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AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 16 DECEMBER 2022, 2.00 PM
Venue	REMOTE MEETING
Membership	Councillor W Lewis (Chairperson) Councillors Cowan, K Jones, Lewis, Mackie, Robson, John, Birch, Simmonds, Andrews, Blundell, Colbran, Harris, Jones and Stephens

1 **Apologies for Absence**

To receive apologies for absence.

2 **Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 **Minutes** (*Pages 3 - 6*)

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

30th September 2022.

4 **Quarterly report 1st September-30th November 2022** (*Pages 7 - 32*)

5 **Glamorgan Archives 2021/22 Joint Committee Annual Return** (*Pages 33 - 40*)

6 **Glamorgan Archives 2022/23 Month 7 Monitoring Report and 2023-24 Budget Proposals** (*Pages 41 - 58*)

7 **Updated Fees and Charges from April 2023** (*Pages 59 - 64*)

8 Date of next meeting

24 March 2023 at 2.00pm.

Davina Fiore

Director Governance & Legal Services

Date: Monday, 12 December 2022

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

These minutes are subject to approval as an accurate record at the next meeting of the Glamorgan Archives Joint Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Remote Meeting on 30 September 2022 at 2.00 pm.

Present:

Members Representing: Councillor Cowan
Councillor Lewis
Councillor Mackie
Councillor Robson
Councillor John, Vale of Glamorgan Council
Councillor Birch, Vale of Glamorgan Council
Councillor Andrews, Caerphilly County Borough Council
Councillor Colbran, Merthyr Council
Councillor Harris, RCT
Councillor W Lewis, RCT

11 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllr G Jones.

12 : DECLARATIONS OF INTEREST

None received.

13 : MINUTES

The minutes of the meeting held on 23 June 2022 were agreed as a correct record.

14 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1ST MAY-31ST AUGUST

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

In summary, the Archivist explained that the Archives continues to be busy with several different projects underway, both within the service and in partnership with others. Work is continuing on developing further funding applications where appropriate to enable the service to continue to develop and grow. The Archives is still a partner of choice for a number of groups and organisations, and that is very encouraging.

Work on building issues continues to be a cause of concern, especially with the increased costs that are being seen across the board on utilities and materials. This will continue to be monitored.

The Archivist offered to pay a visit to each of the joint Authorities to see how the service can work more with them.

The Archivist asked members to suggest suitable community venues in their respective Authorities that may be able to host some pop-up displays of the Glamorgan Blood exhibition.

The Chairperson invited questions and comments on the report.

Members sought clarity on whether the use of community facilities for the Glamorgan Blood exhibition would need to be free. The archivist explained it would be as there was no budget for it, it was just to display some pop-up displays. Members offered some suggestions and offered to meet with the Archivist on this topic.

Cllr Cowan offered to speak to the Monitoring Officer at Cardiff to see if the Archivist can be invited to Democratic Services Cttee to see what work can be done with the service.

Members noted the enthusiasm of the Adamsdown Investigators and were pleased see this from such young school children.

Members were pleased to see the information on the Social Media figures and to understand the reasons behind the spikes.

RESOLVED: to note the contents of the report.

15 : VERBAL BRIEFING - NNDR

The Archivist provided a verbal update on NNDR, including some background information for new Members to the Joint Committee and also on the more recent situation with Tyne and Wear Archives and Museum Service having been successful in reversing the decision of the Valuation Office on the valuation of some of their buildings.

Members were advised that it has taken Tyne and Wear 12 years for this to happen and it has been achieved by a legal challenge. The decision has meant that some of their buildings now have a rateable value of £10 as they are seen as buildings of societal value. The challenge has cost them significant investment over the 12 years but their costs have been granted back to them.

The Archivist advised that there seems to be an appetite amongst Archive Services in England and Wales to make a joint challenge. The Archivist wished to advise Members that she had no figures to provide at the moment but that going forward, if this was pursued then there would need to be a financial investment made going forward, however making a joint challenge would mean that a percentage of legal costs being paid rather than all.

Members asked if Tyne and Wear had had their NNDR payments backdated. The Archivist advised that some had been back to 2010 when they had launched the challenge, but some were being held as the valuation office were challenging the decision.

