



County Hall
Cardiff
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Neuadd y Sir
Caerdydd
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Ffôn: (029) 2087 2000

AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	THURSDAY, 23 JUNE 2022, 2.00 PM
Venue	REMOTE MEETING
Membership	Councillors Cowan, K Jones, M Lewis, Mackie, Robson, John, Birch, Simmonds, Andrews, Blundell, Colbran, Harris, Jones, W Lewis and Stephens

*Time
approx.*

- 1 To elect a Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2022/23.**
- 2 To elect a Vice-Chairperson of the Glamorgan Archives Joint Committee for the Municipal Year 2022/23.**
- 3 To note the Membership of the Glamorgan Archives Joint Committee for the Municipal Year 2022/23. (Pages 5 - 6)**
- 4 To note the Joint Agreement/Terms of Reference of the Glamorgan Archives Joint Committee for the Municipal Year 2022/23. (Pages 7 - 18)**
- 5 Apologies for Absence**
To receive apologies for absence.
- 6 Declarations of Interest**
To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.
- 7 Minutes (Pages 19 - 20)**
To approve as a correct record the minutes of the previous meeting.

- 8 **Report of the Glamorgan Archivist for the period 1st February to 30th April 2022.** *(Pages 21 - 44)*
- 9 **Final Outturn Position & Draft Audit Wales Return for 2021/2022.** *(Pages 45 - 64)*
- 10 **Date of next meeting - TBC**

Davina Fiore

Director Governance & Legal Services

Date: Friday, 17 June 2022

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

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- Councillor Jayne Cowan Cardiff Council
- Councillor Keith Jones Cardiff Council
- Councillor Margaret Lewis Cardiff Council
- Councillor Norma Mackie Cardiff Council
- Councillor Adrian Robson Cardiff Council
- Councillor Gwyn John Vale of Glamorgan Council
- Councillor Rhiannon Birch Vale of Glamorgan Council
- Councillor Julian Simmonds Caerphilly County Borough Council
- Councillor Carol Andrews Caerphilly County Borough Council
- Councillor Jon-Paul Blundell Bridgend County Borough Council
- Councillor Malcolm Colbran Merthyr Tydfil County Borough Council
- Councillor Bob Harris Rhondda Cynon Taf County Borough Council
- Councillor Gareth Jones Rhondda Cynon Taf County Borough Council
- Councillor Wendy Lewis Rhondda Cynon Taf County Borough Council
- Councillor Barry Stephens Rhondda Cynon Taf County Borough Council

***1 Member for Bridgend County Borough Council – to be confirmed.

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I certify that this is a true copy of the original document.

P. J. Lucas

Director of Legal and Administrative Services

Rhondda Cynon Taff CBC

11/4/06

DATED *11 April*2006

- BRIDGEND COUNTY BOROUGH COUNCIL
- CAERPHILLY COUNTY BOROUGH COUNCIL
- CARDIFF COUNTY COUNCIL
- MERTHYR TYDFIL COUNTY BOROUGH COUNCIL
- RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
- THE VALE OF GLAMORGAN COUNTY BOROUGH COUNCIL

AGREEMENT

REGARDING APPOINTMENT OF JOINT ARCHIVES COMMITTEE
AND PROVISION OF ARCHIVES SERVICES

AGREEJAC

100197

THIS AGREEMENT is made the 11 day of *APRIL* 2006
BETWEEN BRIDGEND COUNTY BOROUGH COUNCIL of Civic Offices,
Angel Street, Bridgend CF31 1LX ("Bridgend") **CAERPHILLY COUNTY
BOROUGH COUNCIL** of Ystrad Fawr, Caerphilly Road, Ystrad Mynach,
Hengoed CF82 7SF ("Caerphilly") **THE COUNCIL OF THE CITY AND
COUNTY OF CARDIFF** of County Hall, Atlantic Wharf, Cardiff, CF1 5UW
("Cardiff") **MERTHYR TYDFIL COUNTY BOROUGH COUNCIL** of Civic
Centre, Castle Street, Merthyr Tydfil CF47 8AN ("Merthyr") **RHONDDA
CYNON TAFF COUNTY BOROUGH COUNCIL** of The Pavilions, Cambrian
Park, Clydach Vale, Tonypany. CF40 2XX ("RCT") and **THE VALE OF
GLAMORGAN COUNTY BOROUGH COUNCIL** of Civic Offices, Holton
Road, Barry CF63 4RU ("VOG") (hereinafter referred to as "the Parties" and
which includes any statutory successors).

WHEREAS

1. (a) The Local Government (Records) Act 1962 empowers all Local Authorities in Wales (i) to make records in their possession available for study and (ii) to contribute towards the expenses of persons looking after local records.
(b) The Local Government Act 1972 Section 224 requires all principal councils to make proper arrangements for the care and preservation of any documents which belong to them or are in their custody and where relevant permits principle councils to discharge functions through Joint committees.
(c) The Local Government (Wales) Act 1994 section 60 requires all new principal councils which includes the parties to make and maintain schemes setting out their arrangements including any shared agreements for the care preservation and management of their records in addition principal councils as established by the Act will be able to buy local records or accept them by way of gift or loan.
2. The Glamorgan Record Office was established by Glamorgan County Council in 1939 and following the Local Government Act 1972 and by

an Agreement dated the Ninth day of January One Thousand Nine Hundred and Seventy Six it operated a Joint Archives Service for the Counties of Mid Glamorgan South Glamorgan and West Glamorgan with duties and responsibilities for collecting, preserving and making accessible records relating to the defunct County of Glamorgan.

3. In accordance with an Agreement dated 17 January 1997 between Bridgend Caerphilly Cardiff Merthyr Tydfil RCT and VOG Glamorgan Record Office provided a Joint Archive Service for the areas for which the parties are the principal council operating through a Joint Committee
4. The Glamorgan Record Office at The Glamorgan Building Cathays Park Cardiff and at County Hall Atlantic Wharf Cardiff has been appointed by the Lord Chancellor as a place of deposit for specified classes of public records in accordance with the Public Records Act 1958 Section 4
5. The Glamorgan Record Office has been appointed by the Master of the Rolls as an official repository for the deposit of manorial and tithe documents in accordance with the Manorial Documents Rules (Statutory Instruments 1959 No. 1399 1963 No. 976 and 1967 No. 963) and the Tithe Rules (Statutory Instruments 1960 No. 2440 and 1963 No. 977)
6. Pursuant to Section 60 the Local Government (Wales) Act 1994 each of the Parties have consulted the Welsh Assembly Government on the schemes by which they have agreed to enter into shared arrangements to fulfil and discharge their statutory obligations for records and archives which schemes are maintained and updated by the parties and are now desirous of continuing the joint archives service called the Joint Archives Service for the areas for which the Parties are the principal councils operating through the Joint Committee hereinafter constituted and using the Glamorgan record Office.

NOW IT IS HEREBY AGREED as follows:-

- 1) (a) **THERE** is hereby constituted a Joint Committee to be called the Glamorgan Archives Joint Committee (hereinafter called "the Committee")
 - (b) **THE** Committee shall provide maintain administer and develop a joint archives service for the Parties
 - (c) **THE** management of the joint archives service shall be undertaken on behalf of the Committee by a duly qualified Archivist from time to time appointed by it who under the direction and supervision of the Committee shall:-
 - (i) Exercise the duties powers and functions of the Parties or any of them or any of their officers under the enactments and agreements and instruments referred to above
 - (ii) comply with national standards for archive keeping as set by recognised authorities including The National Archives (currently requiring adoption of TNA's Framework of Standards and Best Practice Guidelines)
 - (iii) satisfy the requirements of the National Assembly for Wales with regard to archive services
 - (iv) provide the services described in section 60 Agreements and related policies and strategies as agreed by the Parties
 - (v) develop such additional services as may be appropriate to enhance the care preservation and well-being of the records and their availability to the public
-
- 2) (a) The Committee shall provide and administer such accommodation offices and buildings as they may from time to time deem necessary for the purpose of discharging their duties under this Agreement

- 3) (a) The Members of the Committee shall consist of:
 (i) elected members of the Parties as follows:

<u>Authority</u>	<u>No. of Representatives</u>
Bridgend	2
Cardiff	5
Merthyr	1
RCT	4
Caerphilly	2
VOG	2

- (ii) up to six persons with an interest in archives and records who may be co-opted by the Committee for a period no longer than 4 years to make a relevant and appropriate contribution to the Committee's work
- (b) (i) A Chairman will be elected from amongst the members of the Committee to serve for no more than one year at a time
- (ii) A Vice Chairman shall be elected from amongst the members of the Committee referred to in 3(a) above to serve for no longer than a year.
- (iii) No Chairman or Vice Chairman shall be elected for a further term until all the parties have been given the opportunity of being represented in those posts
- (c) (i) The Committee will not meet less than four times a year
- (ii) The first meeting of the Committee shall be held within two months after all members have been appointed by the Parties at their annual meetings.
- 4) (a) **THE** Parties hereby delegate to the Committee all their powers and duties in connection with the care preservation maintenance and management of archives and records except the power of setting a budget or

borrowing money and the provisions of clauses 5 and 6 hereof as they relate to a Party of the Parties

- (b) Only elected members of the Committee shall have the right to vote at Committee meetings
- 5) (a) (i) The Committee shall approve a draft budget for each year and shall submit it to each of the parties for approval in advance not later than the last day of November in the year preceding the financial year for which the draft budget has been prepared applying the formula that the cost of the Joint Archive Service should be borne by the parties in the following proportions ("the proportions"):

Cardiff	32%
Rhondda Cynon Taf	25%
Bridgend	14%
Vale of Glamorgan	12%
Caerphilly	11%
Merthyr	6%

AND each of the parties shall inform the Committee not later than the 12th day of March in each year preceding the financial year for which the draft budget has been prepared that its contribution to the said budget is approved or otherwise

- (ii) The Committee shall only have the power to spend within the agreed budget within any given year
- (b) The Parties proportion of the cost of the Joint Archives Service shall be paid half yearly in advance on the First day of April and the First day of October in each year
- (c) Committee/legal/financial/human resources and payroll support services shall be provided by such of the Parties as they agree save that from the date of occupation of the new building referred to in paragraph 6) (a) below or such earlier date as the parties agree the City and County of

Cardiff will provide those services with the necessary transfer of staff etc.

