

GLAMORGAN ARCHIVES JOINT COMMITTEE

19 NOVEMBER 2021

Present: Councillor John(Chairperson)
Councillors Burnett, Cowan, Cunnah, Henshaw, Jarvie, R Lewis,
W Lewis and Robson

76 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Colbran and George.

77 : DECLARATIONS OF INTEREST

None received.

78 : MINUTES

The minutes of the meeting held on 20 August 2021 were agreed as a correct record.

79 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1 AUGUST TO 31 OCTOBER 2021

Members were provided with a comprehensive update on the work of the service for the period 1 August 2021 – 31 October 2021 all categorised against the outcomes of the Annual Plan.

In Summary the Archivist stated that Glamorgan Archives has had another positive quarter, achieving a number of targets in the annual plan and even making progress against some of the longer-term goals from the overarching Strategic Plan.

The building and the team were still somewhat limited by the ongoing restrictions and cannot undertake all of the things that were done pre-pandemic. However, the team continues to do their best to adapt services and do as much as possible when necessary. This has been shown this quarter by students returning to the Archives for the first time since March 2020, and the planning that has been undertaken to safely allow volunteers to return to the building. The development of digital services to reach out to users online continues to take up a lot of the time of the team, but continues to grow and provide incredibly positive feedback.

Members were invited to make comments, observations and ask any questions.

Members were pleased with the new report format.

Members considered the overall findings of the survey were excellent and looked forward to receiving feedback on areas where targets had not been met.

Members noted that there were some very high view figures against some tweets rather than others. Members were encouraged by the positive trend and wondered what tweets spiked more interest. Members were advised that there had been a lot of interest on social media around old photographs of Butetown.

Members considered that there could be more publicity for the service overall and that all of the member authorities had a role to play in that. Members were pleased to have seen the Service on Antiques Roadshow and were encouraged by the use of social media by the Service.

Members discussed digitalisation and asked if there was anything the member authorities could do to help particularly in relation to the retention of Fostering and Adoption records. Members were advised that there is a lot of interest around Fostering and Adoption, member authorities could help by putting the service in contact with the right people and also by ensuring that member authorities know that the service is part of their authority and they pay for it even though it sits in Cardiff.

Members were further advised that hopefully there would be a digitalisation preservation solution in place soon that they all agree on to move this forward.

RESOLVED to note the report.

80 : 2021/22 MONTH 6 MONITORING REPORT & 2022/23 BUDGET PROPOSALS

Members were advised that this report provided the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 30th September 2021 (Month 6), against the approved 2021/22 Budget and projections for the full year outturn position.

Members were provided with an outline of the report and a summary outlined:

Month 6 Summary

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, £20,695 projected).

Month 6 has provided an updated indication of the projected outturn though confirmation of the pay award has not yet been received. This has been reviewed in parallel with the development of the 2022/23 budget.

A comprehensive update of each headline in the report was provided and therefore Members did not have any questions on the Month 6 position.

Members were provided with an outline of the 2022/23 Budget Proposals and a summary outlined:

Proposed Budget Summary

At the end of 2021/22, the reserve balance is projected to be less than £100,000 and there is significant risk to future income generation levels, both as a result of the Covid-19 pandemic and the increasing levels of expenditure, most notably the NNDR costs. In order for the Archives to maintain a level of service and remain financially sustainable, an increase of 9% is proposed for Local Authority contributions in 2022/23. It is also proposed that £10,000 be drawn down from the

General Reserve to supplement the increased contributions and fund the budget gap.

The proposed budget allows for increases in employee costs of 3.7% but uncertainty around future pay awards may mean that this is not required for 2022/23. Similarly, income targets have been decreased to be representative of the current circumstances and the decline in income from commercial activities and room hire. However, if the financial position in 2022/23 improves, either through greater income streams or less substantial expenditure increases, there could be an in-year adjustment in favour of the local authorities whereby contributions are partially refunded. This would be dependent however on the overall financial position and future year sustainability of the service.

Members were asked for any comments, observations and questions.

Members discussed the possible ways to increase income as the service opens back up to hopefully have a positive budgetary impact. Members considered an increase in Fees and Charges but noted that this could have a negative impact on customer feedback. Members were advised that there could be an increase in Fees and Charges for Storage and Media, as this would not impact the individual user.

Members were assured that the Archivist would always look at avenues to increase income to offset any costs.

RESOLVED to:

- a Note the projected full year outturn position for 2021/22 as detailed in the report.
- b Note the budget amendment as detailed in the report.
- c Agree the draft budget proposals for 2022/23, as presented in paragraphs 28 to 54 of the report.
- d Acknowledge that there may be a need for further in-year contributions for larger items of expenditure that are not budgeted for as a result of maintaining a prudent budget.

81 : DATE OF NEXT MEETING - 18 FEBRUARY 2022

The meeting terminated at 3.25 pm