16 : 2022/23 MONTH 4 MONITORING REPORT

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

Members noted that it was still early on in the budget year and they were optimistic that the position would be more positive as the year goes on and that maybe there will be some grant funding that can be won.

Members also noted that it was unclear at this point what the utilities cost would be over the winter months.

RESOLVED: to note the projected full year outturn position for 2022/23 as detailed in the report.

17 : DATE OF NEXT MEETING

16 December 2022, 2.00pm via Microsoft Teams

The meeting terminated at 3.00 pm

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



GLAMORGAN ARCHIVES JOINT COMMITTEE

DECEMBER 2022

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

AGENDA ITEM:

PURPOSE OF REPORT

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1st September – 30th November 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

The review of the Glamorgan Archives website has been completed, including a comparison exercise with other archive websites (both local government and business, etc.). The plan is now to use the deployment of the Epexio cataloguing software to make improvements to pages around the collections, and then look at options for the basic informational website based on available finances. This process may take some time to complete.

1.2 Improved access to collections through an enhanced online catalogue

Some additional changes have been made to Epexio in this period, especially with regards to the public catalogue. The work on producing in-house instruction manuals had continued to progress. Although the system is not yet live, trials are being run to use it to transfer images and metadata to the National Library of Wales crowdsourcing platform for the Crowd Cymru project.

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

We continue to share content with the public through our social media channels. Themes this quarter have included the International Day of Peace, World Maritime Day, National Sporting Heritage Day, Black History Month, World Teachers' Day, World Animal Day, National Poetry Day, World Smile Day, the Rugby World Cup, National Baking Week, Halloween, S4C's 40th birthday, Armistice Day, and the Football World Cup. In addition, we commemorated the Aberfan Disaster. We highlighted the completion of the volunteer project to create an index to the Glamorgan County Council and Mid Glamorgan County Council sealed orders. Social media is also used to promote events and services, including room hire and school workshops.

Our blog marked the return to school in September with an article on the Llantwit National School rules from 1831. Volunteer Tony Peters has also been writing a series of posts on the work of Bridgend photographer Edwin Miles. Buildings featured from his photographs and highlighted in the articles include Cowbridge Pavilion, The Ham in Llantwit Major, Llangynwyd Church and the story of the Maid of Cefn Ydfa, and the Ogmore Valley Workmen's Hall and Institute.

In late-November, we began taking part in the Explore Your Archive national social media campaign, posting content on daily hashtags. The campaign runs into early-December.

We continue to work with the People's Collection Wales on their joint social media campaign with archive services from across Wales. Themes this quarter have included Back to School, Baking, the World of Work, and Football. Images from the Back to School collection featured in an article on the BBC Cymru Fyw website. Figures received to date show a high level of engagement with the content, which is being pushed through adverts paid for by People's Collection Wales. The Back to School posts from Glamorgan Archives generated 46,458 impressions, and the Baking Week posts generated 109,306 impressions across content from all participating services.

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

Our online events programme continued in September with a talk from Rhodri Lewis of the Royal Commission on Ancient and Historical Monuments Wales. His talk, 'Local History and the Royal Commission's Archive: Exploring Glamorgan in

Six Sites', saw him use a site from each of our local authority areas to illustrate the material held by RCAHMW.

In October, we were joined online by Dr Mike Esbester from the University of Portsmouth, who is leading the Railway Work, Life and Death project. His talk, 'Railway Work, Life & Death in South Wales (& beyond) before 1939', explored the project data and findings from a local angle.

Both talks were well received by those who attended.

1.6 Agree and deliver a digital preservation repository

Work is continuing with the Welsh Vital Digital Information project steering group on developing a way forward pan-Wales and a business case for convincing those authorities that are not yet fully on-board is in development.

In the meantime, procurement avenues are being pursued to ensure that Glamorgan Archives puts in place a solution in April 2023 following local demand to accept records. Conversations are underway with several partner authorities around legacy data records that could usefully be ingested into such a system when available.

Welsh Government has also funded some hardware for digital preservation for local authority archive services that is expected to be installed in December.

