

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 23 June 2022 at 2.00 pm.

Present:

Members Representing: Councillor Cowan  
Councillor K Jones  
Councillor John, Vale of Glamorgan Council  
Councillor Simmonds, Caerphilly County Borough Council  
Councillor Andrews, Caerphilly County Borough Council  
Councillor Blundell, Bridgend County Borough Council  
Councillor Harris, RCT  
Councillor Jones, RCT

- 1 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Councillor Wendy Lewis (RCT) was appointed Chairperson to the Committee. She was nominated by Cllr G Jones and seconded by Cllr B Harris.

- 2 : TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Councillor Jayne Cowan (Cardiff) was appointed as Vice-Chair to the Committee. She was nominated by Cllr K Jones and seconded by Cllr G John.

- 3 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Noted.

- 4 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Noted.

- 5 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Robson, Mackie, M.Lewis, W.Lewis, Colbran, Birch and Stephens.

- 6 : DECLARATIONS OF INTEREST

None received.

7 : MINUTES

The minutes of the meeting held on 18 February 2022 were agreed as a correct record.

8 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1ST FEBRUARY TO 30TH APRIL 2022.

Members were provided with a comprehensive update on the work of the service for the period 1 February 2022 – 30 April 2022 all categorised against the outcomes of the Annual Plan.

In summary, the Archivist explained that the last quarter had been another busy one for Glamorgan Archives. It had been pleasing to welcome the volunteers back to the building as restrictions have eased.

More and more digitisation of collections was being completed, in response to the increase in demand from remote users. This highlighted the change in usage that the service has undergone since the start of the pandemic in 2020. It is expected that the remote demand will continue to grow and that digital services will continue to be more important than ever, showing that the focus the service has placed on the development of that capability for the Archive service is the correct strategic direction.

The Chairperson invited questions and comments on the report.

Members asked if the online talks/shows had better uptake than when they were delivered in person, and whether it was better to offer both. The Archivist explained that they do get more attendance at the virtual talks. People found them to be more flexible, with less commitment, no travel etc. In comparison the virtual sessions attract a lot more people than in person sessions. An example was given of a session last year where over 100 people attended, it would not have been possible to accommodate that number of people in person in the building. Going forward, the intention was to carry on with virtual sessions but offer one or two per year in the building.

Members further explored this area and asked whether there was a possibility of hybrid sessions. The Archivist stated this was absolutely something the service wanted to explore in the future, however currently they were still trying to encourage social distancing in the building so it was not practical at the moment.

Members noted the amount of remote enquiries and that they had all been delivered in the target timeframe. Members wished to thank the team for all their hard work on this.

RESOLVED: to note the contents of the report.

9 : FINAL OUTTURN POSITION & DRAFT AUDIT WALES RETURN FOR 2021/2022.

Members were provided with a comprehensive outline of the report and all its key heading, after which the chairperson invited questions and comments on the report.

Members were keen for more information on the Creditor and Debtor Section before the return is signed by the Chairperson/Vice Chairperson. Officers agreed to send this information to all Committee members.

Members considered that the Glamorgan Archives Service was seen as a beacon on excellence across Local Authorities and wished to compliment staff on the positive reports.

RESOLVED:

1. That the outturn position for 2021/22 be noted.
2. That the attached draft Audit Wales Annual Return for 2021/22 be noted and signed.

10 : DATE OF NEXT MEETING - TBC

The meeting terminated at 3.00 pm