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AGENDA

Committee GLAMORGAN ARCHIVES JOINT COMMITTEE

Date and Time of Meeting FRIDAY, 18 FEBRUARY 2022, 2.00 PM

Venue REMOTE MEETING

Membership Councillor Colbran (Chairperson)
Councillors John, Burnett, Cowan, Cunnah, George, Henshaw, Higgs,
Jarvie, B Jones, K Jones, R Lewis, W Lewis, Robson, 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 held on 19 November 2021.
- 4 Report of the Glamorgan Archivist for the period 1 November 2021 to 31 January 2022 (Pages 9 - 32)**
- 5 Annual Report 2020-2021 - to follow**
- 6 Proposed changes to fees and charges from April 2022 (Pages 33 - 40)**
- 7 2021/22 Month 9 Budget Monitoring Report (Pages 41 - 50)**
- 8 Date of next meeting - 20 May 2022 at 2.00pm**

Davina Fiore

Director Governance & Legal Services

Date: Monday, 14 February 2022

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

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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

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



GLAMORGAN ARCHIVES JOINT COMMITTEE

FEBRUARY 2022

REPORT OF: THE GLAMORGAN ARCHIVIST TO THE GLAMORGAN ARCHIVES
JOINT COMMITTEE

AGENDA ITEM: 4

PURPOSE OF REPORT

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1st November 2021 to 31st January 2022.

BACKGROUND

2. 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.

ACHIEVEMENTS AGAINST ANNUAL PLAN

Please note that targets due for completion in later years may not be mentioned here unless work has taken place in this quarter.

- 3. Outcome 1: User communities are able to access the service's resources, no matter where they are in the world, through 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

Regular meetings continue to be held with representatives from People's Collection Wales. Photographs taken by Butetown photographer Fred Petersen have been uploaded to the site, and images from the National Coal Board (NCB) and Hughesovka collections will follow.

Cardiff Library Service have approached us about undertaking digitisation of items from their collection when they receive requests from the public. A process for doing this work has been agreed. All income from the work will come to Glamorgan Archives.

1.2 Improved access to collections through an enhanced online catalogue

The first version of the Epexio database containing Glamorgan Archives data was made available to staff in December. Feedback was provided to Metadatis including requests to rename and re-order fields. The user data and conservation data was initially not included but this is in the process of being resolved. Further refinement of the database is expected before the switch to the new system can finally be made.

Louise Hunt, Archivist, attended the inaugural Epexio User Group meeting. It was useful to hear updates and plans for future works as well as some case studies.

1.3 Improved website with more resources and assistance available online 24/7

The Glamorgan Archives website continues to be updated with new or enhanced content as and when available.

1.4 Increased use of social media shared amongst the whole team with growing usage figures

During November we took part in the national Explore Your Archive campaign, posting under each of the daily hashtags and contributing to the Welsh campaign headed by the Archives Wales/Archifau Cymru social media accounts. Other posts on social media this quarter have featured Holocaust Memorial Day, Disability History Month, World Digital Preservation Day, Armistice Day, National School Meals Week, Dydd Santes Dwynwen and Burns Night. In December we promoted items for sale in our shop as Christmas gifts. In January we featured the Top 5 most requested documents in the searchroom during 2021 and highlighted new accessions received during 2021.

Articles on our blog have featured the 50th anniversary of the University Hospital of Wales, Christmas during the Second World War, the release of the 1921 census returns, and our ongoing project to conserve the Plymouth Estate surveys. The latter post was written by conservation student Cal James.

1.5 Enhanced range of online events, with additional services like recorded events

A joint event was held with the Living Levels Partnership's research volunteers in November. They discussed their work exploring the history of the sea walls on the Gwent Levels, a very relevant topic in light of current discussions around the impact of climate change on sea levels. 38 people attended.

Our first event of 2022 featured a talk by David Allen on 'Cardiff Arms Park: The Early Years'. The talk was based on the recently published book, 'Cardiff Arms Park: An Illustrated Architectural and Social History'.

The Senior Archivist gave a talk as part of the online programme of events of the Cardiff Branch of Glamorgan Family History Society. The spoke about using our coal collections for family history. 85 people attended from locations across the world, and several follow up enquiries were received by email.

The latest parish familiarisation event was held in conjunction with the Diocese of Llandaff. Parish representatives joined on Zoom for a virtual visit to the Archives, including a presentation on the importance of safeguarding their records and the process for depositing them with the Archives. 18 attended.

The Conservator gave a talk to the Glamorgan Family History Society on packaging and preserving family heirlooms including family bibles, photographs, letters and other items. The talk was very well received and there has been excellent feedback from those who attended.

1.6 Agree and deliver a digital preservation repository

Work continues on the Welsh Vital Digital Information project in collaboration with colleagues from archive services across Wales. The audit of systems within Childrens' Services proceeds slowly as lots of services are not forthcoming with the data required.

The National Library of Wales has used some funding from the Welsh Government to start a trial of a digital preservation repository for Council records. Glamorgan Archives is working alongside Gwent Archives on the pilot, which sees some records being ingested into the contracted system, Preservica, to see what the options are for the long-term preservation of the records.

The work looking at the long-term preservation of Adoption records is continuing and meetings have been held with representatives from the National Adoption Service and other adoption agencies from across Wales to look at the potential to work collaboratively on what to do with the paper and digital records that are held piecemeal across a large number of organisations, including local authorities.

1.7 Develop and deliver a Digital Strategy

The draft Strategy continues to be developed.

4. Outcome 2: A wider range of people are aware of Glamorgan Archives and the work that the service does.

The majority of work under Outcome 2 is due to be completed in years 2023-2026. However some progress has been made against the following targets:

2.2 Build relationships with local media outlets to tell stories of local interest from across Glamorgan

An article on Wales Online looking at the development of Cardiff Bus Station over the years featured photographs from Glamorgan Archives.

2.3 Work with existing and potential community groups from across the area through broad community engagement

The Senior Archivist met with representatives from Cardiff University's CAER Heritage Project at the new community heritage centre in Caerau. Opportunities for future partnership projects around the modern history of Ely and Caerau were discussed.

The Senior Archivist continues to attend meetings of the Steering Group of the Scribla artist collective, led by arts organisation Art Shell. She has supported the work of the artists by recommending archival resources linked to their research, and images of items from the collection have been supplied.

Cardiff People First held a celebration event to mark the completion of their Lottery funded Taking Over the New Normal project. The Archives hosted a small group of Cardiff People First members who spoke about their experiences of participating in the project and showcased the films produced highlighting Glamorgan Archives and the Museum of Cardiff. An online audience joined via Zoom. A total of 35 attended, either in person or virtually. The films can be viewed on the Cardiff People First You Tube channel.

We continue to work with Rhondda Cynon Taf Heritage Services on their Proud Valley project exploring diversity within the RCT area.

Initial discussions have been held with Race Council Cymru regarding the production of a research guide, similar to the Queering Glamorgan guide, on black history. Funding streams are being explored.

Grangetown Local History Society held their monthly meeting for November at Glamorgan Archives as usual. Meetings were suspended in December in light of the new Omicron variant of Covid19.

The Senior Archivist attended the Executive Committee of Glamorgan Family History Society to update them on developments at the Archives.

The Glamorgan Archivist continues to attend meetings with the Heritage and Cultural Exchange, and is working with them on the long-term preservation of their collection. She also continues to work with Women's Archive Wales following the conclusion of their Setting the Record Straight Project.

