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## AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 20 AUGUST 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 - 8)

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

### 4 Report for the Period 1st May to 31st July 2021 (Pages 9 - 30)

### 5 Glamorgan Archives Month 3 Monitoring Report 2021/22 (Pages 31 - 40)

### 6 Date of next meeting 19<sup>th</sup> November 2021.

**Davina Fiore**

**Director Governance & Legal Services**

Date: Monday, 16 August 2021

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

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

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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 on 21 May 2021 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan Council (Chairperson)  
Councillor Colbran, Merthyr Tydfil County Borough Council (Deputy Chair)  
Councillor Cowan, Cardiff Council  
Councillor Cunnah, Cardiff Council  
Councillor Henshaw, 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

### 62 : APOLOGIES FOR ABSENCE

Apologies had been received from Councillors George, Jarvie and Keith Jones.

### 63 : DECLARATIONS OF INTEREST

None received.

### 64 : MINUTES

The minutes of the meeting held on 26<sup>th</sup> March 2021 were agreed as a correct record.

### 65 : REPORT FOR THE PERIOD 1 MARCH - 30TH APRIL 2021

Members were provided with an update on the work, visits and achievements of the service for the period 1 March 2021 – 30 April 2021; the Appendices listing notable accessions, information on collections and the interesting enquiries.

The highlight of this shortened quarter had been getting the staff back in the building in April. It was 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.

Members attention was drawn to the work undertaken during April when the Archives 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 the services engagement especially on Twitter.

The theme for #Archive30 on 19 April was #ArchiveMystery. The Archives chose to share a collection of photographs of people from Cardiff Docks, dated from 1900-1920, for which they had 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.

The Chairperson invited questions and comments from Members;

Members thanked the Archivist for a very thorough and interesting report.

Members sought clarity on the opening of the building to the public. The Archivist advised that they hoped to open in June and things were currently being finalised to enable this to happen. It was noted that when a date is confirmed this will be advertised on the website and social media. It was also noted that people may have to book appointments to come in and documents may need to be quarantined, however guidance was rapidly changing on this.

RESOLVED: to note the report.

## 66 : STRATEGIC PLAN 2021-2026

Members were advised that this report presented the new Strategic Plan for 2021-2026.

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; 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.

RESOLVED: to approve the Strategic Plan for 2021-2026.

## 67 : NATIONAL BROADCAST ARCHIVE

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.

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 it is hoped it will be utilised widely by a broad range of people. This report is part of the work towards finalising the agreement. It is hoped that the terminals will be installed and ready to launch in early 2022.

**RESOLVED:** to formally approve the signing of the agreement by the Glamorgan Archivist.

## 68 : GLAMORGAN ARCHIVES OUTTURN REPORT 2020/21

Members were advised that this report presented 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 Committee for information only.

### **FINAL OUTTURN POSITION FOR 2020/21**

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.

The table below summarises the final outturn position for financial year 2020/21:

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

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

Officers outlined the key points from the report to Members.

### **AUDIT WALES ANNUAL RETURN FOR 2020/21**

The draft Annual Return for the year ended 31<sup>st</sup> 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.

To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 31<sup>st</sup> 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.

RESOLVED:

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

69 : DATES OF NEXT MEETINGS

The following dates for meetings for 2021/22 were proposed.

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

These dates would be confirmed/amended following Director consideration.

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
<p align="center"><b>REPORT FOR THE PERIOD 1<sup>st</sup> May – 31<sup>st</sup> July 2021</b></p>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1<sup>st</sup> May to 31<sup>st</sup> July 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*

Rasheed Khan, Corporate Trainee, completed his placement with us at the end of May. Initially contracted for 9 months, Rasheed's traineeship was adversely affected by the pandemic, and was therefore extended for an additional 6 months. Rasheed contributed to several projects across the office and proved to be a valuable member of the team. We wish him well in his future career.

##### *Continue skill sharing and volunteer programme*

18 volunteers continue to work remotely on projects, contributing approximately 391 hours during the quarter. Volunteer hours generally dip during the summer months due to time spent on holiday and seeing family; given the recent lifting of restrictions it is not surprising to see them do so even more than usual.

We were pleased to resume the annual summer visit for our volunteers this year. Roger Swan of Cardiff Bereavement Services provided a warm welcome to and an interesting and informative tour of Cathays Cemetery. Following the visit, a volunteer said *'Thank you for organizing such an interesting visit yesterday. It was so good to do something normal again and meet people face to face'*. In addition, monthly tea breaks for the volunteers on Zoom have continued and regular updates are circulated by email.

Volunteers continue to work remotely on four projects: indexing of crew lists from the port of Cardiff, indexing of Merthyr Tydfil Union admission and discharge registers, listing of images in the Cardiff Bay Development Corporation and the transcription of the Leversuch family correspondence. Two of the volunteers are working on research projects and writing posts for the Archives' blog.

In addition, two volunteers have started to produce a finding aid to the 1899 diary of Mervyn Crawshay. Mervyn Crawshay (1881-1914) was the son of Tudor Crawshay (1850-1921), and great-grandson of the ironmaster William Crawshay (1788-1867) of Cyfarthfa Castle. In addition to a noteworthy military career, he was a fine horseman and represented England in military tournaments held in America in 1913, winning the Gold Cup in the competition open to the world. In 1912 Crawshay married Violet Von Mann, daughter of Captain Von Mann of the Indian Army. Crawshay was killed on active service at Messines, Belgium, on 14 November 1914.

A week long virtual work experience programme and tasks have been developed however the two placements which had been booked for the quarter were cancelled as both gained employment.

#### *Continuing Professional Development*

A number of staff have completed the both the first and second parts of the Digital Preservation Coalition's Novice to Know-How online course on providing access to preserved digital content, thus ensuring the whole team increases their knowledge of the issues around digital preservation.

Three members of staff continue to attend Welsh language training. Classes have come to end for the summer and will restart in September.

The Glamorgan Archivist attended sessions on Digital Marketing Strategy development provided by Heritage Digital, a day-long symposium on Heritage in the Higher Education Sector provided by Swansea University, and a seminar on Demonstrating Organisational Impact provided by The National Archives.

Stefan Walker, Records Assistant, attended the Wales Map Symposium, hosted online by the Royal Commission on Ancient and Historic Monuments Wales.

The Senior Archivist attended a Wellcome Trust webinar 'Nothing About Us Without Us', exploring research into disability history.



Hannah Price, Archivist, attended an online workshop provided by The National Archives which focused on managing volunteers in a blended (on-site and virtual) work environment. She also attended a webinar entitled 'Recruiting, retaining, and managing digital volunteers' provided by Heritage Digital.

