



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## AGENDA

<b>Committee</b>	GLAMORGAN ARCHIVES JOINT COMMITTEE
<b>Date and Time of Meeting</b>	FRIDAY, 22 JANUARY 2021, 2.00 PM
<b>Venue</b>	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
<b>Membership</b>	Councillor John (Chairperson) Councillors Colbran, Burnett, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, B Jones, K Jones, R Lewis, W Lewis, Robson, Smith 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 meeting held on 11 December 2020.

### 4 **Month 9 Monitoring Report for 2020/21 and Budget Report 2021/22** (*Pages 9 - 24*)

### 5 **Medium Term Financial Plan Report** (*Pages 25 - 34*)

### 6 **Date of next meeting - To be discussed.**

**Davina Fiore**

**Director Governance & Legal Services**

Date: Monday, 18 January 2021

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

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

## **WEBCASTING**

**This meeting will be filmed for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for 6 months. A copy of it will also be retained in accordance with the Council's data retention policy.**

**Members of the public may also film or record this meeting.**

**If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the body of the Chamber you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you do not wish to have your image captured you should sit in the public gallery area.**

**If you have any queries regarding webcasting of meetings, please contact Committee Services on 02920 872020 or email [Democratic Services](#)**

These minutes are subject to approval as an accurate record at the next meeting of the Glamorgan Archives Joint Committee

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at REMOTE MEETING on 11 December 2020 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan Council (Chairperson)  
Councillor Colbran, Merthyr Tydfil County Borough Council (Deputy Chair)  
Councillor Cowan, Cardiff Council  
Councillor Cunnah, Cardiff Council  
Councillor George, Rhondda Cynon Taf County Borough Council  
Councillor Henshaw, Cardiff Council  
Councillor Jarvie, Vale of Glamorgan Council  
Councillor K Jones, Cardiff Council  
Councillor R Lewis, Rhondda Cynon Taf County Borough Council  
Councillor W Lewis, Rhondda Cynon Taf County Borough Council  
Councillor Smith, Bridgend County Borough Council

### 44 : APOLOGIES FOR ABSENCE

Apologies were received from Councillor Robson.

### 45 : DECLARATIONS OF INTEREST

None received.

### 46 : MINUTES

The minutes of the meeting held on 11 September 2020 were agreed as a correct record.

### 47 : REPORT FOR THE PERIOD SEPTEMBER - 30 NOVEMBER 2020

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

In Summary the Archivist stated that the last period had continued to be challenging for all of the team at Glamorgan Archives. However, a number of positive projects and opportunities had come forward recently, and it shows that a lot of work is still happening despite the pandemic. The team are 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.

The Chairperson invited questions and comments from Members;

Members referred to the Social Media figures for October and asked if these were correct. Officers advised they were correct, it had been a particularly bad month for no apparent reason, however there will be the benefit of tracking statistics going forward.

RESOLVED: to note the report.

#### 48 : MONTH 7 MONITORING REPORT FOR 2020/21 AND BUDGET REPORT 2021/22

Members were provided with an outline of the report in reference to Month 7 monitoring for 2020/21 and the Budget Report for 2021/22. All key headlines were outlined after which the Chairperson invited questions and comments from the Joint Committee.

Members asked if all Section 151 Officers from the Joint Authorities had seen the budget proposal information and if they had responded. Officers explained that they had all been sent the information and been asked to respond before the Joint Committee meeting. No response had been received but there had been a few questions in relation to Covid funding from Welsh Governments; no questions on the budget proposals themselves. Members considered they may not have had enough time to consider the information and suggested this item be deferred to a future meeting. Other Members supported this suggestion in light of LA's currently in budget consultation and there being a potential increase in LA contributions.

Members were very concerned about the NNDR situation; Officers explained that they have been in conversation with Museum colleagues who also want to look at this issue in depth. It is a huge piece of work and cannot be done in isolation. Work will be undertaken across the sectors and Welsh Government over the next year and the Archives intend to be part of that work.