5. Outcome 3: People of all ages have developed skills and are better prepared for the workplace through engagement with Glamorgan Archives.

3.2 Use collections to engage schools in discussions re topics of interest

A webinar was held for more able and talented pupils at Ysgol Gyfun Bro Eder on Votes for Women and the activities of the Suffragettes in Cardiff and the wider south Wales area. Examples from the Cardiff Police Newscuttings and photographs were used as talking points, followed by a Q&A session with pupils.

Staff met with a research group of pupils from Adamsdown Primary in Cardiff who are exploring the history of their school. Questions were taken from the pupils on how to approach historical research and digital images reflecting the history of the school were shared.

Virtual tours with introductions to our services and collections were delivered to postgraduate students from Cardiff University's School of Welsh and those studying for a MA in History at Cardiff University.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

Discussions are underway with the School of History, Archaeology and Religion at Cardiff University around a proposed heritage work placement module which would see participants working with local heritage services, including the Archives.

The Glamorgan Archivist was met with a small group of students from the Cardiff University MSc course in Care of Collections to discuss the work of the Archives and working in the profession in general.

6. Outcome 4: The legal and evidential value of archives is at the forefront of the service's work.

4.1 Work to increase advocacy and representation within constituent local authorities

The Glamorgan Archivist attended a meeting of the South Wales Information Forum in January, to continue liaison with Information Governance colleagues from across a range of local authorities. She continues to work with colleagues in Information Governance at Cardiff Council on their plans for future developments.

The Senior Archivist and volunteer Rosemary Nicholson spoke at Cardiff Council's annual staff remembrance service held at City Hall on 11 November. Rosemary has undertaken significant research on the people listed on the Council's Roll of Honour and the stories of three brothers who served in the First World War and feature on the roll were read to those in attendance.

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

As detailed above in item 3, work is underway on a trial of a digital preservation repository and that work is prompting discussions regarding the transfer of records within constituent authorities, both in paper and digital format.

Regular meetings continue to be held with representatives from the Diocese of Llandaff to ensure the continued transfer of relevant parish records to the Archives.

4.4 Work with Archives and Records Council Wales Collections at Risk Project

Liaison with the ARCW Records at Risk Project Officer over potential records at risk in our area has continued this quarter.

7. Outcome 5: Collections are gathered, kept and shared using the best professional standards.

5.1 Begin a systematic stocktake of all collections as part of Collections Weeks

A Collections Week was held the week commencing 29 November. With the searchroom closed, staff were able to focus on work on the collection. The Archivists worked in two teams, addressing the large accessions received during the past 6 months. This included appraisal of a collection of approximately 3000 glass slides, cataloguing the papers of Albert Victor Chamberlain, Lord Mayor of Cardiff's Secretary, appraisal and cataloguing of additional material in the Chris Taylor transport collection, sorting and cataloguing records from Theatr Iolo, and cataloguing records from Llangynwyd Ecclesiastical Parish. The Records Assistants worked in two teams to progress stocktake work, systematically working through all boxes in the strongrooms checking their contents against the catalogue and locations database.

5.2 Ensure a balance of cataloguing, conservation and digitisation priorities

Initial receipts for accessions were issued within the target time. Full receipts were issued within 15 working days for 71% of the accessions; the target is 60%. 91% of the accessions received between February and July 2021 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

Details of all accessions received in the last quarter can be found in Appendix 1 including notable accessions.

Deliveries of the William Burges drawings from Cardiff Castle have continued, with the material being checked on arrival by a member of the conservation team and an archivist. The material has included plans of rooms and furniture, as well as

intricate and colourful designs for stained glass windows at Cardiff Castle and Castell Coch. It also includes some drawings for Burges designed churches in Scotland and Ireland. The collection is being assessed for Conservation requirements as it comes in, and it has already been noted that the collection has surface dirt, tears and losses, fragile tracings and material that needs to be removed from old album pages. A further six deliveries were made during this quarter with approximately 1850 drawings having been received so far. A further one or two deliveries are expected in February to complete the transfer and then future funding opportunities will be discussed with colleagues from Cardiff Castle.

Work is continuing on the National Manuscript Conservation Trust (NMCT)-funded project, with assistance from students from Cardiff University as part of their Conservation placements. Nine of the foldout maps from DPL/3 and one foldout map from DPL/4 have been re-backed on the wall board. DPL/3 is in the process of being bound and DPL/4 is awaiting digitisation before it can be bound.

The Assistant Conservator has bound up six volumes of electoral registers, and he is continuing to flatten quarter session rolls (completing the year 1842) to make them more accessible to the public.

Funding has been obtained from ARCW to undertake a sampled Preservation Assessment Survey (PAS), with assistance from Library Surveys Ltd. Glamorgan Archives staff will undertake the survey work to the prescribed methodology and the ensuing report will be calculated by Library Surveys. This work is expected to be completed by the end of March.

5.3 Develop coherent programme of external funding applications

The deposit of records from the Principality Building Society has been completed with one further accession received in this quarter. The collection now needs to be assessed as a whole and may be suitable for grant funding for cataloguing.

5.4 Complete half-finished collections

Work on completing the Time and Tide project continues, with Lewis Lovell, Archivist, continuing to catalogue records of Associated British Ports South Wales. An additional deposit of related records has been received this quarter, and those will be assessed and dealt with in conjunction with the previous material.

8. Outcome 6: 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.

6.1 Manage budget to ensure best value for money and appropriate use at all times

Regular budget monitoring sessions continue to be held looking at current spend and projecting outturn figures for the end of the financial year.

The audit of the work of the Archives was completed and a draft report was received in November. There were nine recommendations in the report, with three of those recommendations classed as red/amber risk. Of those nine, four have already been dealt with and notified back to Audit as completed (including one of the red/amber risks). The remaining five recommendations are scheduled to be dealt with and closed off by the end of March.

6.2 Maximise income generation opportunities

Royalty payments from the various agreements that are in place have exceeded projections this year, largely due to the interest that the parish registers have received since launching on Ancestry in October 2020.

Glamorgan Quarter Sessions Calendars of Prisoners for the period 1850-1920 are also now available to access online via Ancestry.

Work is continuing on other classes of records that could be digitised for mounting online in conjunction with colleagues from across Wales.

The Royal Welsh College of Music and Drama commissioned project is continuing. Five volumes and one folder of musical manuscripts have been treated and bound. There are a further eight folders and six volumes of various sizes left to work on.

Barry War Museum commissioned Conservation to work on three Nazi propaganda posters. These have been repaired and encapsulated to protect them for the future.

The Conservator and Assistant Conservator have carried out two other small pieces of commissioned work this quarter. This has included repair work on a 17th Century family bible, three volumes of a Beethoven musical score book, one other volume and a dust jacket.

Glamorgan Cricket Club have commissioned the service to undertake work on preservation and boxing of items from their collection. This has included the purchase of preservation equipment on their behalf, remedial and active conservation on some items as well as boxing up a large number of items with bespoke boxes.

Carmarthenshire Archive Service are expected to be moving their collection out of storage with the Archives before the end of the financial year. They have put the removal work out to tender and a number of visits from potential contractors have been facilitated throughout January.

6.3 Maximise staffing complement through grant funding and efficient use of resources

A support worker for Records Assistant Stefan Walker has been recruited. The role will be funded through the Department for Work and Pensions (DWP) Access to Work scheme. Alexis Brito joined the team at the end of January and will be working 23 hours per week, focussed on searchroom services.

