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AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 21 MAY 2021, 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 and Smith

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 - 6)**
To approve as a correct record the minutes of the previous meeting.
- 4 Report for the period 1 March - 30th April 2021 (Pages 7 - 22)**
- 5 Strategic Plan 2021-2026 (Pages 23 - 36)**
- 6 National Broadcast Archive (Pages 37 - 40)**
- 7 Glamorgan Archives Outturn Report 2020/21 (Pages 41 - 64)**

8 Dates of next meetings

To consider the proposed dates of meetings for 2021/22:

20th August 2021
19th November 2021
18th February 2022
20th May 2022

Davina Fiore

Director Governance & Legal Services

Date: Monday, 17 May 2021

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

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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 VIA MS TEAMS on 26 March 2021 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan Council (Chairperson)
Councillor Burnett, Bridgend County Borough Council
Councillor Cowan, Cardiff Council
Councillor Cunnah, 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 Robson, Cardiff Council
Councillor Smith, Bridgend County Borough Council

57 : APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Colbran, George, Henshaw and Barbara Jones.

58 : DECLARATIONS OF INTEREST

None.

59 : MINUTES

The minutes of the previous meeting were agreed subject to the inclusion of Councillor Jarvie to the attendee list.

60 : REPORT FOR THE PERIOD 1 DECEMBER 2020 - 28 FEBRUARY 2021

Members were provided with an update on the work, visits and achievements of the service for the period 1 December 2020 – 28 February 2021; the Appendices listing notable accessions, information on collections and the interesting enquiries.

The Archivist also emphasised the important work being undertaken with Health and Safety at Cardiff Council to ensure the building is safe to open back up to staff and the public. Measures such as screens, PPE, booking a time slot in advance, ordering documents in advance, reduced numbers in the building, social distancing in the search room and the need to quarantine documents were all outlined. The archivist stressed the building will only open when it is safe to do so.

In Summary the Archivist stated the Covid pandemic has caused a number of issues for Glamorgan Archives over the last year, and continues to present a challenging operating landscape. It had been extremely pleasing to secure additional pots of funding in the last period for additional equipment, and to recoup some of the lost income that the service has experienced.

The team have continued to work hard despite the challenges of working from home, answering enquiries and filling orders to the best of their ability without full-time access to the collections. The number of different projects, outreach opportunities, and training etc. that they have been able to report shows that work has continued and every opportunity was being taken to promote the collections and the service, in so far as is feasible at the current time. There are lots of other opportunities on the horizon, so the service should continue to develop and grow into the forthcoming financial year.

The Chairperson invited questions and comments from Members;

Members referred to Social Media and noted the spike of likes/comments on certain articles and asked if this was something that could be identified and possibly replicated. Members were advised that often they are posts with photographic materials and/or articles about things in peoples living memory such as the Coal Board or the Cardiff Bay Development Corporation articles/images.

Members thanks the Archivist for a very informative and thorough report. The Archivist explained that she wants to increase engagement with Joint Committee Members going forward, she would like to meet each Member in their own Authority, when possible, to identify priorities and areas of focus for the Service.

Members discussed the importance of digital preservation with regard to Local Authority records; the importance of having a record of decisions and an insight into how institutions work and also Children's Services/Adoption records. Members offered to work with the Archivist in progressing this. The Archivist explained that there was lots of work to do and Children's Services/Adoption records had been chosen as a priority, she hoped this would resonate with Welsh Government as she hoped they would provide funding for this.

RESOLVED: to note the report.

61 : DATE OF NEXT MEETING - 21 MAY 2021 AT 2PM

The meeting terminated at 3.00 pm

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

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1st March – 30th April 2021	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1st March to 30th April 2021

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

Lewis Lovell, Archivist, returned from maternity leave in early-April.

Continue skill sharing and volunteer programme

20 volunteers continue to work remotely on projects, contributing approximately 325 hours during the quarter. This is significantly lower than the last quarter. Despite additional digitisation being undertaken during December, in anticipation of a tightening in Covid19 restrictions, it was not enough to satisfy the demand for resources by volunteers during a winter lockdown. One volunteer described volunteering as a 'life line' during this difficult period. Now that staff have returned to the office work is underway to digitise the next stage of their projects and provide new material to volunteers who have finished their allocation of images.

A project launched last quarter to produce a finding aid for the 1877 diary of Tudor Crawshay has been completed. The work will be checked by staff and then attached to the catalogue entry for the diary.

The Cardiff Bay Development Corporation (1987-2000) was one of a number of Urban Development Corporations established in the 1980s to redevelop areas of urban decay and dereliction. Work has started to list 18 volumes of slides and negatives, 1991-1999, as a continuation of the work of the Time and Tide project. The volunteers involved have commented on how much they are enjoying the project, providing an opportunity to identify areas of Cardiff that have been transformed in the 30 years since the photographs were taken.

Virtual work experience placements are being developed with two bookings already taken for June.

The next phase of the Cultural Ambition programme (with a new trainee) will be starting later in the financial year. The service will also be taking a trainee over the summer as part of the 'Kickstart' training programme, also in collaboration with Creative and Cultural Skills.

Continuing Professional Development

Heather Mountjoy and Louise Hunt, Archivists, completed the second part of the Digital Preservation Coalition's Novice to Know-How online course on providing access to preserved digital content. Other staff have enrolled on the full course and are due to start it soon, with the aim of all staff going through the programme.

The Glamorgan Archivist and the Senior Archivist attended a half-day conference on Engaging Digital Audiences organised by Heritage Digital.

Three members of staff continue to attend Welsh language classes which are delivered online.

The Glamorgan Archivist has also completed training in her role as Departmental Safeguarding Liaison Officer, in Managing Staff Remotely, in Digital Content tools and attended a seminar on digitisation for family history. In addition, the Glamorgan Archivist attended a four-week seminar programme delivered by The National Archives entitled 'Archives Respond: Reframe, Regear, Reset', looking at how archive services can respond to the challenges posed by the pandemic. She also received training in the use of the Archives and Records Association's (ARA) Resilience Indicator.

Budget

Manage to best advantage

The budget continues to be regularly monitored, and every opportunity is taken to scrutinise expenditure and income.

The final budget for 2021-22 came in slightly overspent, which was an improvement on predictions from earlier in the year.

Maximise benefit from income generation

Opportunities for different ways of drawing income into the service will be looked at as part of work on the new Strategic Plan targets.

As part of a grant from the Welsh Government's Cultural Recovery Fund, digitisation equipment was purchased at the end of the financial year and was delivered at the end of March. This equipment will transform the opportunities for the service to undertake digitisation for users, to create surrogate copies of material in the service's care and to undertake large-scale digitisation on behalf of others on a consultancy basis.

Indexes to the Glamorgan Asylum patient records and the Cardiff Police fingerprint and photographic registers have been published on Ancestry. Since they were made available we have seen an increase in the number of remote enquiries received relating to these collections. This adds to the material now available through commercial suppliers.

Promote partnerships and networks

National

We continue to work closely with the Women's Archive Wales (WAW). The Senior Archivist and Louise Hunt, Archivist, met with representatives from WAW to discuss the future transfer of material to the WAW administrative archive which is held at Glamorgan Archives. A number of recommendations were made, including an annual transfer on a set date, in order to ensure all relevant material is identified, preserved and transferred smoothly.

Staff have also supported the WAW online events programme, attending a talk on women in the Rhondda, the annual Ursula Masson Memorial Lecture delivered this year by Gaynor Legall of Heritage and Cultural Exchange (HCE), and the launch of the WAW walking tours.

The Glamorgan Archivist continues to sit of the steering group for WAW's Setting the Record Straight Project, which is looking at recording the legacy of female Members of Parliament, Assembly Members and now Members of the Senedd over time.

The Glamorgan Archivist and the Senior Archivist have met with representatives from People's Collection Wales (PCW) to discuss the potential around mounting images from the collections on the PCW website. Some material that has copyright clearance will be uploaded over the next few months.

The Senior Archivist continues to attend meetings of the ARA UK Survey Group, which is currently overseeing the ongoing Distance Enquiries Survey.

The Glamorgan Archivist continues to represent Archives and Records Council Wales on the Sporting Heritage Panel for Wales, looking at the establishment

of a framework for handling sporting heritage. Work on the framework is continuing and will hopefully be launched later in 2021.

The Glamorgan Archivist has helped to re-establish the Welsh County Archivists' Group, which met for the first time for ten years' in April. The group will meet three times a year to discuss issues common amongst local authority archive services in Wales. This is in addition to the ongoing Archives and Records Council Wales, which also met in April.

