide collection to item level. He has referred to existing indexes and will check the descriptions when digitising them at a further date. He is also digitising and editing transparencies from DCBDC/14, making them available to volunteers who will catalogue unidentified items within the series.

Items for conservation and cleaning have been identified and details passed to the Conservator.

The work of the project continues to be highlighted on social media and a blog post was published in September to celebrate the completion of cataloguing work on the Cardiff Bay Development Corporation Records. A blog post on Time and Tide as a whole has been prepared and will be posted online at the end of the project. A draft research guide has been started, to be completed when the ABP records are fully catalogued.

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.

Programme of user events

Our event planned for October, in partnership with the Living Levels project, moved online. The project's research volunteers – known as the RATS – delivered a series of short talks on 'Village Live Beyond the Levels'. The event was led by the Living Levels and delivered on Zoom.

It was attended by 51 people and positive feedback was received, including:

Fascinating insight and research into the communities on the fringes of the Gwent Levels. Thank you for organising.

Work is in progress to move our own events programme online. The Senior Archivist attended the first of the Cardiff Libraries Open Space author events to be delivered online. Teams was used as the delivery platform and the staff were happy to share hints and tips on successfully running a virtual event on Teams.

We weren't able to hold our annual Open Doors event this September. Instead we took the opportunity to highlight the virtual tour behind the scenes available on the website.

Education

Introductory sessions continue to be held for higher education students, all delivered online. A general presentation on the work of the Archives was given to fifth year students at the Welsh School of Architecture, Cardiff University, followed by a specific session for a smaller group of students on sources available to assist with their project work on the Grangetown area of the city.

Two concurrent sessions were held for students of Cardiff University's School of Welsh and Celtic Studies, one in Welsh and the other in English. Students were introduced to our work, services and the collection.

Students studying for a Masters in Creative Writing at Cardiff Met University were given an introduction to service, with a particular focus on items from the collection which could support or inspire their creative work.

Kids in Museums Takeover Day moved online this year with a social media takeover. Young people participating in the Night Time Blitz Experience project took over our channels to explain more about the work they're doing exploring the impact of the Blitz on their community.

We assisted Grangetown Primary School by providing sources to support their work in exploring the development of Tiger Bay for Black History Month. We also provided information from census returns to St Paul's Primary for their project looking at Grangetown in 1901.

We continue to work with West Glamorgan Archive Service on the development of educational resources relating to the history of the Black, Asian and Minority Ethnic population of south Wales.

2. External events

Contribute to heritage events

The Senior Archivist met with young people from Grangetown working on the Night Time Blitz Experience project, a partnership between Art Shell and Grangetown Local History Society. The young people will be responding in a creative way to the bombing of premises on Ferry Road during the Cardiff Blitz of January 1941. We provided them with information on our collections, and digital images of relevant material, including plans of the building they are researching.

The Senior Archivist contributed to a training session delivered by Cardiff People First on 'Learning Disability Awareness in Heritage'. Held over three evenings and delivered on Zoom, the training attracted participants from across Wales, the UK, and Europe. On the third evening she spoke as part of a panel on our work with Cardiff People First and with people with a learning disability more generally.

Help was given to those organising the creation of an app for a Jewish walking tour of Cardiff, which will feature some images from our collection.

Identify and respond to major anniversaries

In October we marked Black History Month through posts on our social media channels, and in November we commemorated Armistice Day. We also used social media to celebrate National Sporting Heritage Day and Diwrnod Shwmae.

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 and enormous amount of information. Very much appreciated in these difficult times.

I am so grateful that you have taken the extra time to support us with this request. As you can imagine it would mean a lot to my client to have some information about his birth, family and adoption. Whilst it may not seem much to some when you have nothing it is everything, so I really appreciate your persistence.

Virtual one to one consultations are now available. Members of the public can book a virtual meeting with a member of staff to discuss their research and/or copying requirements. The service is charged at the usual hourly rate.

A large scale piece of research work has been commissioned by Bridgend County Borough Council into those streets in the area with names linked to Thomas Picton and his family.

Interesting enquiries are reported in *Appendix II*.

Publicity

Filming for a documentary on the 1919 Race Riots being produced by TV company Tinopolis for S4C took place in the searchroom in mid-November. Originally scheduled for late-March, and rescheduled for late-October, filming was delayed twice due to lockdown restrictions, and finally took place in mid-November. Documents from the collection were shown to participants.

The Explore Your Archive campaign launch week was held from 21-29 November. Work this year focussed on the social media campaign. Heather Mountjoy attended a preparatory meeting and provided images and stories from our collection for use by the organisers of the national campaign for Wales. We also contributed to the daily hashtags through our own social media channels.

We continue to publish articles to the blog, thanks in a large part to the contributions of our volunteers. Articles this quarter have featured the sketchbooks of artist Mary Traynor, Rhiwbina Garden Village, photographer Stanley Travers, the father of the actuarial profession William Morgan, Baynton House in Llandaff, and the baker, confectioner and café owner Thomas Stevens. We also received feedback on a blog post on the formation of South Wales Police in 1969 from the grandson of Melbourne Thomas, Chief Constable at the time:

This piece is a fascinating record of a pivotal time for policing in South Wales. Although more than 50 years ago it chimes with present day anxieties around resourcing for public services, amalgamation of services across local regions and the huge amount of effort it takes from dedicated public servants to make things work. Thank you Tony Peters and the Glamorgan Archives team for publishing this, it's very much appreciated.

Our social media channels continue to grow. Details of engagement are reported in *Appendix III*.

SUMMARY

The last period has continued to be challenging for all of the team at Glamorgan Archives. However, a number of positive projects and opportunities have come forward recently, and it shows that a lot of work is still happening despite the pandemic. The team is continuing to work hard on existing work and planning for impending projects. Work is also continuing on planning for public reopening when it is safe to do so.

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 2020-21 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
30th November 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 September 2020 – 30 November 2020

Background Papers

Officer to Contact: Laura Cotton – 029 2087 2202

Appendix I

Caerphilly County Borough Council Records			
Accession No:	2020/67	Reference No:	CCA/C
Staff circulars from the Chief Executive relating to the Covid-19 pandemic			
Date of records: 2020			

Welsh Historic Gardens Trust, Mid And South Glamorgan Branch Records			
Accession No:	2020/68	Reference No:	D699
2019 annual report with notice about 2020 AGM enclosed			
Date of records: 2020			

Glamorgan Family History Society Records			
Accession No:	2020/69	Reference No:	D37/1/139
Journal No. 139			
Date of records: Sep 2020			

Gelligaer Historical Society Records			
Accession No:	2020/70, 2020/81	Reference No:	D1499
Newsletters			
Date of records: Aug-Oct 2020			

Bute Estate Maps Collection			
Accession No:	2020/71	Reference No:	D1777
County Series Ordnance Survey maps marked up with colour wash depicting the nature of properties (leasehold, freehold etc) and other relevant details.			
Date of records: c1900s-1970s			

Llancarfan Society Records			
Accession No:	2020/72	Reference No:	DLNS
Newsletter 183			
Date of records: Sep 2020			

Whitchurch Ecclesiastical Parish / Rectorial Benefice of Whitchurch Records			
Accession No:	2020/73	Reference No:	P6CW
St Thomas' Birchgrove church service registers, notices book, minutes			
Date of records: 1910-2014			