(d) The costs of the Party or Parties providing the support services in (c) above shall be charged to the Joint Archives Service

- 6) (a) The terms of this Agreement shall be from the date hereof, until the expiration of a period of 25 years from the date of occupation of a new building to be provided in Cardiff, for the purpose of the Joint Archive Service ("the initial period"). The contract for the provision of the building (including, if permissible under the Act and if so required by the contractor, a certified contract under the provisions of the Local Government (Contracts) Act 1997), will be awarded by the Joint Committee provided that prior to such award each of the Authorities will be notified of the Joint Committee's proposed award of contract and may object in writing to such an award within twenty-eight days of the date of such notification if the costs of the proposed award exceed the costs attributable to that Authority as a proportion of £8.8 million as set out in the Outline Business Case prepared by Atkins in conjunction with Bonvilston, a copy of which is annexed. If one of the parties object as aforesaid the contract will not be awarded unless the objection is withdrawn. If the contract is awarded it will be entered into by the Council of the City and County of Cardiff on behalf of all the parties, and legal title to the building whether leasehold or freehold, shall be in the name of the City and County of Cardiff in trust for the parties. The parties shall contribute to the cost of the provision of the property in the proportions and shall be entitled to the beneficial interest in such leasehold or freehold estate in the property in the proportions and shall be jointly liable in such proportions as if each party were jointly named freehold owners or lessees. It is hereby agreed that the lead authority for VAT purposes in respect of the provision of the building shall be the City and County of Cardiff.

After the initial period this agreement shall continue unless more than 50% of the parties give to the Committee not less than 12 months notice in writing in advance to expire no sooner than 31st March, in any financial year that this agreement shall terminate. As soon as is practicable after the termination date the property shall be sold, and, upon sale the parties shall be entitled to their proportions from the proceeds of sale.

- (b) Where lawful a Party shall have the right to withdraw records (either permanently or temporarily) which:-
 - (i) were created or deposited by the Party or its predecessor, or
 - (ii) lawfully belong to that Party, or
 - (iii) a majority of the Parties agree shall belong to that Party, or
 - (iv) the arbitrator appointed under Clause 9 hereof, has determined shall belong to that Party
- (c) The Parties acknowledge that as a general rule it is undesirable for any record or connected set of records to be split up when doing so would physically damage that record or reduce the value of each part so split. Notwithstanding clause 6 the records of Glamorgan Quarter Sessions and Glamorgan County Council and other indivisible collections shall remain in the custody of the Glamorgan Record Office
- (d) the Committee shall be entitled to retain any records for so long as any money due under Clause 5 remains unpaid

- 7) It is hereby agreed that as RCT has entered into a lease with the University of Cardiff of the Basement Floor Public Search Rooms, strong rooms, conservation workshop, and office accommodation at the former Mid Glamorgan County Hall Cathays Park Cardiff as host authority under the terms of this agreement the Parties hereto agree that they shall be jointly liable under the terms of the lease as if each

party to this agreement were a jointly named lessee under the aforementioned lease and that their liability are in the proportions and shall continue until the termination of the lease.

- 8)
 - (a) The staff of the Glamorgan Record Office shall be deemed to be employed by the Party providing human resources and payroll services to the Committee and the cost thereof shall form part of the costs and be met in accordance with the provisions of Clause 5 hereof
 - (b) The terms and conditions of service of such staff shall be the same as for staff employed by the Party referred to in (a) above the Committee reserving the right to amend the conditions of service as and when it deems appropriate
- 9) If any question, dispute or difference shall arise between the parties in respect of the interpretation of this agreement or as to which party a record shall belong, such question dispute or difference shall be determined by a single arbitrator to be agreed upon by such of the parties as are in dispute or failing such agreement to be nominated by the National Assembly for Wales
- 10) For the avoidance of doubt each of the parties to this Agreement agree that from the day hereof the Joint Archives Agreement dated 17 January 1997 and made between Bridgend County Borough Council Caerphilly County Borough Council Cardiff County Council Merthyr Tydfil County Borough Council Rhondda Cynon Taf County Borough Council and the Vale of Glamorgan County Borough Council shall terminate on the date hereof
- [11) A restriction shall be entered into the proprietorship register of title at HM Land Registry in respect of the building that the building be not sold unless in accordance with the terms of this agreement

IN WITNESS whereof this Deed has been executed but remains undelivered
until the day and year first before written

The **COMMON SEAL** of **BRIDGEND**
COUNTY BOROUGH COUNCIL

was hereto affixed in the presence of:

R. O'Sullivan
P. A. Sweeney



The **COMMON SEAL** of **CAERPHILLY**
COUNTY BOROUGH COUNCIL

was hereto affixed in the presence of:

[Signature]
Authorised Officer

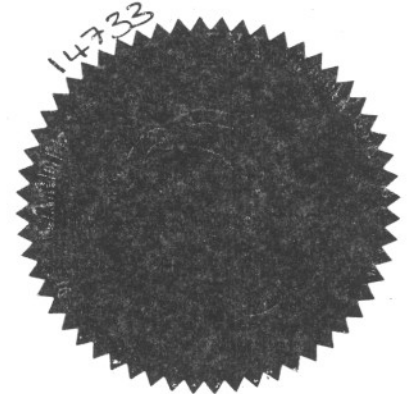


14716

The **COMMON SEAL** of **THE COUNCIL**
OF THE CITY AND COUNTY OF CARDIFF

was hereto affixed in the presence of:

David Marr
AUTHORISED SIGNATORY

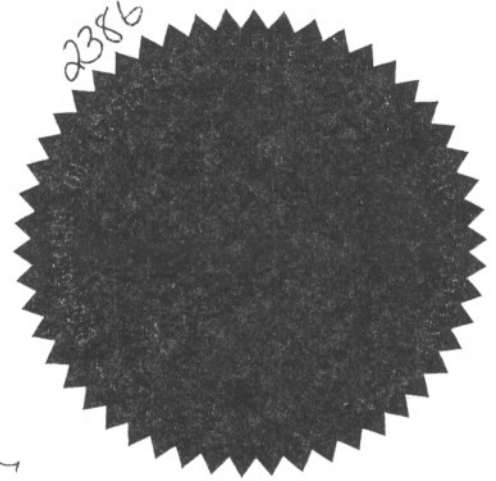


14733

The **COMMON SEAL** of **MERTHYR TYDFIL COUNTY BOROUGH COUNCIL**

was hereto affixed in the presence of:

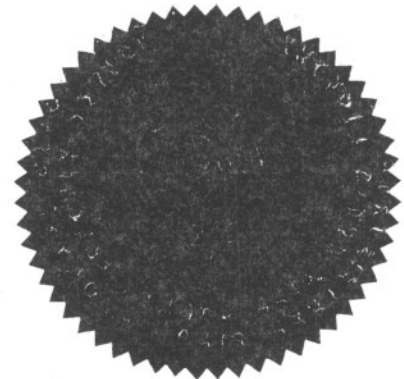
C. S. Kennedy
AUTHORISED SIGNATORY



The **COMMON SEAL** of **RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL** was hereto affixed in the presence of:

Getha Williams
Authorised Signatory

AUTHORITY	
DEPUTY No.	
USE OFFICE	
TYPE	Delegated
DATE	Auth at
BY	Auth
EXPIRES	31.1.06
CHAIRMAN	
VICE CHAIRMAN	
DATE	
SIGNATURE	<i>Auth</i>



782611

The **COMMON SEAL** of **THE VALE OF GLAMORGAN COUNTY BOROUGH COUNCIL** was hereto affixed in the presence of:

P. H. Evans



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GLAMORGAN ARCHIVES JOINT COMMITTEE

18 FEBRUARY 2022

Present: Councillor Colbran
Councillors John, Cowan, Cunnah, Henshaw, Jarvie, K Jones,
R Lewis, Robson and Smith

82 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Wendy Lewis.

83 : DECLARATIONS OF INTEREST

None.

84 : MINUTES

The minutes of the meeting held on 19 November 2021 were agreed as a correct record.

85 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1
NOVEMBER 2021 TO 31 JANUARY 2022

Members were provided with a comprehensive update on the work of the service for the period 1 November 2021 – 31 January 2022 all categorised against the outcomes of the Annual Plan.

In Summary the Archivist stated that one of the most pleasing aspects of this quarter had 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 Archivist added that 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.

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

Members wished to congratulate the team on the renewal of the Accreditation.

RESOLVED: to note the report.

86 : ANNUAL REPORT 2020-2021 - TO FOLLOW

Members received a comprehensive outline of the Annual Report 2020-2021.

RESOLVED: to note the report.

87 : PROPOSED CHANGES TO FEES AND CHARGES FROM APRIL 2022

Members received a comprehensive outline of the report, after which the Chairperson invited questions and comments from Members.

Members welcomed the report but sought clarification on the increase in the cost of Certification of Facsimile Copies. The Archivist agreed that it looked like a sharp increase but explained the cost was very low previously. Benchmarking had been undertaken and the new cost was comparable and reflected the time it takes to produce the certification. The Archivist added that if the service receives any complaints about the increase, then they will look at it again.

Members discussed the new licensing costs and were advised that they are now brought in line with other services. Previously costs had been decided on a case-by-case basis but now there was a scale of charges which makes it easier for staff to respond to queries.

Members asked if the increase in fees would mean some groups could be disadvantaged and whether the Archivist had any discretion to mitigate this. The Archivist reassured Members that she would always have the right to mitigate and that she couldn't think of any group that may be disadvantaged.

RESOLVED: to agree the proposed scale of Fees and Charges for 2022-23.

88 : 2021/22 MONTH 9 BUDGET MONITORING REPORT

Members were provided with a comprehensive outline of the report.

RESOLVED: to note the projected full year outturn position for 2021/22 as detailed in the report.

89 : DATE OF NEXT MEETING - 27 MAY 2022 AT 2.00PM

The meeting terminated at 3.00 pm

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

May 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 February to 30th April 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

More digitisation is now underway using the Guardian camera system that was purchased with a Welsh Government grant last year, including user requests. A long-term plan is being worked towards regarding wholesale digitisation of key collections.