Louise Hunt, Archivist attended a webinar provided by the National Archives on their new Data Protection Toolkit. The toolkit should prove very useful when dealing with future data access requests and data protection issues.

## **2. Budget**

### *Manage to best advantage*

Ongoing budget monitoring continues to take place, with constant regard taken for items of expenditure and opportunities sought to increase income.

### *Maximise benefit from income generation*

It is expected that there will be slightly more income within this financial year than predicted owing to several factors, including: the continued occupancy of storage space by Carmarthenshire Archives (who had been scheduled to move out in April but are now scheduled to vacate in October), the stated intention of Cardiff Council's Social Services team to resume face-to-face training using the large training room again from September, and other small additions.

Indexes and images to the Glamorgan Electoral Registers have been published on Ancestry. There are now a number of Glamorgan-based resources on Ancestry and discussions are underway around other record sets that could possibly by digitised for inclusion on Ancestry.

The Glamorgan Archivist was interviewed by a consultant evaluating the Cultural Recovery Fund on behalf of Welsh Government, due to the funding received by the service at the end of the last financial year.

### *Promote partnerships and networks*

#### *National*

Recruitment for Cohort 4 of the Cultural Ambition trainees has been completed. Hannah Price, Archivist, sat on the interview panel for the south-east Wales trainee, who will start his placement with us in January.

The Senior Archivist continues to attend meetings of the Archives and Records Council Wales (ARCW) Diversity and Inclusion Group.

The Glamorgan Archivist has recently taken over the Chair of the Archives and Records Association's Volunteering Sub-Committee, which looks at the way that archives use volunteers and thinks about best practice in the use, recruitment and maintenance of volunteers.

Work is continuing on the establishment of a Clip Corner for the National Broadcast Archive.

The Glamorgan Archivist is leading on an ARCW working group designing an exhibition celebrating 'Life in Wales in the 1920s', which is coming out in early 2022 to coincide with the release of the 1921 Census by The National Archives. As part of this work, a successful grant application was submitted to ARCW for £10,000 towards the design and hosting of the online exhibition.

The Glamorgan Archivist continues to represent ARCW on the national Sporting Heritage Panel. The Sporting Heritage Framework for Wales has recently been put out for consultation, and a broad sporting heritage network established.

#### *Local*

The Heritage and Cultural Exchange launched their exhibition at the Butetown Community Centre in July. Glamorgan Archives were thanked for their support. The exhibition will be displayed in our foyer area later this year.

In partnership with Cardiff People First and the Museum of Cardiff, we presented a paper at the Disability History Conference hosted by London Metropolitan Archives. We discussed People First Takeover and the benefits it brought us as heritage organisations.

Partnership work with the Scribla artist collective based in south Cardiff is progressing with the Senior Archivist continuing to attend meetings of the steering group to offer advice on archive research.

The Senior Archivist attended the launch of the Vale People First 'Dejavu in the Vale' website. The site, produced by members, explores the history of Barry, with much of the research undertaken at Glamorgan Archives prior to the first lockdown. Plans for a physical exhibition at Barry Memorial Hall and at Glamorgan Archives were amended with the exhibition moved online. It can be viewed at <https://www.valepeoplefirst.org.uk/dejavu/>.

We are also working with Vale People First on plans for People First Takeover, which will take place, virtually, at the end of August.

Cardiff People First have received funding from the National Lottery Heritage Fund for their latest project, Taking Over the New Normal. Working with Glamorgan Archives and the Museum of Cardiff, they will create resources explaining how access to archives and museums has changed as a result of the pandemic, with the aim of ensuring that people with a learning disability can continue to access our services. The Senior Archivist supported recruitment of the two project officers. They made an initial visit to the Archives in mid-July to learn how our services have changed, and were shown the searchroom and reception by Laura Russell, Archivist.

The 4 Winds Mental Health Resource Service is hosting arts workshops in Grangetown, Cardiff. Following a request from the lead artist, duplicate Ordnance Survey plans identified for disposal have been presented to the organisation for use in their art work. Discussions are ongoing about potential future partnership working.

The Glamorgan Archivist gave a short presentation on depositing documents with the Archives at a meeting of the LGBTQ+ Research Network.

The Jewish History Association moved out of Glamorgan Archives and into their new office space in the Cardiff Reform Synagogue during May. Despite their change in location, we will continue to work in close partnership to ensure the preservation of, and access to records of the Jewish community in our area.

#### *Potential partnerships*

We continue to work with charity The Wallich on their proposed project to train up homeless people to work as tour guides in Cardiff city centre.

### **3. Building and systems**

#### *Maintain building*

Maintenance on different aspects of the building has continued over the period, with lighting replacements, lift repair and work on the building management system computer taking place, amongst other things.

Staff have been in the building on a daily basis since April, ensuring that the majority of tasks have almost returned to pre-pandemic status.

#### *Ensure compliance*

Staff Personal Development Reviews for 2020/21 have been closed and reviews initiated for the year 2021/22.

The Senior Archivist continues to attend meetings of Cardiff Council's Welsh Language Co-ordinators Group.

The Senior Archivist and Hannah Price, Archivist, attended the three day First Aid at Work course and are once again qualified First Aiders.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

Readings from the monitoring devices were downloaded in June. There are 14 units altogether, two in each strongroom and one in each of the rooms where records spend time (Box Making, Conservation, Isolation and the Searchroom). The readings are stable and within acceptable parameters

The average environmental conditions for this quarter:

Average RH and temperature for the last Quarter		
	Average Temperature	Average Humidity
Strongroom 1	19.1°C	54.1%
Strongroom 2	20.5°C	55.5%
Strongroom 2A*	23.4°C	49.7%

Strongroom 3	20.5°C	53.4%
Strongroom 4	20.3°C	48.7%

\* Does not contain Glamorgan Archives material

### *Conservation and preservation plans*

Work continues on our National Manuscripts Conservation Trust (NMCT) grant-funded project to conserve the Plymouth estate maps (Ref: DPL/1-4). Helen Pedder, a private conservator, has been continuing work on the plans since the building reopened. Two volumes have been washed and repaired, with the third now undergoing treatment

The Conservator has been working on the Royal Welsh College of Music and Drama's NMCT-funded project with conservation student Rosie Hellyer. Unfortunately, illness in June and July has slowed progress slightly.

The Assistant Conservator has started work on the last of the Pontypridd Registry Office registers and has relined, attached new endpapers and made new case covers for 90 volumes.

Last year, West Glamorgan Archive Service commissioned Conservation to clean and repair a map of the Briton Ferry Estate, along with a detached painting from the base of the map. Work was completed a while ago and the map and painting have now been returned to West Glamorgan Archive Service, who are extremely pleased with the work that has been done.