Bridgend and District Local History Society Records			
Accession No:	2020/74	Reference No:	D1779
2019-20 Journal: 'The River Ogmore - Floods & Bridges'			
Date of records: 2020			

Ashgrove School, Penarth, Records			
Accession No:	2020/75	Reference No:	D1780
Photographs of the opening ceremony of the school.			
Date of records: 1974			

Llandaff North Ecclesiastical Parish Records			
Accession No:	2020/76	Reference No:	P185CW
Minutes, service registers, registers of baptisms and marriages and burials, photographs of clergy, other related papers.			
Date of records: 1903-2018			

Cardiff, St Andrew and St Teilo Ecclesiastical Parish Records			
Accession No:	2020/77	Reference No:	P153CW
Photographs, PCC minutes, banns registers, registers of services, Gift Day papers, parish magazines, pamphlets and other papers			
Date of records: 1868-2001			

Canton Secondary Girls' School Magazines			
Accession No:	2020/78	Reference No:	D1781
'Under the Blue and Gold: The official organ of the Canton Secondary Girls' School', Vol II No. 1, Christmas 1920 and Vol III No. 1, Christmas 1922			
Date of records: 1920-1922			

Llanishen Ecclesiastical Parish Records			
Accession No:	2020/79	Reference No:	P55CW
A Visitor's Guide to The Parish Church of Llanishen: St Isan			
Date of records: 2007			

Merthyr Tydfil County Borough Council Records			
Accession No:	2020/80	Reference No:	CMT
Cyfarthfa Castle Museum and Art Gallery guide book			
Date of records: 2007			

Kenneth W. B. Harris, Athlete, Papers			
Accession No:	2020/82	Reference No:	D1782
Programmes, printed material, newspaper cuttings and photographs relating to KWB Harris' athletics career and lifetime involved in Welsh Athletics			
Date of records: 20th Century			

Gronow Family of Cardiff, Papers			
Accession No:	2020/83	Reference No:	D48
Letters, wills, business papers, dividend documents, photographs			
Date of records: 19th-20th Century			

St Edeyrn's Preparatory School Records			
Accession No:	2020/84	Reference No:	D1783
School sports day programme			
Date of records: 1936			

Ely Hospital Photograph			
Accession No:	2020/85	Reference No:	D1784
Photograph of Ely Hospital in 1914. Retouched copy of original possibly created for exhibition when the hospital closed.			
Date of records: c1990s			

Vale of Glamorgan Artists', Records			
Accession No:	2020/86	Reference No:	D1191
Minutes and notes			
Date of records: 2010-2016			

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
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
Sep – Nov 2020	0	0	0	1855

	Remote Enquiries	Website Hits
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)	13590
Sep – Nov 2020	870 (+218 un-printed thank you emails)	9462

Interesting Enquiries

Family history remains popular, with interest growing recently thanks to the broadcast of the latest series of the BBC's Who Do You Think You Are? A former teacher at Llanbradach Primary School contacted us requesting the date on which the school opened for inclusion in her family history diary. We were able to supply information from our school records. An enquiry was received from a researcher who discovered an online article regarding her grandfather's admission to the Glamorgan Asylum during the First World War. The Wales Online article quoted Glamorgan Archives as the source of the records and we were able to advise her on furthering her research. A family historian from Canada sought our assistance with tracing his great-grandfather who was a steward on various ships during the early 20th century. To date we have managed to trace his voyages back to 1907 using our shipping records.

We regularly receive enquiries from adoption social workers. Recently it was found that a mother and daughter have both been searching for each other. We hold the relevant adoption file, and as a result the social worker has been able to reunite them, leading to a very happy outcome.

Local authority records have been used to resolve a number of queries this quarter. A researcher contacted us seeking to confirm that members of the Green Party were elected to Cynon Valley Borough Council on the creation of the new authority in 1973. If correct, this would make them some of the earliest Green Party public representatives in Wales. We suggested consulting records of Cynon Valley Borough Council.

Merthyr Tydfil Borough Council Records were suggested as a potential source for a researcher seeking the history of a fire appliance used by the Council. He has since purchased the vehicle and is restoring it.

A writer and journalist who attended Ysgol Penybont, formerly a school for the visually impaired, is now undertaking research on the history of the school and particularly the background to its creation. We referred him to the minutes of Glamorgan County Council's Ysgol Pen-y-bont Residential Management Sub-Committee.

Our coal collections, recently catalogued as part of the Glamorgan's Blood project, are regularly used by researchers. Enquiries have included an individual researching his father, who contracted pneumoconiosis whilst employed in the mining industry, and a participant in a project on the Aberfan Disaster.

Property and house history have been particularly popular of late. We have assisted several home owners, including an individual seeking the original plans of his house on Lake Road East, and the owner of a Grade II listed building designed by Sir Percy Thomas who was interested in acquiring building plans of the property. One property researcher initially requested a copy of an image of a property on Lansdowne Road, showing damage following a Second World War bombing raid. After receiving the image the researcher requested advice on identifying the householders, with the hope of confirming that they survived the War. We suggested a number of potential sources, including the 1939 Register, street directories and registers of electors.

The 80th anniversary of the Second World War has led to an increase in enquiries on the subject. We assisted a researcher looking at the area around Aberthaw Power Station during the War, and an individual seeking information on Cardiff and County Polo Club, including details of what happened to the polo ground during wartime.

Academics and student continue to contact us. A particularly unusual enquiry was received from one student seeking to create a 1:24 scale replica of The Borough Arms on St Mary Street, Cardiff, as part of her prop making course. She was particularly interested in plans and records that provide measurements of the building and we referred her to building regulation plans, Cardiff Borough Police plans of licensed premises, photographs from the collection and a client file from the Stephenson and Alexander collection.

A research assistant at the University of Dusseldorf, undertaking work on letters and diaries of British soldiers in the First World War, contacted us for details of relevant sources within our collection. We suggested the war diary of Captain Mervyn Crawshay, letters written from the front by members of Cardiff University Settlement, and the reports in the Roath Road Roamer magazine.

Following a presentation by a member of staff on the Archives, several students from Cardiff University's Welsh School of Architecture have contacted us for advice on their projects, this year based around the design, construction and occupancy of properties in Grangetown. We recommended a range of resources, including maps, building plans, street directories, census returns and registers of electors.

We have also provided assistance to a number of artists. We were contacted by Melissa Hinkin, the Artes Mundi curator at National Museum Wales, seeking source material including maps, architectural and industrial drawings, and migration records, for an artist based in New York who will be creating work for the Artes Mundi exhibition in February 2021.

We also advised a designer working on a project to create a public piece of art for a road crossing in Canton, Cardiff, in association with Chapter Arts. He requested copies of historical maps to assist with the final design.