Work has continued on the agreement for the National Broadcast Archive to place a Clip Corner in the reception area of the Glamorgan Archives building.

Local

The Museum of Cardiff rent space in our strongrooms for the storage of their collection. They received Covid Recovery grant funding from Welsh Government to undertake photography of the collection to facilitate the digital delivery of service. Access to the building was provided to Museum of Cardiff staff on a number of days during March so that they could complete this work within the current financial year.

The Conservator delivered training to volunteers from the Jewish History Association of South Wales as part of their Welsh Government funded project to train volunteers. A film providing guidance on handling archive material was pre-recorded and circulated to participants, followed by a live on-line Q&A session with the Conservator.

We are working with the Scribla Collective, a group of artists from south Cardiff, supported by arts organisation Art Shell, who have received Arts Council Wales funding to use our collections and those of HCE to inspire projects, both physical and digital. The Senior Archivist sits on the Steering Group.

The Senior Archivist contributed to a training session for third sector and cultural and heritage organisations delivered through the Fusion programme by Cardiff People First. She spoke about the work we have undertaken with Cardiff People First, explaining the benefits for us as an organisation and encouraging others to follow suit.

The Senior Archivist attended the Executive Committee meeting of Glamorgan Family History Society, updating members on plans for reopening the searchroom. She also attended a meeting of the LGBTQ+ Research Group.

Potential partnerships

The Senior Archivist met with representatives from the Cambridge University research project Secondary Education and Social Change to discuss a proposed project around the creation of virtual school reunions in south Wales. She has also provided advice to a number of organisations applying for National Lottery Heritage Fund support, including Made in Roath's Welsh, Gifted and Black project; the Young Queens project working with young women from the Somali community in Cardiff, and the Invisible Cardiff project led by homelessness charity The Wallich.

The Senior Archivist also met with staff from Rhondda Cynon Taf Heritage Services to discuss potential partnership work around recognising diversity in the south Wales coalfield.

2. Building and systems

Maintain building

Essential maintenance work continued during the lockdown period, and since the building reopened from staff in April.

Ensure compliance

Staff continued to work from home for March and most of April, in line with Welsh Government Level 4 restrictions. A small onsite presence was maintained on some days each week to accommodate staff unable to work from home and continue income generation work including research and digitisation. Staff returned to site on 22 April.

The Senior Archivist continues to represent the Archives on Cardiff Council's Welsh Language Co-ordinators' Group.

B. THE COLLECTION

1. Conservation

Repositories

A full defects and health and safety check on the building has been carried out by the conservator and assistant conservator.

The average environmental figures for the last quarter are as follows:

Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
17.0°C	49.9% RH	18.7°C	47.9% RH	19.0°C	45.6% RH	18.5°C	46.3% RH
Amount of Temperature and Humidity variations over the quarter							
2°C	5.6%	2.2°C	3.7%	2.1°C	3.8%	2°C	6.6%

The AHU runtimes for this quarter are as follows:

- Strongroom 1 AHU - 40 minutes
- Strongroom 2 AHU - 40 minutes
- Strongroom 3 AHU - 40 minutes
- Strongroom 4 AHU - 40 minutes

Conservation and preservation plans

Work has continued on rebinding the birth, marriage and death registers for Pontypridd Register Office.

The Conservator has restarted work on the National Manuscript Conservation Trust (NMCT) project for the Royal Welsh College of Music and Drama and will be joined by Rosie Hellyer, the project conservation intern, shortly.

Helen Pedder, the project conservator on the NMCT project to conserve the Plymouth estate maps, has restarted the project.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

A grant application has been submitted for funding to aid the upload of catalogue data into the Archives Portal Europe, via the Archives Hub. Currently 15% of collections are included on the Portal but the aim is for this to increase so that our catalogue data is available to a wider audience.

Work continues on scoring collections based on their priority for required cataloguing work. 60% of all collections have now been assessed.

The contract with Axiell to support the CALM software has not been renewed with a view to moving to the Epexio collection management software during this financial year.

Collection development

Although we were unable to take in new deposits for the majority of this period, staff continued to field enquiries about depositing records, sending out survey forms to potential depositors. Since returning to the office we have started to make contact with these potential depositors to arrange to take receipt of material.

The small number of accessions that were able to be received during this reporting period are reported in *Appendix I*. It was not possible to issue full receipts within 15 working days of receipt while staff were working from home. 81% of the accessions received between May and October 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.

Digital preservation

The Glamorgan Archivist has continued to lead the Welsh Vital Digital Information project, looking at long-term solutions for the preservation of born-digital records in local authorities. An application for further funding to specifically look at the preservation of data from Children's and Family Services will be submitted in May. The steering group for the project has been expanded to include representatives from all of the local authority archive services in Wales.

C. ACCESS

1. On-site use

Monitor service and implement improvements

The searchroom remains closed to the public. Plans for reopening are in place.

Programme of user events

The virtual events programme continues. In March Dr Oliver Davis of Cardiff University spoke on 'Caerau Hillfort and the (Pre)Historic Origins of Cardiff: Archaeology, History and Community Engagement'. 61 attended.

The April event saw volunteers from the Jewish History Association presenting on 'Researching Jewish History in the Cynon Valley', focussing on the work they've undertaken at the Cynon Valley Museum. 34 attended from as far afield as Israel, including relatives of some of the business people discussed in the talk, and additional records will be deposited as a result.

Two of the talks were recorded. 'Researching Jewish History in the Cynon Valley' and 'From Ironmasters to Workers: The story of Cyfarthfa Castle Museum & Art Gallery' and are now available to view online via the service's You Tube channel.

Education

The Senior Archivist attended 'Lessons with Archives', a two half-day training course provided by the National Archives. The course focussed on the delivery of online school workshops and the creation of digital education resources. Several very useful tips were picked up which will be incorporated into the service's planning for education services from September.

Cardiff University hosted the 2021 Socio-Legal Studies Association annual conference. As part of its plenary session focusing on 'Race, Place and Nation in the UK', The National Archives shared material on the Cardiff Race Riots drawing on collaborative work undertaken with Glamorgan Archives around the centenary in 2019. Discussions are underway as to how this work could be taken forward through future student research projects.

Images of items from the Cardiff Police Records have been provided for inclusion in a KS3 schools resource pack relating to the 1919 Cardiff Race Riots.

2. External events

Contribute to heritage events

Louise Hunt, Archivist, delivered a virtual tour of the Archives to the Cardiff Bay Rotary Club's Zoom meeting in March. Positive feedback was received:

I just want to express my sincere thanks for the wonderful presentation you gave to the club last night, you won the attention of everyone in attendance, the feedback has been so positive, and enough to suggest that every member enjoyed the talk, this was also confirmed by the number of questions asked on completion of your speech,

Your virtual services must be highly sought after under the current Covid circumstances so we doubly appreciate the time and effort put into your amazing presentation, again wholehearted thanks

Archivist Hannah Price gave a talk to members of the Cardiff Probus Club:

Many thanks for taking us around Glamorgan Archives this morning. You undoubtedly opened the door for many of our members to a previously unknown asset. It is a fascinating place and your talk was comprehensive, well illustrated and very interesting so thank you very much for sharing your knowledge and experience with us.

Who knows whether it will encourage any more donations or volunteers but I am willing to bet that it will increase enquiries from those who did not know what kind of information you hold and how you can help.

Thank you very much for your cooperation and we look forward to the day when we can come in person to Glamorgan Archives.

Identify and respond to major anniversaries

Social media has been used to commemorate a number of anniversaries and celebrate notable dates. These have included St David's Day and the formation of the Welsh Guards on St David's Day 1915; the destruction of Marlborough Road School, Cardiff, in an air raid on 3 March 1941; International Women's Day and Women's History Month; Census Day, and Easter. The service also provided content for a social media post by South Wales Police on the devastating air raid on Cwmparc on 29 April 1941.

3. Remote access

Monitor service and implement improvements

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

Thank you!!!! That is really helpful and very kind...and quick!!

Thank you so much. First class service.

Many thanks for your assistance and the excellent organisation within the Glamorgan Archives, especially during these troubled times.

Staff continued to attend the office once a week, on a rota basis, during the lockdown period in order to respond to research enquiries and digital photography orders.

The ARA Distance Enquiries Survey is underway. The survey started on 19 April and will run until the end of July. It records user satisfaction with our remote enquiries service, and has been updated this year to include questions on the impact of Covid19 on the service. Results will be published in the autumn.