In June, a small incidence of white mould was spotted growing on dust on two old plan-chests in strongroom 1. The mould has not affected any archival items but was an indication of an isolated microclimate. The mould was removed and the affected areas treated to sterilise the surface and inhibit future mould growth. Conservation staff are continuing to monitor the area to ensure there are no further issues.

An estimate of work has been carried out for Darren Macey (Acting Operational Manager, Rhondda Cynon Taf Heritage Services) for an application to the NMCT relating to the conservation of five volumes of minutes and accounts of Tynnewydd Women's Labour Party.

Conservation has recently acquired a tool from the Winterthur Museum in Delaware for identifying arsenic in 19th century book cloth, so suitable precautions will be able to be taken when conserving any material with this cloth.

Details of work completed are given in *Appendix IV*

## **2. Cataloguing**

### *Strategies and plans*

An application for grant-funding from Archives Portal Europe to aid the upload of catalogue data into the Archives Hub was not successful on this occasion, but we have been invited to resubmit at a future date.

Work continues on scoring collections based on their priority for required cataloguing work. 65% of all collections have now been assessed.

Work has resumed on the box listing of previously uncatalogued local authority records. This work was started several years ago in order to ensure we were able to identify any material that may be relevant to the Independent Inquiry in the Child Sexual Abuse in a timely manner if required. With staff now returned to the building, this work has been able to recommence.

#### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 70% of the accessions; the target is 60%. 90% of the accessions received between August 2020 and January 2021 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

The transfer of a large collection of drawings and plans created by William Burges, currently held at Cardiff Castle has begun. The drawings are designs for the development of Cardiff Castle and Castell Coch. The extent of the collection means that the transfer will be managed over several months to allow conservation staff to check the plans on arrival. Cardiff Castle are in receipt of a Welsh Government grant that is allowing them to conduct work on the collection, and as part of that process they are transferring the collection to us for storage. We will be working closely with Cardiff Castle on the collection over the forthcoming months and years and intend to apply for others grants to do more with the collection.

Negotiations are underway for the deposit of several other larger collections, including a collection of glass plate slides, originally from a Cardiff photography studio, and the records of Theatr Iolo, a local theatre company that works with schools in Cardiff and the Vale of Glamorgan. Arrangements are also being made to continue the transfer of archives from the Principality Building Society. This had started at the end of 2019 / early 2020 but was put on hold due to the pandemic.

A full list of accessions is given in *Appendix I*.

#### *Digital preservation*

Louise Hunt, Archivist has been attending a webinar series provided by digital preservation project staff at the National Library of Wales entitled 'Saving the Bits'. So far sessions have looked at assessment models, workflows, setting up a workstation for processing digital collections, creating a digital asset register and handling digital accessions.

Work has continued on the Welsh Vital Digital Information project, led by the Glamorgan Archivist. The project steering group now includes representation from all of the local authority archive services in Wales. A funding application for another phase of work was submitted to Welsh Government's Local Government Digital Transformation Fund, but was unsuccessful. The

steering group are looking at other options and continuing to disseminate the results of the first phase of work in the meantime. To that end, the Glamorgan Archivist presented on the project at a meeting of the Wales group of the Archives and Records Association and has co-authored an article which will be appearing in ARA's bi-monthly magazine, ARC, in the coming months.

## **C. ACCESS**

### **1. On-site use**

#### *Monitor service and implement improvements*

The searchroom reopened to the public on 8 June. A restricted service is being provided, with opening on Tuesdays, Wednesdays and Thursdays from 10am-12.30pm and 1.30-4pm. This allows time for additional cleaning of public areas. Spaces are limited to 4 per session, to allow for distancing, and must be booked in advance. At first, documents had to be pre-ordered to allow for a 72-hour quarantine period prior to, and following consultation. The quarantine requirement was lifted in July, in line with the policy of the National Archives and other archive services in Wales. We continue to advise pre-ordering documents as restrictions are in place with regards access to some of our larger items. Demand has been high with most days fully booked.

In preparation for reopening, we invited volunteers to the office to test our systems and provide feedback on our new procedures. This proved very useful and resulted in small amendments to our processes.

Our new procedures have been made available on our website. We also created a short film explaining how things have changed since we reopened, to ensure that the information is accessible in a visual as well as written format. The film can be seen on our website and You Tube channel.

The Senior Archivist attended a webinar hosted by the National Archives to discuss the safe reopening of archive services.

An agreement has been made with Cardiff Council's Electoral Services team to provide access to the current register (full and edited) under supervision in our public searchroom while public access to County Hall is restricted.

#### *Programme of user events*

Our programme of online events continues. In May we were the virtual hosts of an event held by the Living Levels Partnership's RATS research volunteers. 'Tours, drives and walks through the Levels' saw volunteers present their findings on how the Levels were explored in the past, along with a talk from the RSPB on exploring the Levels on foot today.

Our July event, 'What can we expect from the 1921 Census?', was delivered by genealogist Jenni Phillips. It drew our largest audience yet, with 115 attending, including researchers from as far afield as Canada and Morocco. Feedback comments included:

*Excellent Jenni - Lots of fascinating information about the times and what to expect!*

*Many thanks for an excellent talk. I really enjoyed it all. I am really looking forward to getting to grips with the actual census now.*

*Thank you for a really enjoyable and informative presentation*

*Excellent, informative talk. Super context given.*

#### *Education*

Images of items from the Cardiff Police Records and the Cardiff Chamber of Commerce Records have been provided for inclusion in resources relating to the 1919 Cardiff Race Riots and the development of Cardiff Docks. Led by Ysgol Gyfun Gymraeg Bro Edern, the resources will also be shared with the school's cluster which comprises Ysgol Bro Edern, Ysgol Bro Eirwg, Ysgol Pen-y-Pil, Ysgol Pen-y-Groes, Ysgol Glan Morfa and Ysgol Berllan Deg.

## **2. External events**

*Identify and respond to major anniversaries*

Social media has been used to commemorate a number of anniversaries and celebrate notable dates. These have included the 200<sup>th</sup> anniversary of the death of Napoleon Bonaparte; the 80<sup>th</sup> anniversary of the Second World War; the 20<sup>th</sup> anniversary of the opening of the Cardiff Bay Barrage; the Albion Colliery Explosion of 23 June 1894; Nurses Day; National Volunteers Week; International Archives Day, and the Day of the Seafarer.