The latest Cultural Ambition Trainee, Bilal Abdi, joined us in January. Bilal spent his first placement in St Fagan's. He is now working on progressing the digitisation of the Cardiff Bay Development Corporation photographic collection.

Following a fifth attempt at recruitment, the Kickstart Trainee post has not been filled and this means that, due to the timescales associated with the scheme, we cannot proceed with the placement.

6.4 Ensure an inclusive and well-developed workforce

Four members of staff continue to attend weekly Welsh classes.

The Senior Archivist, Archivist Hannah Price and Records Assistant David Hail have all completed Manual Handling training.

The Glamorgan Archivist, the Senior Archivist and Louise Hunt, Archivist, attended the ARCW Forum.

A webinar on Describing the Archive: Identifying Biased and Offensive Language in Archive Catalogues was attended by the Senior Archivist. It explored options for using automated software to identify problematic legacy catalogue descriptions.

Archivist, Laura Russell, attended LGBTQ+ History and Language training sessions commissioned by the Welsh Government.

The Glamorgan Archivist attended two Environmental Sustainability seminars and a seminar on workforce development, all hosted by The National Archives. She also attended the first of four planned sessions on Environmental sustainability and decarbonisation hosted by Welsh Government for cultural heritage organisations (with the other three sessions planned for February and March).

In addition, she visited Cardiff University Special Collections to discuss potential avenues for joint collaboration and co-operation.

6.5 Ensure sharing of skills with partner organisations as much as feasible

The Glamorgan Archivist attended the reconstituted South Wales Emergency Planning Group, led by Welsh Government. This is an ideal skills-sharing opportunity as emergency planning is often difficult to progress with as a lone organisation, and there is value in collaboration on this.

6.6 Ensure Archives Accreditation is renewed and continued

September's application for the renewal of Glamorgan Archives' Accreditation status was successful. In the outcome documentation, it was noted that "Glamorgan Archives was an exemplar of how an archive service should deliver on behalf of multiple local authorities. They [the panel] commended the smooth succession to a new head of service during the COVID-19 pandemic and encouraged the service to continue its development in managing digital collections."

In the report there are four required actions and one improvement action, all around digital preservation implementation and relationships with the partner authorities. The service will need to report against those actions at the next check-in, which will be two-three years.

6.7 Ensure a broad range of opportunities for volunteers

Rosemary Nicholson, volunteer, has carried out research on a recently received Roll of Honour for Bryn Seion Welsh Baptist Chapel (ref. D1834/1), providing biographical information on members of the Chapel who served in the First World War. Rosemary's work has been added to our online catalogue.

During mid-November we were pleased to welcome many volunteers back to the Archives in person. They have largely been working on four projects: indexing of crew lists from the port of Cardiff, indexing of Merthyr Tydfil Union admission and discharge registers, producing a finding aid for the Crawshay diaries, and the transcription of the Leversuch family correspondence.

A three-week timetable provided each volunteer with a 2-and-a-half-hour slot during that period. This ensured that there were no more than three volunteers in the office over the course of the day. Detailed guidelines were developed and circulated to ensure that volunteers returned with confidence fully aware of the changes implemented in the office. The majority of volunteers did take the opportunity to return to the office, only one deciding that they were not ready to do so.

Once again, we were unable to gather with volunteers for our usual Christmas get together. Instead, during December we gathered online for a chat and a festive quiz developed by Stefan Walker, Records Assistant, which was very well received.

Due to the tightening of COVID restrictions during December access for volunteers had to be suspended again. Some are choosing to work from home whilst the majority are waiting for onsite access to resume, which we are hoping will be possible during late Spring. During this period of variable provision of volunteering opportunities, we have decided not to include volunteer figures in the report.

6.8 Ensure service is run transparently

The searchroom remains busy with high demand for places, and we continue to receive a positive response from customers, including through social media, such as:

This time last week, I'd just finished my first of three days of research at @GlamArchives - and I just want to highlight how great an archive they are, but also, most importantly, how just genuinely lovely and helpful the staff there are!

The target for responding to remote enquiries is met. Feedback has included:

Hello and thank you for you for your very prompt reply to the attached request for information. I am most satisfied with your service response time and only wish other organisations/ businesses offered similar customer service.

The Senior Archivist continues as a representative on the Archives and Records Association's Survey Group. Work is currently underway to revise the Survey of Visitors to UK Archives in preparation for roll out later this year.

6.11 Work more collaboratively with neighbouring archive services

Funding has been obtained from the National Lottery Heritage Fund for the "Crowd Cymru" project, which is a collaboration between Glamorgan Archives and Gwent Archives, Cardiff University Special Collections and Archives and the National Library of Wales looking at digital volunteering. Work is underway on preparing for the recruitment of a Project Officer through Gwent Archives who are acting as the lead on the project. We will be providing collections and a physical location for the Project Officer if required.

The ARCW Marketing Group continues to meet regularly with the Senior Archivist representing Glamorgan Archives.

Discussions are underway with The National Archives and Gwent Archives regarding potential partnership work leading on from the 1919 Race Riots exhibition and exploring life during the 1920s in the diverse Docks communities of south Wales.

Work continues on the development of the pan-Wales 'Life in Wales in the 1920s' online exhibition, with the launch of material online planned for the Spring.

The Glamorgan Archivist has been appointed as Vice-Chair of ARCW, which allows the service exclusive access to more information and knowledge about current priorities and drivers across Wales and the wider UK.

6.12 Improve management of Glamorgan Archives building

The latest quarterly Health and Safety check of the building looking for defects and issues was carried out in January. The majority of issues are already identified and on the long-list to be dealt with over time.

Work continues on regular maintenance of the building alongside the contractors employed to undertake the work.

The Assistant Conservator has defrosted the freezer in the Isolation room and reorganised its' contents. The freezer currently contains large numbers of degrading nitrate and acetate negatives.

The heating coils for two of the air handling units have failed and replacements have been ordered. The heating coils on the other two air handling units will also need replacing soon. These issues have affected the runtimes, but this should be solved once the new parts have been installed.

The AHU runtimes for this quarter are bellow

AHU1	AHU2	AHU3	AHU4
0.0 hours	1 hour	485.5 hours	40. hours

During this quarter, the electronic handheld thermohygrometer broke down so some readings were done with a whirling hygrometer and others were done with a cheap handheld electronic thermohygrometer. The average readings are shown below:

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	18.7° C	47.1 %	19.6°C	47.4%	20.8°C	43.9%	20.0°C	42.6%
Variation	±1°C	±2.5 %	±1°C	±2.5%	±0.5°C	±3.5%	±0.5°C	±1.5%

Relative Humidity*

Pest Traps in Strongrooms Between 20/10/2021 & 24/01/2022		
Location	Front Door	Back Door
Strongroom 1	Empty	Empty
Strongroom 2	1 Moth*	Empty
Strongroom 2A	Empty	Empty
Strongroom 3	1 Small fly	Empty
Strongroom 4	1 Small fly	Empty

- * A single moth attracted by the pheromone trap from outside (not breeding)
- The flies are of no significance

The traps around the entrance doors to the building have trapped midges, flies, spiders, woodlice centipedes and beetles none of which are a problem for the collection.

SUMMARY

9. One of the most pleasing aspects of this quarter has been the renewal of the service's Archives Accreditation status for another term of six years. The comments received from the panel were particularly pleasing considering the difficulties that the service has suffered over the pandemic. Work is already underway on the recommendations that were received in the outcome letter.