Appendix III

Events		
Living Levels: Village Life Beyond the Levels		51
Professional Organisations		
Cardiff People First 'Learning Disability Awareness in Heritage'		16
Education		
Cardiff University Welsh School of Architecture		11
Cardiff University School of Welsh		11
Cardiff Met University, Creative Writing MA		16
Filming		
Tinopolis x 2		13

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<i>Sep</i>	5211	3003	1440	6011	1006	24
<i>Oct</i>	5310	9412	1457	662	1033	36
<i>Nov</i>	5374	9449	1478	7903	1050	35

Appendix IV

Bench work		
DPD/2/3/10/20	Lease book	Text block and covers repaired
D1411/2/1/1/5	Pay book, underground day work	Mould damage consolidated and repaired
DNCB	News cutting book	Repaired and rebound
D1668/1	Working men's Cash book	Repaired and rebound
Q/S/C/3, 8,11	Quarter session Assizes	Repaired and loose pages reattached
P53CW/4,5,14,15,17, 24	Records of baptisms	Repaired and loose pages reattached
Cleaning and Packaging		
	7 bankers boxes of volumes	Cleaned
	7 boxes of crew lists	Cleaned
External Work		
Local Registrars	100 volumes	Rebound
Local Museum	34 Standard boxes of papers and 19 volumes	Cleaned and repackaged Cleaned and boxes made
Local Archive	1 very large painting	Cleaned, rebaked and repaired

**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 December 2020

2020/21 MONTH 7 MONITORING REPORT AND 2021/22 BUDGET PROPOSALS

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

Reason for this Report

1. To provide the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31st October 2020 (Month 7), against the approved 2020/21 Budget and projections for the full year outturn position. Also to provide details of the proposed revenue budget for 2021/22.

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 7)

	Budget £	Actual to date £	Projection £	Variance £
<u>Expenditure</u>				
Employee Related	526,242	314,064	525,323	(919)
Premises Related	276,897	238,226	302,954	26,057
Transport Related	900	71	321	(579)
Supplies & Services	23,232	12,729	39,843	16,611
Support Services	28,591	30,325	30,835	2,244
GROSS EXPENDITURE	855,861	595,414	899,277	43,414
<u>Income</u>				
Income	(151,861)	(32,288)	(142,979)	8,882
Contribution from Reserves	(50,000)	0	(50,000)	0
NET EXPENDITURE	654,000	563,127	706,298	52,297

Glamorgan Records Office: Overspend £52,297 Projected

5. The position at month 7 has improved since month 4 and overspend has reduced from £60,792 to £52,297. The main reasons for the overspend are detailed below.

Employee Budget: (£526,242 budget, £919 underspend)

6. The employee budget is based on 18 FTE staff, two of which are funded through grant income or external contributions. Despite the 2020/21 pay award of 2.75% awarded in October 2020, the employee budget is projected to be underspent by £919, as a grant-funded member of staff will be leaving the Archives in December when the Time and Tide project ends.
7. The table below provides detail on how much employee expenditure is funded by grants and external contributions:

Table 2: Employee Costs 2020/21 (at Month 7)

	Budget £	Actual £	Projected £	Variance £
<u>Employees</u>				
Employee Expenditure	526,242	314,064	525,323	(919)
Employee Income - Grants	(25,553)	(7,071)	(26,069)	(516)
Employee Income - DWP	(9,413)	(3,326)	(7,154)	2,259
Employees Total	491,276	303,667	492,100	824

Premises Related Budget: (£276,897 budget, £26,057 overspend)

8. The current projected overspend of £20,615 for repairs, alterations and maintenance is due to an overdue, statutory requirement to re-gas fire suppression cylinders across the building in order to ensure its safety. Other maintenance work carried out whilst the building was closed due to the pandemic includes lighting and emergency lighting repairs, smoke detector replacement, repairs to the cooling unit and legionella investigative work.
9. Maintenance contracts have a projected overspend of £2,871, which includes an unbudgeted additional fee for the box-making machine (£1,400) as well as a 2.2% increase in CMB costs, the company that provides general maintenance work for the building.
10. Further projected overspends include utility costs such as electricity (£1,691) and gas (£655). Despite the building being closed for a duration of four months, the specialist air conditioning units in the strong rooms had to be kept running and now that the building has reopened into the winter months, this is the time of year in which additional utility usage would be expected.

Transport Budget: (£900 budget, £579 underspend)

11. Transport costs have remained as at month 4 and due to the current Covid-19 pandemic and the move towards digital meetings, there is little travel anticipated for the remainder of the year. A projection of circa £300 has been included in case of any need to travel such as to view collections or to collect accessions.

Supplies & Services Budget: (£23,232 budget, £16,611 overspend)

12. This overspend is largely due to increased expenditure on conservation (£6,461) and consultation fees (£5,025). Some of this is for work on the 'Conservation of the Plymouth Estate Surveys' project which is offset by grant funding from the National Manuscripts Conservation Trust (NMCT). It also links to a project regarding manuscripts in the Foyle Opera Rara Collection, which was commissioned by the Royal Welsh College of Music and Drama (RWCMD).
13. A projected overspend of £2,230 on IT Consumables and Hardware is the result of PC upgrades required for the building.
14. There is a projected underspend of £2,000 on catering sundries because of the building closing and meetings being cancelled but this is offset by a reduction in catering income.
15. The reopening of the building to both staff and the public following Government guidelines has incurred unbudgeted spend in terms of personal, protective equipment (PPE) and cleaning materials such as hand sanitising stations. Overall projected spend for this is £4,494 but this will be offset by a grant from the Museums, Archives and Libraries Division (MALD) to fund reopening as a result of the Covid-19 pandemic.

Support Services Budget: (£28,591 budget, £2,244 overspend)

16. Despite underspends in areas such as accountancy and procurement, ICT and translation recharges have exceeded original budgets resulting in overspend. Now that recharges have been posted to the ledger, the projections will only change depending on translation work that is required from Bilingual Cardiff.

Income Budget: (£151,861 budget, £8,882 under achieved)

17. The position at month 7 has improved greatly from that at month 4 (£8,882 instead of £30,514 under achieved) and this is predominantly the result of additional funding received (£7,800 from NMCT and £8,508 from RWCMD) by way of grants and commissioned work which will be used towards staffing costs and conservation expenditure. In addition, there was no budget for Wellcome Trust funding this year as the project ended in 2019/20 but an additional receipt of £1,656 has been received in respect of the last payment.

18. Royalties have a projected outturn of £14,000, which is £6,000 more than expected. This increase is the result of 2 years' worth of royalties from 'Ancestry' and the fact that the Parish registers are now also available online with 'Find My Past' and 'The Genealogist'. This projected income is expected in the last quarter of 2020/21.
19. Despite the increase in grants, commissioned works and royalties, there is a projected reduction in income (circa £26,000) from room hire, which includes both the use of meeting rooms and storage facilities within the building. 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 (£6,400 less) and is in line with reduced expenditure.
20. The use of 'Zoom' for virtual appointments to assist customers is an income-generating tool initiated during lockdown, which launched in September. There has not yet been any uptake on this service but it is hoped that this facility will help to generate income over the coming months whilst the building remains under restrictive operation.
21. Sundry income is projected to be £43,670, which is £12,712 more than expected. This line includes a Department of Work and Pensions (DWP) payment to cover the costs of an employee as well as the New Burdens payment from the National Archives, which will equal £34,257.81. This grant payment refers to 2019/20 but cannot be budgeted for as it is not a certainty and is dependent on public record accessions taken in the previous year.

Local Authority Contributions

22. 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.
23. Should there be an overspend at the end of the year as projected; this will need to be funded through an additional drawdown from the General Reserve and any surplus generated will be added back.

Covid-19

24. 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 19th 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.
25. Whilst expenditure has increased in order to account for PPE and safety equipment, this has been reimbursed via a grant and therefore has not had a

significant impact on the budget. The same cannot be said of income, which has significantly reduced due to the closure of the building. There may also 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.