## **3. Remote access**

*Monitor service and implement improvements*

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

*I just want to thank you for the recent search you did for me and obtaining a photograph of my great uncle. Excellent service provided. Thank you again.*

*...this is the first time I have used this service and wouldn't hesitate to use it again or to recommend it to others. Once again, many, many thanks for all your help.*

*Many thanks and received perfectly. Absolutely brilliant to have my father's police record in this format with all the detail. Many thanks to you and your team for the work!*

The ARA UK Distance Enquiries Survey continued during the quarter, with an invitation to complete an online satisfaction survey sent to all those contacting us by email with an enquiry. The survey closed on Sunday 25<sup>th</sup> July. The raw data has been received and the initial results look very positive. A full benchmarking report will be available in the autumn.

Interesting enquiries are reported in *Appendix II*.

### *Publicity*

We continue to publicise the service through our blog. Recent articles have looked at the drawings of artist Mary Traynor, the Blitz and the link between the Olympic Games and Roath Park Lake in Cardiff.

Social media is being used to update the public on the impact of Covid19 restrictions on the service. Over the summer months we will be taking part in ARA Scotland's #ArchiveHoliday social media campaign, with weekly posts based on holiday-themed hashtags. We have highlighted our Glamorgan's Blood online exhibition, featuring a different panel each week, and ongoing work in the conservation studio. We also posted items relating to Euro 2020, the British and Irish Lions tour to South Africa, Cardiff Singer of the World, Wimbledon, and the Olympic Games.

We continue to post content relating to our Time and Tide project to social media on a weekly basis. A recent post, showing images of the Waterguard building being moved across the Bay in 1993, was featured in an article by Wales Online.

The Glamorgan Archivist was filmed at Dyffryn Gardens for the BBC's 'Antiques Roadshow' discussing the Butetown photographs which recently featured on 'BBC News'. The programme is expected to be broadcast towards the end of 2021 or beginning of 2022. The Senior Archivist also discussed the photographs on Radio Cardiff's 'Come on In' programme with Ceri Stennett, along with our plans for reopening the searchroom.

'Terfysg yn y Bae', a documentary on the 1919 Race Riots, aired on S4C on 13 May. Research was undertaken using items from the collection and filming took place in the searchroom.

Discussions have been held with staff to encourage more involvement with social media across the office.

Details of engagement are reported in Appendix III.

### **SUMMARY**

It has been a hugely positive quarter with the reopening of the Glamorgan Archives searchroom to the public in June. Incremental improvements to access continue to be made, within COVID regulations, and it is hoped that this continues over the rest of the year. Staff have been working hard on continuing projects and partnership working, and there are a significant number of calls on the time of the team from different organisations. It is pleasing to be known for the strength of our work and that there is high value in a partnership with Glamorgan Archives.



#### **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**  
**August 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 May – 31 July 2021

**Background Papers**

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

## Appendix I

<b>Angela Hughes of Tonypany, Colliery Photographic Collection</b>			
<b>Accession No:</b>	2021/11	<b>Reference No:</b>	D1792
Photographs, slides and postcards taken and collected by Angela Hughes and her father George Owen Hughes who was an underground electrician at Mardy Colliery. Date of records: 1920-21st century			
<b>Cyncoed Theatre Records</b>			
<b>Accession No:</b>	2021/12	<b>Reference No:</b>	D1793
Programmes and posters Date of records: 1978-1996			
<b>Anthony Moore of Cardiff Family Papers</b>			
<b>Accession No:</b>	2021/13	<b>Reference No:</b>	D1531
Caerau-with-Ely Parish Magazine, Apr 1956, funeral invoice Jan 1950, photograph of Egerton Street c1978, 1950s new baby card, cycling competition certificate of merit, 1969 Date of records: 1950s-c1978			
<b>Mid Glamorgan Mission Methodist Circuit Records</b>			
<b>Accession No:</b>	2021/14	<b>Reference No:</b>	D896
Records of Zion Methodist Church, Mountain Ash, Zion Methodist Church, Aberfan, Wesley Methodist Church, Dowlais, Wesley Methodist Church, Merthyr Tydfil, and various baptism and marriage registers of closed churches in the circuit (full lists of records provided). Date of records: 19th-20th centuries			
<b>Drs William and Mary Codd, GPs of Aberdare, Papers</b>			
<b>Accession No:</b>	2021/15	<b>Reference No:</b>	D1794
Household receipts from various different shops and tradespeople in Aberdare; St John's Ambulance papers. Date of records: 1940s-1960s			
<b>P Leiner &amp; Sons (Wales) Records</b>			
<b>Accession No:</b>	2021/16	<b>Reference No:</b>	D1795
'Leiner Gelatine and Chemicals: An Account of P. Leiner & Sons Ltd. And Associated Companies', 1965; newspaper cuttings, c1979-1980; promotional materials, 1976. Date of records: 1965-1980s			
<b>Hodges &amp; Sons (Clothiers) Ltd. Photograph</b>			
<b>Accession No:</b>	2021/17	<b>Reference No:</b>	D1796
Photograph of managers conference and reunion Date of records: 26 Feb 1957			
<b>18 Wilson Street, Splott, Deeds</b>			
<b>Accession No:</b>	2021/18	<b>Reference No:</b>	D1798
Title deeds			

Date of records: 1895-1914
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Cardiff New/Reform Synagogue Records			
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<b>Accession No:</b>	2021/19	<b>Reference No:</b>	D1718
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Minute book and cash book for Ner Tamid Jewish Youth Club; documentation relating to the creation and renovation of the Cardiff Reform Synagogue Memorial Tablet; Yom HaShoah booklets; photographs of the interior and exterior of synagogue.

Date of records: 1952-2000

Photograph of Proclamation of King George V at Barry Council Offices			
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<b>Accession No:</b>	2021/20	<b>Reference No:</b>	D1799
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Large crowd gathered outside the Barry Council Offices

Date of records: 1910

Cardiff Burial Board Records			
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<b>Accession No:</b>	2021/21	<b>Reference No:</b>	BUBC
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'Managers diary' and committee books of the Cardiff Burial Board, various years, not all consecutive

Date of records: 1859-1965

Cllr J I Price, Barry Town Mayor, Papers			
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<b>Accession No:</b>	2021/22	<b>Reference No:</b>	D1800
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Photograph album presented to Cllr J I Price Barry Town Mayor 1988-89

Date of records: 1988-1989

Cowbridge (Gateway) Monday Club Records			
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<b>Accession No:</b>	2021/23	<b>Reference No:</b>	D408
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Accounts and related papers, 2003-2013; correspondence 1999-2002 and 2007-2015; ledgers, 2005-2013

Date of records: 1999-2015

Gelligaer Historical Society Records			
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<b>Accession No:</b>	2021/24, 2021/41	<b>Reference No:</b>	D1499/1/51-52
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Gelligaer Times: Issue Nos 55-56

Date of records: May-Jun 2021

Glamorgan Family History Society Records			
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<b>Accession No:</b>	2021/25	<b>Reference No:</b>	D37/1/141-142
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Journal Nos. 141-142

Date of records: Mar-Jun 2021

Glamorgan County Grammar Schools Choir Photograph			
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<b>Accession No:</b>	2021/26	<b>Reference No:</b>	D1801
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Photograph of choir from Glamorgan County Grammar Schools and a selection of the Glamorgan County Youth Orchestra who performed to the Duke of Edinburgh prior to the closing ceremony of the Empire Games, 1958.