Work is underway on a Chief Archivists' in Local Government Group-led project looking at the future retention of adoption and looked-after children records. Glamorgan Archives is leading on this work from the Welsh perspective and has secured Welsh Government funding towards the project. Consultants have been employed to undertake research and scoping looking at a long-term change in regulation towards these types of records (in line with changes in Scotland following the Shaw Report).

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

Filming took place on two days for a family history documentary for S4C exploring the ancestry of former Love Island contestant Connagh Howard, who has links with both Ireland and the Caribbean. Documents relating to the Newtown area of Cardiff were featured.

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

Work has started on an application for funding for a large-scale community engagement project, which is in the Strategic Plan for 2023 and beyond.

A successful Summer of Fun event was held on 1 September when members of the Vale Youth Speak Out Group from Vale People First took over the Archives for the day. The event offered young people with a learning disability the opportunity to try out tasks across the office, including working in conservation, on digitisation tasks, in collections and taking over our social media. Participants developed new skills, engaged with heritage, many for the first time, and above all had fun. The event was funded by the Welsh Government Summer of Fun campaign.

On Saturday 17th September we took part in Cadw's national Open Doors programme, our first Open Doors event since the pandemic. Four tours behind the scenes were offered on the day, the Glamorgan's Blood exhibition was displayed and films shown, along with a display of documents from the collection. Places on the tours had to be reserved in advance and were quickly fully booked, leading to a successful event. Feedback included:

*Well what a fantastic insight into the Glamorgan Archives...
Just wanted to say a BIG thanks to everyone who guided us through the maze of material and the fascinating processes you undertake. Again please pass on our BIG thanks to all concerned.*

Our Ask the Experts family history sessions restarted in September. Delivered by volunteers from Glamorgan Family History Society, these pre-booked hour-long sessions cost £5 and are targeted at those new to family history or those who have hit a brick wall in their research.

In November, we saw a return to in-person events with our talk, 'Edging the City', by Cardiff author Peter Finch. The talk focussed on his new book which charts his walks around the border of Cardiff during lockdown. The event was held in partnership with Grangetown Local History Society. It was supported by Archives and Records Council Wales with a small amount of funding through the Explore Your Archive campaign, which allowed us to provide refreshments following the formal talk.

The Senior Archivist attended the initial project board meeting of the Invisible Cardiff project, led by The Wallich. It is hoped that if successful the project could be rolled out in other areas of Wales.

The Islam in Wales project, led by Dr Abdul-Azim Ahmed of Cardiff University's Centre for the Study of Islam in the UK, launched in November. The project will include a focus on securing records of the Muslim community in Wales. The Senior Archivist represents archive services on the project steering group.

We assisted the Heritage and Cultural Exchange and the Senedd in creating an exhibition at the Pierhead, providing copies of images from our shipping records.

The Senior Archivist has been elected to the Council of Glamorgan History Society and attends meetings on behalf of the service. She also represented Glamorgan Archives at the Society's Autumn Day held in Bridgend in November, which comprised a series of talks on the theme of 'Plague, Fever and Epidemics'.

Group visits have continued, with the Rugby Memorabilia Society visiting for a behind the scenes tour in September. They also looked at various rugby-related items, with a particular focus on the Bleddyn Williams collection.

The Cardiff Branch of Glamorgan Family History Society are now holding their monthly meetings at the Archives. At their first meeting in November they focussed on the Plymouth Estate Surveys, with an introduction from the Senior Archivist.

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

The Glamorgan's Blood exhibition is now back on tour and is currently on display at Pontypridd Library. Bookings have been made for next year, which include libraries in Bridgend, Caerphilly and Merthyr Tydfil.

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

In November we welcomed two classes from Year 5 at Victoria Primary School, Penarth, for workshops on the Victorians. They were the first face to face sessions to take place since the pandemic and it was wonderful to see our Group Room full of school children again. They were given a presentation on 'Rich and Poor in the Victorian period', took part in a quiz using original documents and were given a tour of the strongroom. Sixty pupils attended in total with six members of staff.