Interesting enquiries are reported in *Appendix II*.

Publicity

We continue to publicise the service through our blog. Articles this quarter have looked at the formation and first season of Cardiff Corinthians football club, the Cardiff Blitz, attending school during the Second World War, the roller skating craze of the Edwardian era, and drawings from artist Mary Traynor's sketchbooks.

Social media is being used to update the public on the impact of Covid19 restrictions on the service. We have also highlighted the publication on Ancestry of indexes to the Glamorgan Asylum records and the Cardiff Police fingerprint and photographic registers.

During April we have participated in the #Archive30 social media campaign, led by the Archives and Records Association Scotland. The campaign sees archives services from across the world post content each day during April on daily hashtag themes. The posts have received a very good response, significantly increasing our engagement especially on Twitter.

The theme for #Archive30 on 19 April was #ArchiveMystery. We chose to share a collection of photographs of people from Cardiff Docks, dated from 1900-1920, for which we have very little information. The post was well-received on social media. It was picked up by the BBC and initially featured on the BBC Wales News website. It then made it to the national BBC News website, becoming at one point the third most read story of the day. The Senior Archivist was then invited to discuss the photographs on BBC Breakfast and on BBC Wales Today. They also appeared in a feature on Wales Online, and media enquiries continue to be received. The photographs are now available to view as a gallery on our website.

An article on Wales Online drew on research undertaken at Glamorgan Archives by artist and historian Anthony Rhys on Cardiff's former red light districts.

Two photographs from the South Wales Police Records have been used to illustrate an article on the air raid defences at the National Oil Refinery in Llandarcy, published in the Neath Antiquarian Society Journal, March 2021.

Details of engagement are reported in Appendix III.

SUMMARY

The highlight of this shortened quarter has been getting the staff back in the building in April. It is hoped that this is an ongoing occupancy. Work is underway on getting the building ready for the public to return, although that will not look like it did pre-pandemic.

Staff have continued to respond to enquiries and deal with issues as best as they can during this difficult period. Work has been completed on the new

Strategic Plan for 2021-2026, giving some focus and direction to priorities over the coming year.

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
April 2021

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 March 2021 – 30 April 2021

Background Papers

Officer to Contact: Laura Cotton – 029 2087 2202

Appendix I

Butetown Free Open-air Carnival Records			
Accession No:	2021/4	Reference No:	D1789
Programme Date of records: Aug 1983			

Philip Riden Papers			
Accession No:	2021/5	Reference No:	DX446
Cardiff Commonwealth Arts Festival leaflets and papers Date of records: 1965			

Gelligaer Historical Society Records			
Accession No:	2021/6, 2021/10	Reference No:	D1499
Gelligaer Times: Newsletter Numbers 53-54 Date of records: Mar 2021			

New Theatre Cardiff Programme			
Accession No:	2021/7	Reference No:	D1790
Programme for variety acts: Stanville presents 'Here's Cheer' Date of records: Aug 1942			

Albany Road Baptist Church Records			
Accession No:	2021/8	Reference No:	D1791
'Home Harvest' recipe book produced by church members Date of records: Sep 1981			

Llancarfan Society Records			
Accession No:	2021/9	Reference No:	DLNS
Newsletter 185 Date of records: Mar 2021			

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Mar-Apr 2020	349	(268)	16	537 (to 18/3/2020)
May - Aug 2020	0	0	0	1026
Sep – Nov 2020	0	0	0	1855
Dec 2020-Feb 2021	0	0	0	548
Mar-Apr 2021	0	0	0	402

	Remote Enquiries	Website Hits
Mar-Apr 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
Dec 2020-Feb 2021	777 (+225 un-printed thank you emails)	8885
Mar-Apr 2021	673 (+134 un-printed thank you emails)	5918

Interesting Enquiries

A combination of a winter lockdown and a reference to our resources on S4C programme Adra have led to an increase in house history enquiries, with several householders looking to discover more about the development of their properties. Records of Stephenson and Alexander, Auctioneers and Chartered Surveyors, have proved particularly helpful. Properties include Glynteg House in Ely, Cardiff and The Cedars in Canton, Cardiff. The discovery of a letter from 1903 behind an old mirror in her home prompted one person to contact us, looking to learn whether the recipient was living in her home at the time, and also seeking advice on how best to preserve the letter.

In addition, we've received enquiries on some of the more significant buildings in our area, including Cardiff Market, its stalls and stallholders. We suggested the Central Market registers and tenancy applications within the Cardiff Borough Council records might be of use. An auctioneer preparing a sale of Swansea porcelain originally

bought from a gallery run by FE Andrews in the Morgan Arcade contacted us for information regarding the gallery. We referred him to records of the Andrews Brothers including the Welbeck Gallery, established by FE Andrews in Morgan Arcade. We were also contacted by a family historian researching the disputed ownership of Newton House in Cowbridge, and the history of the Gibbon family who lived there. An image of the property was found in the Edwin Miles Photographic Collection and sale particulars in the Glamorgan County Council Land Agent records. The family appear in various collections including the Quarter Sessions and estate records.

Family historians often contact us seeking to trace seafaring ancestors in our crew agreements. It's particularly hard to follow sailors from ship to ship, and such enquiries are therefore rarely successful. But recently we've helped a family historian from Canada to track his great grandfather between ships, with the most recent discovery being time spent working on the SS Cardiff during the early-20th century.

We continue to see interest in the Hughesovka Research Archive, responding to a recent request to supply images of the Cartwright Family for a Ukrainian documentary film. International interest has also come from Japan, with an enquiry from a professor working on a project to locate Japanese photographic material and publish details on an online catalogue.

We haven't received as many enquiries from students as usual, with many focussing their research work on sources such as newspapers which are readily available online. Nevertheless, we have assisted a PhD student researching the late medieval Mortimer lordship who was interested in a rental within the Cardiff Library collection dating from c1300.

We are always happy to assist colleagues from other heritage organisations. Padstow Museum made contact regarding their efforts to research links between the town and the John Cory shipping line. They were particularly interested in finding the crew agreements for the SS Rhodesia from 1899. Mark Bate, from Padstow was Captain of the Rhodesia when it went to the rescue of an American ship, and six members of the crew were awarded medals from President McKinley.

Appendix III

Events	
Caerau Hillfort and the (Pre)Historic Origins of Cardiff: Archaeology, History and Community Engagement	61
Researching Jewish History in the Cynon Valley	34
Cardiff Bay Rotary Club	
Llanishen Probus Club	50
Jewish History Association of South Wales: Conservation training	
Professional Organisations	
Cardiff Fusion / Cardiff People First	9

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
<i>Dec</i>	5400	5093	1480	877	1054	27
<i>Jan</i>	5439	5080	1486	5481	1070	27
<i>Feb</i>	5479	8440	1492	1580	1083	35
<i>Mar</i>	5536	6743	1513	3281	1083	49
<i>Apr</i>	5640	42,791	1547	2495	1129	55

Appendix IV

Bench work		
D1782/14	1 handmade card	Cleaned and repackaged
Cleaning and Packaging		
2020/92	2 volumes	Cleaned
External Work		
Local Registrars	100 volumes	Rebound
English University	1 box	box made
English Council	4 box	Boxes made

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

COMMITTEE

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
21st May 2021**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
Strategic Plan 2021-2026	

1. PURPOSE OF REPORT

This report presents the new Strategic Plan for 2021-2026.

2. BACKGROUND

Progress towards targets are reported to each meeting of the Joint Committee. This Strategic Plan gives direction to the service for the next few years. It is intended to be a working document so that new opportunities can be added to it over the term of the Plan. An annual plan will be drawn from this each year to inform the work of the staff, and that will be reported against in each quarterly report to the Joint Committee.

3. 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.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the Plan will be funded from within the approved revenue budget,

or external funding will be sought for additional activities. A number of these opportunities are identified within the Plan.

5. SUMMARY

The new Strategic Plan for 2021-2026 gives the service a direction for the forthcoming period of time. An annual plan will be drawn from this longer plan, but many tasks and activities run over multiple years so it is useful for the service to have an idea of what it is aiming for over a longer period. This is particularly useful for Archives Accreditation purposes and will form the basis of a revised reporting template for the Joint Committee.

6. RECOMMENDATION

Members are asked to approve the Strategic Plan for 2021-2026.