Date of records: 1958

<b>Roath Park United Reformed Church Records</b>			
<b>Accession No:</b>	2021/28	<b>Reference No:</b>	D601
Church Meeting Minutes February 1999 – July 2008; Elders' Meeting Minutes January 2000 – February 2008; papers relating to closure of the church, sale of the building, and uniting to form Parkminster URC (2008)			
Date of records: 1999-2008			

<b>John May Photographs of Cardiff Buildings Collection</b>			
<b>Accession No:</b>	2021/29	<b>Reference No:</b>	D1802
Photographs of buildings in Cardiff that were due to be demolished.			
Date of records: 1982-2005			

<b>Christopher Taylor of Cardiff, Collection</b>			
<b>Accession No:</b>	2021/30	<b>Reference No:</b>	D732
Transport research files compiled by Chris Taylor: – British motor shows, Battery electric buses, Steam A-E, F-L, L-S, S-Z, Diesel engines, LPG or CNG, Coal gas, Wankel, Petrol engines, Gas turbine engines, Ignition pistons, Alternative fuels, Turbos/superchargers, Chassis specs, PSVC overseas			
Date of records: 20th century			

<b>Albert Victor Chamberlain, Lord Mayor of Cardiff's Secretary, Papers</b>			
<b>Accession No:</b>	2021/31	<b>Reference No:</b>	D1803
Correspondence, photographs, programmes for events and newscuttings			
Date of records: 20th century			

<b>Street plan of Penarth</b>			
<b>Accession No:</b>	2021/32	<b>Reference No:</b>	D1804
Created to provide a street plan of Penarth and used in connection with a revised parking order.			
Scale 1:1250			
Date of records: 20th century			

<b>Papurau Mrs Lisa Lloyd o'r Wyddgrug</b>			
<b>Accession No:</b>	2021/33	<b>Reference No:</b>	D1805
Chwareuwyr Y Brifysgol, Eisteddfod Bodran, 1954; Gwasanaeth Ail-Gysegru Eglwys Dewi Sant, Caerdydd Gan Ei Ras, Archesgob Cymru, 1956			
Date of records: 1954-1956			

<b>Dry Docks, East Dock, Cardiff</b>			
<b>Accession No:</b>	2021/34	<b>Reference No:</b>	D1806
Views of the Docks made by Richard Hannay of Newcastle			
Date of records: 1970s			

<b>Wales Women's Rights Committee, Papers</b>			
<b>Accession No:</b>	2021/35	<b>Reference No:</b>	D1812
Includes arrangements made by Dr Salisbury, Secretary for the Wales Women's March for Jobs, in protest against the Thatcher Government cuts. Various correspondence			
Date of records: 1970s-1980s			

<b>Ely Baptist Church, Archer Road, Records</b>			
<b>Accession No:</b>	2021/36	<b>Reference No:</b>	D758
Ely Baptsit Church, Archer Road: Order of service for church opening 1928; certificate of registration for religious service 1949; order of service for induction / ordination of ministers 1944, 47 & 73; Sunday school registration / enrolment forms 1928 - 1970's; handwritten copy of church deeds 1930; correspondence; membership transfer forms; loan notes; Church accounts 1981, 84 & 86; members handbook 1986; planning permission for youth centre 1976; caretakers agreement 1942; church constitution; terms of appointment for minister 1957; papers relating to church manse. Date of records: c1920s-1980s			

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2021/37	<b>Reference No:</b>	D127
Eighty-eighth annual report Date of records: 2020-2021			

<b>92 Craddock Street Lease</b>			
<b>Accession No:</b>	2021/38	<b>Reference No:</b>	D1807
Lease of land and premises situate in Craddock Street, Cardiff. The Governors of the Charity founded by Craddock Wells Senior to Mrs Ann Lewis Craig Date of records: 8 Jun 1885			

<b>Vale of Glamorgan County Borough Council, Records</b>			
<b>Accession No:</b>	2021/40	<b>Reference No:</b>	CVG/C
Agendas and reports Date of records: 2011-2014			

<b>Cardiff Eagle Motor Cycle and Car Club Records</b>			
<b>Accession No:</b>	2021/42	<b>Reference No:</b>	D1811
Scramble Race programme, 1954, Cigarette cards, handwritten history produced by a founder member with typed transcript, photographs of activities of Club members, 1950s, Minutes book, 1968-1974 with transcript Date of records: 1950s-1974			

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2021/43	<b>Reference No:</b>	DLNS
Newsletter 184 (Dec 2020) and 186 (Jun 2021) Date of records: Dec 2020-Jun 2021			

<b>Cardiff Castle William Burges Collection</b>			
<b>Accession No:</b>	2021/44	<b>Reference No:</b>	D1808
Designs and plans for Cardiff Castle and Castell Coch. Date of records: c1870s-1880s			

<b>Llanhari School Jubilee Booklet</b>			
<b>Accession No:</b>	2021/45	<b>Reference No:</b>	D1809

Includes a brief history of education in the parish of Llanharry. Signed by the author Date of records: 1985
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<b>Bishop of Llandaff Church in Wales High School Records</b>			
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<b>Accession No:</b>	2021/46	<b>Reference No:</b>	D1810
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Speech day reports, reports to governors, school magazines

Date of records: 1983-2002

<b>Dr Diane Brook of Barry Collection</b>			
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<b>Accession No:</b>	2021/47	<b>Reference No:</b>	DX899
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Various deeds and taxation records, itemised list provided.

Date of records: 1631-1900

<b>Whitchurch Women's Institute Records</b>			
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<b>Accession No:</b>	2021/48	<b>Reference No:</b>	DXNO79
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Log books

Date of records: 2013-2018

<b>Grangetown Local History Society, Cardiff, Collection</b>			
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<b>Accession No:</b>	2021/49	<b>Reference No:</b>	D1026/4
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Photographs

Date of records: c1940s-1960s

<b>Casgliad Cwm Llynfi Eluned Mair Mackender / Eluned Mair Mackender, Llynfi Valley Collection</b>			
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<b>Accession No:</b>	2021/50	<b>Reference No:</b>	D1341
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Photographs of Evan Jones, proprietor of the Elderbush Hotel, Nantyffyllon, letterhead for Elderbush Hotel. [Biographical and historical notes included]  
Canmlwyddiant Mawrth 17 1950 Hanes Canrif Gyntaf Eglwys Saron Maesteg gan y Parch. W. D. Roberts, Saron.