26. As the lead body, Cardiff Council are continuing to record and monitor the financial impact of Covid-19 and a claim for lost income was submitted to the MALD division of Welsh Government in October for £24,000. Linked to this bid was a claim for £48,000 for digital equipment. The Archives have yet to hear if the claim has been successful but in the meantime are continuing to explore avenues through which to claim for lost income. Until a decision is made, 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 7 Summary

27. Projected expenditure for 2020/21 indicates overspend against approved budgets of £52,297, which, if realised, will result in the need for an additional drawdown from the General Reserve. Whilst there is currently capacity to allow for this, the budget already assumes a £50,000 drawdown for the year and therefore it will have a significant affect, taking the Reserve balance below a prudent level.
28. The development of a Medium Term Financial Plan has been completed in light of this situation and has been used to help steer the 2021/22 budget presented as part of this report. It has also assisted with determining future local authority contributions needed to balance the budget and maintain a sufficient level of reserves.

PROPOSED BUDGET FOR FINANCIAL YEAR 2021/22

29. The proposed budget for the 2021/22 financial year reflects a net budget totalling £758,640, which is a 16% increase on the net budget for 2020/21.
30. Once again, the policy of trying to phase out the use of the General Reserve as a source of funding has been unattainable due to financial pressures as a result of the Covid-19 pandemic as well as the increasing National Non-Domestic Rates and maintenance costs as the building gets older. This means that a drawdown from the General Reserve will also be required to supplement the increase in Local Authority contributions.
31. The table below summarises the proposed budget for 2021/22. A more detailed analysis can be found in Appendix 2.

Table 3: 2021/22 Proposed Budget

	2020/2021 Budget £	2021/2022 Budget £	Increase/ (Decrease)
Expenditure			
Employees	526,242	517,356	(8,886)
Premises	276,897	294,516	17,619
Transport	900	240	(660)
Supplies & Services	23,232	29,279	6,047
Support Services	28,591	33,100	4,509
GROSS EXPENDITURE	855,861	874,490	18,629
Income	(151,861)	(75,850)	76,011
Contribution from Reserve	(50,000)	(40,000)	10,000
NET EXPENDITURE	654,000	758,640	104,640

32. In preparing the figures above, consideration has been given to the budgetary pressures on the service alongside potential, and achievable, savings and income growth.

Employee Budget: Decrease of £8,886

33. Despite factoring in a potential pay increase, the decrease in budget is mainly the result of the Time and Tide (Archives Revealed Funding Stream) project coming to an end and therefore a reduced staff provision from April 2021 onwards. This saving will be offset by a reduction of income, as the project was grant funded.
34. The budget for employee allowances has also been reduced given the financial pressures. Additional budget lines have however been built in for both medical

and training expenses, the latter to ensure that compulsory first aid training can be provided for the safe operation of the building.

Premises Budget: Increase of £17,619

35. As the building gets older, the premises budget will need to increase realistically in order to allow for general maintenance and repairs. The nature of this spend however makes it difficult to project and therefore this line in the budget has remained at £20,000. It must be noted that any large items of spend over and above the maintenance budget may need to be funded from the Reserve if possible, as was the case with the fire suppression cylinders in 2020/21.
36. Utility costs such as electricity and gas have increased in line with the 2019/20 outturn and allowing for an inflationary increase. The projections for the 2020/21 outturn are lower but the building was closed for four months and this is therefore not a realistic projection moving forward.
37. National Non-Domestic Rates are consistently under budgeted and therefore have been increased to £194,245 in line with a 3% increase on 2020/21 charges.
38. Inflationary increases of 2% have been added where possible to 20/21 outturn projections for expenditure items involving contracts such as grounds maintenance, fire management, pest control and office cleaning.

Transport Budget: Decrease of £660

39. The transport budget has been reduced to reflect current 20/21 projections and takes into account the changing ways of working. With travel for work greatly decreasing because of the pandemic and digital meetings becoming more popular, a transport budget similar to previous years is unlikely to be necessary.

Supplies & Services Budget: Increase of £6,047

40. This increase is largely due to the need for personal, protective equipment (PPE), which will be required, moving forward for the safety of both staff and the public within the Archives building. This is a new item within the budget and has been calculated based on buildings with a similar purpose and in relation to footfall. The costs will be monitored to ensure realistic but the inclusion will ensure that there is budget for items such as mandatory facemasks and gloves.
41. An additional line has been added to the budget for Box Making supplies to separate these out from general conservation expenditure and the same has been applied to the income budget. This will assist with financial monitoring, as it will identify the expenditure that is specifically offset by income.

42. The budget for catering sundries has reduced by £1,500 in line with the budgeted decrease in income from room bookings. A small budget has however been included in case of the need to buy supplies in 2021/22.
43. The budget for subscriptions has increased to allow for mandatory subscriptions such as Harwell Document Recovery Services and the Archives and Records Council Wales (ARCW) membership, which are required for the Archives to continue to operate as a service.

Support Services Budget: Increase of £4,509

44. Most support services have increased by 2.5% in line with the budgeted salaries but the increase in ICT Services is the result of an anticipated increase in ICT costs and is non-controllable.

Income Budget: Decrease of £76,011

45. The income target of £75,850 shows a net decrease of £76,011 from the 2020/21 budget, for which there are a number of reasons, most notably reduced income from room hire and reduced grant income.
46. The Covid-19 pandemic has impacted greatly upon the income budget in 2020/21 with all room bookings being cancelled due to building closure and social distancing guidelines. This too has influenced the sale of food, which has a decreased income target of £6,000. Looking ahead to 2021/22, there is uncertainty as to whether these bookings will resume and therefore the budget has decreased in line with this.
47. Hire of Special Rooms also includes income received from use of the strong rooms, which until recently, have been utilised by Carmarthenshire Archives whilst their own building was completed. Their collections are likely to be removed in the New Year however, and the space will remain empty and without income generation until a replacement occupant is found.
48. The Sundry Income line includes miscellaneous grant income received in year, either for a specific project or to offset expenditure. In the past, there has been an income target included for a New Burdens grant from the National Archives, which is awarded based on accessions received into the Archives during the previous year. As there have been no public record accessions to date in 2020/21, it is anticipated that grant funding will not be received in 2021/22. A budget of £10,000 has been included for income from the DWP to cover the costs of an employee but this is offset by the expenditure budget.

General Reserve: Drawdown of £40,000

49. Despite attempts in the past to phase out the use of Reserves to balance the budget, increased costs and reduced income as well as the freezing of local authority contributions has made this unachievable.

50. The Reserve balance is projected to be £72,087.06 as at 31st March 2021 after accounting for both the budgeted drawdown and projected deficit position for 2020/21. Initially, £25,000 was due to be utilised in 2021/22 but the growing funding gap means that this is no longer feasible and it is proposed that a drawdown of £40,000 be used in 2021/22 to support increased Local Authority contributions and recognised savings.

Local Authority Contributions

51. Table 4 below indicates the effect the budget proposals will have upon the contributions with the current year shown for comparative purposes.