The team have continued to work hard to progress against a broad range of targets this quarter, as can be evidenced by the income generation that has been achieved and the number of items noted in this report.

LEGAL IMPLICATIONS

10. 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 Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

11. The Glamorgan Archivist acts at all times 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.

FINANCIAL IMPLICATIONS

12. Any direct financial implications arising from this report have been accounted for in the 2021-22 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
31st January 2022

Appendix I

Casgliad A R Selwood o Penderyn / A R Selwood of Penderyn Collection			
Accession No:	2021/92, 96, 105	Reference No:	D1405
Records relating to Nantllechau Farm; Certificates awarded to Jack Selwood from the RNLI and League of Nations Union for an essay submitted when a pupil at Tonypany School; Family papers in memory of Nefydd Roderick of Tonyrefail; papers relating to J. R. Selwood; papers relating to Hirwaun Common Inclosure; printed articles Date of records: 20th century			
Cowbridge Grammar School Old Boys Association Records			
Accession No:	2021/93	Reference No:	D341
Audio recording of a School performance of 'The Mikado' performed 1959, cast list, 'Those Blue Remembered Hills' by Timothy Chilcott (Extract) Date of records: 2021			
High School For Boys Cardiff, Photograph			
Accession No:	2021/94	Reference No:	D1835
Group photograph of staff and pupils Date of records: 1921			
Madden Family Postcards			
Accession No:	2021/95	Reference No:	D1822
Postcards depicting Madden family Date of records: c1914-1915			
Kenneth Rowland Harris Family Papers			
Accession No:	2021/97	Reference No:	D45
Photograph album, photographs of pages from front of family Bible Date of records: 1926-2020			
Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers; M L Edwards Professional papers			
Accession No:	2021/98	Reference No:	D407/10, 11
'Metamorphosis' - the conversion of the Prudential Building, Cardiff into the Hilton Hotel; photographs of Spillers and Company, Cardiff; plan and explanatory note regarding housing at Maes Lloi, Aberthin Date of records: 20th century			
Cardiff and the Vale of Glamorgan Coroners' Records			
Accession No:	2021/99	Reference No:	CORCV
Coroners files Date of records: 2001			
Cardiff and the Vale of Glamorgan Boys' Brigade Battalion, Records			
Accession No:	2021/100	Reference No:	D1285
Brigade papers including committee minutes, financial records, programmes, photographs, newscuttings			

Date of records: 1950s-2017

Bethany Baptist Church, Rhiwbina, Cardiff Records			
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Accession No:	2021/101	Reference No:	DBAP15
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Church records including minutes, reports, announcements, orders of service, photographs and correspondence

Date of records: 1970s-2021

Diocese of Llandaff Quinquennial Inspection Reports			
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Accession No:	2021/102	Reference No:	P
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Inspection reports

Date of records: c2000-2021

Gelligaer Historical Society Records			
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Accession No:	2021/103	Reference No:	D1499/1/55
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'Gelligaer Times' - Issue No. 59

Date of records: Nov 2021

Ian Meredith Family History Research Papers			
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Accession No:	2021/104	Reference No:	DX558
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Updated versions of 'The Last Glamorgan Malefants [DX558/6], and 'Sir William Fleming, Knt and the de Sully heritage' [DX558/7]; article: 'The Wards of Thomas Moigne (d 1364), Sheriff of Gloucester

Date of records: 2018-2021

Principality Building Society Records			
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Accession No:	2021/106	Reference No:	D1746
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Various ledgers including cash books, accounts ledgers, depositors ledgers, accumulative shareholders ledgers, The Building Societies and Land Companies Gazette, Urban Building Society ledgers, Maesteg Permanent Benefit Building Society minute book, Aberavon Mutual Permanent Building Society subscription books.

Date of records: 1860s-1980

Stark Brothers, Masons and Plasterers of Cardiff, Papers			
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Accession No:	2021/107	Reference No:	D1838
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Photograph and business papers

Date of records: 20th century

'The Barrian' Barry County School Magazines			
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Accession No:	2021/108	Reference No:	D1837
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School magazines

Date of records: 1919-1924

Glamorgan Family History Society Records			
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Accession No:	2021/109	Reference No:	D37/1/144
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Journal no. 144

Date of records: Dec 2021

South Wales Talking Magazine Association, Cardiff, Records			
Accession No:	2021/110	Reference No:	D1055
Association records including minutes, scrapbooks and administrative papers Date of records: 1970s-2021			

City and County of Cardiff, Records			
Accession No:	2021/111	Reference No:	CCF
Registers of Electors for Cardiff North, Cardiff West, Cardiff Central, Cardiff South and Penarth. Date of records: 2019			

Deeds relating to 26 and 27 De Winton Terrace, Llanbradach			
Accession No:	2021/112	Reference No:	D1840
Deeds and legal papers relating to 26 and 27 De Winton Terrace, Llanbradach Date of records: 19th-20th century			

Siloa Independent Church, Green Fach, Aberdare, Records			
Accession No:	2021/114	Reference No:	D1842
Marriage registers Date of records: 1914-1998			

Bethesda Cap Coch, Aberdare, Records			
Accession No:	2021/115	Reference No:	D1843
Marriage registers Date of records: 1982-2018			

Ebenezer Independent Chapel, Trecynon, Aberdare, Records			
Accession No:	2021/116	Reference No:	D1844
Marriage registers Date of records: 1912-2007			

Cornerstone Church, Aberdare, Records			
Accession No:	2021/117	Reference No:	D1845
Marriage register Date of records: 2005-2010			

The Kingdom Hall, Zion Street, Pontypridd, Records			
Accession No:	2021/118	Reference No:	D1846
Marriage register Date of records: 1985-2004			

Ramoth Christian Centre, Hirwaun, Records			
Accession No:	2021/119	Reference No:	D1847
Marriage register Date of records: 2007-2014			

Tonypandy Methodist Church, Records			
Accession No:	2021/120	Reference No:	D1282
Marriage register			

Date of records: 1991-2015

Capel Bedyddwyr Hebron, Ton Pentre/Hebron Baptist Chapel, Ton Pentre			
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Accession No:	2021/121	Reference No:	D1839
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Minute book

Date of records: 1868-c1919

Oakwood Ecclesiastical Parish Records			
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Accession No:	2021/122	Reference No:	P198CW
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St Tydfil's, Bryn, marriage registers

Date of records: 1927-1956

Anthony M Ernest and Robert M Ernest of Penarth Collection			
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Accession No:	2021/123	Reference No:	D387
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Photographic negatives of Penarth County Treasures Listing, 1979; Official Sully Area Guide, 1995/6; Armed Forces Day programme, 2010; Cardiff Airport Annual Update, 2018; letter and photographs re. construction of deep sewer outfall at Lavernock Point, 1922; The Boy Scouts Association, Warrant Certificate of Group Scoutmaster issued to Robert M Ernest of Penarth, 1932; photographs of the Schroeter Family of Penarth, 20th century; Penarth Festival programmes, 1989-1995; Massed Bands of the Prince of Wales' Division, Programme, 1992; Portway Village Marina, Penarth, Sales Brochure, 1987; 20th Anniversary of Twinning, Penarth-St. Pol de Leon, 1989; 'Penarth – A Development Strategy for the next Decade', Cllr. Anthony Ernest, 1988; Official opening, Civic Offices and Leisure Centre, Barry, 1981 and Leisure Centre, Cowbridge, 1987; Barry Docks Regeneration, photograph, 1950s; Cardiff Marketing Bureau, Travel Trade Organisers Guide, 1988/89; Tourist Information Centre, Barry Island, photograph of official opening, 1992; Penarth Town Walk, September 2021, Alan Thorne; Last voyage of Paddle Steamer "Waverley" from Barry, postcard, 1988; Cardiff Consular Corps/Association correspondence, 1950-1979; records of Rocket Life Saving Apparatus, Penarth Rocket Station, 1920-1930

Date of records: 20th-21st century

Cathays (Cardiff) Rugby Football Team			
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Accession No:	2021/124	Reference No:	D1841
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Team photograph, 1882-1883 season

Date of records: 1882-1883

Women's Archive Wales/Archif Menywod Cymru Records			
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Accession No:	2021/125	Reference No:	DWAW8
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'Setting the Record Straight', minutes of the Project Management Group and Final Report; Women's Heritage Walks booklets.