The Senior Archivist attended Albany Primary School in Cardiff to run sessions with Year 6 pupils on the school log books, in advance of their school exhibition on the First World War.

We held our first Kids in Museums Takeover Day since 2019 in November. The Adamsdown Investigators, a small group of year 6 children from Adamsdown Primary tasked with exploring the history of their school, took over the Archives. In the morning they worked on tasks in conservation, digitisation and access, followed by a session in the afternoon looking at their school's history. Positive feedback was received from the headteacher:

I just wanted to say a massive thank you for the wonderful day you put on for the investigators last week. They were so thrilled with the whole day - they have decided to use the bags to keep their new investigator journals in! They loved the hands-on activities and how they all related to Adamsdown. Please pass my thanks to the staff who were involved and who were so patient with the children.

The Senior Archivist attended training led by Kids in Museums in Wales on Working with Children and Young People to Respond to the Climate and Ecological Emergency.

3.3 Strengthen existing and develop new partnerships with Higher and Further Education establishments in the area

We continue to work with students from the universities in our area. Students studying for an MA in Welsh History at Cardiff University visited the Office for a tour and an introduction to using the searchroom. They were also shown a wide variety of sources to tie in with topics being considered for their dissertations, such as Race and Women.

Creative writing students from Cardiff Metropolitan University also visited for a workshop and to view examples of documents which they used to inspire creative pieces.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

Following a successful placement earlier in the year around the Plymouth Estate Surveys, we are once again hosting a community/research placement for a Cardiff University History Masters student. The focus is on the records of Stephenson and Alexander, Auctioneers and Chartered Surveyors. Work began in November, and the final output will be published in December.

The Cardiff University student who completed a summer internship at the Archives has continued her placement during term time around her university commitments.

Three new conservation students have started term time placements in the Conservation Studio. Two are from Cardiff University (one undergraduate and one postgraduate), and the third is a postgraduate at the City and Guilds of London Art School. They are working on the police newspaper cutting books and the condition assessment of the Burges drawings from Cardiff Castle.

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

Meetings have been held this quarter to discuss potential collaboration between the Archives and several different departments in Cardiff Council, Caerphilly County Borough Council and Rhondda Cynon Taf County Borough Council. Further opportunities will be sought when appropriate. Discussions have included opportunities for outreach as well as digital preservation and information management.

Hannah Price, Archivist, met with Rosie Parks of Cardiff Council's Parks Department to discuss some records relating to Parc Cefn Onn that they are going to deposit. Sam Heale of Cardiff Museum also attended in relation to some the artefacts held. It was a good opportunity to discuss different ways the three services could work together.

The Glamorgan Archivist attended the annual Cardiff Council staff Remembrance Day service at City Hall and read details of some of the staff who are listed on the roll of honour.

4.3 Ensure records from all partner authorities are transferred to Glamorgan Archives in a timely and efficient manner, and are stored to the best professional standards both in paper form and electronically

The Glamorgan Archivist continues to attend the South Wales Information Forum to create links with relevant officers.

The Glamorgan Archivist met with colleagues from Maesteg Library to discuss ways of working together on collections issues and to facilitate potential transfer in both directions.

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

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

A successful collections week was held in November. Cataloguing of two large collections, the records of the South Wales Police Authority and those of the New Theatre, Cardiff, was completed. Further work was undertaken on the Butetown History and Arts Centre collection with a clear plan produced for full cataloguing of the material. The stocktake in the strongrooms was progressed by the Records Assistants.

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 85% of the accessions; the target is 60%. 93% of the accessions received between December 2021 and May 2022 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.

5.3 Develop coherent programme of external funding applications

Our application to the Welsh Government Anti-Racist Wales Culture Heritage and Sport Fund was successful. Funding will be available from 1 April 2023 to support the creation of a Minority Ethnic History Research Guide.

The Jewish History Association of South Wales have begun work on cataloguing the records of the Cardiff United Synagogue, funded by the Rothschild Foundation. The work was intended to take place at the Synagogue, but demands on space

mean that it has been relocated to Glamorgan Archives. The collection will be deposited following completion of this work.