Table 4: Local Authority Contributions 2021/22

		2020/21	2021/22	Change
Authority	%	£	£	£
Bridgend	14	91,560	106,210	14,650
Caerphilly	11	71,940	83,450	11,510
Cardiff	32	209,280	242,765	33,485
Merthyr Tydfil	6	39,240	45,518	6,278
Rhondda Cynon Taf	25	163,500	189,660	26,160
Vale of Glamorgan	12	78,480	91,037	12,557
Total	100	654,000	758,640	104,640

52. A 16% increase has been proposed in order to address the increasing budget gap and to ensure that Reserves are not depleted in full. Savings have been identified where possible but the continual increase in NNDR and maintenance costs as well as reduced income have made balancing the budget with current contributions unachievable.
53. Contributions for 2021/22 will be invoiced in two equal instalments, as per the current arrangement (September and February). Any overspends will be managed through additional use of the General Reserve, where possible, although it must be stressed that this is not a long-term solution and consideration will need to be given to future in-year contributions or further savings in order to maintain a realistic and manageable budget to maintain the level of service delivery.

Summary

54. For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £706,298 against the approved budget of £654,000, representing an overall overspend of £52,297. This deficit will need to be funded from the General Reserve.
55. At the end of 2020/21, the reserve balance is projected to be less than £100,000 and there is significant risk to future income generation levels, both as a result

of the Covid-19 pandemic and the increasing levels of expenditure, most notably the NNDR costs. In order for the Archives to maintain a level of service and remain financially sustainable, an increase of 16% is proposed for Local Authority contributions in 2021/22. It is also proposed that £40,000 be drawn down from the General Reserve to supplement the increased contributions and fund the budget gap.

56. The proposed budget allows for increases in employee costs of 2.5% but uncertainty around future pay awards may mean that this is not required for 2021/22. Similarly, income targets have been decreased so as to be representative of the current circumstances and the decline in income from commercial activities and room hire. However, if the financial position in 2021/22 improves, either through greater income streams or less substantial expenditure increases, there could be consideration of an in year adjustment in favour of the local authorities whereby contributions are partially refunded. This would be dependent however on the overall financial position and future year sustainability of the service.

Financial Implications

57. As stated in the main body of the report, there is an overspend projected at year-end of £52,297.
58. 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 7 position, the General Reserve balance will decrease to £72,087 without further mitigations.
59. The General Reserve balance will decrease further to £32,087 in 2021/22 after allowing for a budgeted drawdown of £40,000. Any additional spend required will need to be funded from a further drawdown or through additional in-year contributions.

Legal Implications

60. 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 11th of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

RECOMMENDATION

61. It is recommended that Members:
 - a) Note the projected full year outturn position for 2020/21 as presented in paragraphs 5 to 28 of this report.

- b) Recommend the draft budget proposals for 2021/22 be agreed, as presented in paragraphs 29 to 53 of this report.
- c) Note that there may be a need for further in-year contributions for larger items of expenditure that are not budgeted for in order to maintain a balanced budget and preserve the balance in the general reserve.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee
11 December 2020

Appendices

Appendix 1 - Month 7 Monitoring Position 2020/21
Appendix 2 - Proposed Budget 2021/22

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Expense/Income Account	Budget £	Actual Month 7 £	Projected £	Variance £
Employees				
Gross Pay	403,502	242,839	405,563	2,061
LG Pensions	79,653	48,924	81,648	1,995
National Insurance	39,921	20,372	33,572	(6,349)
Miscellaneous Allowances	550	275	472	(78)
Holiday Pay	0	477	1,577	1,577
Staff Training Expenses	0	150	150	150
Apprenticeship Levy	2,033	1,026	1,759	(274)
Employer Liability Insurance	582	0	582	0
Employees Total	526,242	314,064	525,323	(919)
Premises				
Repairs, Alterations & Maintenance	20,000	8,326	40,615	20,615
Security Measures	6,678	6,254	6,254	(424)
Rodent & Pest Control	396	0	396	0
Grounds Maintenance	1,175	0	1,152	(23)
Fire Management/Protection	2,900	2,840	3,323	423
Maintenance Contracts	11,000	7,222	13,871	2,871
Electricity	22,000	13,820	23,691	1,691
Gas	3,500	2,424	4,155	655
National Non Domestic Rates	188,000	188,588	188,588	588
Water Rates	2,500	910	2,500	0
Security Services	280	0	280	0
Cleaning Materials	300	64	300	0
Refuse Collection/Bulk Containers	1,800	1,950	1,950	150
Contract Cleaning	10,376	5,621	9,888	(488)
Specialist Waste Disposal	500	209	500	0
Insurance	5,492	0	5,492	0
Premises Total	276,897	238,226	302,954	26,057
Transport				
Hire of Transport CTS	150	0	0	(150)
Public Transport - Staff Use	400	0	200	(200)
Car Allowances	300	47	81	(219)
Travel Expenses	50	16	28	(22)
MV Hire Insurance Premiums	0	8	13	13
Transport Total	900	71	321	(579)
Supplies & Services				
Personal Protective Equipment (PPE)	0	1,583	1,783	1,783
Equipment & Materials	0	2,711	2,711	2,711
Conservation	5,000	3,381	11,461	6,461
Vending Machines	1,167	702	1,144	(23)
Catering Sundries	2,500	0	500	(2,000)
Audit Fee	2,150	(2,100)	2,100	(50)
General Printing & Stationery	500	19	150	(350)
Consultants Fees	0	0	5,025	5,025
Commission (Inc. Credit Cards)	0	27	46	46
Materials Haulage - Other Materials	0	0	9	9
Central Telephone Exchanges	3,570	1,668	4,002	432
Telephones	1,000	671	894	(106)
Postages	400	(10)	200	(200)
Internet Charges	654	321	641	(13)
IT Consumables/Hardware	200	2,430	2,430	2,230
Software Licences & Maintenance Agreements	4,750	750	4,757	7

Expense/Income Account	Budget £	Actual Month 7 £	Projected £	Variance £
Supplies & Services				
Security Expenses	0	250	250	250
Subscriptions	250	328	651	401
Public Liability Insurance	734	0	734	0
Miscellaneous Insurance	357	0	357	0
Supplies & Services Total	23,232	12,729	39,843	16,611
Support Services				
Accountancy	5,855	5,450	5,450	(405)
Income Recovery	306	300	300	(6)
Payroll	235	230	230	(5)
Payments	418	410	410	(8)
Audit	459	525	525	66
Procurement	408	0	0	(408)
SAP Support	3,060	4,000	4,000	940
ICT Services	8,160	11,000	11,000	2,840
Human Resources	7,140	7,000	7,000	(140)
Bilingual Cardiff	2,040	1,410	1,410	(630)
Legal	510	0	510	0
Support Services Total	28,591	30,325	30,835	2,244
Gross Expenditure	855,861	595,414	899,277	43,414
Income				
Other Grants	(25,553)	(7,071)	(26,069)	(516)
Archives & Records Council Wales	0	(426)	(426)	(426)
Wellcome Trust Grant	0	(1,656)	(1,656)	(1,656)
Publications General	(600)	(33)	(300)	300
Sale of Photocopies	(2,000)	(977)	(2,000)	0
Conservation Income	(15,000)	(4,578)	(20,938)	(5,938)
Sale of Food	(8,000)	0	(1,600)	6,400
Course Fees	(150)	0	(75)	75
Search Fees	(4,000)	(1,185)	(2,031)	1,969
Royalties	(8,000)	(1,527)	(14,000)	(6,000)
Hire of Specialist Rooms	(56,000)	(14,634)	(29,769)	26,231
Sundry Charges & Income	(30,958)	0	(43,670)	(12,712)
Donations	(1,500)	(201)	(345)	1,155
Interest	(100)	0	(100)	0
Income Total	(151,861)	(32,288)	(142,979)	8,882
Contributions from Reserves	(50,000)	0	(50,000)	0
Total Net Budget	654,000	563,127	706,298	52,297