Date of records: 2019-2021

British Empire and Commonwealth Games Collection			
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Accession No:	2021/126	Reference No:	D1848
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British Empire and Commonwealth Games, letter from Honorary Secretary, pennant and lapel badge; Cardiff Corporation souvenir transport ticket

Date of records: 1950-1958

Giles and Harrap, Brewers, Merthyr Tydfil, sales catalogue			
Accession No:	2021/127	Reference No:	D1849
Particulars and conditions of sale of the Brewery premises together with 62 fully licensed houses			
Date of records: 17 Jun 1935			

Caerphilly County Borough Council, Records			
Accession No:	2021/128	Reference No:	CCA/C/RE/23
Registers of electors, 2021			
Date of records: 2021			

Cardiff Borough Council, Records			
Accession No:	2022/1	Reference No:	BC
Cardiff Museum Committee Ledger, 1893-1907; Cardiff Corporation, Book of Reference, 1908			
Date of records: 1893-1908			

Llancarfan Society Records			
Accession No:	2022/2	Reference No:	DLNS
Newsletter 188			
Date of records: Dec 2021			

Davies Family of Llandaff and Cardiff Papers			
Accession No:	2022/3	Reference No:	D1850
Rent books, deeds, legal documents and letters			
Date of records: 19th-20th century			

Minster Road United Reformed Church, Cardiff, Records			
Accession No:	2022/4	Reference No:	D756
Plan of the proposed Congregational school hall, which became the main church building due to insufficient funds for a separate church, c1925; Plan of the church with the proposed site for a church hall indicated, 1971.			
Date of records: c1925, 1971			

Roath Local History Society Records			
Accession No:	2022/5	Reference No:	D328
Slides relating to the history of Roath, Cardiff and the surrounding area			
Date of records: 20th century			

Bird Family Business of Cowbridge, Records			
Accession No:	2022/6	Reference No:	D1852
Business paperwork including communications, details of suppliers, customers, transactions, staffing and administration, promotion and events. Also pictures and photographs relating to the Bird family in Cowbridge.			
Date of records: c1900-c2010			

Howard Chant, Papers			
Accession No:	2022/7	Reference No:	D329

Records relating to rail trips organised by Monmouthshire Railway Society, all departing Cardiff. Date of records: 1970s-1990s

Associated British Ports (ABP) Records			
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Accession No:	2022/8	Reference No:	DABP
Photographic archive of Associated British Ports including negatives and transparencies Date of records: 20th century			

Verity Family of Bridgend Papers			
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Accession No:	2022/9	Reference No:	DXCB
Photograph of Admiral Erich Breuning taken by Denis Verity in his garden, Dec 1947; 'We Landed by Moonlight' by Hugh Verity, 2000. Date of records: 1947-2000			

Bryn Hafren Girls' School Records			
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Accession No:	2022/10	Reference No:	D1853
Admission registers, attendance registers, staff attendance registers, leavers books, various booklets, videos and DVDs, press cuttings, photographs. Date of records: 1960s-2010s			

Notable accessions

South Wales Talking Magazine Association, Cardiff, Records (D1055)

An additional deposit has been received from the South Wales Talking Magazine Association. The Association was registered under the Charities Act in 1971 with the object of providing taped periodicals for registered blind and partially sighted people. By 2014 the Association produced two audio publications on compact discs, a weekly talking newspaper and a monthly magazine programme.

With the dramatic changes in methods of communication over recent years and the growth in social media the South Wales Talking Magazine Association decided to close in the summer of 2021 after 50 years of service. Items received comprise Association records including minutes, scrapbooks and administrative papers.

Cardiff and the Vale of Glamorgan Boys' Brigade Battalion, Records (D1285)

The Boys' Brigade was founded in Glasgow in 1883 by Sir William Alexander Smith with the aim to develop Christian manliness using a semi-military discipline and order, gymnastics, summer camps and religious services and classes. Originally called the Cardiff Battalion, the name changed in 1974 to Cardiff and the Vale of Glamorgan Battalion. In 2010 the four battalions in Wales merged with the parent body, Boys' Brigade in Wales, to form just one battalion for the whole region, resulting in the winding up of the Cardiff and the Vale of Glamorgan Battalion. Additional Brigade papers including committee minutes, financial records, programmes, photographs and news-cuttings have been deposited.

Deeds relating to 26 and 27 De Winton Terrace, Llanbradach (D1840)

A collection of papers relating to a property in Llanbradach has been donated. The deeds relate to houses in De Winton Terrace, which had been built by 1904 and

formed part of the Coedybrain Estate. Items received include assignments, mortgage and abstract of title that provide a unique insight into the history of the property.

Siloa Independent Church, Green Fach, Aberdare, Records (D1842)

Marriage registers of several churches have been received from Rhondda Cynon Taff Register Office, Pontypridd. Included are records of Siloa Independent Church, Aberdare which was officially opened in January 1845 and registers for the period 1914-1998 have been deposited.

Giles and Harrap, Brewers, Merthyr Tydfil, sales catalogue (D1849)

A sales catalogue detailing the extensive property holdings of a family run brewery has been received. Giles and Harrap Brewery, Brecon Road, Merthyr Tydfil is believed to have been established c1825 and had remained in family ownership by the time of its sale in 1935. The catalogue outlines the particulars and conditions of sale of the Brewery premises together with 62 fully licensed houses situated mainly in the local area.

Bird Family Business of Cowbridge, Records (D1852)

Edward Bird, 1768-1835 and brother of the diarist John Bird, established the business in Cowbridge in 1796 at 14 High Street and Waun y Gaer, both of which are still in the family's ownership. Papers deposited commence c1900 and include communications, details of suppliers, customers, transactions, staffing and administration, promotion and events. Pictures and photographs relating to the Bird family in Cowbridge have also been received.

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
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
Aug-Oct 2021	191	0	0	2093
Nov 2021-Jan 2022	158	0	0	1587

	Remote Enquiries	Website Hits
Dec 2020-Feb 2021	777 (+225 un-printed thank you emails)	8885
Mar-Apr 2021	673 (+134 un-printed thank you emails)	5918
May-Jul 2021	1240 (+198 un-printed thank you emails)	11133
Aug-Oct 2021	1276 (+219 un-printed thank you emails)	9893
Nov 2021-Jan 2022	1157 (+217 un-printed thank you emails)	9529

Interesting Enquiries

The release of the 1921 census in early-January has led to a flurry of enquiries from family historians following up newly discovered information on their ancestors. Records consulted include those of the Glamorgan Asylum, local workhouses, collieries and schools. One individual discovered that an ancestor in 1921 was working at the Llwyn Onn Reservoir and we were able to refer them to Borough of Cardiff records relating to staff salaries and pensions.