The Chair requested that updated budget reports be circulated to Joint Committee Members in between meetings to keep them up to date with any issues.

RESOLVED: to defer the item to a future meeting to enable S151 Officers in Joint Authorities time to respond fully to the Budget Proposals.

#### 49 : MEDIUM TERM FINANCIAL PLAN REPORT

The Report on the Medium Term Financial Plan was outlined to Members, after which the Chairperson invited questions and comments from Joint Committee Members.

Members considered that it was a good idea to have sight of the Medium Term Financial Plan at this stage, however this would be looked at again in a future meeting after further discussion with s151 Officers from Joint Authorities.

The Chairperson wished to thank officers for a detailed report, and thanks all staff for their hard work.

RESOLVED: to defer the item to a future meeting.

50 : DATE OF NEXT MEETING - 26 MARCH 2021 AT 2.00PM

The Chairperson wished everyone a Merry Christmas and expressed his condolences to anyone who had lost a loved one this year.

The meeting terminated at 3.45 pm

This page is intentionally left blank

**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**

22 January 2021

---

**2020/21 MONTH 9 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 31<sup>st</sup> December 2020 (Month 9), 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 9)**

	<b>Budget</b> £	<b>Actual to date</b> £	<b>Projection</b> £	<b>Variance</b> £
<b><u>Expenditure</u></b>				
Employee Related	526,242	411,428	521,390	(4,852)
Premises Related	276,897	252,397	301,559	24,662
Transport Related	900	71	294	(606)
Supplies & Services	23,232	28,405	113,722	90,490
Support Services	28,591	29,915	30,425	1,834
<b>GROSS EXPENDITURE</b>	<b>855,861</b>	<b>722,215</b>	<b>967,390</b>	<b>111,529</b>
<b><u>Income</u></b>				
Income	(151,861)	(51,580)	(221,764)	(69,903)
Contribution from Reserves	(50,000)	0	(50,000)	0
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>670,636</b>	<b>695,626</b>	<b>41,626</b>

## **Glamorgan Records Office: Overspend £41,626 Projected**

5. The position at month 9 has improved since month 7 and overspend has reduced from £52,297 to £41,626. The main reasons for the overspend are detailed below.

### **Employee Budget: (£526,242 budget, £4,852 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 £4,852, as a grant-funded member of staff left the Archives in December when the Time and Tide project ended.
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 9)**

	<b>Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Employees</u></b>				
Employee Expenditure	526,242	411,428	521,390	(4,852)
Employee Income - Grants	(25,553)	(7,071)	(26,069)	(516)
Employee Income - DWP	(9,413)	(6,189)	(9,413)	0
<b>Employees Total</b>	<b>491,276</b>	<b>398,168</b>	<b>485,908</b>	<b>(5,368)</b>

### **Premises Related Budget: (£276,897 budget, £24,662 overspend)**

8. The current projected overspend of £17,443 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. This figure has decreased slightly since Month 7 as there has not been any repair work undertaken over the last two months and therefore the overall projection has been amended accordingly.
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 (£3,467) 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, £606 underspend)**

11. Transport costs have remained as at month 7 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, £90,490 overspend)**

12. This overspend is largely due to increased expenditure on conservation (£6,482) and consultation fees (£30,748). 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). All consultation fees are offset by grant income however and therefore have a net nil impact on the budget.
13. A projected overspend of £50,230 on IT Consumables and Hardware is the result of PC upgrades required for the building as well as digital equipment purchased using a grant received from the Cultural Recovery Fund. This is the result of a successful application submitted to Welsh Government for £48,000 to be used for digitisation equipment, which will allow for orders for material to be supplied remotely as people cannot currently visit 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 £4,525 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, £1,834 overspend)**

16. Despite underspends in areas such as accountancy and procurement; ICT and SAP Support 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, £69,903 over achieved)**

17. The position at month 9 has improved greatly from that at month 7 (£69,903 over achieved instead of £8,882 under achieved) and this is predominantly the result of an increase in Sundry Income - £48,000 from the Cultural Recovery Fund and £24,600 from Welsh Government for a digital preservation project. This income will be used towards staffing costs and digital equipment and will therefore have a net nil impact on the budget. 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.