EXPENSE/INCOME ACCOUNT	2020/21 Budget £	2021/22 Budget £	Increase/ (Decrease)
Employees			
Employees Gross Pay	403,502	394,926	(8,577)
Employees Superannuation	79,653	81,763	2,110
Employees National Insurance	39,921	36,827	(3,094)
Employee Miscellaneous Allowances	550	500	(50)
Employer & Public Liability Insurance	582	640	58
Apprenticeship Levy	2,033	2,000	(33)
Medical Expenses	0	200	200
Training Expenses	0	500	500
Employees Total	526,242	517,356	(8,886)
Premises			
Repairs, Alterations & Improvements	20,000	20,000	0
Security	6,678	6,890	212
Rodent & Pest Control	396	400	4
Grounds Maintenance	1,175	1,175	0
Fire Management/Protection	2,900	3,390	490
Maintenance Contracts	11,000	13,195	2,195
Electricity	22,000	27,000	5,000
Gas	3,500	6,000	2,500
National Non Domestic Rates	188,000	194,245	6,245
Water	2,500	2,000	(500)
Security Services	280	280	0
Cleaning Materials	300	1,500	1,200
Refuse Collection/Bulk	1,800	2,000	200
Office Cleaning Contract	10,376	9,900	(476)
Sanitation & Waste Disposal	500	500	0
Insurance	5,492	6,041	549
Premises Total	276,897	294,516	17,619
Transport			
Hire Transport	150	40	(110)
Public Transport - Staff Use	400	100	(300)
Car Allowances	300	75	(225)
Travelling Expenses	50	25	(25)
Transport Total	900	240	(660)
Supplies & Services			
Conservation	5,000	4,000	(1,000)
Box Making Supplies	0	3,500	3,500
Vending Machines	1,167	1,200	33
Catering Sundries	2,500	1,000	(1,500)
Uniforms / Protective Clothing	0	3,000	3,000
General Printing & Stationery	500	700	200
Audit Fees	2,150	2,200	50

EXPENSE/INCOME ACCOUNT	2020/21 Budget £	2021/22 Budget £	Increase/ (Decrease)
Central Telephone Exchanges	3,570	4,000	430
Telephones	1,000	1,500	500
Postages	400	500	100
Internet Charges	654	650	(4)
IT Consumables	200	200	0
Software Licences & Maintenance	4,750	5,000	250
Subscriptions	250	650	400
Public Liability Insurance	734	807	73
Miscellaneous Insurance	357	371	14
Supplies & Services Total	23,232	29,279	6,047
Support Services			
Accountancy	5,855	6,000	145
Income Recovery	306	310	4
Payroll	235	240	5
Payments	418	430	12
Audit	459	470	11
Procurement	408	0	(408)
SAP Support	3,060	3,100	40
ICT Services	8,160	13,200	5,040
Human Resources	7,140	7,100	(40)
Bilingual Cardiff	2,040	2,250	210
Legal	510	0	(510)
Support Services Total	28,591	33,100	4,509
Gross Expenditure	855,861	874,490	18,629
Income			
Other Grants	(25,553)	(10,000)	15,553
Wellcome Trust Grant	0	0	0
Publications General	(600)	(1,000)	(400)
Sale of Photocopies	(2,000)	(2,000)	0
Conservation Income	(15,000)	(5,000)	10,000
Box Making Income	0	(5,000)	(5,000)
Sale of Food	(8,000)	(2,000)	6,000
Course Fees General	(150)	(150)	0
Search Fees	(4,000)	(4,000)	0
Royalties	(8,000)	(10,000)	(2,000)
Hire of Special Rooms	(56,000)	(25,000)	31,000
Donations	(1,500)	(1,500)	0
Interest	(100)	(200)	(100)
Sundry Income	(30,958)	(10,000)	20,958
Income Total	(151,861)	(75,850)	76,011
Contributions from Reserves	(50,000)	(40,000)	10,000
Total Net Budget	654,000	758,640	104,640

**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 December 2020

MEDIUM TERM FINANCIAL PLAN

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

Reason for this Report

1. To provide the Glamorgan Archives Joint Committee with a draft Medium Term Financial Plan (MTFP) for the next 4 years, providing a revised budget proposal in a time of ever increasing budgetary constraints.

Purpose of the Medium Term Financial Plan (MTFP)

2. The MTFP will assist in forecasting the future financial position of the Glamorgan Archives and ensure that future financial challenges are identified and can be addressed. It will identify key budgets and assumptions for future years and will be used to support business planning.
3. Through forecasting and projecting future income and expenditure, realistic budgets can be set that will both ensure service continuity and ensure that a minimum reserve balance is maintained to allow for unforeseen or unexpected circumstances.

Glamorgan Archives Budget

4. Historically, an incremental budget has been set each year, using the previous year's budget as the basis for building the next. Expenditure and income are reviewed each year and adjusted accordingly, to account for any expected changes such as inflation, pay awards and future commitments.
5. Due to increased costs and reduced income in recent years, the financial outturn has resulted in a deficit position and the budget gap has had to be funded from Reserves. In order to ensure a realistic position moving forward, a zero based budget has been proposed, taking into consideration the outturn position from the last four years and projecting accordingly. Further detail on individual budgets is provided below.

Employee Budget

6. The employee budget is based on 17 FTE staff, one of which is funded through external contributions. The 2020/21 pay award has now been finalised at 2.75% and this took effect from October 2020 onwards, including back pay owed from 1 April 2020. 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. Moving forward, projections have been based on a 2.5% increase year on year in line with expected potential pay increases but will be dependent on agreed future pay awards. Where staff have yet to reach the top of a pay grade, these incremental increases have also been built in as necessary.

Premises Related Budget

8. This budget is in place to maintain the building together with all utilities and contracts. Now that the building is over ten years old, it is important to ensure that a budget is in place both for ongoing maintenance and for any unforeseen circumstances that may arise. The budget line for repairs, alterations and maintenance remains at £20,000 over the medium term to ensure that any such costs can be addressed.
9. The majority of costs within the premises budget including security, grounds maintenance, fire protection and office cleaning show an increase of 2% over the medium term, in line with general inflation.
10. The largest single annual cost to the Archives is the National Non-Domestic Rates (NNDR), which continue to rise each year and currently utilise almost one third of the budget. Despite numerous attempts to challenge this cost and argue a status similar to museums, there is no control over this statutory annual cost. As previous years have seen an increase of more than an inflationary 2%, the medium term plan projects a 3% increase each year for NNDR to ensure that these costs are covered.
11. Utility costs for electricity and gas show an increase of 4% year on year based on analysis of recent trends.

Transport Budget

12. This budget is in place for any transport and travel expenses that may be incurred by staff and includes both public transport and car travel. This budget has seen a decrease year on year in line with reduced travel because of required savings.
13. The recent Covid-19 pandemic has meant a significant decline in travel across all sectors as people are forced to work remotely and undertake meetings and appointments via digital platforms. Whilst staff are beginning to return to the

workplace, it is very unlikely that the work situation will return to a pre-Covid environment and as a result, it is envisaged that travel will become less of a necessity. Given the nature of the Archives work however, it is important that a budget be maintained, albeit considerably smaller. Due to a minimal inflationary increase, the transport budget will remain constant over the medium term but will continue to be monitored.