A current serving police officer from Yorkshire made contact seeking information on his grandfather, who had also worked as a police officer, becoming Chief Constable of the Glamorgan Constabulary. We were able to refer him to a police personnel file for his grandfather along with a photograph taken during his time in Glamorgan.

A researcher requested help to trace the history of a marriage chest in their possession. The chest bears the initials 'WG', which they believe may relate to a

Winifred Griffiths. They also believe the chest may have Quaker links. We were able to refer them to items within the Society of Friends records which may help towards solving the mystery.

This year will mark 110 years since the sinking of the Titanic. In December we were contacted by the British Titanic Society, seeking assistance in their attempt to locate the grave of a member of the crew who survived, but was later admitted to Whitchurch Hospital in Cardiff. We were able to refer them to the Hospital records.

We continue to support academics, students and school pupils with their research. A PhD student visited the searchroom and consulted several items as part of her work exploring the significance of the environment in the lives of coastal dwellers in Brittany and Wales from the 1870s to the late 1930s. We also provided advice to a student undertaking a school project on the Aberfan Disaster and seeking information on insurance and compensation claims. We provided details of items within the National Coal Board collection.

We are regularly contacted for information by architects, engineers and contractors working on development projects. A recent enquiry concerned air raid shelters in the grounds of Hawthorn Secondary School in Pontypridd. A search of the catalogue revealed a detailed plan of shelter trenches in the school grounds.

Linked to the ongoing development work at Cardiff Royal Infirmary, an artist made contact as part of research into the place of the Infirmary in the city, and in particular in the surrounding areas of Adamsdown and Splott. We suggested that they consult the records of the hospital along with historic Ordnance Survey plans showing the development of the area.

Colleagues at Cumbria Archive Service contacted us in January, as part of their preparations for celebrating their 60th anniversary this year. Although the joint service opened in 1962, Cumberland Record Office in Carlisle opened in 1942, under the guidance of archivist Madeleine Elsas. Miss Elsas later became the second Glamorgan Archivist, and we were asked if we have any biographical information on her life and career. Copies of newscuttings and photographs from the Glamorgan Record Office archive which relate to Miss Elsas were provided.

Appendix III

Events	
Sea Walls: Battles of Defence and Responsibility	38
Cardiff Arms Park: The Early Years	23
Cardiff People First Celebration Event	35
Glamorgan Family History Cardiff Branch: Coal Records for Family Historians	85
Glamorgan Family History Cardiff Branch: Looking after your own documents	45
Parish Familiarisation Event	18
Local and Family History Groups	
Grangetown Local History Society	15
Education	
Ysgol Bro Edern	12
Adamsdown Primary	7
Cardiff University School of Welsh	7
Cardiff University History MA	15
Filming	
Title Role Productions re Michael O'Brien case	
Individuals meeting staff	
	20
Tours for prospective volunteers	
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Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>Aug</i>	5774	10,533	1607	9827	1181	50
<i>Sep</i>	5802	4851	1612	2459	1192	91
<i>Oct</i>	5825	9082	1617	3159	1203	68
<i>Nov</i>	5863	3742	1628	2619	1211	104
<i>Dec</i>	5896	3701	1637	8475	1217	118
<i>Jan</i>	5932	5006	1653	9081	1217	147

Appendix IV

Bench work		
Q/S/R/1842/A	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1842/B	Quarter Sessions Roll	Cleaned, flattened & repaired Cleaned, flattened & repaired
Q/S/R/1842/C	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1842/D	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1843/A	Quarter Sessions Roll	Cleaned, flattened & repaired
D1848/2	British Empire and Commonwealth Games pennant	Cleaned, repackaged
CCA/C/RE/23/2/1	1 Electoral register	Bound into volumes
CCA/C/RE/23/1/1-5	5 Electoral registers	Bound into Volumes
Cleaning and Packaging		
Various	67 boxes of crew lists	Cleaned and re boxed
Bespoke boxes made		
Various	44 Boxes	Made
Barcoded and Relocated		
Various	670 Boxes and maps	Barcoded
	6 items	Moved
External Work		
Local University	5 volumes and 1 folder	Washed, alkalized and repaired
Local Museum	3 posters	Splinted and encapsulated with microchamber
Private individual	13 boxes	Made
National company	88 boxes	Made
Private conservator	3 boxes	Made
Local Gallery	11 boxes	Made
Local sports club museum	168 boxes 27 items 3 Items 77 standard boxes of documents	Made Encapsulated Wrapped Repackaged
Private individual	1 Family bible	Front section cleaned, and repaired
Private individual	4 volumes and 1 dust Jacket	Repaired
Welsh Archive	Deed	Blue tack removed.
Welsh Archive	Indenture	Parchment unstuck

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



GLAMORGAN ARCHIVES JOINT COMMITTEE

FEBRUARY 2022

**REPORT OF: PROPOSED CHANGES TO FEES AND CHARGES FROM 1ST
APRIL 2022**

AGENDA ITEM: 6

PURPOSE OF REPORT

1. To present to the Joint Committee the proposed scale of fees and charges to be implemented from 1st April 2022.

BACKGROUND

2. There has not been an increase in charges for some time owing to the change of postholder of Glamorgan Archivist and the pandemic. Costs pertaining to the building and source materials, as well as staff salaries, have increased during this time (exponentially in some cases). In addition, when benchmarking the work of the service against other comparator services, it was discovered that the majority of other services have scales of charges for certain aspects of work that have previously been decided for Glamorgan Archives on an ad-hoc basis. It has been decided to regularise and formalise this process with this proposed scale of charges.
3. It is expected that an annual review of charges will be required for forthcoming years and the February meeting of the Joint Committee will be an ideal time to look at this year on year.

LEGAL IMPLICATIONS

4. 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 Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

5. The Glamorgan Archivist acts at all times 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.

FINANCIAL IMPLICATIONS

6. Any direct financial implications arising from this report have been accounted for in the 2022-23 budget plan.

SUMMARY

7. The proposed scale of fees and charges has been developed with the needs of the service in mind and will be reviewed annually.

RECOMMENDATION

8. Members are asked to agree the proposed scale of Fees and Charges for 2022-23.

Laura Cotton
Glamorgan Archivist
31st January 2022

	Current charge (inclusive of VAT)	Revised charge from 1/4/2022 (inclusive of VAT if applicable)	Rationale
Digitisation services			
Single image (inclusive of printout)	£5.00	£10.00	Comparison with other services; increased costs
Subsequent images (per image, inclusive of printout, NEW - from same document)	£2.00	£2.00	
Multiple images from multiple documents (per hour)	New	£40.00	Comparison with other services; increased costs
Digital images from existing files - single image	New	£10.00	Comparison with other services; increased costs
Digital images from existing files - subsequent images	New	£2.00	Comparison with other services; increased costs
Postage (UK address)	£1.00	£1.20	Increased postage charges by Royal Mail
Postage (Overseas)	£2.50	£3.00	Increased postage charges by Royal Mail
Postage - parcels	New	Variable	Dependant on charge levied by Royal Mail, to be quoted as required
Certification of facsimile copies of documents, per image	£5.00	£25.00	Comparison with other services; increased costs
Research			
Minimum charge (up to 1 hour)	£30.00	£40.00	Increased core costs and salary increases
Minimum charge (up to 1 hour, Commercial)	£60.00	£80.00	Increased core costs and salary increases
Hourly rate	£30.00	£40.00	Increased core costs and salary increases