The National Manuscripts Conservation Trust (NMCT) application for work on Phase 1 of the Burges drawings from Cardiff Castle has been successful. The grant awarded is for £11,566, and will complete approximately a third of the work required. Further applications for future phases of work will be submitted to NMCT in due course. Work will start on the project in February 2023. A private works of art on paper conservator will be working on the project alongside the Conservator, Assistant Conservator, and conservation students.

5.4 Complete half-finished collections

Work is continuing on cataloguing the Associated British Ports collection of plans. This will continue for some time.

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, along with careful scrutiny of expenditure in the face of increasing costs for utilities and supplies.

The process of planning for the 2023-24 budget started a little earlier in this cycle due to the varying factors with the rise in utility bills and the need to examine options.

6.2 Maximise income generation opportunities

Work on the NMCT-funded projects on behalf of Rhondda Cynon Taf Heritage Service and the Royal Welsh Collage of Music and Drama have been completed.

A project to digitise the Catholic sacramental registers on behalf of Find My Past has been agreed. This will include digitisation on registers held within the collections at the Archives as well as registers still held in churches across the Archdiocese of Cardiff.

The service is in discussions with several other external bodies regarding undertaking digitisation on their behalf and some of this will stretch into the next financial year.

Work is underway on several large orders for box-making, including from other local authority archive services. We have received some compliments from customers of the service about the quality of the boxes that have been produced, including comments on social media.

The Glamorgan Archivist is currently in discussing potential record storage and office rental with the Registration Service at Cardiff Council. If agreed, this should start in April 2023.

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

Funding from Cardiff Council has been secured for the role of Corporate Trainee Digital Assistant, and interviews took place on 29 November with a view to having a person in post in January. This post will help with digitisation, digital preservation, social media and website development and will be in place for a minimum of six months.

6.4 Ensure an inclusive and well-developed workforce

The Senior Archivist has completed the Violence Against Women Domestic Abuse and Sexual Violence training and Mentoring Young People training.

Laura Russell, Archivist, completed Manual Handling Training and Melanie Taylor, Records Assistant, completed the required refresher training in Manual Handling.

The Glamorgan Archivist and Louise Hunt, Archivist, attended the Archives and Records Council Wales (ARCW) Forum held in-person in Aberystwyth in November.

6.7 Ensure a broad range of opportunities for volunteers

Siân Smith joined us during the quarter to gain some practical cataloguing experience. Despite being a qualified archivist, Siân had spent very little time working in an archive as no offices offered on-site work experience positions during the pandemic. Happily, Siân only attended for five sessions before she was offered a position at National Library Wales. During her short time with us she catalogued a small collection and – drawing on contacts made during research for her post-graduate dissertation - arranged for records from several non-conformist churches in Pontypridd to be deposited. Feedback provided at the end of the placement said that she had ‘enjoyed it all’.

Laurie Thompson, who has been volunteering at the Archives for ten years, has completed his latest project, to create an electronic index to the sealed orders created by Glamorgan County Council. Staff are editing the work before it is added to the online catalogue.

Archive staff were pleased to welcome Jack Love back to the office. Jack volunteered with us pre-pandemic and now feels confident to return. His original placement was organised through Quest supported employment agency; however, staff feel confident that they can provide any support he might need. Jack continues to type indexes to early 20th century coal annuals for inclusion on the catalogue.

Pat Allen has started a new volunteer project, to index diaries of Robert Drane, pharmacist of Cardiff (1833-1914). Drane was a founding member of Cardiff Naturalists Society, honorary curator for the Cardiff Museum and was involved in the debate leading to the opening and location of the National Museum of Wales in Cathays Park. The diaries contain details of items bought for his collections; notes on plants, animals and the weather; comments on visitors; notes about his work for the museum; musings about his health and age; descriptions of Cardiff Naturalist Society meetings; anecdotes and jokes told to him; his own poetry; lists of Christmas presents and cards given and received; and, from 1889, lists of assistants employed at his pharmacy. Stuck into the volumes are some letters and newspaper cuttings related to him, his profession, the deaths of acquaintances, adverts for his exhibitions and talks, reports of auctions of china etc. Later volumes also include some photographs.