## **Local Authority Contributions**

21. 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.
22. 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**

23. The Glamorgan Archives, like most organisations, has been greatly impacted upon by the outbreak of the Covid-19 virus. The doors of the building were closed on 19<sup>th</sup> March 2020 and whilst staff have started a phased return, the

building remains closed to the public whilst circumstances and working practices are continually monitored.

24. 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.
25. 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. Whilst the latter claim of £48,000 was successful, the claim for lost income was not and it has since been referred to a separate body for consideration. Until a decision is reached, the Archives will continue to explore avenues through which to claim for lost income but 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 9 Summary**

26. Projected expenditure for 2020/21 indicates overspend against approved budgets of £41,626, 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.
27. 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.
28. Whilst certain lines of income and expenditure have increased considerably since Month 7, the majority of this will have a net nil impact on the budget. The overall position has improved slightly however and this is predominantly due to circa £6,000 income received from West Glamorgan Archive Services for Horner Work that relates to 2019/20 and should have been received last financial year. There has also been a further reduction in staff costs because of the Time and Tide project, which ended in December.

## **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**

	<b>2020/2021 Budget £</b>	<b>2021/2022 Budget £</b>	<b>Increase/ (Decrease)</b>
<b>Expenditure</b>			
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
<b>GROSS EXPENDITURE</b>	<b>855,861</b>	<b>874,490</b>	<b>18,629</b>
Income	(151,861)	(75,850)	76,011
Contribution from Reserve	(50,000)	(40,000)	10,000
<b>NET EXPENDITURE</b>	<b>654,000</b>	<b>758,640</b>	<b>104,640</b>

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 £82,758.06 as at 31<sup>st</sup> 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
<b>Total</b>	<b>100</b>	<b>654,000</b>	<b>758,640</b>	<b>104,640</b>

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 £695,626 against the approved budget of £654,000, representing an overall overspend of £41,626. 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 because 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 £41,626.
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 9 position, the General Reserve balance will decrease to £82,758 without further mitigations.
59. The General Reserve balance will decrease further to £42,758 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 11<sup>th</sup> of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

### **RECOMMENDATION**

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**  
**22 January 2021**

**Appendices**

Appendix 1 - Month 9 Monitoring Position 2020/21  
Appendix 2 - Proposed Budget 2021/22

This page is intentionally left blank

Expense/Income Account	Budget £	Month 9 £	Projected £	Variance £
<b>Employees</b>				
Gross Pay	403,502	318,327	402,077	(1,425)
LG Pensions	79,653	64,125	81,081	1,428
National Insurance	39,921	26,500	33,639	(6,282)
Miscellaneous Allowances	550	306	408	(142)
Holiday Pay	0	614	1,578	1,578
Staff Training Expenses	0	150	150	150
Apprenticeship Levy	2,033	1,406	1,875	(158)
Employer Liability Insurance	582	0	582	0
<b>Employees Total</b>	<b>526,242</b>	<b>411,428</b>	<b>521,390</b>	<b>(4,852)</b>
<b>Premises</b>				
Repairs, Alterations & Maintenance	20,000	8,326	37,443	17,443
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	8,492	13,871	2,871
Electricity	22,000	19,100	25,467	3,467
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	122	300	0
Refuse Collection/Bulk Containers	1,800	1,950	1,950	150
Contract Cleaning	10,376	7,227	9,888	(488)
Specialist Waste Disposal	500	205	500	0
Insurance	5,492	5,960	5,492	0
<b>Premises Total</b>	<b>276,897</b>	<b>252,397</b>	<b>301,559</b>	<b>24,662</b>
<b>Transport</b>				
Hire of Transport CTS	150	0	0	(150)
Public Transport - Staff Use	400	0	200	(200)
Car Allowances	300	47	63	(237)
Travel Expenses	50	16	22	(28)
MV Hire Insurance Premiums	0	8	10	10
<b>Transport Total</b>	<b>900</b>	<b>71</b>	<b>294</b>	<b>(606)</b>
<b>Supplies &amp; Services</b>				
Personal Protective Equipment (PPE)	0	1,583	1,783	1,783
Equipment & Materials	0	2,742	2,742	2,742
Conservation	5,000	4,363	11,482	6,482
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	13,423	30,748	30,748
Commission (Inc. Credit Cards)	0	45	60	60
Central Telephone Exchanges	3,570	2,665	4,002	432