1:1 Consultation (limited to 40 minutes)	£30.00	£40.00	Increased core costs and salary increases
Conservation			
Conservator - hourly rate	£30.00	£40.00	Increased core costs and salary increases
Conservator - day visit	£200.00 + Travel	£240.00 + Travel	Increased core costs and salary increases
Conservator - half day visit	£100.00 + Travel	£120.00 + Travel	Increased core costs and salary increases
Preservation Assistant - hourly rate	£15.00	£20.00	Increased core costs and salary increases
Preservation Assistant - day visit	£100.00 + Travel	£120.00 + Travel	Increased core costs and salary increases
Preservation Assistant - half day visit	£50.00 + Travel	£60.00 + Travel	Increased core costs and salary increases
Small box (650mu)	£3.00	£3.50	Increased costs
Medium box (650mu)	£4.50	£5.00	Increased costs
Large box (650mu)	£7.50	£8.50	Increased costs
Medium box (1000mu)	£6.00	£7.00	Increased costs
Large box (1000mu)	£10.50	£11.50	Increased costs
Extra large (1000mu)	£21.00	£22.00	Increased costs
Glass Plate Negative box - small (650mu)	£2.50	£3.50	Increased costs
Glass Plate Negative box - medium (650mu)	£4.00	£5.00	Increased costs
Glass Plate Negative box - large (650mu)	£5.00	£6.00	Increased costs
Glass Plate Negative box - medium (1000mu)	£5.50	£6.50	Increased costs
Glass Plate Negative box - large (1000mu)	£9.95	£11.00	Increased costs

Photographic Slide Box - small (650mu)		£9.00	£10.00	Increased costs
Photographic Slide Box - medium (650mu)		£10.50	£11.50	Increased costs
Photographic Slide Box - large (650mu)		£12.00	£13.00	Increased costs
Scroll Box - small (650mu)		£3.00	£3.50	Increased costs
Scroll Box - medium (650mu)		£4.50	£5.00	Increased costs
Scroll Box - large (650mu)		£7.50	£8.50	Increased costs
Scroll Box - medium (1000mu)		£6.00	£7.00	Increased costs
Scroll Box - large (1000mu)		£10.50	£11.50	Increased costs
Publication and Research for Media				
Research for media use (per hour)	New		£80.00	Comparison with other services
Filming facility fee at Glamorgan Archives (per half day, minimum charge)	New		£125.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run under 1,000) UK only (per image)	New		£24.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run under 1,000) worldwide (per image)	New		£45.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run under 1,000) not-for-profit (per image)	New		£6.00	Comparison with other services

Licensing for re-use: Printed and digital media (print run 1001-5000) UK only (per image)	New	£45.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 1001-5000) worldwide (per image)	New	£100.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 1001-5000) not-for-profit (per image)	New	£12.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 5001+) UK only (per image)	New	£60.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 5001+) worldwide (per image)	New	£120.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 5001+) not-for-profit(per image)	New	£18.00	Comparison with other services
Licensing for re-use: Website - commercial (per image, per year)	New	£60.00	Comparison with other services
Licensing for re-use: Website - not-for-profit (per image, per year)	New	£1.20	Comparison with other services
Licensing for re-use: Display in exhibitions where an admission fee is charged	New	£60.00	Comparison with other services

Licensing for re-use: Stills images for use in TV/film (per image, UK only, in perpetuum)	New	£100.00	Comparison with other services
Licensing for re-use: Stills images for use in TV/film (per image, Worldwide, in perpetuum)	New	£300.00	Comparison with other services
Licensing for re-use: Advertising or other commercial use (per image)	New	£500.00	Comparison with other services
Repository storage charges			
One-off administration fee (set-up)		£25.00	
Storage (per shelf, per year)	£7.50	£10.00	Increased core costs and salary increases
Staff costs for any work required on collection, including retrieval - paraprofessional (per hour)	£15.00	£20.00	Increased core costs and salary increases
Staff costs for any work required on collection, including retrieval - professional (per hour)	£30.00	£40.00	Increased core costs and salary increases
Room hire			
Meeting room hire (per day)	£110.00	£120.00	Increased core costs
Meeting room hire (per half day)	£60.00	£65.00	Increased core costs
Meeting room hire (hourly charge)	£15.00	£20.00	Increased core costs
Catering	Variable	Variable	Costs to be levied based on supply costs etc.

**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**

18th February 2022

2021/22 MONTH 9 BUDGET MONITORING REPORT

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

Reason for this Report

1. To provide the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31st December 2021 (Month 9), 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 9)

	Budget	Actual to date	Projection	Variance
	£	£	£	£
<u>Expenditure</u>				
Employee Related	517,356	374,480	519,719	2,364
Premises Related	294,516	255,850	288,162	(6,353)
Transport Related	240	0	0	(240)
Supplies & Services	29,279	19,930	41,430	12,151
Support Services	36,600	27,865	31,925	(4,675)
GROSS EXPENDITURE	877,990	678,125	881,237	3,247
<u>Income</u>				
Income	(79,350)	(39,617)	(122,535)	(43,185)
Contribution from Reserves	(40,000)	0	(62)	39,938
NET EXPENDITURE	758,640	638,508	758,640	0

Glamorgan Archives: Balanced Budget Position

5. Though no significant changes have developed since month 6, this report will summarise the monitoring position and highlight items to note.
6. The position at month 9 indicates projected gross expenditure of £881,237 for the year. Whilst this is £3,247 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, £2,364 overspent)

7. The employee budget is based upon 14 FTE staff and 1 staff member funded through contributions from the Department for Work and Pensions (DWP).
8. The 2021/22 pay award has been drafted at 1.75% but is still in consultation at month 9 with the relevant trade unions. The pay award is not anticipated to be finalised before March 2022 and therefore an accrual for the additional cost will be calculated at year end.
9. The table below provides detail on how much employee expenditure is funded by contributions from DWP:

	Budget £	Actual £	Projected £	Variance £
<u>Employees</u>				
Internally Funded	507,353	374,480	510,285	2,933
DWP Contributions	10,003	0	9,434	(569)
Employees Total	517,356	374,480	519,719	2,364

10. During the year staff have received various training, including first aid (£635), manual handling (£475) and the attendance of an Archives and Records Association (ARA) virtual conference (£340) which was grant funded.

Premises Related Budget: (£294,516 budget, £6,353 underspent)

11. The National Non-Domestic Rates (NNDR) charge for the year was frozen at the 2020/21 rate (£188,588), allowing for a saving (£5,658) towards this budget line.
12. Additionally, other budget areas have found savings such as Fire Protection (£379), Cleaning Materials (£1,250) and Sanitation & Waste Disposal (£150).

Transport Budget: (£240 budget, £240 underspent)

13. Due to the Covid-19 pandemic and associated disruption to working practice, it is projected that there will be no 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, £12,151 overspent)

14. The overspend is largely attributed to consultancy fees which are funded by grants from the Archives and Records Council Wales (ARCW), with no impact to the overall budget position. This spend enabled the 1921 Census project to be led by the Archives (£10,000), facilitating the production of a micro website to host the project's online exhibition. Additionally, ARCW grant funding enabled the Library Surveys Ltd. Preservation Assessment Survey (£980).
15. Budget savings are projected in areas such as Conservation (£1,000) and Catering Sundries (£970), though the activity of Conservation and Catering are inherently linked with income generation so there is no impact to the net budget.