We have begun to undertake digitisation work on behalf of Cardiff Libraries. They are passing items from their manuscript collection over to the Archives when they get user requests for digitised copies, and we are doing the digitisation on their behalf and charging users direct. The procedures have been amended to ensure tracking of material between locations.

1.2 Improved access to collections through an enhanced online catalogue

Work continues to refine the Epexio system that will replace the current collection management software, CALM, so that it fulfils our requirements. Conservation data has been uploaded and the system examined, resulting in changes to templates and an improvement to the flagging of items in need of conservation work. Further work is still needed on user registration and the public interface.

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. More work is needed to review the website.

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

We are participating in a pilot social media project led by People's Collection Wales alongside a number of partner Welsh archive services. Monthly themes are selected, and relevant items from our collection uploaded to the PCW website. They are then promoted through PCW social media accounts, with selected posts boosted to reach a wider audience. The campaign started with a 'seaside' theme, followed by 'recent memories'.

During April we took part in the annual #Archive30 social media campaign led by ARA Scotland, which draws participants from across the world. Content was posted on the daily hashtag themes.

We continue to use social media to highlight items from the collection. Posts have featured Dydd Miwsig Cymru (Welsh Language Music Day), the Winter Olympics, the Six Nations, LGBT History Month, International Day of Women and Girls in Science, Valentine's Day, St David's Day, World Wildlife Day, International Women's Day and Women's History Month.

Our blog featured a letter written from Pennsylvania to Aberdare in 1847 by Welsh emigrants to the US, Daniel and Jane Scurry, along with the records of Solomon Andrews' cinemas across south Wales, especially the Central Cinema in Porth.

In April we reached 6000 Twitter followers, a significant milestone which indicates the ongoing growth of our social media presence (see Appendix III for detailed figures).

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

Our online events programme continued in March with a talk by Dr Rachel Lock-Lewis of the University of South Wales to celebrate International Women's Day

and Women's History Month. The talk focussed on Dr Lock-Lewis' continuing research on the Wales Women's Rights Committee, records of which are held at Glamorgan Archives.

1.6 Agree and deliver a digital preservation repository

Work has continued on the Welsh Vital Digital Information project this quarter with most efforts directed towards a National Library of Wales-funded pilot project with Preservica looking at long-term preservation of Council records. The final report on this work is expected in May, which will then prompt a discussion amongst Welsh archive services regarding the future direction of work and whether to opt for a pan-Wales solution. It is hoped that those discussions will lead to an agreed way-forward so that work can start on the procurement of such a system.

The Glamorgan Archivist was interviewed by Simon Wilson, a consultant working with The National Archives on digital public records, about the Welsh project and about the current state of digital preservation at Glamorgan Archives.

The Glamorgan Archivist is also attending a series of online focus groups run by Aberystwyth University looking at the potential around a National AI-enabled Trusted Digital Repository for Wales, which is thinking about automating processes around data capture and metadata creation.

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

A photograph of a portrait of John Hughes, the founder of Hughesovka (now Donetsk) was used on the BBC's The One Show in March, in a feature on the long-established links between Wales and Ukraine.

The Senior Archivist has worked with colleagues in Archives and Records Council Wales on two films promoting Welsh archive services. One focussed on LGBTQ+ history and the other on women's history. The films will be available soon through the Archives Wales website.

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

The Glamorgan's Blood exhibition was on display at Cynon Valley Museum during March. The Museum held a talk to coincide with the exhibition, where Dr Ben Curtis spoke about the coal industry in the Cynon Valley.

We continue to work with Rhondda Cynon Taf Heritage Services on the 'Proud Heritage' project. Project volunteers have visited the searchroom to undertake research into the impact of the 1919 Race Riots on the communities of the south Wales valleys.

The Senior Archivist met with Avant Cymru and Rhondda Cynon Taf Heritage Services to discuss a project to commemorate the Aberfan disaster. The aim is to create a time capsule of memories, which will be stored at the Archives.

Members of the 'Welsh, Gifted and Black' collective have attended the searchroom to undertake research in preparation for an exhibition this summer. Staff have supported the project with advice on searching our collections.

The Senior Archivist supported Cardiff People First at the 'Invisible & Under-Represented? Disability History, Objects & Heritage' conference. A staff member from Cardiff People First took part in a round table discussion about increasing public understanding of disability history via museums, media and disabled people's organisations. The Senior Archivist was on hand to support through the Zoom chat facility.

Options are being explored for the funding of a Black History digital research guide focussed on the Glamorgan Archives collections.

We continue to meet with organisers of the Filia Conference, which will be held in Cardiff in October, to assist with the promotion of local women's history to delegates.

The Senior Archivist attended an LGBT History Month event organised by the National Library of Wales. One of the speakers was Norena Shopland, co-author of the Queering Glamorgan research guide. The guide was mentioned several times during the event. She also attended heritage events organised by Women's Archive Wales and Llafur: The Welsh People's History Society.

Grangetown Local History Society continue to hold their monthly meetings at the Archives.

We have provided letters of support for funding applications for projects led by the Innovate Trust, Kiran Cymru and The Wallich.

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

Advice was given to a teacher at Tredegarville Primary School who enquired about sources for the development of Cardiff over the last 150 years. Links were provided to images and school workshops on our website.

Resources were provided for a project led by Glamorgan Cricket Club in partnership with Radnor Primary, Canton, Cardiff. A classroom session was held exploring whether there was equality of opportunity in the school in the past, with copies from the school records held at the Archives used to support the work.

We have provided advice to the Diocese of Llandaff regarding a potential project linked to the new Fitzalan High School in Cardiff.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

Two History Masters students from Cardiff University are currently undertaking a work placement at the Archives as part of their Research and Community Placement module. They are working on a project to promote the Plymouth Estate Surveys, recently conserved with National Manuscript Conservation Trust funding. Details will be shared through social media in May and June.

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 continues to offer help and advice on the redevelopment of Maesteg Library, and has provided a letter of support for a funding application for a project to digitise collections and develop interpretative material.

The Glamorgan Archivist continues to attend the South Wales Information Forum, with Information Governance colleagues from partner authorities.

In addition, the Glamorgan Archivist has been working with colleagues from Adoptions services across Wales on the future of records of adoptions and looked after children. This links with the England and Wales project looking at the long-term preservation of these records.

4.4 Work with ARCW Collections at Risk Project

The ARCW Records at Risk Toolkit is now available. In line with the guidance provided, we have introduced procedures for regular checking of The Gazette to identify local businesses in insolvency and any records which may be suitable for permanent preservation.

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

The next Collections Week is being planned for June and will include some stocktaking of collections following the work completed in November.

A Preservation Assessment Survey (PAS) funded by Archives and Records Council Wales (ARCW) has been completed on a sample of the collection to give an overview of the condition of the material. The process will also help to plan the targeting of conservation work to give the best outcomes for the collection and to show the difference in contrast with the last version of the survey that was completed just after the collections had been moved into the current building.

5.2 Ensure a balance of cataloguing, conservation and digitisation priorities

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 71% of the accessions; the target is 60%. 88% of the accessions received between May and October 2021 had receipts issued within the 6 months target for more complicated deposits; the target is 90%. Progress is being made with some of those larger accessions that remain outstanding from this period.

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

Support has been provided for a funding application by the Jewish History Association of South Wales to facilitate the cataloguing of the records of the Cardiff United Synagogue. Should the application be successful, it is intended that the records will be deposited at the Archives following completion of cataloguing and digitisation work.

The Senior Archivist has met with staff and volunteers from the National Trust at Dyffryn Gardens to discuss the deposit of archive material.

The transfer of the William Burges drawings from Cardiff Castle is now complete, and discussions continue on progressing conservation, cataloguing and digitisation work.

Records collected by the Butetown History and Arts Centre were deposited by Heritage and Cultural Exchange (also known as Tiger Bay and the World). The collection will be appraised during the next Collections Week in June.

5.3 Develop coherent programme of external funding applications

Work is underway on planning for an external funding application for checking the archive catalogue for offensive and biased language, in conjunction with colleagues from across Wales.

The Cardiff Castle collection of drawings is being assessed for a possible application to the National Manuscripts Conservation Trust in forthcoming months.

5.4 Complete half-finished collections

Work on completing the Time and Tide project continues, with Lowis Lovell, Archivist, continuing to catalogue records of Associated British Ports South Wales, concentrating currently on the large plan collection.

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 is continuing. All end-of-financial-year tasks were completed on time.

6.2 Maximise income generation opportunities

The collection from Carmarthenshire Archives that has been in storage at the Archives for several years started to be moved back to Carmarthenshire in April. The removal of the collection is due to be completed in May. This will provide a large amount of empty storage, which can be let to other potential clients. Some discussions are underway with potential clients interested in renting space.

Discussions are underway with Cardiff Council regarding converting the Rhondda meeting room to a hot-desking space for use by the Council and other partners, now that is no longer being used for training space.

The Conservator has carried out work for three private individuals and has flattened documents from Cardiff University Music Library so that they can be digitised and packaged to allow for easier use.

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

Cultural Ambition Trainee Bilal Abdi completed his placement with us in April. Bilal's worked focussed on digitisation of the Cardiff Bay Development Corporation photographic collection. The end of his placement brings the Cultural Ambition programme to a close. Glamorgan Archives has provided placements for 5 trainees during the course of the programme.

6.4 Ensure an inclusive and well-developed workforce

A number of staff undertook training in the use of the digitisation camera with a representative from the supplier, to increase understanding of the hardware and software involved and to help with digitisation processes.

Melanie Taylor, Records Assistant, has completed her Level 5 Hyfedredd Welsh course. Three other members of staff continue to attend weekly Welsh classes.

Alexis Brito, Records Assistant Support Worker, and Michael Hodgson, Assistant Conservator, have completed the Manual Handling Load Handling course.

The Glamorgan Archivist, the Senior Archivist, Louise Hunt, Archivist, and Lydia Stirling, Conservator, attended the latest Archives and Records Council Wales Forum.

The Glamorgan Archivist attended a series of seminars held by Welsh Government on environmental sustainability and planning.

All staff undertook their annual personal reviews during April, which covers the previous year and looks forward to the forthcoming year.