Laura Cotton
Glamorgan Archivist
14 May 2021

Glamorgan Archives

Strategic Plan 2021-2026



This plan sets out the vision, outcomes and accompanying action plan for Glamorgan Archives for the five-year period 2021-26. The service has recently undergone a period of uncertainty and change during the Coronavirus pandemic which has shaped our thinking about the future and the areas of growth needed for the service to continue to develop and deliver for the multiple communities that it serves.

Vision

The vision for the service is to collect, preserve and share the documentary heritage of the historic county of Glamorgan (incorporating Mid and South Glamorgan, as well as some records for West Glamorgan) for and with everyone.

Mission Statement

The mission of the service is to safeguard and develop the collections, whilst also making them as widely accessible as possible in order to engage, educate and empower all those who come into contact with them, now and in the future. The service will take a proactive and inclusive approach to enhancing the collection and its access by addressing cataloguing and conservation backlogs, developing a comprehensive solution for digital preservation and embracing new and innovative approaches for engagement and access to the collections in an increasingly digital world.

Outcomes

The key outcomes for the service are:

- User communities are able to access the service's resources, no matter where they are in the world, through enhanced provision of digital services.
- A wider range of people are aware of Glamorgan Archives and the work that the service does.
- People of all ages have developed skills and are better prepared for the workplace through engagement with Glamorgan Archives.
- The legal and evidential value of archives is at the forefront of the service's work.
- Collections are gathered, kept and shared using the best professional standards.
- Resources are managed to the best possible advantage with all due consideration given to sustainability and value-for-money, whilst maintaining a flexible and agile service.

Those outcomes translate into the following action plan:

Task/target	How this will be delivered	Who will deliver (staff/partners)	Timescales: short, medium or long term	Notes
1. Enhanced provision of digital services				
1.1 Establish a priority programme for digitisation of collections and enhance access to digital collections through a broad range of avenues	<ul style="list-style-type: none"> • Combined priority programme for cataloguing, conservation and digitisation • Enhanced website • Work with Peoples Collection Wales (PCW) to highlight selected aspects of the collections through Creative Commons licensing • Explore other options for displaying collections highlights online with a broad range of partners 	GA staff PCW	2021-2022	
1.2 Improved access to collections through an enhanced online catalogue	<ul style="list-style-type: none"> • Improved archive catalogue on GA website by transfer to new software provider • Provide wide access to catalogues through partnerships with Archives Hub and The National Archives, etc. • Explore other options for broadening access to the collections. • Apply for Metadata Ingest Grant from Archives Portal Europe for adding more 	GA staff Archives Hub Manage Your Collections at TNA	2021-2023	

	catalogues onto Archives Hub			
1.3 Improved website with more resources and assistance available online 24/7	<ul style="list-style-type: none"> • Develop more online resources to add to the GA website so that people can always access material (even when the office is closed) • Revise existing and develop further research guides to add to website resources • Develop further channels for communication with users through website and social media • Develop curated content for GA website through online exhibitions and video content 	GA staff ICT?	2023-2026	
1.4 Increased use of social media shared amongst the whole team with growing usage figures	<ul style="list-style-type: none"> • Develop plans and procedures for embedding social media more deeply within individual staff workplans • Look at ways that the use of social media can be broadened within the work of GA • Explore options for continuing to deliver bilingual social media provision and ways in which copyright issues can be resolved 	GA staff Externally funded project staff?	2023-2026	
1.5 Enhanced range of online events, with additional services like recorded events	<ul style="list-style-type: none"> • Deliver a more varied range of online events 	GA staff Community groups	2021-2023	

	<ul style="list-style-type: none"> Record and mount online past events to allow additional viewing later Work with other groups to continue to enhance the range of events delivered on request Develop new targeted events for new audiences (linked to 2.1 below) 	and other organisations		
1.6 Agree and deliver a digital preservation repository	<ul style="list-style-type: none"> Develop and deliver a Digital Preservation Strategy specifically for Glamorgan Archives Use the outputs of the Welsh Vital Digital Information project to inform a future plan for long-term developments of a digital preservation repository Agree external funding for a seed project to implement a digital repository Put in place all of the relevant digital preservation tools required to care for born-digital material 	GA staff ARCW Digital preservation group NLW?	2021-2024	
1.7 Develop and deliver a Digital Strategy	<ul style="list-style-type: none"> Continue development of a far-reaching digital strategy incorporating all aspects of digital archives 	GA staff	2021-2023	
2. Awareness (Advocacy)				
2.1 Identify new audiences and broad areas	<ul style="list-style-type: none"> Develop a comprehensive 	GA staff	2024-2026	

<p>of interest</p>	<p>stakeholder map to highlight existing users and other stakeholders</p> <ul style="list-style-type: none"> • Hold an online consultation looking at identifying specific interest groups not currently engaged with GA and identifying their areas of interest • Plan and deliver an externally funded project to target new audiences 	<p>Externally funded project staff</p>		
<p>2.2 Build relationships with local media outlets to tell stories of local interest from across Glamorgan</p>	<ul style="list-style-type: none"> • Develop key contacts in media throughout the area • Identify stories of interest to highlight GA and collections 	<p>GA staff</p>	<p>2023-2026</p>	
<p>2.3 Work with existing and potential community groups from across the area through broad community engagement</p>	<ul style="list-style-type: none"> • Continue to offer tours and talks to groups when invited. • Develop a Community Engagement Strategy • Gain external funding for a Community Engagement Officer • Investigate opportunities for pop-up exhibitions throughout the local area to showcase content in hard-to-reach communities 	<p>GA staff Externally funded project staff</p>	<p>2023-2026</p>	
<p>2.4 Enhance communications with users to increase engagement with service</p>	<ul style="list-style-type: none"> • Plan what methods of user communications will work best and deploy • Develop a supporters 	<p>GA staff Community Engagement Officer?</p>	<p>2023-2026</p>	

	<ul style="list-style-type: none"> mailing list for use in marketing and fundraising Investigate potential around an Archives Champions programme 			
2.5 Enhance the GA building as a community asset	<ul style="list-style-type: none"> Develop a public art project using the building as a base Look at the GA site and ways that it can be utilised by the local community Investigate further opportunities for 'opening up' building through Open Days or 'takeovers' etc. 	GA staff Externally funded project?	2023-2026	
3 Education (Engagement)				
3.1 Enhance offer to schools through direct engagement and mounting education packs online	<ul style="list-style-type: none"> Develop further education packs to offer directly to schools Investigate ways of holding virtual classroom sessions with schools Add further education resources to GA website and PCW 	GA staff PCW	2021-2024	
3.2 Use collections to engage schools in discussions re topics of interest	<ul style="list-style-type: none"> Develop an education project using collections held at GA to look at climate change in the local area Work with colleagues from across Wales on sources relating to the history of slavery and the history of disability 	GA staff External funding? ARCW	2021-2026	
3.3 Strengthen existing and develop new	<ul style="list-style-type: none"> Work with students to 	GA staff	2021-2023	

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<p>partnerships with Higher and Further Education establishments in the area</p>	<p>develop video content for GA</p> <ul style="list-style-type: none"> Identify departments in local HE/FE institutions that GA doesn't currently work with, and see if links can be established 			
<p>3.4 Continue and enhance opportunities for Work Placements at GA</p>	<ul style="list-style-type: none"> Roll out virtual/hybrid placements Work with archive courses to improve placements for archive students Continue to work with CC Skills to offer Cultural Ambition placements Work with CC Skills on Kickstart placement scheme 	<p>GA staff CC Skills</p>	<p>2021-2023</p>	
<p>3.5 Develop intergenerational learning opportunities</p>	<ul style="list-style-type: none"> Work with partners to look at ways of bringing different generations together using collections as a catalyst for conversation (such as work with care homes etc.) 	<p>GA staff</p>	<p>2024-2026</p>	
<p>4. Legal and evidential value of archives</p>				
<p>4.1 Work to increase advocacy and representation within constituent local authorities</p>	<ul style="list-style-type: none"> Work with GAJC to ensure links with broad range of officers from constituent authorities Continue to respond to requests for partnership working within the six partners Use the work of the Welsh 	<p>GA staff GAJC</p>	<p>2021-2023</p>	