Support Services Budget: (£36,600 budget, £4,675 underspent)

16. Most support service charges have been posted at month 9 resulting in a budget underspend. This is largely attributed to the recharges made by ICT Services (£3,200) and Human Resources (£960).
17. The Internal Audit was completed in November and charged at £3,250. This was £250 below budget and is reflected in the monitoring projection.

Income Budget: (£79,350 budget, £43,185 overachieved)

18. Since the last monitoring report Glamorgan Archives has experienced increased income generation, especially in areas such as Search Fees and Publication Sales. Projections indicate Glamorgan Archives should exceed their income targets and this will be monitored and reviewed closely throughout the remainder of the year.
19. Royalty payments have now been confirmed for 2021/22 from Ancestry (£11,100), The Genealogist (£1,500) and FindMyPast (£1,070), with the Ancestry royalty payment exceeding its budget estimate (£3,000 overachieved).
20. A payment for services supplied to Cardiff Castle (£10,000) has been secured since the last monitoring report, there are no additional costs associated and this payment was not anticipated.
21. Additional grant funding has been received, including the Welsh Government Cultural Recovery Fund to purchase IT equipment (£1,283), ARCW funding to attend the ARA virtual conference (£340), ARCW funding in relation to the 1921 census project (£10,000) and for the Library Surveys Ltd. project (£980), and finally a New Burdens grant for to accessions taken in 2020 (£11,513).
22. 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

23. 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 were raised in October for the first half of the year, the remainder will be invoiced in March 2022.

Covid-19

24. The building has now reopened to the public as of 8th June 2021 which was a positive milestone in this financial year.
25. 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 9 Summary

26. 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, £62 projected).
27. Month 9 has provided an updated indication of the projected outturn though confirmation of the pay award has not yet been received.

Financial Implications

28. Current trends project a balanced position at year end accompanied with a reduced reserve drawdown compared to the 2021/22 budget.
29. 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 9 position, there may only be a need to drawdown £62, therefore reducing the General Reserve balance to £118,140 if the current projection is achieved.

Legal Implications

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

RECOMMENDATION

31. It is recommended that Members:
 - a) Note the projected full year outturn position for 2021/22 as detailed in this report.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee
18 February 2022

Appendices
Appendix 1 - Month 9 Monitoring Position 2021/22

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Appendix 1 - Month 9 Monitoring Position 2021/22

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 9 £	Projected Outturn £	Outturn Variance £
Employees				
Employees Gross Pay	394,926	289,038	395,774	849
Employees Superannuation	81,763	58,261	82,033	271
Employees National Insurance	36,827	24,060	36,960	133
Employee Miscellaneous Allowances	500	245	500	0
Employer & Public Liability Insurance	640	0	640	0
Apprenticeship Levy	2,000	1,261	1,711	(289)
Holiday Pay	0	450	450	450
Medical Expenses	200	0	200	0
Training Expenses	500	1,165	1,450	950
Employees Total	517,356	374,480	519,719	2,364
Premises				
Repairs, Alterations & Improvements	20,000	12,899	20,000	0
Security	6,890	6,805	6,805	(85)
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	9,824	13,195	0
Electricity	27,000	21,562	27,000	0
Gas	6,000	3,040	6,000	0
National Non Domestic Rates	194,245	188,588	188,588	(5,658)
Water	2,000	2,725	2,725	725
Security Services	280	0	280	0
Cleaning Materials	1,500	121	250	(1,250)
Window & Flue Cleaning	0	0	150	150
Refuse Collection / Bulk	2,000	0	2,000	0
Office Cleaning Contract	9,900	6,927	10,195	295
Sanitation & Waste Disposal	500	350	350	(150)
Insurance	6,041	0	6,041	0
Premises Total	294,516	255,850	288,162	(6,353)
Transport				
Hire Transport	40	0	0	(40)
Public Transport - Staff Use	100	0	0	(100)
Car Allowances	75	0	0	(75)
Travelling Expenses	25	0	0	(25)
Transport Total	240	0	0	(240)

Appendix 1 - Month 9 Monitoring Position 2021/22

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 9 £	Projected Outturn £	Outturn Variance £
Supplies & Services				
Conservation	4,000	1,446	3,000	(1,000)
Box-making supplies	3,500	4,080	4,491	991
Vending Machines	1,200	260	624	(576)
Catering Sundries	1,000	6	30	(970)
Uniforms / Protective Clothing	3,000	1,019	1,358	(1,642)
General Printing & Stationery	700	60	120	(580)
Photocopying Materials	0	34	150	150
Audit Fees	2,200	(2,100)	2,200	0
Consultants Fees	0	3,912	14,892	14,892
Commission (Inc. Credit Cards)	0	16	50	50
Central Telephone Exchanges	4,000	2,346	4,022	22
Telephones	1,500	831	736	(764)
Postages	500	419	650	150
Internet Charges	650	500	545	(105)
IT Consumables/Hardware	200	1,283	1,483	1,283
Software Licences & Maintenance	5,000	5,250	5,250	250
Subscriptions	650	570	650	0
Public Liability Insurance	807	0	807	0
Miscellaneous Insurance	371	0	371	0
Supplies & Services Total	29,279	19,930	41,430	12,151
Support Services				
Accountancy	6,000	5,450	5,450	(550)
Income Recovery	310	300	300	(10)
Payroll	240	230	230	(10)
Payments	430	410	410	(20)
Audit	3,970	525	3,775	(195)
SAP Support	3,100	4,000	4,000	900
ICT Services	13,200	10,000	10,000	(3,200)
Human Resources	7,100	6,140	6,140	(960)
Bilingual Cardiff	2,250	810	1,620	(630)
Support Services Total	36,600	27,865	31,925	(4,675)
Gross Expenditure	877,990	678,125	881,237	3,247

Appendix 1 - Month 9 Monitoring Position 2021/22

EXPENSE/INCOME ACCOUNT	2021/22 Budget £	Actual at Month 9 £	Projected Outturn £	Outturn Variance £
Income				
Archives & Records Council Wales	0	0	(11,320)	(11,320)
Welsh Government Covid 19	0	(1,283)	(1,283)	(1,283)
Other Grants (Non-Government Grant)	(10,000)	(11,593)	(11,593)	(1,593)
Government Grant DWP (to be made)	0	(2,244)	(9,434)	(9,434)
Publications General	(1,000)	(273)	(364)	636
Sale Of Photocopies	(2,000)	(1,547)	(2,063)	(63)
Conservation Income	(5,000)	(71)	(2,500)	2,500
Box Making	(5,000)	(917)	(3,350)	1,650
Sale Of Food	(2,000)	(12)	(12)	1,988
Course Fees General	(150)	0	0	150
Search Fees	(4,000)	(3,761)	(5,015)	(1,015)
Royalties	(10,000)	(5,870)	(13,670)	(3,670)
Hire Of Special Rooms	(25,000)	(11,659)	(25,000)	0
Donations	(1,500)	(386)	(500)	1,000
Interest	(200)	0	0	200
Sundry Income	(13,500)	0	(36,430)	(22,930)
Income Total	(79,350)	(39,617)	(122,535)	(43,185)
Contributions From Reserves	(40,000)	0	(62)	39,938
Net Expenditure	758,640	638,508	758,640	0
LA Contributions	(758,640)	(257,938)	(758,640)	0

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