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

A training session on archive research was held for volunteers from the Jewish History Association of South Wales. It covered our searchroom services, our collection and appropriate document handling.

The Glamorgan Archivist continues to attend the South Wales Emergency Planning Network meetings, sharing knowledge and skills with colleagues from museums, archives and libraries from across South Wales.

6.7 Ensure a broad range of opportunities for volunteers

Some volunteers have continued to work from home during this period on: individual research projects, indexing crew lists from the port of Cardiff, indexing Merthyr Tydfil Union admission and discharge registers, producing a finding aid for the Crawshay diaries, and transcribing the Leversuch family correspondence.

Indexing of the Merthyr Tydfil Union admission and discharge registers was completed. Staff are editing the work to produce a useful finding aid for the much-used resource.

Due to the easing of COVID-19 restrictions, we are inviting all volunteers to return to the office during May. To that end staff have developed a two-week rota to provide each volunteer with a two-and-a-half-hour slot during that period. Detailed guidelines, written prior to their brief return last year, have been revised and circulated to ensure that volunteers will return with confidence fully aware of the changes implemented in the office.

The conservation students from Cardiff University have all started back and are working on two National Manuscripts Conservation Trust-funded (NMCT) projects. The Royal Welsh College of Music and Drama project is progressing well with three folders of records currently being worked on and four left to be conserved. The maps from the Plymouth Estate are also being worked on: one volume has been digitised and is ready to be rebound. Pages from another

volume have been washed and sized and the fold out maps are in the process of being washed, backed and repaired on the illuminated wall board.

The 'Crowd Cymru' project (offering digital volunteering opportunities), developed in conjunction with Gwent Archives and Cardiff University Special Collections and Archives, was successful in gaining funding from the National Lottery Heritage Fund. The post of Project Officer is currently being recruited for, after a first round failed to draw any applicants. Once the post is filled, volunteers will be recruited to undertake cataloguing, transcription and indexing on digitised collections through a platform developed by the National Library of Wales.

Volunteers from the Art Society and other conservation volunteers have started to return, working on the National Coal Board (DNCB) volumes, maps and plans and Glamorgan Constabulary (DCON) newspaper cutting books.

6.8 Ensure service is run transparently

The searchroom remains busy with high demand for places. Capacity was increased from four to six visitors per session in March.

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

Thank you for all your help at the Glamorgan Archives, fitting me in where you can and always having all the resources I asked for ready, it has been a really interesting introduction to archival research.

Thanks again for the research your extremely competent staff have done.

Many thanks, and may I say what a fab service this is.

A digital microfilm reader has been installed in the searchroom, enhancing public access to collections held on microfilm, in particular some of our local authority building plans. Funded by the Archives and Records Council Wales, it replaces the old microfilm reader printer, which is no longer fit for purpose.

The Senior Archivist continues as a representative on the Archives and Records Association's Survey Group. In preparation for the roll out of a new Survey of Visitors to UK Archives later this year, a pilot survey using amended questions will be run through several archive services, including Glamorgan Archives.

6.11 Work more collaboratively with neighbouring archive services

The Glamorgan Archivist continues to be involved with Archives and Records Council Wales and with the Welsh County Archivists' Group, and has attended meetings of both in the last quarter.

The Senior Archivist continues to attend meetings of the Archives and Records Council Wales' Diversity and Inclusion Group. She has also taken part in the 'Reading About Race' group organised by the Diversity and Inclusion Group.

Work is continuing on the legal agreements towards the installation of a Clip Corner as part of the National Broadcast Archive. It is hoped that this will be installed in July, and the Glamorgan Archivist continues to attend briefings in preparation for this.

6.12 Improve management of Glamorgan Archives building

The latest quarterly Health and Safety check looking for defects and issues was completed in April. The majority of issues are already on the list to be dealt with over time.

The Archives was approached in March by South Wales Police asking if they could use the rear car park as a launch site for their drones during certain events at the Stadium next door. This has been facilitated, and does not impact upon the staff or the interior of the building at all (and is usually outside of normal working hours in evenings or at weekends). The site has been used twice for this purpose so far.

The building management system (TREND) engineer has been on site to carry out maintenance on the building management system. Some issues were discovered and have been dealt with.

The run times for the AHUs are:

Strongroom 1: 145 hours
 Strongroom 2: 3 hours
 Strongroom 3: 121 hours, 40 mins
 Strongroom 4: 211 hours.

The longer runtimes are down to the problems with the issues mentioned above.

An handheld electronic thermohygrometer is still being used to do daily readings. The average readings are:

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	18.2°C	44%	19.2°C	46.5%	19.5°C	42%	18.9°C	42.5%
Variation	±1°C	±3%	±1°C	±3%	±1°C	±3%	±1°C	±1.5%

*Relative Humidity

The temperature in Strongroom 4 has been up by 1-2°C during the period of the Carmarthen decant, due to the doors being kept open and the presence of more people than usual in the space.

SUMMARY

9. The last quarter has been another busy one for Glamorgan Archives, as the report shows. It has been pleasing to welcome the volunteers back to the building as restrictions have eased.

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

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 2022-23 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
20th May 2022

Appendix I

Porth Elim Church Records			
Accession No:	2022/11	Reference No:	D1851
Duplicate marriage register Date of records: 2016-2017			

Holton Girls' Secondary School Records			
Accession No:	2022/12	Reference No:	ESE4
Admission registers, 1911-1973; Inventory of Equipment, 1955-1972 Date of records: 1911-Jun 1973			

Barry High Street Girls' School Records			
Accession No:	2022/13	Reference No:	ESE3
Admission register Date of records: 1908-1933			

Vale of Glamorgan County Borough Council, Records			
Accession No:	2022/14	Reference No:	CVG/C
Agendas, minutes and reports Date of records: 2014-2015			

High Street Girls Secondary School, Barry Records			
Accession No:	2022/15	Reference No:	ESEC10
Admission registers, 1933-1954, 1968-1973; inventory of equipment, 1955-1972 Date of records: 1934-1973			

Barry Girls' County (Grammar) School Records			
Accession No:	2022/16	Reference No:	EBGSEC
Admission registers, 1942-1968; staff register, 1935-1948; games record book, 1964-1968 Date of records: 1942-1968			

Penarth Civic Society Records			
Accession No:	2022/17	Reference No:	D1824
Miss Gwyneth White Papers. The papers include documents on many aspects of Miss White's life. She apparently kept a diary through her life and retained materials relating to members of her family, her interests and the groups that interested her. Date of records: 20th century			

Penarth and District CYTUN - The Council of Churches Records			
Accession No:	2022/18	Reference No:	DPENCC
Minutes and related papers, newsletters and attendance book Date of records: 2000-2016			

Llandough-juxta-Penarth with Leckwith Ecclesiastical Parish Records			
Accession No:	2022/19	Reference No:	P35CW
Book of accounts 1867-1908, statement of accounts for church and National School, 1873-1893; Harvest gift appeal letter, 1970; deed of transfer Church land for school, 1872			
Date of records: 1867-1970			

Corbett Family of Cogan Pill Papers			
Accession No:	2022/20	Reference No:	D1854
Small book containing diary with photographs written by Beatrice Corbett 1924 to 1927, birdwatching notebook, 1902-1966; notes on the parish of Llandough and a bundle of parish magazines.			
Date of records: 1902-1966			

Cardiff Tram Plans Collection			
Accession No:	2022/21	Reference No:	D1855
Plans of trams produced for Cardiff council including braking systems			
Date of records: c1924-c1968			

Butetown History and Arts Centre Collection			
Accession No:	2022/22	Reference No:	D1856
Records created and collected by Butetown History and Arts Centre.			
Date of records: 20th century			

Bridgend and Glamorgan Valleys, Coroners' Records			
Accession No:	2022/23	Reference No:	CORB
Stray inquest file found in Coroner's offices to add to existing series. File no. 2124.			
Date of records: 1997			

South Glamorgan Coroner's Records			
Accession No:	2022/24	Reference No:	CORS
Stray files found in Coroner's office.			
Date of records: 1990-1991			

Grangetown School Photographs			
Accession No:	2022/25	Reference No:	D1857
Photographs of staff and pupils collected by a former teacher			
Date of records: 1971-2022			

Cardiff and the Vale of Glamorgan Coroners' Records			
Accession No:	2022/26	Reference No:	CORCV
Stray file from 2000 found in Coroner's Office, file no. 50 [marked 49 but another file already received with this number]			
Date of records: 2000			

Abercerdin School Records			
Accession No:	2022/27	Reference No:	ELL9
Admissions registers Date of records: 1919-2006			

Gelligaer Historical Society Records			
Accession No:	2022/28	Reference No:	D1499/1/56-57
'Gelligaer Times' - Issue Nos. 60-61 Date of records: Jan-Feb 2022			

Glamorgan Family History Society Records			
Accession No:	2022/29	Reference No:	D37/1/145
Journal no. 145 Date of records: Mar 2022			

Caerphilly County Borough Council, Records			
Accession No:	2022/30	Reference No:	CCA/C/RE
Register of electors, 2020 Date of records: 2020			

Edwin J Culliford of Taff's Well, Papers			
Accession No:	2022/31	Reference No:	D1062/5
Taff's Well RFC team photograph Date of records: c1930s			

Matthew Williams of Cardiff, Collection			
Accession No:	2022/32	Reference No:	D1080
A bound copy of the Glamorganshire Canal Acts; Howell's School Llandaff, photograph of pupils and staff, 1937; three glass plate negative photos of Cardiff; an illustrated sale catalogue of Cardiff Properties for sale, 1964; two photographs of decorations in Gorsedd Gardens Cardiff, for the 1969 Investiture; poster for Cardiff events for the 1969 Investiture; eighteen topographical photographs of Cardiff, c 1980 (some Western Mail); aerial photograph of Cathays Park, c 1920 Date of records: 20th century			

Fire at Ogilvie Colliery			
Accession No:	2022/33	Reference No:	D1858
Report on the measures to control a fire at Ogilvie Colliery, Rhymney Valley Date of records: 11 Oct 1971			