Supplies & Services Budget

14. This budget is in place for all supplies required to allow the Archives to deliver their services and operate commercially. It includes materials for the box-making machine, which is pivotal for the generation of income as well as conservation costs, telephone and internet charges, insurance and most recently, personal, protective equipment (PPE) to ensure the safety of both staff and customers.
15. As with premises, most costs within this budget show an increase in line with inflation over the medium term. Catering sundries have been significantly reduced in line with room hire bookings as these costs are only incurred to cater for such events. Due to the current uncertainty of when meetings can safely resume, the cost is projected to remain at £1,000 over the medium term. This however will be monitored moving forward.
16. Whilst currently closed to the public, the gradual reopening of the building following Government guidelines will incur spend in terms of PPE and cleaning materials such as hand sanitising stations. In line with similar services that have reopened to the public, a cost has been projected for such equipment and this too shows an annual increase of 2% over the medium term.
17. Public liability insurance shows an increase of 10% over the medium term due to anticipated premiums and is a cost outwith the control of the Archives service.

Support Services Budget

18. This budget covers staff recharges from within Cardiff Council for work undertaken in connection with the Glamorgan Archives and includes statutory functions such as finance, payroll, human resources and ICT. Over the medium term, these costs have been increased in line with staff salaries at a projected 2.5% increase per year to cover estimated pay awards. There is a larger increase of 20% in 2021/22 however for ICT charges due to an anticipated increase in costs. As these are all predominantly recharges, there is little control over such costs.

Income Budget

19. This section of the budget looks at the projected income that will be generated and is the most difficult to assess, particularly for the future given the current circumstances. Income is generated predominantly from room hire, either through the letting of rooms for external meetings or space within the strong

rooms for archive purposes. Annual contracts have previously been in place for weekly and monthly use of meeting rooms but the onset of Covid-19 has greatly affected this income stream as all meetings to date in 20/21 have been cancelled due to social distancing restrictions. As more and more meetings become digital, it is unlikely that room hire will return to previous levels and as such, the service is likely to see a significant decrease in this area of income.

20. The strong rooms to date have been utilised by Carmarthenshire Archives whilst their own facility is built, generating an annual income of approximately £21,000 but they have now given notice that this will end in the near future. Work is ongoing to replace this contract and there is confidence that another will be found but it is difficult to project when, given the current budgetary constraints of many organisations and until this is the case, this too will add to a considerable decrease in income.
21. Another significant income stream for the Archives is the receipt of grants. Many grants have certain conditions of expenditure and therefore are offset by the corresponding costs but one major grant that has been beneficial in recent years is the New Burdens Grant, which is awarded based on public record accessions taken into the Archives for the previous year. Whilst the service can expect such a grant this year in respect of 2019/20 accessions, the closure of the building in 2020/21 will almost certainly have a detrimental impact on the level of funding received in 2021/22. It should also be noted that this grant is only due to continue for approximately another two years, after which it will be unavailable.
22. Whilst grants applications continue to be pursued, the MTFP does not include such grant income as it cannot be guaranteed and would therefore not be prudent. Any grant income that is received however would be offset by expenditure linked to the terms and conditions of receipt and will therefore have a net nil impact on the budget.
23. Income from commercial activities including search fees, publication sales and photocopying is projected to increase by 2% each year in line with inflation. Income from royalties includes contracts with Find My Past, The Genealogist and Ancestry, costs for which will remain constant throughout the contract.
24. A contribution from reserves has been included to supplement the budget over the last five years. Drawdowns have been included for the next two years, albeit reduced, but this will not be feasible in the long term. It was initially included to reduce the level of reserves to a more prudent level with the intention that the drawdown would cease in 2019/20. However, due to reduced income and increased expenditure, the drawdown has remained in place in order to balance the budget. The 2020/21 budget includes a drawdown of £50,000 but the projected outturn position suggests that a further £52,297 may be required to meet the deficit, taking the Reserve below the prudent level of approximately £100,000.

Covid-19

25. 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 19th March 2020 and whilst staff have started a phased return, the building remains closed to the public.
26. 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 services such as searches, publication sales and conservation work have all ceased. As stated above, there may also 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. Work is ongoing and applications have been made to recover lost income for 2020/21 but this will only be in relation to this financial year.
27. Whilst it is hoped that business will return and begin to increase in 2021/22, it is important to understand that normal service has changed dramatically because of Covid-19 and certain income streams such as room hire may not recover for a long time, if at all. Grants will also be affected as budgetary pressures continue to increase across all sectors. In parallel to this however, expenditure has been largely unaffected and will increase in line with both pay awards and non-pay inflation as we look towards the medium term.

Local Authority Contributions and General Reserve Balance

28. Local Authority contributions were last reviewed in 2014/15 ahead of setting the 2015/16 budget at £681,690. They were then reduced to £661,000 in 2016/17 and further to £654,000 in 2017/18.
29. Contributions have remained at £654,000 since 2017/18. Whilst this budget was initially achievable, the past two years of increasing expenditure and decreasing levels of income have required additional use of reserves to supplement the budget, therefore reducing the overall balance. Whilst it could be argued that this is the purpose of a reserve, it is important that a certain level be maintained in case of unforeseen circumstances in the future, which require additional funds that are not built into the budget.
30. It is therefore recognised that further use of reserves should be minimal and contributions must be increased in order to meet the rising costs of expenditure and to enable the Archives service to continue. It is proposed that contributions increase by 16% in 2021/22 and then by a further 10% and 5% in 22/23 and 23/24 respectively as set out in the following table.

Table 1: Proposed Local Authority Contributions

Local Authority	%	2020/21	2021/22	2022/23	2023/24	2024/25
		Current	16%	10%	5%	-
Bridgend	14	91,560.00	106,209.60	116,830.56	122,672.09	122,672.09
Cardiff	32	209,280.00	242,764.80	267,041.28	280,393.34	280,393.34
Merthyr Tydfil	6	39,240.00	45,518.40	50,070.24	52,573.75	52,573.75
Rhondda Cynon Taf	25	163,500.00	189,660.00	208,626.00	219,057.30	219,057.30
Caerphilly	11	71,940.00	83,450.40	91,795.44	96,385.21	96,385.21
Vale of Glamorgan	12	78,480.00	91,036.80	100,140.48	105,147.50	105,147.50
	100	654,000.00	758,640.00	834,504.00	876,229.20	876,229.20

31. In parallel to this, it is proposed that £40,000 will be drawn down from Reserves in 2021/22 to supplement the increase and a further £10,000 in 2022/23, after which there will be a balance of £22,087.06 as set out in the following table.

Table 2: General Reserve Balance

	£
Current Reserve Balance as at 31.03.2020	174,384.06
Budgeted Drawdown 2020/21	(50,000)
Projected Deficit (as at Month 7)	(52,297)
Balance as at 31/03/2021	72,087.06
Budgeted Drawdown in 2021/22	(40,000)
Balance at 31/03/2022	32,087.06
Budgeted Drawdown in 2022/23	(10,000)
Balance as at 31/03/2023	22,087.06

32. Based on the proposals above and as set out in Appendix 1, it is projected that the Archives service will begin to generate a surplus in 2022/23, which will be added back to the Reserve in order to begin to build it back up for future years and any unforeseen or emergency expenditure.
33. Whilst increased contributions and use of Reserves will balance the proposed budgets, in order to keep these as low as possible, certain savings have had to be found including the deletion of a budget for ICT equipment and a freeze to

the repairs and maintenance budget. It must be noted that should there be a need for unexpected, additional expenditure not included in the budget, this may need to be funded from further increased or in year contributions from member authorities if necessary.