Date of records: 1911-1927

## **Notable accessions**

### **Drs William and Mary Codd, GPs of Aberdare, Papers (D1794)**

Drs William and Mary Codd ran a GP practice in Aberdare. This collection of household receipts dating from 1940s-1960s gives an insight into the various local businesses in the Cynon Valley, and an indication as to the cost of various goods and services.

### **Photograph of Proclamation of King George V at Barry Council Offices (D1799)**

This large photograph, purchased from a 'junk shop' in the 1970s, shows a huge crowd gathered outside Barry Council Offices on the occasion of the proclamation of King George V, 1910. A crowd of 20,000 individuals were reported to have gathered and the occasion was marked with a 21 gun salute. The photograph shows that some individuals even took to the roof of the council offices to view the event.

**Cardiff Burial Board Records (BUBC)**

A significant addition to the existing collection of Cardiff Burial Board records, these 55 volumes include managers diaries, with details of each burial, minutes of the burial board, financial records and particulars of interments which include statistical analysis of burials. These records will complement the existing well used collection.

**John May Photographs of Cardiff Buildings Collection (D1802)**

This collection of photographs shows buildings that were at risk of demolition, or about to be redeveloped, across the city. The photographs capture aspects of the city's architecture that have now been lost and demonstrate the significant redevelopment that has taken place.



## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
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
May-Jul 2021	109	(8/6 – 31/7/21)	0	1515

	<b>Remote Enquiries</b>	<b>Website Hits</b>
May – Aug 2020	865 (+253 un-printed thank you emails)	13,590
Sep – Nov 2020	870 (+218 un-printed thank you emails)	9,462
Dec 2020-Feb 2021	777 (+225 un-printed thank you emails)	8,885
Mar-Apr 2021	673 (+134 un-printed thank you emails)	5,918
May-Jul 2021	1,240 (+198 un-printed thank you emails)	11,133

## Interesting Enquiries

Family history remains as popular as ever, with many starting their research for the first time, or picking up the trail again, during the lockdown periods. We assisted a researcher seeking information on their great grandfather, a constable in the Glamorgan Constabulary, who died in service in 1892, aged 37. His funeral was reported in the local press and was attended by a large number of his colleagues including Chief Constable Lionel Lindsay. We found entries for him in the Register of Constables and List of Pensioners within the Glamorgan Constabulary records.

Two family history queries of note relate to our Coroners' Records. One involved a search for an inquest report on the death of a relative in Cardiff in 1913 following an incident with a train. The other led to a search of the Glamorgan Quarter Session rolls for coroner's accounts for an inquest held in 1843, which revealed that the Coroner was paid for each inquest held and the miles he travelled to attend, with the fee paid to him recorded in the accounts.

A more complex family history enquiry led us to consult Cardiff and Merthyr prison records for an ancestor who used several aliases during the period 1900-1915. We assisted a researcher in her quest to discover when her mother, now aged 85, was evacuated to Treharris during the Second World War. And we extracted information for another researcher on the trawler Miura, owned by Neale and West Ltd and shipwrecked in 1927. His mother is named after the ship and he is trying to find information about it to present to her on her 95th birthday.

Another shipping enquiry related to an accident in 1902. We don't hold a record of the enquiry into the incident, but we do hold crew lists for one of the vessels involved. Also in relation to local history, we assisted a researcher exploring the history of chapels in Nantymoel, with a particular interest in images of Dinam Chapel. We referred him to the Mid Glamorgan Chapel Survey which includes photographs, a history of the building and a local authority building plan showing additions from 1905.

Several academics have contacted us by email and visited the searchroom, seeking to progress their research now that services have begun to reopen. A PhD student researching industrial unionism and strikes among maritime workers in British ports during the period 1905-1926 was referred to several of our shipping collections along with records of the Cardiff Chamber of Commerce. We also provided assistance with a project exploring the role of women in Wales in the Second World War.

We continue to work in partnership with several local organisations, and recently supported South Wales Police in their search for details of a former employee who died on duty so that he could be added to their roll of honour. We were able to supply photographs of the officer's personal record providing all the information they needed.

## Appendix III

<b>Events</b>	
Tours, Drives and Walks Through the Levels	51
What can we expect from the 1921 Census?	115

<b>Social Media</b>						
	<b>Twitter</b>		<b>Facebook</b>		<b>Instagram</b>	
	<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
<i>May</i>	5645	5390	1552	6464	1148	29
<i>Jun</i>	5700	17,214	1565	4833	1157	35
<i>Jul</i>	5739	8765	1591	8809	1167	43

## Appendix IV

Bench work		
BC/CD/59	'Cardiff Plan shewing Mr Rammel's Main Sewers'	Cleaned and encapsulate
DCMS/1	Minute book of committee and ordinary meetings	Separate letters for copying
Q/S/R/1841/A	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1841/C	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1843/D	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1844/A	Quarter Sessions Roll	Cleaned, flattened & repaired
Various	17 Pontypridd registrars volumes	Rebacked
Cleaning and Packaging		
Various	55 volumes	Cleaned
	15 boxes of crew lists	Cleaned
Bespoke boxes made		
Various	15 Boxes	Made
Barcoded and Relocated		
Various	903 Boxes and maps	Barcoded
	93 Plans	Moved
External Work		
Private conservator	15 boxes	Made
Bristol University	100 boxes	Made
Aerospace Bristol	46 boxes	Made

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

**20<sup>th</sup> August 2021**

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**2021/22 MONTH 3 MONITORING REPORT**

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

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**Reason for this Report**

1. To provide the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 30<sup>th</sup> June 2021 (Month 3), against the approved 2021/22 Budget and projections for the full year outturn position.

**Background**

2. Members approved the 2021/22 budget in January 2021.
3. The budget is funded from local authority revenue contributions, apportioned on the relative populations.
4. The current General Reserve balance is £118,202.

**Table 1: Projected Outturn 2021/22 (at Month 3)**

	<b>Budget £</b>	<b>Actual to date £</b>	<b>Projection £</b>	<b>Variance £</b>
<b><u>Expenditure</u></b>				
Employee Related	517,356	126,365	519,123	1,767
Premises Related	294,516	16,894	295,136	621
Transport Related	240	0	180	(60)
Supplies & Services	29,279	2,555	41,861	12,583
Support Services	33,100	525	36,655	3,555
<b>GROSS EXPENDITURE</b>	<b>874,490</b>	<b>146,338</b>	<b>892,956</b>	<b>18,466</b>
<b><u>Income</u></b>				
Income	(75,850)	(423)	(113,903)	(38,053)
Contribution from Reserves	(40,000)	0	(20,412)	19,588
<b>NET EXPENDITURE</b>	<b>758,640</b>	<b>145,915</b>	<b>758,640</b>	<b>0</b>

### **Glamorgan Archives: Balanced Budget Position**

The position at month 3 indicates projected gross expenditure of £892,956 for the year. Whilst this is £18,466 more than forecast, this has been more than offset by higher than anticipated income. This position has allowed a balanced position to be reported by drawing down a lower than anticipated amount from reserves.