Conservation volunteers are continuing to work on the Police newspaper cutting books, and plans and volumes from the National Coal Board collection as the last items to be conserved from the Glamorgan's Blood project.

28 archive volunteers are contributing to the following projects: cleaning and transcribing crew lists of Cardiff registered ships (1863-1913); listing building plans of the Gelligaer Urban District Council (c1910-c1974); digitisation of photographs from the Cardiff Bay Development Corporation collection (1987-2000); creating an electronic index to the Coal Annuals (1903-1932); listing bound auction particulars from the Stephenson and Alexander collection (1880-1967); indexing the Leversuch family correspondence (1928-1960s), indexing letterbooks of the Cardiff Exhibition (1894-1897); extracting information relating to World War Two from school log books across Glamorgan; indexing Quarter Sessions depositions (1860-1907); listing records of Stephenson & Alexander, Auctioneers and Chartered Surveyors (c1710-c2012); cataloguing deeds within the Cardiff Library collection. In addition, several volunteers work independently on research projects.

6.8 Ensure service is run transparently

The Archives and Records Association Survey of Visitors to UK Archives began in October. Survey forms are being issued to all visitors to the searchroom, along with a link which allows the option of completing the survey online. We will be running the survey until 1 December and results should be available in the New Year.

Capacity in the searchroom has been increased again to 8 people per session.

Feedback on searchroom services includes:

Great experience with your super staff and extra-ordinary archives ...thank you all

Just a quick note to say thank you and let you know how grateful we both are to your warm welcome and very kind service. We managed to find all that was needed to complete a puzzle that has been on-going for most of my life. It has helped me to complete a piece of work I started during the pandemic and I am very appreciative of the help you gave me in my search.

The target for responding to remote enquiries is met.

6.11 Work more collaboratively with neighbouring archive services

The Glamorgan Archivist continues to work closely with the Archives and Records Council Wales and was elected as Chair at the AGM in November. This post will last for two years and she will then have another year as Vice Chair. On behalf of ARCW, the Glamorgan Archivist completed a response to the Welsh Government's consultation on their draft Social Prescribing Framework. This work could inform developments in outreach, volunteering and community engagement for Glamorgan Archives.

Glamorgan Archives is closely involved in the ARCW project relating to Diversity and Inclusion, which has been successful in gaining funding from Welsh Government's Anti-Racist Wales Culture, Heritage and Sport Fund. In particular, this will benefit the Archives through involvement in the Revising Archival Descriptions strand of work with a Project Officer (employed by the National Library of Wales) working on offensive and biased terminology in archival catalogues.

The Senior Archivist continues to attend meetings of the Archives and Records Association's Survey Group and the Archives and Records Council Wales' Marketing Group.

The Senior Archivist attended a Libraries Connected webinar exploring closer working between archive services and local studies libraries.

The Outreach team at the National Archives have secured a small amount of funding for a scoping study to explore the potential for running a community project in partnership with us next year. The Senior Archivist attended the initial meeting and work will continue until March.

Work continues on the Crowd Cymru project in partnership with Gwent Archives and Cardiff University Archives and Special Collections. The Project Officer has recruited a number of volunteers who will be working on collections on the crowdsourcing platform, which will launch in the New Year.

6.12 Improve management of Glamorgan Archives building

Maintenance work on the building management system has been completed in this quarter, and some remedial repair has been required. An issue with the underfloor heating means that staff are currently manually controlling the system, but this has proved to be a useful step in monitoring when it is required and when it can be switched off. This will hopefully help with utility bills.

Some repair work has been required for the air handling units in this quarter and a change in the way that they are run is being considered, both to reduce bills (utility and maintenance) and to manage the system better.

The following table shows the average temperature and relative humidity (RH) this quarter:

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	20.4°C	56%	21.6°C	46.5%	22.3°C	52.2%	19.9°C	53.4%
Variation	±1.5°C	±2%	±0.6°C	±1.5%	±0.6°C	±1.9%	±0.9°C	±2%

Management and monitoring of health and safety issues within the building is now being closely monitored, and work is underway on a number of minor issues.