Summary

34. Balancing the budget has become more difficult over recent years with increased expenditure and decreased income and whilst reserves have been used in the past to fund the budget gap, now that the reserve balance is projected to fall below £100,000, this will not be a feasible option for the longer term. The recent Covid-19 pandemic has put increasing pressure on the budget in 2020/21 and as a result, income levels have decreased significantly and may continue to do so in the aftermath. Inflationary pressures and increasing costs, most notably for NNDR, are also adding to the burden and therefore the budget cannot be balanced with the current level of contributions.
35. Whilst the service has been able to avoid increasing local authority contributions in recent years by absorbing inflationary pressures, increasing income generation and use of reserves, this is no longer viable. It is therefore deemed necessary to increase local authority contributions, supplemented with a drawdown from reserves in order that the service be able to continue and remain financially sustainable.

Financial Implications

36. 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 current outturn projections, there will be a deficit for 2020/21 and the General Reserve balance will decrease to approximately £72,087 without further mitigations. This will then decrease further to £22,087 having taken account of the proposed drawdowns for the next two years but anything further risks decreasing the Reserve to an insufficient level.
37. Increased local authority contributions coupled with the use of the General Reserve will allow the budget gap to be bridged in 2021/22 and it is projected that a surplus will be generated from 22/23 onwards in order to build the reserves back to a suitable level.

Legal Implications

38. 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 11th of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

RECOMMENDATION

39. It is recommended that Members:

- a) Note the current position of the General Reserve balance and the proposed Medium Term Financial Plan.
- b) Note that a potential annual or in year increase to Local Authority contributions may be required moving forward upon approval from S151 Officers.

Christopher Lee

Treasurer to the Glamorgan Archives Joint Committee

11 December 2020

Appendices

Appendix 1 – Proposed Medium Term Financial Plan for 2021/22 Onwards

EXPENSE/INCOME ACCOUNT	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £
Employees					
Employees Gross Pay	403,502	394,926	407,628	417,942	428,512
Employees Superannuation	79,653	81,763	84,406	86,556	88,759
Employees National Insurance	39,921	36,827	38,125	39,081	40,061
Employee Miscellaneous Allowances	550	500	500	500	500
Employer & Public Liability Insurance	582	640	704	775	852
Apprenticeship Levy	2,033	2,000	2,050	2,101	2,154
Medical Expenses	0	200	200	200	200
Training Expenses	0	500	500	500	500
Employees Total	526,242	517,356	534,114	547,655	561,538
Premises					
Repairs, Alterations & Improvements	20,000	20,000	20,000	20,000	20,000
Security	6,678	6,890	7,235	7,596	7,976
Rodent & Pest Control	396	400	400	400	400
Grounds Maintenance	1,175	1,175	1,199	1,223	1,247
Fire Management/Protection	2,900	3,390	3,458	3,527	3,597
Maintenance Contracts	11,000	13,195	13,459	13,728	14,003
Electricity	22,000	27,000	28,080	29,203	30,371
Gas	3,500	6,000	6,240	6,490	6,749
National Non Domestic Rates	188,000	194,245	200,072	206,075	212,257
Water	2,500	2,000	2,000	2,000	2,000
Security Services	280	280	280	280	280
Cleaning Materials	300	1,500	1,500	1,500	1,500
Refuse Collection / Bulk	1,800	2,000	2,000	2,000	2,000
Office Cleaning Contract	10,376	9,900	10,098	10,300	10,506
Sanitation & Waste Disposal	500	500	500	500	500
Insurance	5,492	6,041	6,645	7,309	8,040
Premises Total	276,897	294,516	303,165	312,130	321,427
Transport					
Hire Transport	150	40	40	40	40
Public Transport - Staff Use	400	100	100	100	100
Car Allowances	300	75	75	75	75
Travelling Expenses	50	25	25	25	25
Transport Total	900	240	240	240	240
Supplies & Services					
Conservation	5,000	4,000	4,000	4,000	4,000
Box-making supplies	0	3,500	3,500	3,500	3,500
Vending Machines	1,167	1,200	1,200	1,200	1,200
Catering Sundries	2,500	1,000	1,000	1,000	1,000
Uniforms / Protective Clothing	0	3,000	3,060	3,121	3,184
General Printing & Stationery	500	700	700	700	700
Audit Fees	2,150	2,200	2,200	2,200	2,200
Central Telephone Exchanges	3,570	4,000	4,080	4,162	4,245
Telephones	1,000	1,500	1,530	1,561	1,592
Postages	400	500	500	500	500

EXPENSE/INCOME ACCOUNT	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £
Supplies & Services					
Internet Charges	654	650	650	650	650
It Consumables	200	200	200	200	200
Software Licences & Maintenance	4,750	5,000	5,200	5,408	5,624
Subscriptions	250	650	650	650	650
Public Liability Insurance	734	807	888	977	1,075
Miscellaneous Insurance	357	371	386	402	418
Supplies & Services Total	23,232	29,279	29,744	30,230	30,737
Support Services					
Accountancy	5,855	6,000	6,150	6,304	6,461
Income Recovery	306	310	318	326	334
Payroll	235	240	246	252	258
Payments	418	430	441	452	463
Audit	459	470	482	494	506
Procurement	408	0	0	0	0
SAP Support	3,060	3,100	3,178	3,257	3,338
ICT Services	8,160	13,200	13,530	13,868	14,215
Human Resources	7,140	7,100	7,278	7,459	7,646
Bilingual Cardiff	2,040	2,250	2,306	2,364	2,423
Legal	510	0	0	0	0
Support Services Total	28,591	33,100	33,928	34,776	35,645
Gross Expenditure	855,861	874,490	901,190	925,031	949,586
Income					
Other Grants	(25,553)	(10,000)	(10,000)	(10,000)	(10,000)
Publications General	(600)	(1,000)	(1,020)	(1,040)	(1,061)
Sale Of Photocopies	(2,000)	(2,000)	(2,040)	(2,081)	(2,122)
Conservation Income	(15,000)	(5,000)	(5,000)	(5,000)	(5,000)
Box Making	0	(5,000)	(5,000)	(5,000)	(5,000)
Sale Of Food	(8,000)	(2,000)	(2,040)	(2,081)	(2,122)
Course Fees General	(150)	(150)	(150)	(150)	(150)
Search Fees	(4,000)	(4,000)	(4,080)	(4,162)	(4,245)
Royalties	(8,000)	(10,000)	(10,000)	(10,000)	(10,000)
Hire Of Special Rooms	(56,000)	(25,000)	(25,000)	(25,000)	(30,000)
Donations	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Interest	(100)	(200)	(200)	(200)	(200)
Sundry Income	(30,958)	(10,000)	(10,250)	(10,506)	(10,769)
Income Total	(151,861)	(75,850)	(76,280)	(76,720)	(82,170)
Contributions From Reserves	(50,000)	(40,000)	(10,000)	0	0
Total Net Budget	654,000	758,640	814,910	848,311	867,416
LA Contributions	(654,000)	(758,640)	(834,504)	(876,229)	(876,229)
Budget Gap/(Surplus)	0	0	(19,594)	(27,918)	(8,813)