Photographs of Barry Sports Teams			
Accession No:	2022/34	Reference No:	D1859
Photograph of Barry County School 1st XI Hockey Team, 1929-1930; Barry YMCA Table Tennis Team, 1935-1936 Date of records: 1929-1936			

South Wales Police Constabulary Records			
Accession No:	2022/35	Reference No:	DSWP/83
'Billy Spiller Policeman and Sportsman 1886-1970 Remembered with Pride'			
Date of records: c2022			

Aberdare Hall, Cardiff, Papers			
Accession No:	2022/36	Reference No:	D1860
Group photograph of teaching and serving staff with students, 1910s; programme of centenary events, 1985			
Date of records: 20th century			

Collection of Theatre and Events Programmes			
Accession No:	2022/37	Reference No:	D1861
Theatre and events programmes relating to New Theatre, The Welsh Theatre Company, Cardiff Film Society, Cardiff Chinese Jazz Club, Chris Barber's Jazz Band, Inter-University Jazz Federation, Cardiff Inter-College Rag Appeal and Eisteddfod Gyd-Golegol			
Date of records: 1960-1967			

Aberfan Disaster Papers			
Accession No:	2022/38	Reference No:	D1869
List of children attending East Glamorgan General Hospital, photographs of two recovering children, correspondence, newscuttings relating to the Disaster			
Date of records: 1966-1996			

Pritchard Family, Collection			
Accession No:	2022/39	Reference No:	D414
Notes made by Ronald Griffith Pritchard regarding a history of the Fire Service in south Wales, c1989; photographs of fire service events and activities, c1939-1944			
Date of records: 1940s-2014			

Councillor Phil Bale of Cardiff, Papers			
Accession No:	2022/40	Reference No:	D1732
Cardiff Capital Region City Deal papers, 2015-2016			
Members Handbook, 2012			
Economic Development Update Meeting papers, 2014-2016			
Cabinet Report – Cardiff Central Transport Interchange, Mar 2016			
An interview between Richard Cowie and Phil Bale for a new book about the Reservoir Campaign, 2022			
Date of records: 2010s-2022			

Kingdom Hall of Jehovah's Witnesses, Picton Street, Maesteg, Records			
Accession No:	2022/41	Reference No:	D1862
Marriage register			
Date of records: 1987-2013			

Photographs of Tinkinswood, Maes y Felin and the church at Caerau Hillfort			
Accession No:	2022/42	Reference No:	D1863
Views of Tinkinswood, Maes y Felin and the church at Caerau Hillfort with associated negatives			
Date of records: c1965			

Papurau'r Parch. D. Rhagfyr Jones o Dreorci / Rev. D. Rhagfyr Jones of Treorchy Papers			
Accession No:	2022/43	Reference No:	D1865
Gweithred ymddiriedolaeth Capel Bedyddwyr Cymreig Ebeneser, Cefn-Coed-y-Cymmer, 1874; Nodiadau anghydfod, Capel Soar, Cwmclydach, 1898 (gydag adysgrif); nodiadau 'Grand Bazaar', Capel Cynulleidfaol Bethania, Treorci; stori fer 'Teddy Bear', d.d.; Hysbysiadau nas defnyddiwyd i'w dosbarthu i'r rhai nad ydynt yn mynychu'r Ysgol Sul, Capel Cynulleidfaol Bethania, Treorci, d.d..			
Deed of Trust, Ebenezer Welsh Baptist Chapel, Cefn-Coed-y-Cymmer, 1874; Notes of dispute, Soar Chapel, Clydach Vale, 1898 (with transcript); Grand Bazaar notes, Bethania Congregational Church, Treorchy, 1910; short story 'Teddy Bear', n.d.; Unused notices to be handed out to those who did not attend Sunday School, Bethania Congregational Church, Treorchy, n.d..			
Date of records: 1847-c1910			

Cofnodion Dathliad 70 Mlynedd o Addysg Gymraeg yng Nghaerdydd			
Accession No:	2022/44	Reference No:	D1864
Papurau'n ymwneud a'r digwyddiadau i ddathlu 70 mlynedd o addysg Gymraeg yng Nghaerdydd, gan gynnwys cofnodion a gohebiaeth, a phapurau ariannol y pwyllgor Cyn-ddisgyblion; rhestr gyswllt cyn-ddisgyblion; papurau'n ymwneud a threfniadau'r orymdaith; deunydd cyhoeddusrwydd; papurau'n olrhain hanes Ysgol Gymraeg Caerdydd; lluniau o'r orymdaith; gohebiaeth ynglŷn â gosod plac i goffau'r ysgol yn Ysgol Ninian Park; papurau Siân (Morgan) Thomas, un o ddisgyblion cyntaf Ysgol Gymraeg Caerdydd, a ddychwelodd i ddysgu yn yr ysgol, a phapurau'n ymwneud ag addysg cyfrwng Gymraeg yng Nghaerdydd.			
Date of records: 1950-2020			

Lan Gas Coal Company, Bryncethin, Records			
Accession No:	2022/45	Reference No:	D1866
Company records including plans, leases, agreements and correspondence			
Date of records: 20th century			

[Tonysguboriau School, Talbot Green] admission register			
Accession No:	2022/46	Reference No:	D1868
Admission register			
Date of records: 1967-1999			

Papurau'r Enid Jones-Davies o Gaerdydd			
Accession No:	2022/47	Reference No:	D1867
Dau ffotograff dosbarth, c1950-1956; ffotograff staff, 1960au; 'Nyni', sef cylchgrawn Ysgol Bryntaf, Caerdydd, 1971			
Date of records: c1955-1971			

Owen Family of Clodian Avenue, Cardiff, Papers			
Accession No:	2022/48	Reference No:	D1870
Papers relating to 81 Clodian Avenue, Cardiff, 1950-1951; Menus and toast lists of Annual Dinners, The Cardiff and District Pembrokeshire Society, 1951-1952; Prince of Wales Theatre programmes, 1950-1951; South Wales and Monmouthshire Branch of the Cinematograph Exhibitors Association, Gala Souvenir Programme, 1950; Postcards showing views of Wales, 20th century			
Date of records: 20th century			

Dinas School Records			
Accession No:	2022/49	Reference No:	ER12/3-5
Boys' admission register, 1916-1927, log book 1901-1932; Dinas Junior School admission register, 1966-1987.			
Date of records: 1901-1987			

Graigddu Infants School, Dinas Records			
Accession No:	2022/50	Reference No:	ER39/2-4
Admission registers, 1924-1937, 1944-1966, 1945-1948			
Date of records: 1924-1966			

Mid Rhondda Schools Football League			
Accession No:	2022/51	Reference No:	D1871
Minute book			
Date of records: 1919-1930, 1953			

Glamorgan History Society Records			
Accession No:	2022/52	Reference No:	DGHS
Council minutes and related papers, 1977-1995; Secretaries' correspondence and papers, 1987-2018; School projects which have won the Patricia Moore Prize (WHST) 2007-2019			
Date of records: 1977-2019			

Notable accessions

Edwin John Culliford of Taff's Well, Papers (D1062)

Edwin John Culliford (Junior) was born September 1911. He played for Taffs Well Rugby Football Club during his twenties before joining the army at the outbreak of the Second World War. After the War he became a President of the Club. His father Captain Edwin John Culliford, merchant marine, was a patron of the Club. A further photograph of Taff's Well RFC team taken during the 1930s and featuring Edwin John Culliford has been donated by a family member.

Matthew Williams of Cardiff, Collection (D1080)

Amongst a further donation of records from Matthew Williams is a bound volume of Acts of Parliament of 1790 and 1796 relating to the Glamorganshire Canal. These have been established as being the Glamorganshire Canal Company's own copies, having been signed 'Thomas Reece, Navigation House, 1809'. He was the Company's Clerk and the copies include numerous annotations, showing that they were in use as working copies. Research by Stephen Rowson (author of *The Glamorganshire and Aberdare Canals: Two Welsh Waterways and their Industries*) has shown that this is an early printing of the Acts before they had passed the committee stage in Parliament. There is also a hand-written index and a Table of Distances, printed by W Williams of Merthyr Tydfil which is believed to be the earliest and only known copy.

Councillor Phil Bale of Cardiff, Papers (D1732)

An additional deposit has been received from a former city council Leader. Councillor Phil Bale became Cardiff Council Leader in March 2014. He represented the council on a variety of boards and partnerships. As Leader of the City of Cardiff, Councillor Bale headed the City Cabinet and had specific portfolio responsibilities at City Hall for Economic Development and Corporate Affairs. Records deposited comprise meeting papers and reports together with an interview Mr Bale gave for a book about the Llanishen Reservoir Campaign.

Fire at Ogilvie Colliery, Rhymney Valley (D1858)

A report regarding a fire at a local colliery has been donated by Teesside Archives. The report details the measures employed to control a fire which occurred on 6 February 1971 at Ogilvie Colliery, Rhymney Valley. The record was collected by John Owens, a former Cleveland ironstone miner, whose papers were deposited at Teesside Archives. The main sections of the report comprise synopsis, location of colliery, emergency organisation, role of rescue services and scientific control.

Photographs of Barry Sports Teams (D1859)

Images of a hockey and table tennis team have been received. Both photographs feature William John Reed who attended Barry Boys' County School during the 1920s and later studied as an architect. Images comprise the Barry County School 1st XI Hockey Team, 1929-1930 and Barry YMCA Table Tennis Team, 1935-1936

Lan Gas Coal Company, Bryncethin, Records (D1866)

The Lan Gas Coal Company operated the Lan Drift/Slant Colliery adjacent to the Cardiff and Ogmores Railway in Bryncethin near Bridgend from 1910. It proved a short-lived enterprise being abandoned in March 1914 owing to flooding. A range of company records have been donated including property deeds, colliery inspection report, Articles of Association, correspondence, accounts and flooding report.

Aberfan Disaster Papers (D1869)

Papers compiled by a former social work clerk employed at East Glamorgan Hospital, Church Village at the time of the Aberfan Disaster have been donated. Items comprise a list of children receiving treatment at East Glamorgan General Hospital, photographs of two recovering children, correspondence and newscuttings relating to the Disaster.