	Vital Digital Records project as a catalyst for increased links			
4.2 Ensure better integration with local authorities and other business collections	<ul style="list-style-type: none"> • Work to identify collections for deposit from local authorities • Develop a strategy for identifying collections that GA would seek to collect 	GA staff GAJC ARCW	2021-2023	
4.3 Ensure records from all partner authorities are transferred to Glamorgan Archives in a timely and efficient manner, and are stored to the best professional standards both in paper form and electronically	<ul style="list-style-type: none"> • Create closer working links with records/information managers from all constituent authorities through SWIF 	GA staff GAJC	2021-2023	
4.4 Work with ARCW Collections at Risk Project	<ul style="list-style-type: none"> • Work with ARCW Collections at Risk Officer to ensure any local collections at risk are identified and preserved 	GA staff ARCW	2021-2022	
5. Collections				
5.1 Begin a systematic stocktake of all collections as part of Collections Weeks	<ul style="list-style-type: none"> • Reintroduce Collections Weeks following pandemic (end 2021) • Implement stocktaking work as part of Collections Weeks 	GA staff	2021-2022	
5.2 Ensure a balance of cataloguing, conservation and digitisation priorities	<ul style="list-style-type: none"> • Redevelop spreadsheet of priorities to include cataloguing, conservation and digitisation • Join up the different elements of work so that all sides work together to enhance access to collections for users 	GA staff	2021-2022	

	<ul style="list-style-type: none"> Use priority listing to inform plans for external funding and identify order of applications 			
5.3 Develop coherent programme of external funding applications	<ul style="list-style-type: none"> Cataloguing Cardiff Castle (Burgess) collection Add further collections to list as per priority list (see 5.2 above) 	GA staff	2021-2026	
5.4 Complete half-finished collections	<ul style="list-style-type: none"> Complete work on the ABP collection Complete work on the Coroners collection Add further collections to list as per priority list (see 5.2 above) 	GA staff Volunteers	2021-2026	
5.5 Reinterpret collections descriptions so that they reflect modern views of history	<ul style="list-style-type: none"> Mathews collection Add further collections to list as per priority list (see 5.2 above) 	GA staff Volunteers	2023-2026	
5.6 Investigate options for full indexing of collections	<ul style="list-style-type: none"> Look at new cataloguing software and plan ways to comprehensively index collections to international standards 	GA staff	2024-2026	
6. Management of resources				
6.1 Manage budget to ensure best value for money and appropriate use at all times	<ul style="list-style-type: none"> Continue to hold regular budget monitoring sessions with accountants 	GA staff	2021-2026	
6.2 Maximise income generation opportunities	<ul style="list-style-type: none"> Develop more commercial agreements for mounting more collections online Use spare office capacity to rent out to other organisations on a more long-term basis (not just 	GA staff	2021-2026	

	training)			
6.3 Maximise staffing complement through grant funding and efficient use of resources	<ul style="list-style-type: none"> • Ensure all opportunities for extra funding and capacity building are utilised • Use opportunities to work with training providers on additional apprenticeships and traineeships 	GA staff CC Skills	2021-2026	
6.4 Ensure an inclusive and well-developed workforce	<ul style="list-style-type: none"> • Review current staffing structure to ensure best fit for service • Develop a workforce development plan to optimise training and development opportunities for all staff • All staff to complete Novice 2 Know How digital preservation training from Digital Preservation Coalition 	GA staff ARCW	2021-2023	
6.5 Ensure sharing of skills with partner organisations as much as feasible	<ul style="list-style-type: none"> • Work with ARCW to enhance opportunities for skills sharing amongst staff of archive services across Wales 	GA staff ARCW	2023-2025	
6.6 Ensure Archives Accreditation is renewed and continued	<ul style="list-style-type: none"> • Submit Archives Accreditation application for renewal 	GA staff	September 2021	
6.7 Ensure a broad range of opportunities for volunteers	<ul style="list-style-type: none"> • Diversify current volunteer base • Enhance online volunteering offer • Develop programme of volunteering opportunities to reflect our strategic 	GA staff	2021-2026	

	priorities			
6.8 Ensure service is run transparently	<ul style="list-style-type: none"> Enhance reporting through GAJC Use increased user communication channels (2.4 above) to increase dialogue with all users regarding priorities and stakeholder feedback 	GA staff	2021-2022	
6.9 Establish a fundraising plan for GA	<ul style="list-style-type: none"> Develop a fundraising strategy to work alongside the annual budget Investigate all options for fundraising including donations, legacy giving and crowdfunding 	GA staff	2022-2024	
6.10 Investigate impact of climate change on the GA building and surrounding area	<ul style="list-style-type: none"> Work with all partners to investigate impact of climate change on the GA building and the Leckwith area 	GA staff GAJC Partner authorities	2023-2026	
6.11 Work more collaboratively with neighbouring archive services	<ul style="list-style-type: none"> Work with colleagues from across Wales to re-establish the Welsh County Archivists' Group Investigate potential collaborative projects with colleagues from across Wales 	GA staff	2021-2023	
6.12 Improve management of GA building	<ul style="list-style-type: none"> Establish quarterly Health and Safety checks of full building Ensure regular testing of all aspects of building Ensure all tests and checks are fully recorded 	GA staff	2021-2022	

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

21 May 2021

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Strategic Plan 2021-2016

Background Papers:

Freestanding Item

Officer to Contact: Laura Cotton – 029 2087 2202

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

COMMITTEE

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
21st May 2021**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
National Broadcast Archive	

1. PURPOSE OF REPORT

This report updates members on the plans for the National Broadcast Archive to host a Clip Corner at Glamorgan Archives.

2. BACKGROUND

As reported to previous Joint Committee meetings, the National Library of Wales has asked Glamorgan Archives to host a Clip Corner, which will allow material from the National Broadcast Archive to be shown on dedicated terminals in the building. It is planned that the Clip Corner will be located in the reception area at Glamorgan Archives and it will have a direct VPN link to the material (which includes BBC Wales, ITV Wales and S4C archive footage).

NLW have requested that the agreement be in the form of a Lease. This resolves issues for them around the copyright of the material and its' use at Glamorgan Archives. The Lease has not been appended to this report because of confidentiality reasons, but has been supplied to all Joint Committee members in advance.

3. 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.

The agreement, issued by the National Library of Wales' legal team has been checked with Cardiff Council Legal team and Cardiff Council Property department. As this is a property transaction, the Joint Committee needs to approve the signing of the agreement as this is deemed to be outside of the normal scheme of delegation to the Glamorgan Archivist.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The National Library of Wales will not be paying Glamorgan Archives for the lease of the corner of the reception area, but they will undertake the IT works that are required to install the terminals etc.

5. SUMMARY

Hosting the National Broadcast Archive's Clip Corner at Glamorgan Archives offers an opportunity to showcase this material locally in Cardiff and for the whole of the area. It is a very useful addition to the facilities in the building, and we hope it will be utilised widely by a broad range of people. This report is a part of the work towards finalising the agreement. It is hoped that the terminals will be installed and ready to launch in early 2022.

6. RECOMMENDATION

Members are asked to formally approve the signing of the agreement by the Glamorgan Archivist.

**Laura Cotton
Glamorgan Archivist
14 May 2021**

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

14 May 2021

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

National Broadcast Archive

Background Papers:

Freestanding Item

Officer to Contact: Laura Cotton – 029 2087 2202

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

**AGENDA ITEM NO:
2020/2021 OUTTURN
2020/2021 DRAFT AUDIT WALES RETURN**

THE GLAMORGAN ARCHIVES JOINT COMMITTEE 21st MAY 2021

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

FINAL OUTTURN POSITION & DRAFT AUDIT WALES RETURN FOR 2020/2021

PURPOSE OF REPORT

1. This report presents a brief overview of the financial position for the year, together with the unaudited draft Audit Wales (AW) return for the year ended 31st March 2021. Page four of the return, 'Committee Approval & Certification', requires completion but the unaudited draft financial statements are presented to this Committee today for information only.

FINAL OUTTURN POSITION FOR 2020/21

2. The Glamorgan Archives Joint Committee approved a proposed budget of £654,000 for the financial year 2020/21, to be financed by contributions from each of the six member local authorities. The proposed budget was subsequently agreed and ratified by each member local authority.
3. The table below summarises the final outturn position for financial year 2020/21:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
	£	£	£
Expenditure	855,861	965,773	109,911
Income	(151,861)	(255,590)	(103,729)
Reserve (Drawdown)	(50,000)	(56,182)	(6,182)
Net Expenditure	654,000	654,000	0

4. Appendix 1 provides a detailed analysis of the 2020/21 outturn.

Employee (£526,242 Budgeted, £12,069 Overspend)

5. The majority of the overspend was due to the 20/21 pay award, which saw all employees receiving a 2.75% gross pay uplift. This pay award was however offset by a reduction in the employers' pension contribution which neutralised the impact to the overall budget.
6. There were also some unbudgeted health and safety training and occupational health costs that contributed towards this overspend.