SUMMARY

9. This quarter has seen a number of positives, from the successful funding applications that we have secured, or that we are involved in partnerships to secure, which will lead to work that would otherwise not be completed. There have also been developments towards other external funding applications and we can see how this will assist in the forthcoming year and beyond.

A lot of work has been completed by staff and volunteers in this quarter, and the service continues to be busy with on-site visits and remote enquiry requests. An increasing number of digitisation requests seem to be coming in and this is valuable for income generation purposes.

Maintenance of the building continues to be a significant challenge, especially because of increasing supply costs and the range and number of issues that continue to raise themselves. This will continue to be monitored and assessed.

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
9th December 2022

Appendix 1

Aberfan Disaster Fund Poster, Jersey			
Accession No:	2022/104	Reference No:	D1895
Poster promoting an Aberfan Disaster Fund appeal organised by The Jersey Welsh Society Date of records: 1966			

School papers of Jane Williams, Water Hall, Cardiff			
Accession No:	2022/105	Reference No:	D1896
Letters sent by Jane Williams to her parents with invoices for school fees Date of records: 1828-1831			

Ely Methodist Church Records			
Accession No:	2022/106	Reference No:	D1897
Church Minutes, 1964-2014; accounts, 1974-2013; orders of services, 1975, 2011; 'The Ely Mothers Book of Recipes', 1920s Date of records: 1920s-2014			

Crossway Methodist Church, Barry, Records			
Accession No:	2022/107	Reference No:	D1898
Bills of Quantities, 1964; Cradle Roll Register, 1922-1950; Missionary Funds received, 1957-1993; Collections Journal (Accounts Book), 1962-1995; Sunday School cash book/Collections book, 1962-2007; Crossway Society Account book, 1974-1988; Property Account, income and expenditure accounts, 1978-2008; Church minutes, 2000-2020; Signed Visitors' Book, 1969-2012; 50th Anniversary brochure, 2012; 'The Crossway Chronicle', Final Edition', 2022; A Service of Celebration and Thanksgiving for Crossway Methodist Church, order of service, 2022 Date of records: 1922-2022			

Cowbridge History Society Records			
Accession No:	2022/108, 115, 119	Reference No:	D1254
Records of DC Watts, Mayor of Cowbridge, 1936-1937; deeds and papers relating to the Malthouse, Llanblethian, 19th-20th century; Cowbridge Grammar School photograph, 1934; records relating to the lawsuit between Cowbridge Corporation and Alderman Lewis Jenkins, 1894-1895; Druids Green Residents' Association, Cowbridge, papers, 1970s-2002; photographs of Cowbridge Grammar School staff and pupils, 1951-1970; records relating to 'The Shield', 49 Eastgate, Cowbridge, 1817-1996; photographs of Cowbridge Grammar School, 1936-1938 Date of records: 19th-20th century			

Sophia's Story as remembered by Valmai Galloway			
Accession No:	2022/109	Reference No:	D1899
Account of Sophia Thomas nee Jones of Fernhill 1869-1941 as remembered by her Granddaughter Valmai Galloway Date of records: 2009			

Ireland Family of Cardiff, Papers			
Accession No:	2022/110	Reference No:	D1256
Papers relating to George Sidney Ireland and the Ireland Family Date of records: 20th century			

Dyffryn Gardens, Records			
Accession No:	2022/111	Reference No:	D1900
Photographs of performances held at Dyffryn Gardens to celebrate the Festival of Britain. 82 photographs of the planning and performances of The Tempest and Lancelot. They include rehearsals, costume fitting, setting up of the stage in the garden, the performances and the audience. 4 photographs of a gymnastics display and dancing. Date of records: 9-16 Jun 1951			

Peter Morris Athletics Collection			
Accession No:	2022/112	Reference No:	D60
Athletics programmes, results of Pentyrch Hill Race 2019 Date of records: 2007-2019			