<b>Supplies &amp; Services</b>				
Telephones	1,000	991	992	(8)
Postages	400	64	200	(200)
Internet Charges	654	160	641	(13)
IT Consumables/Hardware	200	2,430	50,430	50,230
Software Licences & Maintenance Agreements	4,750	750	4,757	7
Security Expenses	0	250	250	250
Purchasing Cards	0	(10)	0	0
Subscriptions	250	329	651	401
Public Liability Insurance	734	0	734	0
Miscellaneous Insurance	357	0	357	0
<b>Supplies &amp; Services Total</b>	<b>23,232</b>	<b>28,405</b>	<b>113,722</b>	<b>90,490</b>
<b>Support Services</b>				
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	1,000	1,000	(1,040)
Legal	510	0	510	0
<b>Support Services Total</b>	<b>28,591</b>	<b>29,915</b>	<b>30,425</b>	<b>1,834</b>
<b>Gross Expenditure</b>	<b>855,861</b>	<b>722,215</b>	<b>967,390</b>	<b>111,529</b>
<b>Income</b>				
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)	(142)	(300)	300
Sale of Photocopies	(2,000)	(1,407)	(2,000)	0
Conservation Income	(15,000)	(9,953)	(26,313)	(11,313)
Sale of Food	(8,000)	0	(1,600)	6,400
Course Fees	(150)	0	(75)	75
Search Fees	(4,000)	(1,963)	(2,617)	1,383
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)	(12,300)	(116,270)	(85,312)
Donations	(1,500)	(201)	(268)	1,232
Access Charges for Filming	0	(300)	(300)	(300)
Interest	(100)	0	(100)	0
<b>Income Total</b>	<b>(151,861)</b>	<b>(51,580)</b>	<b>(221,764)</b>	<b>(69,903)</b>
<b>Contributions from Reserves</b>	<b>(50,000)</b>	<b>0</b>	<b>(50,000)</b>	<b>0</b>
<b>Total Net Budget</b>	<b>654,000</b>	<b>670,636</b>	<b>695,626</b>	<b>41,626</b>

<b>EXPENSE/INCOME ACCOUNT</b>	<b>2020/21 Budget £</b>	<b>2021/22 Budget £</b>	<b>Increase/ (Decrease)</b>
<b>Employees</b>			
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
<b>Employees Total</b>	<b>526,242</b>	<b>517,356</b>	<b>(8,886)</b>
<b>Premises</b>			
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
<b>Premises Total</b>	<b>276,897</b>	<b>294,516</b>	<b>17,619</b>
<b>Transport</b>			
Hire Transport	150	40	(110)
Public Transport - Staff Use	400	100	(300)
Car Allowances	300	75	(225)
Travelling Expenses	50	25	(25)
<b>Transport Total</b>	<b>900</b>	<b>240</b>	<b>(660)</b>
<b>Supplies &amp; Services</b>			
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