Premises (£276,897 Budgeted, £25,906 Overspend)

7. Overspends on maintenance contracts (£2,048), electricity (£5,968) and gas (£2,842) were partially offset in year by underspend in areas such as water (£690), contracted cleaning (£653) and specialist waste disposal (£439).
8. The unbudgeted in-year replacement of the gas cylinders that supply the fire suppression system, required to validate the building insurance and ensure the safety of the documents, had the most significant impact to the budget. This expense totalled £26,342 and whilst the Archives maintain a £20,000 budget for repairs, alterations, and maintenance, this one-off expense exceeded the contingency.
9. National Non-Domestic Rates (NNDR) continues to be the largest single component of the premises budget, totalling £188,588 in year (£588 overspent).
10. As a response to the pandemic, the Archives purchased safety equipment such as perspex screens, personal protective equipment (PPE) and sanitisation equipment which were essential to satisfy Covid-19 regulations. These were unforeseen costs during the budget setting process for 2020/21 but have been included in future year budgets as a response to the post-pandemic operational environment.

Transport (£900 Budgeted, £829 Underspend)

11. Changes in the way the Archives operated in 2020/21 saw a reduction in travel, shifting to virtual appointments/meetings, and minimising the collection of items. Consequently, the Archives incurred a total expense of £71 in relation to transport, which was largely attributed to car allowances of £47.

Supplies and Services (£23,232 Budgeted, £71,031 Overspend)

12. The majority of this overspend is due to purchases of the ICAM Guardian A0 Camera System (£26,750) and the IQ1 80/XF Camera (£14,900), both of which were funded through a Welsh Government Grant. This equipment will be used to radically reform the digital service provided by the Archives as an investment for the future, by enabling the ability to easily photograph collections, and particularly large items, which the Archives have previously been unable to provide. This will ensure that these items are more accessible digitally.

- 13.** Another large element of this spend was in relation to consultant fees (£25,723) for the Welsh Vital Digital Records Project (£24,600) which looked at how the Archives deal with born-digital council records for the long-term and a conservation consultant (£1,123) working on conserving the Plymouth Estate Surveys (Ref: DPL), which was again funded through grant income received in year. Other purchases, such as the digital microfilm scanner (£3,850) and Dell laptops (£2,430) carried over from 2019/20, contributed to the budget overspend
- 14.** Annual subscriptions (£698) to bodies such as the Institute of Conservation (ICON), Archives and Records Council Wales (ARCW) and the Glamorgan History Society, exceeded the budget by £448 but these subscriptions provided the Archives with access to additional resources and accreditations which are vital for their operation.

Support Services (£28,591 Budgeted, £1,734 Overspend)

- 15.** This overspend was predominantly caused by an ICT Services charge which exceeded the budget by £2,840, due to increased licencing costs. The total ICT overspend was however offset slightly by underspends in other areas such as accountancy, procurement and Bilingual Cardiff.

Income (£151,861 Budgeted, £103,729 Overachieved)

16. Grants - £162,704 income

The Archives received a number of Welsh Government grants in year. The first was from the Cultural Recovery Fund, totalling £46,102, which facilitated the purchase of a new camera system for digitisation. The second receipt from the Local Government Digital Transformation Fund, of £24,600, was for the Welsh Vital Digital Information Project. After a successful appeal for the loss of income during the pandemic, the Archives also received a grant of £24,000 from the Welsh Government Hardship Fund, therefore reducing the total drawdown from reserves at year-end.

Funding of £26,069 was also received from Archives Revealed (£18,998 relating to 19/20 and £7,071 relating to 20/21) for a staff member working on the Time and Tide project which was completed in December 2020. Additionally, the Archives received a New Burdens payment from the National Archives of £34,257.81, in relation to accessions taken in during 2019/20 under the Public Records Acts. Furthermore, a sum of £6,020 was received from Archives & Records Council Wales (ARCW) to facilitate the purchase of the digital microfilm scanner and a replacement edge welder for conservation, and £1,656.22 was received from the Wellcome Trust in relation to 2019/20 activities.

17. Internal Income – £18,018

This relates to income received from other Cardiff Council departments in relation to meeting room hire, honouring agreements that were in place before Covid-19.

18. External Income - £74,868

External income includes items such as filming charges (£300), course fees (£1,800), photocopies (£2,260) and publication sales (£155) as detailed on Appendix 1. In addition, the Archives received income of £1,800 from the Jewish History Association of South Wales for the delivery of online courses and search fees which totalled £4,499 including £1,362.50 from Bridgend County Borough Council (CBC) for undertaking research into the origins of Street names in the Bridgend CBC districts. Royalty payments totalled £15,561, including Find My Past (£2,989) and Ancestry (£12,572).

The Archives also generated a further £29,275 through the hire of specialist rooms, including £21,263 from Carmarthenshire County Council for use of the Archives building for temporary storage and £6,950 from Cardiff Museum for storage of their collections. Finally, £10,826 was received from the Department of Work and Pensions (DWP) to be used towards the employment costs of a member of staff, who supports Access to Work requirements.

Reserve Drawdown (£50,000 Budgeted, £6,182 Overbudget)

19. It was agreed in 2015/16 that there would be a drawdown from Reserves of £100,000 and that this would be reduced by £25,000 each year moving forward. Whilst attempts have been made to phase out the need to supplement the budget using Reserves, £50,000 was projected to be needed in 2020/21 in order to balance the budget. In year monitoring suggested that this would need to be exceeded to cover unexpected costs and reduced income throughout the year but as at 31st March, the drawdown has only increased by £6,182.

<u>Movements on Glamorgan Archives General Reserve</u>	<u>£</u>
Balance brought forward at 1 st April 2020	174,384
Less Drawdown from General Reserve	(56,182)
Transfer to General Reserve	0
Balance as at 31st March 2021	118,202

20. The £56,182 in the table above represents the drawdown of funding from Reserves to pay for the balance of in year spend not covered by Local Authority member contributions. The Medium Term Financial Plan published in 2020/21 illustrates the proposed reserve drawdown over the next four years; with £40,000 to be used in 2021/22, £10,000 to be used in 2022/23 and the complete phasing out of any reserve drawdown from 2023/24 onwards.

Covid-19 Impacts

21. The doors to the Glamorgan Archives building closed on 19th March 2020 as a result of Covid-19 and as at 31st March 2021, they remain closed to the public. Whilst staff have now been able to return as of the 22nd April 2021, it remains unknown as to when members of the public will be able to do so. The closure throughout 2020/21 resulted in increased expenditure with regards to safety equipment that had to be purchased for the safe reopening within legal guidelines as well as additional testing for legionella within the water system. There was also a significant reduction in income due to meeting room hire cancellations and public closure resulted in reduced sales, course and search fees. Whilst the reduced income was mitigated to a certain extent through the receipt of grant income, there could be further income reductions in 2021/22 as a result of the closure. The budget for 2021/22 has however been set in line with these uncertainties and the financial position will be closely monitored throughout the financial year.

AUDIT WALES ANNUAL RETURN FOR 2020/21

22. The draft Annual Return (attached) for the year ended 31st March 2021 is unaudited at this stage. Audit Wales has yet to begin the audit of the accounts, but the Annual Return will be available for public inspection for 20 full working days in June. Dates will be in line with Cardiff Council's display, which at present is still to be confirmed. Members will however be informed when the display commences.

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

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

25. The financial performance for 2020/21 was impacted upon greatly by Covid-19, with increased expenditure and reduced income and as a result, the outturn position was difficult to project throughout the year. The overall outturn position as at 31st March 2021 is however better than initially anticipated and whilst there is still a need to drawdown an additional £6,182 from the General Reserve, this is a considerable reduction from what was last anticipated at month 9. The overall Reserve balance as at 31st March 2021 is £118,202.