Owen Family of Clodian Avenue, Cardiff, Papers (D1870)

A collection of family papers relating to a Cardiff corner shop has been donated. Evelyn Dorothy Owen and her husband William Frank Owen moved to Clodian Avenue in 1950 and managed a shop at number 81 known as 'Corner Stores'. Records include legal papers relating to the purchase of the property, invoices for extensive building works carried out by a firm of local builders and photographs of the exterior of the premises.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
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
Feb-Apr 2022	227	0	0	1625

	Remote Enquiries	Website Hits
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
Feb-Apr 2022	1201 (+256 un-printed thank you emails)	9081

Interesting Enquiries

Family history continues to prove popular, with enquiries reaching us from across the world. A request was received this quarter from Anguilla in the Caribbean. A descendent of Governor Hodge of Anguilla found reference to him within the catalogue of the Mathew Family Papers (DMW). Although a visit to the searchroom was unlikely in this case, we were able to offer to supply a digital copy.

An Australian family historian contacted us as whilst researching an ancestor employed as a Relieving Officer for Bridgend and Cowbridge Poor Law Union. His resignation was reported in The Cambrian newspaper in June 1843; we offered a search of the minutes of the Board of Guardians for a record of his resignation, and also his appointment.

Closer to home, we assisted with a search for information on an ancestor believed to have been a member of the 3/1st Glamorgan Yeomanry from 1915 to 1917, along with

a family history enquiry relating to the Garth Colliery Disaster memorial stone. Several researchers have contacted us for details of ancestors who were patients at the Glamorgan Asylum, but one request was of particular interest, as the descendants were able to trace their ancestor through numerous admissions to the hospital, complete with photographs showing him over a timeframe of several years. They were surprised by the wealth of information they were able to find from the case notes.

We have provided advice and guidance in response to numerous local history enquiries. These include a search for residents lists for Neath for the 1760s-1790s, and a search for an image of the City of Cardiff Coat of Arms that existed between 1905 and 1954.

A local historian sought our assistance in his research into the life of Mary Morgan / Mrs Lewis Williams, who founded Wesleyan churches in Penarth and Cadoxton. We hold a photograph of a wedding party which features her, and we also suggested searching the Roath Road Roamer, the magazine of Roath Road Methodist Church, as she was a member of that church.

An article on our blog featuring the Mackintosh Institute prompted an enquiry concerning the Richards family of Roath, and possible links with William Herbert, 3rd Earl of Pembroke and his brother Philip Herbert, Earl of Montgomery - the "incomparable pair of brethren" dedicatees of Shakespeare's 1st folio. We were able to direct the researcher to the genealogical chart of the Herbert, Powell and Richards families descended from William Herbert of the Friars, Cardiff, c.1600.

We responded to a request for information on the early years of Turnpike Trusts, especially with reference to Cowbridge, by suggesting a search of Cowbridge Borough minutes and records from the Cardiff Library collection.

Records of Cardiff Royal Infirmary, in particular the photographic collection, have been used as part of research for a sound installation at the Infirmary building, with a particular focus on information from the start of the dispensary in 1822.

An art student sought assistance with locating the building in Cardiff where the Rebecca Rioters were tried 1843. We were able to confirm that this was in the Town Hall, on present day St Mary Street.

Other academic enquiries of note have focussed on our coal collections. A Lecturer at the Welsh School of Architecture sought assistance with work researching the industrial heritage of South Wales, looking especially at community engagement and the commemoration of colliery accidents. We highlighted our accident registers, coal annuals and other files within the National Coal Board records. A researcher working on a photographic project on the legacy of coal mining was particularly interested in the number of records which have survived and how they are now stored.

Appendix III

Events		
'The Body Most Active in Wales for Equal Opportunities': Wales Women's Rights Committee, 1974-1984'		37
Jewish History Association of South Wales: Archive Research Training		7
Local and Family History Groups		
Grangetown Local History Society		35
Individuals meeting staff		35

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>Feb</i>	5954	2503	1670	5100	1230	121
<i>Mar</i>	5981	4968	1687	6335	1245	128
<i>Apr</i>	6006	6633	1867*	17,709	1258	73

* Figures are now provided based on followers, not likes

Appendix IV

Bench work		
Q/S/R /44/A, B	2 Quarter Sessions Rolls	Cleaned, flattened & repaired
Q/S/R/1843/C, B	2 Quarter Sessions Rolls	Cleaned, flattened & repaired
DNMW/49/2/3	Register of holders of ordinary and preference shares	Red rot treated
DNMW/49/1/1-10	10 Registers of Proprietors	Red rot treated
DPL/3	'A Survey of Lands in the Parishes of Lanishen, Lisvane, Ruddy, Bedwas, Eglwsilan and Lanvabon...belonging to...the Earl of Plymouth, as taken in the year 1766...'	Cleaned, washed, old repairs removed, alkalisied, repaired, rebound and repackaged
DTHO/15	Rosin seal	Seal consolidated and where possible repaired
William Burges designs for tiles for Cardiff Castle	22 large cartoons	Removed old repairs, tears splinted, repackaged
William Burges designs for tiles for Cardiff Castle	2 mounted cartoons	Removed from mounts and protective, large portfolios made to house them
Electoral Register	6 volumes	Bound
Probate Register	76 volumes	Disbound and pulled for recycling
PAS	Preservation Assessment survey	Carried out on the collection
Cleaning and Packaging		
Various	20 boxes of crew lists	Cleaned and re-boxed
DLL/E	14 sheets	Cleaned of back mould
Various	1 box	Cleaned
Bespoke boxes made		
Various	226 Boxes	Made
Barcoded and Relocated		
Various	955 Boxes and maps	Barcoded
External Work		
Local University	4 volumes and bundles of papers	Washed, alkalisied and repaired
Private individual	5 bundles of papers, 2 volumes	Repackaged, silver safe sheets interleaved in the volumes
Private individual	1 bundle letters, 2 maps, 1 ID bracelet, 1 set of 3 WW1 medals. 1 hymn book, 1 bundle seaman's discharge volumes, 1 chemistry medal, 4 small volumes	Papers repaired, boxes made and bracelet and medals repackaged.
English Archive	19 boxes	Made
Local Museum	12 boxes	Made

Local Archive	300 boxes	Made
Local Private Conservator	5 boxes	Made

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

**AGENDA ITEM NO:
2021/2022 OUTTURN
2021/2022 DRAFT AW RETURN**

THE GLAMORGAN ARCHIVES JOINT COMMITTEE 23rd JUNE 2022

REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

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

PURPOSE OF REPORT

1. This report presents a brief overview of the financial position for the year, together with the unaudited draft Audit Wales (AW) return for the year ended 31st March 2022. Page three of the return, 'Committee Approval and Certification', requires completion but the unaudited draft financial statements are presented to this Committee today for information only.

FINAL OUTTURN POSITION FOR 2021/22

2. The Glamorgan Archives Joint Committee approved a proposed budget of £758,640 for the financial year 2021/22, to be financed by contributions from each of the six member local authorities. The proposed budget was subsequently agreed and ratified by each member local authority.
3. The table below summarises the final outturn position for financial year 2021/22:

	<u>Budget</u> £	<u>Actual</u> £	<u>Variance</u> £
Expenditure	877,990	885,229	7,239
Income	(79,350)	(121,347)	(41,997)
Reserve (Drawdown)	(40,000)	(5,242)	34,758
Net Expenditure	758,640	758,640	0

4. Appendix 1 provides a detailed analysis of the 2021/22 outturn.

Employee (£517,356 Budgeted, £3,333 underspent)

5. The 2021/22 pay award was agreed at 1.75% in March 2022, below the 2.00% budgeted, which brought savings to Gross Pay, Pension Contributions and National Insurance.
6. Employment of a new member of staff through Cardiff Works brought unbudgeted spend to agency staff. However, this cost was matched by grant funding from the Department of Work and Pensions (DWP), therefore had no impact to the net budget.
7. Staff completed a variety of training in 2021/22, including first aid (£635), manual handling (£475) and the attendance of an Archives and Records Association (ARA) virtual conference (£340) which was grant funded from the Archives and Records Council Wales (ARCW).

Premises (£294,516 Budgeted, £11,880 Overspent)

8. Overspends on utilities, including gas (£11,134), electricity (£4,364) and water (£3,025), largely contributed to the premises outturn. This was due to unforeseen global events bringing high inflation rates that has had a nationwide impact.
9. Additionally, due to the building's age there is an ongoing requirement to incur maintenance costs. These repairs, which included a new heating coil Air Handling Unit (£4k), updating the hardware and software of the Building Management System (£4.5k) and the replacement of emergency lights throughout the building (£3.6k), exceeded the budget by £1,418.
10. 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 which partially offset the overspend.

Transport (£240 Budgeted, £240 Underspent)

11. A continued shift in the Archives operating behaviour throughout 2021/22 brought a total switch to virtual appointments/meetings. Consequently, the Archives did not incur any transport costs in the financial year.

Supplies and Services (£29,279 Budgeted, £4,417 Overspent)

12. There was an overspend on Consultancy fees (£4,812), however this was all grant funded, from both National Manuscript Conservation Trust (NMCT) and ARCW, with no impact to the overall budget position. The ARCW grant funding enabled the Library Surveys Ltd. Preservation Assessment Survey (£980) and NMCT's funding facilitated conservation work on the Plymouth Estate Maps (£3,832).
13. Moreover, an overspend in box making supplies (£4,291) contributed to the outturn, though this was partially offset by box making income. This spend facilitated a bulk purchase of card which can be used for income generation in the next financial year.

14. Some areas had underspends, including protective clothing (£3,000), conservation (£2,618) and catering (£994), which helped minimise the overall budget impact.

Support Services (£36,600 Budgeted, £5,485 Underspent)

15. This saving was mostly attributed to ICT Services (£3,200 saving) and Human Resources (£960 saving) whose recharges fell below budget.

16. The Archives also underwent an Internal Audit by Cardiff Council, this was completed in November 2021 (£3,250 cost). Nine recommendations came from this report, five of which were complete in 2021/22.

Income (£79,350 Budgeted, £41,997 Overachieved)

17. Grants Income - £23,031

The Archives secured a variety of grant funding, including the Welsh Government Cultural Recovery Fund to purchase IT equipment (£1,283), ARCW funding to attend the ARA virtual conference (£340) and for the Library Surveys Ltd. project (£810), NMCT funding for Hellen Pedder's work on the Plymouth Estate (£3,832) and finally a New Burdens grant for to accessions taken in 2020 (£11,513).