<b>EXPENSE/INCOME ACCOUNT</b>	<b>2020/21 Budget £</b>	<b>2021/22 Budget £</b>	<b>Increase/ (Decrease)</b>
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
<b>Supplies &amp; Services Total</b>	<b>23,232</b>	<b>29,279</b>	<b>6,047</b>
<b>Support Services</b>			
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)
<b>Support Services Total</b>	<b>28,591</b>	<b>33,100</b>	<b>4,509</b>
<b>Gross Expenditure</b>			
	<b>855,861</b>	<b>874,490</b>	<b>18,629</b>
<b>Income</b>			
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
<b>Income Total</b>	<b>(151,861)</b>	<b>(75,850)</b>	<b>76,011</b>
<b>Contributions from Reserves</b>			
	<b>(50,000)</b>	<b>(40,000)</b>	<b>10,000</b>
<b>Total Net Budget</b>			
	<b>654,000</b>	<b>758,640</b>	<b>104,640</b>

**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**

22 January 2021

---

**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 £41,626 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 19<sup>th</sup> 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
	<b>100</b>	<b>654,000.00</b>	<b>758,640.00</b>	<b>834,504.00</b>	<b>876,229.20</b>	<b>876,229.20</b>

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 £32,758.06 as set out in the following table.

**Table 2: General Reserve Balance**

	£
<b>Current Reserve Balance as at 31.03.2020</b>	<b>174,384.06</b>
Budgeted Drawdown 2020/21	(50,000)
Projected Deficit (as at Month 9)	(41,626)
<b>Balance as at 31/03/2021</b>	<b>82,758.06</b>
Budgeted Drawdown in 2021/22	(40,000)
<b>Balance at 31/03/2022</b>	<b>42,758.06</b>
Budgeted Drawdown in 2022/23	(10,000)
<b>Balance as at 31/03/2023</b>	<b>32,758.06</b>

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 £82,758 without further mitigations. This will then decrease further to £32,758 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 11<sup>th</sup> of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

## **RECOMMENDATION**

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**  
**22 January 2021**

### **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 £
<b>Employees</b>					
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
<b>Employees Total</b>	<b>526,242</b>	<b>517,356</b>	<b>534,114</b>	<b>547,655</b>	<b>561,538</b>
<b>Premises</b>					
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
<b>Premises Total</b>	<b>276,897</b>	<b>294,516</b>	<b>303,165</b>	<b>312,130</b>	<b>321,427</b>
<b>Transport</b>					
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
<b>Transport Total</b>	<b>900</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>240</b>
<b>Supplies &amp; Services</b>					
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 £
<b>Supplies &amp; Services</b>					
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
<b>Supplies &amp; Services Total</b>	<b>23,232</b>	<b>29,279</b>	<b>29,744</b>	<b>30,230</b>	<b>30,737</b>
<b>Support Services</b>					
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
<b>Support Services Total</b>	<b>28,591</b>	<b>33,100</b>	<b>33,928</b>	<b>34,776</b>	<b>35,645</b>
<b>Gross Expenditure</b>	<b>855,861</b>	<b>874,490</b>	<b>901,190</b>	<b>925,031</b>	<b>949,586</b>
<b>Income</b>					
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)
<b>Income Total</b>	<b>(151,861)</b>	<b>(75,850)</b>	<b>(76,280)</b>	<b>(76,720)</b>	<b>(82,170)</b>
<b>Contributions From Reserves</b>	<b>(50,000)</b>	<b>(40,000)</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>
<b>Total Net Budget</b>	<b>654,000</b>	<b>758,640</b>	<b>814,910</b>	<b>848,311</b>	<b>867,416</b>
<b>LA Contributions</b>	<b>(654,000)</b>	<b>(758,640)</b>	<b>(834,504)</b>	<b>(876,229)</b>	<b>(876,229)</b>
<b>Budget Gap/(Surplus)</b>	<b>0</b>	<b>0</b>	<b>(19,594)</b>	<b>(27,918)</b>	<b>(8,813)</b>