### **Employee Budget: (£517,356 budget, £1,767 overspent)**

5. The employee budget is based upon 14 FTE staff and 1 staff member funded through contributions from the Department for Work and Pensions (DWP). The 2021/22 pay award has been drafted at 1.75% but is still in consultation with the relevant trade unions. The projected overspend is largely attributed to a two month extension of a corporate trainee due to Covid-19. This extension was not anticipated at the time of drafting the 2021/22 budget, however funding will be received to offset these costs.
6. The table below provides detail on how much employee expenditure is funded by contributions from DWP:

	<b>Budget £</b>	<b>Actual £</b>	<b>Projected £</b>	<b>Variance £</b>
<b><u>Employees</u></b>				
Internally Funded	507,353	126,365	509,521	2,168
DWP Contributions	10,003	0	9,602	(401)
<b>Employees Total</b>	<b>517,356</b>	<b>126,365</b>	<b>519,123</b>	<b>1,767</b>

7. To date, staff have received first aid training in year (£195) and a second member of staff is due to complete the training in the upcoming months. Additionally, grant funding was secured for 3 staff members to attend an Archives and Records Association (ARA) virtual conference (£340) in September. Overall, training expenses are expected to be overspent (£500) based on the current activity.

### **Premises Related Budget: (£294,516 budget, £621 overspend)**

8. Projections include an overspend on water (£1,000) although bills are received on a biannual basis and therefore a confirmed figure will not be available until the end of the year – estimates are based on the actual bills to date (£1,365).
9. An underspend in the Fire Management annual charge (£379) has provided a saving towards the budget.
10. Additionally, the National Non-Domestic Rates (NNDR) charge for the year has not yet been received although this is typically paid in quarter one. This will be monitored as NNDR utilises a large proportion of the budget and any variation from the budgeted figure could have a significant impact on the outturn position. Successions

**Transport Budget: (£240 budget, £60 underspend)**

11. Due to the Covid-19 pandemic and associated disruption to working practice, it is projected that there will be less need for travel throughout the year. Whilst the building has re-opened, the benefits of virtual meetings suggests that less travel will be required.

**Supplies & Services Budget: (£29,279 budget, £12,583 overspend)**

12. There is a projected overspend on IT Consumables/ Hardware (£1,283) due to the purchase of a new laptop. This is funded by Welsh Government Cultural Recovery Fund and is therefore offset by grant income received in year.
13. Additional conservation work (£10,000) will also be completed in the upcoming months for the Wales wide 1921 Census project, led by the Glamorgan Archives and funded by the Archives and Records Council Wales (ARCW). Whilst this accounts for the majority of the overspend, this is fully grant funded and has no impact to the overall budget position.
14. Box making supplies also have a projected overspend (£991), however these items purchased will provide supplies for the remainder of the year. Furthermore, any further costs will be coupled with additional box making income, so this will not impact the outturn position.
15. Currently a small overspend is projected for software licences and maintenance (£250). This includes a charge for the box maker software (£750) and an anticipated charge for the new archive catalogue supplier software (£4,500). Both charges are annual fees, and no further costs are expected at this stage.
16. To date, there have been several packages sent out which have incurred large postage fees. However, these are uncommon and as such the overall postage projection is in line with the budget.

**Support Services Budget: (£33,100 budget, £3,555 overspend)**

17. Most support service charges will be posted later in the year, however there has been a £525 charge to date for Cardiff Council's Internal Audit fee for the 2020/21 financial accounts.
18. There will also be a routine Cardiff Council Internal Audit completed on all operational activities in 2021/22, which will incur a maximum fee of £3,500. A budget amendment will be put in place to ensure that the internal audit costs are offset by additional sundry income, therefore there will be a net nil impact to the budget. These audits are planned every 2-3 years and will be factored in as necessary to future budgets.

### **Income Budget: (£75,850 budget, £38,053 overachieved)**

19. Due to the building's continuous closure to the public until 8<sup>th</sup> June 2021, the ability to generate income was reduced. However, as the building has now reopened, the Glamorgan Archives are confident in working towards achieving the budgeted income targets. Therefore, at month 3, projections assume achievement of income targets but and will be monitored and reviewed throughout the year and as more information becomes available.
20. There was a budget set for sundry income of £10,000 in year and as at month 3 the projected outturn is currently £36,430. This includes £10,000 employee funding from the DWP and £3,500 for the internal audit charge. Sundry income also includes funding from Cardiff Council with regards to services provided, including 2 months cost for a corporate trainee due to a contract extension into 2021/22 as a result of Covid-19.
21. Since reopening to the public, there has been interest in recommencing specialist room hire. Internal Cardiff Council departments are enquiring about the use of a meeting room for 3 days per week, starting from the second week of September which could generate possible income of circa £6,000. Additionally, Carmarthenshire County Council will continue to store their records for the first half of the financial year (£13,000) and Cardiff Museum have continued to hire storage space throughout the pandemic.
22. As mentioned above, Welsh Government have provided a grant as part of the Cultural Recovery Fund to purchase IT equipment (£1,283).
23. For the attendance of an Archives and Records Association (ARA) virtual conference, a grant of £340 was secured from the Archives and Records Council Wales (ARCW) and will be paid upon completion of the conference. Additionally, £10,000 of grant funding has been secured from ARCW for the 1921 census project which is a Wales wide collaboration led by Glamorgan Archives. Though no further grants have been confirmed to date, a review over the available funding and projects will continue throughout the remainder of the year.

### **Local Authority Contributions**

24. Based on the projected outturn for 2021/22 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Invoices for the first half of 2021/22 will be raised in September.



### **Covid-19**

25. As mentioned, the building has now reopened to the public as of 8<sup>th</sup> June 2021 which was a positive milestone in this financial year.
26. In all other areas the situation has remained unchanged and echoes what has been previously reported over the past year. Monitoring and horizon scanning will continue, any issues or changes identified will be assessed and reported at the earliest opportunity.

### **Month 3 Summary**

27. The projected income and expenditure for 2021/22 is broadly in line with the budget, although there is currently a decreased reserve drawdown forecast compared to the amount budgeted (£40,000 budget, £20,412 projected).
28. Month 6 will provide an updated indication of the projected outturn including updates of the confirmed pay award and more certainty regarding trends in income. This will be looked at in parallel with the development of the 2022/23 budget.