RECOMMENDATIONS

1. That the outturn position for 2020/21 be noted.
2. That the attached Draft Audit Wales Annual Return for 2020/21 be noted and signed.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee

Appendices

1. Appendix 1 – Outturn Position 2020/21
2. Appendix 2 – Draft Audit Wales Annual Return for 2020/21
3. Appendix 3 – Glamorgan Archives Statement of Accounts 2020/21

Appendix 1 - 2020/21 Outturn Position

Expense/Income Account	Budget £	Actual £	Variance £
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Employees			
Gross Pay	403,502	416,107	12,604
LG Pensions	79,653	84,005	4,352
National Insurance	39,921	34,625	(5,296)
Miscellaneous Allowances	550	353	(197)
Holiday Pay	0	819	819
Staff Training	0	350	350
Apprenticeship Levy	2,033	2,052	19
Employer Liability Insurance	582	0	(582)
Employees Total	526,242	538,311	12,069

Premises			
Repairs, Alterations & Maintenance	20,000	36,552	16,552
Security Measures	6,678	6,686	8
Rodent & Pest Control	396	0	(396)
Grounds Maintenance	1,175	1,152	(23)
Fire Management/Protection	2,900	2,840	(60)
Maintenance Contracts	11,000	13,048	2,048
Electricity	22,000	27,968	5,968
Gas	3,500	6,342	2,842
National Non Domestic Rates	188,000	188,588	588
Water Rates	2,500	1,810	(690)
Security Services	280	0	(280)
Cleaning Materials	300	123	(177)
Refuse Collection/Bulk Containers	1,800	1,950	150
Contract Cleaning	10,376	9,723	(653)
Specialist Waste Disposal	500	61	(439)
Insurance	5,492	5,960	468
Premises Total	276,897	302,803	25,906

Transport			
Hire of Transport CTS	150	0	(150)
Public Transport - Staff Use	400	0	(400)
Car Allowances	300	47	(253)
Travel Expenses	50	16	(34)
MV Hire Insurance Premiums	0	8	8
Transport Total	900	71	(829)

Appendix 1 - 2020/21 Outturn Position

Expense/Income Account	Budget £	Actual £	Variance £
Supplies & Services			
Purchase/Repair - Office Equipment	0	4,220	4,220
Equipment & Materials	0	3,278	3,278
Welsh Translation	0	457	457
Conservation	5,000	5,552	552
Vending Machines	1,167	834	(333)
Catering Sundries	2,500	0	(2,500)
General Printing & Stationery	500	38	(462)
Photocopying Materials	0	80	80
Audit Fee	2,150	1,843	(307)
Consultants Fees	0	25,723	25,723
Commission (Including Credit Cards)	0	62	62
Central Telephone Exchanges	3,570	3,997	427
Telephones	1,000	988	(12)
Postages	400	113	(287)
Internet Charges	654	641	(13)
IT Consumables	200	41,650	41,450
Hardware Purchase	0	2,430	2,430
Software Licences & Maintenance Agreements	4,750	900	(3,850)
Maintenance and Development	0	509	509
Security Expenses	0	250	250
Subscriptions	250	698	448
Public Liability Insurance	734	0	(734)
Miscellaneous Insurance	357	0	(357)
Supplies & Services Total	23,232	94,263	71,031
Support Services			
Accountancy	5,855	5,450	(405)
Income Recovery	306	300	(6)
Payroll	235	230	(5)
Payments	418	410	(8)
Audit	459	525	66
Procurement	408	0	(408)
SAP Support	3,060	4,000	940
ICT Services	8,160	11,000	2,840
Human Resources	7,140	7,000	(140)
Bilingual Cardiff	2,040	1,410	(630)
Legal	510	0	(510)
Support Services Total	28,591	30,325	1,734
Gross Expenditure	855,861	965,773	109,911

Appendix 1 - 2020/21 Outturn Position

Expense/Income Account	Budget £	Actual £	Variance £
Income			
Welsh Government Covid-19	0	(70,102)	(70,102)
Other Grants (Time and Tide)	(25,553)	(26,069)	(516)
Archives & Records Council Wales	0	(6,020)	(6,020)
Wellcome Trust Grant	0	(1,656)	(1,656)
Publications General	(600)	(155)	445
Sale of Photocopies	(2,000)	(2,260)	(260)
Conservation Income	(15,000)	(9,953)	5,047
Sale of Food	(8,000)	0	8,000
Course Fees	(150)	(1,800)	(1,650)
Search Fees	(4,000)	(4,499)	(499)
Royalties	(8,000)	(15,561)	(7,561)
Hire of Specialist Rooms	(56,000)	(47,293)	8,707
Sundry Charges & Income	(30,958)	(69,660)	(38,702)
Donations	(1,500)	(261)	1,239
Access Charges for Filming	0	(300)	(300)
Interest	(100)	0	100
Income Total	(151,861)	(255,590)	(103,729)
Contributions from Reserves	(50,000)	(56,182)	(6,182)
Total Net Budget	654,000	654,000	0

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Minor Joint Committees in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

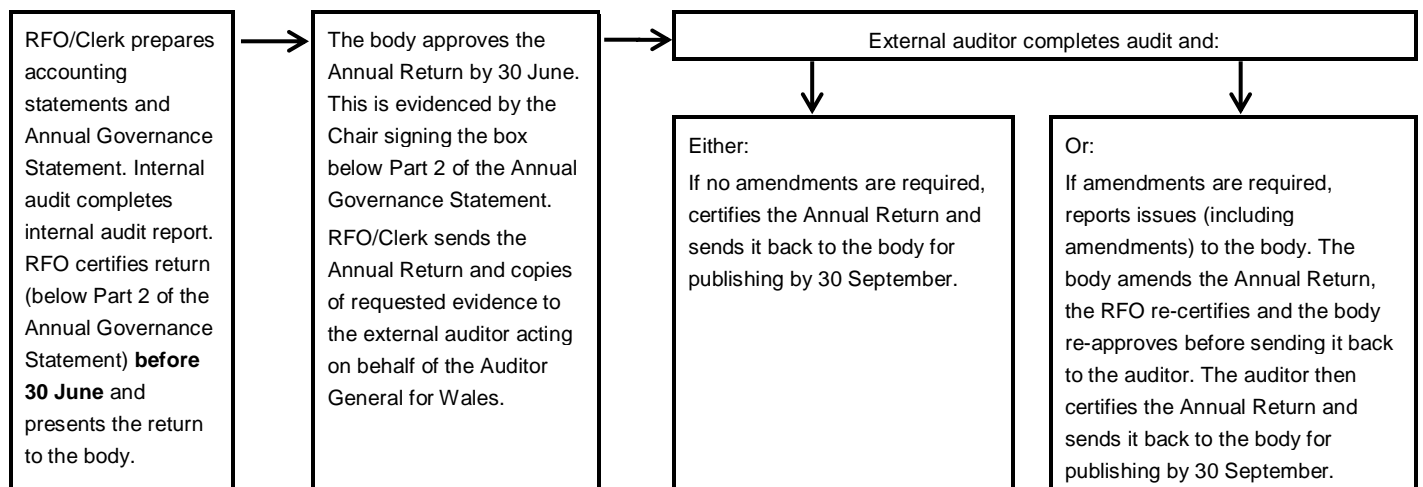
	Yes	No		Yes	No		Yes	No
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	WELSH	<input type="checkbox"/>	<input type="checkbox"/>	BILINGUALLY	<input type="checkbox"/>	<input type="checkbox"/>

THE ACCOUNTS AND AUDIT PROCESS

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

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

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



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink** .

APPROVING THE ANNUAL RETURN

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

If it is unable to complete the approval process by 30 June 2021 or publish the audited return by 30 September, the Committee must publish notices as required by the Regulations.

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

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

Accounting statements 2020-21 for:

Name of body: Glamorgan Archives

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	175,969	174,385	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	654,000	654,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
1. (+) Total other receipts	250,140	255,590	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
2. (-) Staff costs	(543,579)	(538,311)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
3. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(362,145)	(427,462)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	174,385	118,203	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	63,058	105,540	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	127,714	65,890	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(16,387)	(53,227)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	174,385	118,203	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	6,187,222	6,124,444	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

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

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

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p>Approval by the Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref:</p>
<p>Name: Christopher Lee</p>	<p>Chair of meeting signature:</p>
<p>Date: 10 May 2021</p>	<p>Name:</p> <p>Date:</p>

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

--

Auditor General's report

Audit opinion

Other matters arising and recommendations

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

Annual internal audit report to:

Name of body: GLAMORGAN ARCHIVES 2020-2021

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Appropriate books of accounts have been kept through Cardiff Council's main accounting ledger, SAP.</p> <p>Regular Progress Against Budget is maintained and monitored by the Accountant and discussed in Glamorgan Archives Project Board Management Meetings.</p> <p>Committee members declare interests at relevant points in the committee meetings.</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for under Cardiff Councils VAT registration with the necessary disclosures and permissions sought from HMRC.</p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The body has assessed and mitigated significant inherent risks in order to achieve its objectives on a quarterly basis, and when changes has occurred, these were discussed regularly at the Glamorgan Archives Joint Committee Meetings.</p>
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Annual precept resource demand resulted from an adequate budgetary process and are calculated and the budget, income, progress and expenditure is regularly</p>