Additionally, grant funding from the DWP (£4,995) was received as an employment contribution for a staff support worker under the Access to Work scheme.

18. Internal Income – £26,430

Funding was received from Cardiff Council for a Corporate Trainee, whose placement concluded in 2021.

19. External Income - £71,886

Whilst the building was closed for the first part of 2021/22 the Archives explored opportunities, including one-to-one video consultations, which minimised loss of earnings. Once the Archives reopened to the public it experienced increased income generation in other areas such as Search Fees and Publication Sales.

Hire of Specialist Rooms (£29,906) was the largest income stream in 2021/22, predominantly due to continued records storage by Carmarthenshire County Council's (£21,831) and Cardiff Museum (£6,950). As of May 2022, Carmarthenshire County Council have retrieved most of their records so this income stream will conclude in 2022/23.

A payment for services supplied to Cardiff Castle (£10,000) was secured in relation to cataloguing, conservation and digitisation. This was managed using existing resource, with no other associated costs, providing pure income to the Archives.

Reserve Drawdown (£40,000 Budgeted, £34,758 Underdrawn)

20. The Medium Term Financial Plan (MTFP) published in 2021/22 illustrated the proposed reserve drawdown over the next four years; with £40,000 to be used in 2021/22, £10,000 to be used in 2022/23 and completely phasing out any reserve drawdown from 2023/24 onwards.
21. The improved outturn position for 2021/22 allowed for a reduced reserve drawdown compared to the MTFP.

<u>Movements on Glamorgan Archives General Reserve</u>	<u>£</u>
Balance brought forward at 1 st April 2021	118,202
Less Drawdown from General Reserve	(5,242)
Transfer to General Reserve	0
Balance as at 31st March 2022	112,960

22. The £5,242 in the table above represents the drawdown of funding from Reserves to pay for the balance of in year spend not covered by Local Authority member contributions.

Covid-19 Impacts

23. The building reopened to the public as of 8th June 2021 which was a positive milestone in this financial year. From 28 March 2022 the Welsh Government eased restrictions, including the legal requirement to wear face coverings within the Archives, however social distancing and ventilation requirements set by the Council are still in place. The situation will be continually monitored throughout 2022/23 for any changes.

AUDIT WALES ANNUAL RETURN FOR 2021/22

24. The draft Annual Return (appendix 2) for the year ended 31st March 2022 is unaudited at this stage, though it has undergone an internal audit by Cardiff Council. Audit Wales has yet to begin the audit of the accounts, but the Annual Return will be available for public inspection for 20 full working days in July. Dates will be in line with Cardiff Council's display, which at present is still to be confirmed. Members will be informed when the accounts go on display.
25. To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 31st May immediately following the end of the financial year. If at this time the audit of the accounts has not concluded, then the accounts must be approved as soon as reasonably practicable. Once the audit is complete and the Annual Return has been signed by Audit Wales then it will be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by Audit Wales.

LEGAL IMPLICATIONS

26. 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.

FINANCIAL IMPLICATIONS

27. The financial performance for 2021/22 remained affected by Covid-19, with increased expenditure and impacted income generation, consequently the outturn position was difficult to project throughout the year. The overall outturn position as at 31st March 2022 was more positive than predicted and whilst there is still a need to drawdown £5,242 from the General Reserve this is less than originally budgeted. The overall Reserve balance as at 31st March 2022 is £112,960.

RECOMMENDATIONS

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.

Christopher Lee

Treasurer to the Glamorgan Archives Joint Committee

Appendices

1. Appendix 1 – Outturn Position 2021/22
2. Appendix 2 – Draft Audit Wales Annual Return for 2021/22
3. Appendix 3 – Glamorgan Archives Statement of Accounts 2021/22

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Appendix 1 - 2021/22 Outturn Position

Expense/Income Account	Budget £	Actual as at 31/03/2022	Variance £
Employees			
Gross Pay	394,926	394,199	(726)
Overtime	0	13	13
LG Pensions	81,763	79,485	(2,278)
National Insurance	36,827	33,222	(3,605)
Misc Allowances	500	344	(156)
Holiday Pay	0	469	469
Agency Staff - Cardiff Works	0	2,885	2,885
Staff Training Expenses	500	780	280
Training : HR Funded	0	670	670
Medical Expenses	200	0	(200)
Apprenticeship Levy	2,000	1,955	(45)
Employer Liability Insurance	640	0	(640)
Employees Total	517,356	514,023	(3,333)
Premises			
Repairs, Alterations & Maintenance	20,000	21,418	1,418
Security Measures	6,890	6,985	95
Rodent & Pest Control	400	0	(400)
Grounds Maintenance	1,175	1,152	(23)
Fire Management/Protection	3,390	3,010	(379)
Maintenance Contracts	13,195	12,790	(404)
Electricity	27,000	31,364	4,364
Gas	6,000	17,134	11,134
National Non Domestic Rates	194,245	188,588	(5,658)
Water Rates	2,000	5,025	3,025
Security Services	280	0	(280)
Cleaning Materials	1,500	234	(1,266)
Refuse Collection/Bulk Containers	2,000	2,000	0
Contract Cleaning	9,900	10,195	295
Specialist Waste Disposal	500	350	(150)
Insurance	6,041	6,153	112
Premises Total	294,516	306,396	11,880
Transport			
Hire of Transport CTS	40	0	(40)
Public Transport - Staff Use	100	0	(100)
Car Allowances	75	0	(75)
Travel Expenses	25	0	(25)
Transport Total	240	0	(240)
Supplies & Services			
Uniforms / Protective Clothing	3,000	0	(3,000)
Conservation	4,000	1,382	(2,618)
Box-making supplies	3,500	7,791	4,291
Vending Machines - Purchase	1,200	481	(719)

Supplies & Services	Budget £	Actual as at 31/03/2022	Variance £
Catering Sundries	1,000	6	(994)
General Printing & Stationery	700	251	(449)
Photocopying Materials	0	163	163
Health & Safety	0	1,019	1,019
Audit Fee	2,200	2,200	0
Consultants Fees	0	4,812	4,812
Commission (Inc. Credit Cards)	0	83	83
Central Telephone Exchanges	4,000	4,013	13
Telephones	1,500	1,215	(285)
Postages	500	617	117
Internet Charges	650	665	15
IT Consumables/Hardware	200	0	(200)
Hardware Purchase	0	1,283	1,283
Software Licences & Maintenance Agreements	5,000	5,400	400
Maintenance and Development	0	599	599
Accommodation Expenses	0	0	0
Security Expenses	0	370	370
Subscriptions	650	610	(40)
Public Liability Insurance	807	738	(69)
Miscellaneous Insurance	371	0	(371)
Supplies & Services Total	29,279	33,696	4,417
Support Services			
Accountancy	6,000	5,450	(550)
Income Recovery	310	300	(10)
Payroll	240	230	(10)
Payments	430	410	(20)
Audit	3,970	3,775	(195)
SAP Support	3,100	4,000	900
ICT Services	13,200	10,000	(3,200)
Human Resources	7,100	6,140	(960)
Bilingual Cardiff	2,250	810	(1,440)
Support Services Total	36,600	31,115	(5,485)
Gross Expenditure	877,990	885,229	7,239
Income			
WG Covid 19	0	(1,283)	(1,283)
Archives & Records Council Wales	0	(1,240)	(1,240)
Other Grants (Non-Government Grant)	(10,000)	(15,513)	(5,513)
Government Grant DWP (to be made)	0	(4,995)	(4,995)
Publications General	(1,000)	(345)	655
Sale of Photocopies	(2,000)	(2,894)	(894)
Conservation Income	(5,000)	(4,237)	763
Box Making	(5,000)	(4,983)	17
Sale of Food	(2,000)	(12)	1,988
Course Fees	(150)	0	150
Search Fees	(4,000)	(4,545)	(545)

Income	Budget £	Actual as at 31/03/2022	Variance £
Royalties	(10,000)	(13,652)	(3,652)
Hire of Specialist Rooms	(25,000)	(29,906)	(4,906)
Sundry Charges & Income	(13,500)	(36,430)	(22,930)
Donations	(1,500)	(811)	690
Access Charges for Filming	0	(500)	(500)
Interest	(200)	0	200
Income Total	(79,350)	(121,347)	(41,997)
Contributions to/ (from) Reserves	(40,000)	(5,242)	34,758
Total Net Budget	758,640	758,640	(0)

LA Contributions	2021/22
Bridgend	106,210
Cardiff	242,765
Merthyr Tydfil	45,518
Rhondda Cynon Taf	189,660
Caerphilly	83,450
Vale of Glamorgan	91,037
Total	758,640

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Minor Joint Committees in Wales

Annual Return for the Year Ended 31 March 2022

Accounting statements 2021-22 for:

Name of body: Glamorgan Archives

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	174,385	118,203	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	654,000	758,640	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	255,590	121,347	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(538,311)	(514,023)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(427,462)	(371,206)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	118,203	112,961	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	105,540	47,550	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	65,890	92,193	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(53,227)	(26,782)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	118,203	112,961	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	6,124,444	6,061,667	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

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

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

Additional disclosure notes*

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

1.

2.

3.