### **Financial Implications**

29. Current trends project a balanced position at year end accompanied with a reduced reserve drawdown compared to the 2021/22 budget.
30. The General Reserve as at 31st March 2021 stands at £118,202. The budget for 2021/22 determined that £40,000 would be used from reserves to balance the budget. Based on the Month 3 position, there may only be a need to draw down £20,412, therefore reducing the General Reserve balance to £97,790 if the current projection is achieved.

### **Legal Implications**

31. The Committee approved a draft budget which was submitted to each of the parties for approval. Each of the parties confirmed that their contribution was approved under Section 5(a)(ii) of the agreement dated the 11<sup>th</sup> of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

## **RECOMMENDATION**

32. It is recommended that Members:

- a) Note the projected full year outturn position for 2021/22 as detailed in this report.
- b) Note the budget amendment as detailed in the report.

**Christopher Lee**  
**Treasurer to the Glamorgan Archives Joint Committee**  
**20 August 2021**

## **Appendices**

Appendix 1 - Month 3 Monitoring Position 2021/22

**Appendix 1 - Month 3 Monitoring Position 2021/22**

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 3 £	Projected Outturn £	Outturn Variance £
<b>Employees</b>				
Employees Gross Pay	394,926	97,735	396,258	1,332
Employees Superannuation	81,763	19,704	82,016	254
Employees National Insurance	36,827	8,015	36,989	162
Employee Miscellaneous Allowances	500	47	500	0
Employer & Public Liability Insurance	640	0	640	0
Apprenticeship Levy	2,000	324	1,321	(679)
Holiday Pay	0	200	200	200
Medical Expenses	200	0	200	0
Training Expenses	500	340	1,000	500
<b>Employees Total</b>	<b>517,356</b>	<b>126,365</b>	<b>519,123</b>	<b>1,767</b>
<b>Premises</b>				
Repairs, Alterations & Improvements	20,000	4,105	20,000	0
Security	6,890	0	6,890	0
Rodent & Pest Control	400	0	400	0
Grounds Maintenance	1,175	0	1,175	0
Fire Management/Protection	3,390	3,010	3,010	(379)
Maintenance Contracts	13,195	2,950	13,195	0
Electricity	27,000	1,911	27,000	0
Gas	6,000	1,087	6,000	0
National Non Domestic Rates	194,245	0	194,245	0
Water	2,000	1,365	3,000	1,000
Security Services	280	0	280	0
Cleaning Materials	1,500	15	1,500	0
Refuse Collection / Bulk	2,000	0	2,000	0
Office Cleaning Contract	9,900	2,451	9,900	0
Sanitation & Waste Disposal	500	0	500	0
Insurance	6,041	0	6,041	0
<b>Premises Total</b>	<b>294,516</b>	<b>16,894</b>	<b>295,136</b>	<b>621</b>
<b>Transport</b>				
Hire Transport	40	0	40	0
Public Transport - Staff Use	100	0	40	(60)
Car Allowances	75	0	75	0
Travelling Expenses	25	0	25	0
<b>Transport Total</b>	<b>240</b>	<b>0</b>	<b>180</b>	<b>(60)</b>

# Appendix 1 - Month 3 Monitoring Position 2021/22

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 3 £	Projected Outturn £	Outturn Variance £
<b>Supplies &amp; Services</b>				
Conservation	4,000	(1,603)	14,000	10,000
Box-making supplies	3,500	4,080	4,491	991
Vending Machines	1,200	260	1,200	0
Catering Sundries	1,000	0	1,000	0
Uniforms / Protective Clothing	3,000	0	3,000	0
General Printing & Stationery	700	10	700	0
Audit Fees	2,200	(2,100)	2,200	0
Commission (Inc. Credit Cards)	0	14	58	58
Central Telephone Exchanges	4,000	0	4,000	0
Telephones	1,500	224	1,500	0
Postages	500	182	500	0
Internet Charges	650	169	650	0
IT Consumables/Hardware	200	0	1,483	1,283
Software Licences & Maintenance	5,000	750	5,250	250
Subscriptions	650	570	650	0
Public Liability Insurance	807	0	807	0
Miscellaneous Insurance	371	0	371	0
<b>Supplies &amp; Services Total</b>	<b>29,279</b>	<b>2,555</b>	<b>41,861</b>	<b>12,583</b>
<b>Support Services</b>				
Accountancy	6,000	0	6,000	0
Income Recovery	310	0	310	0
Payroll	240	0	240	0
Payments	430	0	430	0
Audit	470	525	4,025	3,555
SAP Support	3,100	0	3,100	0
ICT Services	13,200	0	13,200	0
Human Resources	7,100	0	7,100	0
Bilingual Cardiff	2,250	0	2,250	0
<b>Support Services Total</b>	<b>33,100</b>	<b>525</b>	<b>36,655</b>	<b>3,555</b>
<b>Gross Expenditure</b>	<b>874,490</b>	<b>146,338</b>	<b>892,956</b>	<b>18,466</b>

# Appendix 1 - Month 3 Monitoring Position 2021/22

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 3 £	Projected Outturn £	Outturn Variance £
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<b>Income</b>				
Archives & Records Council Wales	0	0	(10,340)	(10,340)
Welsh Government Covid 19	0	0	(1,283)	(1,283)
Other Grants (Non-Government Grant)	(10,000)	0	(10,000)	0
Publications General	(1,000)	(108)	(1,000)	0
Sale Of Photocopies	(2,000)	(604)	(2,000)	0
Conservation Income	(5,000)	0	(5,000)	0
Box Making	(5,000)	(612)	(5,000)	0
Sale Of Food	(2,000)	0	(2,000)	0
Course Fees General	(150)	0	(150)	0
Search Fees	(4,000)	(1,017)	(4,000)	0
Royalties	(10,000)	1,462	(10,000)	0
Hire Of Special Rooms	(25,000)	0	(25,000)	0
Donations	(1,500)	(40)	(1,500)	0
Interest	(200)	0	(200)	0
Sundry Income	(10,000)	497	(36,430)	(26,430)
<b>Income Total</b>	<b>(75,850)</b>	<b>(423)</b>	<b>(113,903)</b>	<b>(38,053)</b>

<b>Contributions From Reserves</b>	<b>(40,000)</b>		<b>(20,412)</b>	<b>19,588</b>
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<b>Net Expenditure</b>	<b>758,640</b>	<b>145,915</b>	<b>758,640</b>	<b>0</b>
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<b>LA Contributions</b>	<b>(758,640)</b>	<b>0</b>	<b>(758,640)</b>	<b>0</b>
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