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					<p>maintained and monitored by the Accountant.</p> <p>The monitoring is discussed regularly at the Glamorgan Archives Joint Committee Meetings evidenced in the minutes.</p>
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Analysis of the overall cost / profit centre position did not identify any Imprest account re-imbursments
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Salaries to employees and allowances to members were paid through Cardiff Council's main accounting ledger, SAP and the internal Payroll process documented in DigiGov.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notional Capital Financing Costs and Capital Balance Sheet maintained by Cardiff Council Accountant for 2020/21.
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year-end bank account reconciliations for inter companies are undertaken as part of the council wide year-end bank reconciliations.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accounting statement were prepared from figures based in SAP – Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

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

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

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	PERNILLE LARSEN
Signature of person who carried out the internal audit:	Pernille Larsen
Date:	30.04.2021

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **You must send to the external auditor, information to support the assertions made in the Annual Governance Statement.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

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

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Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2021

2019/20 £		2020/21 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
	Cost of Services								
544,918	Staff Costs	549,959	76,994	175,987	32,998	137,490	60,496	65,995	549,959
274,049	Premises	302,803	42,392	96,897	18,168	75,701	33,308	36,336	302,803
1,215	Transport	71	10	23	4	18	8	8	71
59,561	Supplies & Services	94,263	13,197	30,164	5,656	23,566	10,369	11,312	94,263
0	Third Party Payments	0	0	0	0	0	0	0	0
27,320	Central Departmental Support	30,325	4,246	9,704	1,820	7,581	3,336	3,639	30,325
65,374	Capital Charges	62,778	8,789	20,089	3,767	15,694	6,906	7,533	62,778
972,436	Operating Expenditure	1,040,199	145,628	332,864	62,412	260,050	114,422	124,824	1,040,199
(654,000)	Contributions from Local Authorities	(654,000)	(91,560)	(209,280)	(39,240)	(163,500)	(71,940)	(78,480)	(654,000)
(36,162)	Grant Income	(162,704)	(22,779)	(52,065)	(9,762)	(40,676)	(17,897)	(19,525)	(162,704)
(213,774)	Fees and Charges	(92,886)	(13,004)	(29,724)	(5,573)	(23,221)	(10,217)	(11,146)	(92,886)
(903,936)	Operating Income	(909,590)	(127,343)	(291,069)	(54,575)	(227,398)	(100,055)	(109,151)	(909,590)
68,501	Net Cost of Services	130,609	18,285	41,795	7,837	32,652	14,367	15,673	130,609
(205)	Interest & Investment Income	0	0	0	0	0	0	0	0
0	Interest Payable	0	0	0	0	0	0	0	0
(205)	Financing & Investment Income & Expenditure	0	0	0	0	0	0	0	0
68,296	(Surplus) / Deficit on Provision of Services	130,609	18,285	41,795	7,837	32,652	14,367	15,673	130,609
0	Other Comprehensive Income & Expenditure	0	0	0	0	0	0	0	0
68,296	Total Comprehensive Income & Expenditure	130,609	18,285	41,795	7,837	32,652	14,367	15,673	130,609

RECONCILIATION TO REVENUE ACCOUNT:

68296	As above	130,609	
0	69320 PPE reverse previous imp on reval	0	
(65,374)	89302 Tfr from CAA to Neut	(62,778)	Not in above
0	89305 Trf to CAA re Revaluation	0	
(1,338)	89600 Tfr to/fm Acc Absence	(11,649)	Not in above
0	Interest Payable	0	In above not on SAP as notional
0	Additional notional contribution income from LA's	0	In above not on SAP as notional
0	69101 Cont to Oth Earmrkd Res	0	Not in above
(1,584)	89101 Cont from Oth Earmarked Res	(56,182)	Not in above
(0)	Balance as per revenue account on SAP	0	

Glamorgan Archives Balance Sheet as at 31st March 2021

		Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%	
31/03/20	31/03/21								
6,187,222	Land and Buildings	6,124,444	857,422	1,959,822	367,467	1,531,111	673,689	734,933	6,124,444
0	Assets Under Construction	0	0	0	0	0	0	0	0
0	Vehicle, Plant, Furniture & Equipment	0	0	0	0	0	0	0	0
6,187,222	Long Term Assets	6,124,444	857,422	1,959,822	367,467	1,531,111	673,689	734,933	6,124,444
16,995	Inventories	16,957	2,374	5,426	1,017	4,239	1,865	2,035	16,957
43,483	Short Term Debtors	87,442	12,242	27,981	5,246	21,860	9,619	10,493	87,442
130,294	Cash & Cash Equivalents	67,031	9,384	21,450	4,022	16,758	7,373	8,044	67,031
190,772	Current Assets	171,430	24,000	54,857	10,286	42,857	18,857	20,572	171,430
(21,391)	Short Term Creditors	(69,880)	(9,783)	(22,361)	(4,193)	(17,470)	(7,687)	(8,386)	(69,880)
0	Provisions	0	0	0	0	0	0	0	0
(21,391)	Current Liabilities	(69,880)	(9,783)	(22,361)	(4,193)	(17,470)	(7,687)	(8,386)	(69,880)
0.00	Long Term Borrowing	0	0	0	0	0	0	0	0
0.00	Long Term Liabilities	0	0	0	0	0	0	0	0
6,356,603	NET ASSETS	6,225,994	871,639	1,992,318	373,560	1,556,499	684,859	747,119	6,225,994
174,384	Usable Reserves	118,202	16,548	37,825	7,092	29,550	13,002	14,184	118,202
6,087,223	Capital Adjustment Account	6,024,445	843,422	1,927,822	361,467	1,506,111	662,689	722,933	6,024,445
100,000	Revaluation Reserve	100,000	14,000	32,000	6,000	25,000	11,000	12,000	100,000
(5,004)	Accumulated Absences	(16,653)	(2,331)	(5,329)	(999)	(4,163)	(1,832)	(1,998)	(16,653)
6,182,218	Unusable Reserves	6,107,792	855,091	1,954,493	366,468	1,526,948	671,857	732,935	6,107,792
6,356,602	TOTAL RESERVES	6,225,994	871,639	1,992,318	373,560	1,556,498	684,859	747,119	6,225,994

Movement in Reserves Statement 2019/20

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

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

Adjustments between Accounting Basis & Funding Basis - analysis

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

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

Movement in Reserves Statement 2020/21

Balance at 31 March 2020 Carried Forward
Movement in Reserves during 2020/21
Surplus or Deficit on Provision of Services
Other Comprehensive Income & Expenditure
Total Comprehensive Income & Expenditure
Adjustments between Accounting Basis & Funding Basis
Net Increase / Decrease before Transfers to Earmarked Reserves
Transfers To / From Earmarked Reserves
Increase / Decrease in Year
Balance at 31st March 2021 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
174,384	2,956,391	3,130,776
(130,609)	0	(130,609)
0	0	0
(130,609)	0	(130,609)
74,426	(74,426)	0
(56,182)	(74,426)	(130,609)
0	0	0
(56,182)	(74,426)	(130,609)
118,202	2,881,964	3,000,166

Adjustments between Accounting Basis & Funding Basis - analysis

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

62,778	(62,778)
0	0
0	0
11,649	(11,649)
74,426	(74,426)

Cashflow Statement for the Year Ended 31st March 2021

31/03/2020		31/03/2021
£		£
68,296	Net (Surplus) /Deficit on the provision of services	130,609
(66,595)	Adjust net surplus or deficit on the provision of services for non-cash movements	(67,345)
205	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	0
1,905	Net cash flows from operating activities	63,263
0	Investing activities	0
(205)	Financing activities	0
1,701	Net (increase)/ decrease in cash and cash equivalents	63,263
131,995	Cash and cash equivalents at the beginning of the reporting period	130,294
130,294	Cash and cash equivalents at the end of the reporting period	67,031

2019/20		2020/21
£		£
(65,374)	Depreciation and Impairment	(62,778)
0	Prudent MRP (Borrowing Repayment)	0
0	(Increase)/Decrease in Provisions	0
904	(Increase)/Decrease in Creditors	(48,488)
(1,836)	Increase/(Decrease) in Debtors & Prepayments	43,959
(289)	Increase/(Decrease) in Inventories	(38)
(66,595)	Cash (Inflow)/Outflow from Revenue Items	(67,345)