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

Committee approval and certification

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

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	<p>Minute ref:</p>
<p>RFO signature:</p>	<p>Chair of meeting signature:</p>
<p>Name:</p>	<p>Name:</p>
<p>Date:</p>	<p>Date:</p>

Annual internal audit report to:

Name of body: Glamorgan Archives

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Appropriate books of accounts have been kept through Cardiff Council's main accounting ledger, SAP.</p> <p>Regular budget monitoring information is maintained by the Accountant. Monitoring reports were provided to meetings of the Glamorgan Archives Joint Committee (copies of reports at month 3, month 6 and month 9 were provided for review).</p>
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Purchasing controls were examined at the Glamorgan Archives audit in 2021/2022, when no major concerns were noted.</p>
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>The body assesses and mitigates significant inherent risks in order to achieve its objectives on a quarterly basis and, when changes occur, these are discussed regularly at the Glamorgan Archives Joint Committee Meetings.</p> <p>The auditor reviewed the minutes of the Joint Committee meetings for 20.08.2021 and 19.11.2021, as well as the budget monitoring reports for months 3, 6 and 9. The impact of risks are included in budget monitoring reports, although not in a separate section specifically devoted to risk analysis.</p>
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Regular progress against budget is maintained and monitored by the Accountant and discussed regularly at the Glamorgan Archives Joint Committee Meetings. In 2021/2022, there were meetings of the Joint Committee on 21.05.2021, 20.08.2021, 19.11.2021 and 18.02.2022 and budget monitoring reports were present at all meetings except 21.05.2021. The Strategic Plan and out-turn for 2020/2021 were discussed at the meeting on 21.05.2021.</p> <p>It was noted in previous minutes that, despite the attempts to phase out the need</p>

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					for drawdown, the increasing funding gaps each year mean that this will be more difficult moving forward and it will need to be monitored in the future. Budgeted use of the reserve was proposed to be £50,000 in 2020/21 and £25,000 in 2021/22, after which further savings will need to be identified or additional contributions from member Local Authorities will be necessary.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Contributions from partner authorities for 2021/2022 are made in accordance with the legal agreement for Glamorgan Archives (based on population percentages).
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Glamorgan Archives Imprest Account is no longer used. There are two purchasing cards in use for small purchases. The use of the cards was examined at the Glamorgan Archives audit in 2021/2022, when no major concerns were noted over the use of the cards.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Expenditure on staff is made through Cardiff Council's ledger, SAP, and internal Payroll process including DigiGOV. SAP shows that the expenditure on employees for 2021/2022 was £514,023 against a budget of £517,356.</p> <p>Some expenditure on employees (mainly in relation to additional payments) were examined at the Glamorgan Archives audit in 2021/2022, when no major concerns were noted.</p>
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notional Capital Financing Costs and Capital Balance Sheet were maintained by Cardiff Council Accountant for 2021/2022.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Monthly and year-end bank account reconciliations for inter companies are undertaken as part of the council wide year-end bank reconciliations; any imbalances are rectified during the course of the year. Inter company transactions are not identified individually throughout the year.</p> <p>Reconciliations are subject to review by Audit Wales.</p> <p>The end of year individual 'FICO' reconciliation was undertaken.</p>
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Accounting statements have been prepared from figures in SAP.</p> <p>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.</p>

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

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

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: SUSAN POWELL

Signature of person who carried out the internal audit: 

Date: 05.05.2022

Glamorgan Archives Comprehensive Income & Expenditure Statement for the Year Ended 31st March 2022

2020/21 £		2021/22 £	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
	Cost of Services								
549,959	Staff Costs	522,411	73,137	167,171	31,345	130,603	57,465	62,689	522,411
302,803	Premises	306,396	42,895	98,047	18,384	76,599	33,704	36,767	306,396
71	Transport	0	0	0	0	0	0	0	0
94,263	Supplies & Services	33,696	4,717	10,783	2,022	8,424	3,707	4,044	33,696
0	Third Party Payments	0	0	0	0	0	0	0	0
30,325	Central Departmental Support	31,115	4,356	9,957	1,867	7,779	3,423	3,734	31,115
62,778	Capital Charges	62,778	8,789	20,089	3,767	15,694	6,906	7,533	62,778
1,040,199	Operating Expenditure	956,395	133,895	306,046	57,384	239,099	105,203	114,767	956,395
(654,000)	Contributions from Local Authorities	(758,640)	(91,560)	(209,280)	(39,240)	(163,500)	(71,940)	(78,480)	(654,000)
(162,704)	Grant Income	(18,036)	(2,525)	(5,772)	(1,082)	(4,509)	(1,984)	(2,164)	(18,036)
(92,886)	Fees and Charges	(76,881)	(10,763)	(24,602)	(4,613)	(19,220)	(8,457)	(9,226)	(76,881)
(909,590)	Operating Income	(853,557)	(104,848)	(239,654)	(44,935)	(187,229)	(82,381)	(89,870)	(748,917)
130,609	Net Cost of Services	102,837	29,047	66,393	12,449	51,869	22,823	24,897	207,477
0	Interest & Investment Income	0	0.0	0.0	0.0	0.0	0.0	0.0	0.00
0	Interest Payable	0	0	0	0	0	0	0	0
0	Financing & Investment Income & Expenditure	0	0	0	0	0	0	0	0
130,609	(Surplus) / Deficit on Provision of Services	102,837	29,047	66,393	12,449	51,869	22,823	24,897	207,477
0	Other Comprehensive Income & Expenditure	(26,430)	-3,700	-8,458	-1,586	-6,608	-2,907	-3,172	-26,430
130,609	Total Comprehensive Income & Expenditure	76,407	25,347	57,935	10,863	45,262	19,915	21,726	181,047

RECONCILIATION TO REVENUE ACCOUNT:			
130609	As above	76,407	
0	69320 PPE reverse previous imp on reval	0	
(62,778)	89302 Tfr from CAA to Neut	(62,778)	Not in above
0	89305 Trf to CAA re Revaluation	0	
(11,649)	89600 Tfr to/fm Acc Absence	(8,388)	Not in above
0	Interest Payable	0	In above not on SAP as notional
0	Additional notional contribution income from LA's	0	In above not on SAP as notional
0	69101 Cont to Oth Earmrkd Res	0	Not in above
(56,182)	89101 Cont from Oth Earmarked Res	(5,242)	Not in above
0	Balance as per revenue account on SAP	(0)	

Glamorgan Archives Balance Sheet as at 31st March 2022

31/03/21		31/03/22	Bridgend 14%	Cardiff 32%	Merthyr 6%	RCT 25%	Caerphilly 11%	VoG 12%	Total 100%
6,124,444	Land and Buildings	6,061,667	848,633	1,939,733	363,700	1,515,417	666,783	727,400	6,061,667
0	Assets Under Construction	0	0	0	0	0	0	0	0
0	Vehicle, Plant, Furniture & Equipment	0	0	0	0	0	0	0	0
6,124,444	Long Term Assets	6,061,667	848,633	1,939,733	363,700	1,515,417	666,783	727,400	6,061,667
16,957	Inventories	16,803	2,352	5,377	1,008	4,201	1,848	2,016	16,803
87,442	Short Term Debtors	28,408	3,977	9,091	1,704	7,102	3,125	3,409	28,408
67,031	Cash & Cash Equivalents	94,532	13,234	30,250	5,672	23,633	10,398	11,344	94,532
171,430	Current Assets	139,743	19,564	44,718	8,385	34,936	15,372	16,769	139,743
(69,880)	Short Term Creditors	(51,823)	(7,255)	(16,583)	(3,109)	(12,956)	(5,701)	(6,219)	(51,823)
0	Provisions	0	0	0	0	0	0	0	0
(69,880)	Current Liabilities	(51,823)	(7,255)	(16,583)	(3,109)	(12,956)	(5,701)	(6,219)	(51,823)
0.00	Long Term Borrowing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	Long Term Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6,225,994	NET ASSETS	6,149,587	860,942	1,967,868	368,975	1,537,397	676,455	737,950	6,149,587
118,202	Usable Reserves	112,960	15,814	36,147	6,778	28,240	12,426	13,555	112,960
6,024,445	Capital Adjustment Account	5,961,667	834,633	1,907,733	357,700	1,490,417	655,783	715,400	5,961,667
100,000	Revaluation Reserve	100,000	14,000	32,000	6,000	25,000	11,000	12,000	100,000
(16,653)	Accumulated Absences	(25,041)	(3,506)	(8,013)	(1,502)	(6,260)	(2,754)	(3,005)	(25,041)
6,107,792	Unusable Reserves	6,036,626	845,128	1,931,720	362,198	1,509,157	664,029	724,395	6,036,626
6,225,994	TOTAL RESERVES	6,149,586	860,942	1,967,868	368,975	1,537,397	676,454	737,950	6,149,586

Movement in Reserves Statement 2020/21

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

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

Adjustments between Accounting Basis & Funding Basis - analysis

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

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

Movement in Reserves Statement 2021/22

Balance at 31 March 2021 Carried Forward
Movement in Reserves during 2021/22
Surplus or Deficit on Provision of Services
Other Comprehensive Income & Expenditure
Total Comprehensive Income & Expenditure
Adjustments between Accounting Basis & Funding Basis
Net Increase / Decrease before Transfers to Earmarked Reserves
Transfers To / From Earmarked Reserves
Increase / Decrease in Year
Balance at 31st March 2022 Carried Forward

Usable Reserves	Unusable Reserves	Total Reserves
118,202	2,881,964	3,000,166
(76,407)	0	(76,407)
	3,225,827	3,225,827
(76,407)	3,225,827	3,149,420
71,166	(71,166)	0
(5,242)	3,154,662	3,149,420
	0	0
(5,242)	3,154,662	3,149,420
112,960	6,036,626	6,149,586

Adjustments between Accounting Basis & Funding Basis - analysis

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

62,778	(62,778)
0	0
0	0
8,388	(8,388)
71,166	(71,166)

Cashflow Statement for the Year Ended 31st March 2022

31/03/2021		31/03/2022
£		£
130,609	Net (Surplus) /Deficit on the provision of services	76,407
(67,345)	Adjust net surplus or deficit on the provision of services for non-cash movements	(103,908)
0	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	0
63,263	Net cash flows from operating activities	(27,501)
0	Investing activities	0
0	Financing activities	0
63,263	Net (increase)/ decrease in cash and cash equivalents	(27,501)
130,294	Cash and cash equivalents at the beginning of the reporting period	67,031
67,031	Cash and cash equivalents at the end of the reporting period	94,532

2020/21		2021/22
£		£
(62,778)	Depreciation and Impairment	(62,778)
0	Prudent MRP (Borrowing Repayment)	0
0	(Increase)/Decrease in Provisions	0
(48,488)	(Increase)/Decrease in Creditors	18,057
43,959	Increase/(Decrease) in Debtors & Prepayments	(59,033)
(38)	Increase/(Decrease) in Inventories	(154)
(67,345)	Cash (Inflow)/Outflow from Revenue Items	(103,908)