Peterston-super-Ely Community Council Records			
Accession No:	2022/113	Reference No:	P48
Audit Annual Returns Years Ending 2002-16; War Memorial Fund; Ministry Circulars and Conference Reports; Playing Fields Completed Actions, 1947-1957; PSE Literary and Debating Society, 1957; D C Jones Challenge Cup 1954-57; General Correspondence, 1954-58; Deed of Dedication, 13 July 2017 Nant y Wern Playing Fields; Lease of Memorial Playing Fields, 20 September 2016; Agreement for Sale and Purchase of Telephone Kiosk, 18 November 2014; Lease Agreement of Recreation Ground, 3 December 1984; Copy of Conveyance, 17 July 1952; Grant application and play equipment receipts, 2012-13; Register of Pecuniary Interests and Disclosures, 1983-2014; Allotment book, 1957-2016; Minute Book no 7: 2006-2012; Community Action Plan Survey 2017; PSE Burial Receipt Books 2012 and 1986-93 and diagram; CD's of various shows and events; minutes of meetings, 2012-2018; accounts and payments, 2018-2019; general correspondence, information evening, notices, 2019-2020; bank account statements and correspondence, 2010-2015; invoices and receipts, 2012-2018 Date of records: 1947-2020			

Cardiff New Theatre Records			
Accession No:	2022/114	Reference No:	DTHN
Records relating to the refurbishment of the building in 1987. Promotional posters and photographs. Date of records: 1980s			

Roath Park United Reformed Church Records			
Accession No:	2022/116	Reference No:	D601
AGM and Annual Reports (1991-1998); Church Meeting minutes (1993-2007); Public Liability Insurance Policy (17 Feb-22 Feb 1930); Quantities and Estimates for Proposed Congregational Church Pen-y-wain Road, Cardiff, (Feb 1909); records relating to a proposed Manse for Roath Park Congregational Church at 235 Lake			

Road West (1955); Grant of Exclusive Right of Burial, plus Deed of Transfer (Jun 1944 and 1983).
Date of records: 1909-2007

Star Street Congregational Church, Cardiff, Records

Accession No:	2022/117	Reference No:	D931
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Church Meeting minute book (30 Oct 1979 – 22 Apr 1985); Notes on sale of Star Street United Reformed Church and its amalgamation with Minster Road United Reformed Church (1985); personal memories of Star Street church by a previous member.
Date of records: 1979-1985

Ogmore Valley Local History and Heritage Society Collection

Accession No:	2022/118	Reference No:	D126
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Isometric Plan of the Shaft Landings in the Wyndham/Western Colliery, Ogmore Vale; Seam map of the Two Feet Nine Seam, Wyndham/Western Colliery, Ogmore Vale; Match programme of Pontycymmer RFC versus Ogmore Vale RFC, 2022; photograph of the Nantymoel Central "A" Table Tennis Team, 1929; photograph of four Deacons of Philadelphia Welsh Baptist Chapel, Ogmore Vale, 1925 (with copy); photographs of 2 Vale View Terrace, Ogmore Vale, 1920s; Llynfi Tondu and Ogmore Coal and Iron Company Receipt, 1879; Lewis Merthyr Consolidated Collieries Limited, Preference Shares, 1923; image of a deacon of Philadelphia Chapel, Ogmore Vale, 1920s; wedding at Philadelphia Chapel, Ogmore Vale, 1920s; Ocean Western Male Voice Choir, c1925; photograph of T.W. Job, 1935; photograph of Corporal John Davies, RAMC, 1916; Aber Boys class photograph, 1920s
Date of records: 19th-21st century

Dr Diane Brook of Barry Collection

Accession No:	2022/120, 129	Reference No:	DX899/16-17
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Indenture relating to lands in Coychurch, St Brides Minor, Bonvilston and Lancarvan [Llancarfan]. Mortgage for £1000, Evan Jones to Mary Mathew; lease for a year of Lleast Owen in the parish of Llantrissant
Date of records: 1753-1790

Eglwys Newydd Women's Institute Records

Accession No:	2022/121	Reference No:	DXNO
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Minutes of committee meetings, monthly meetings and branch programmes, 2015-2022
Date of records: 2015- 2022

Taff Vale Railway Company Records

Accession No:	2022/122	Reference No:	DTVR
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Includes agreements, workmen's compensation files re accidents, maintenance and renewals records
Date of records: 19th-20th century

Royal British Legion, Penarth Records

Accession No:	2022/123	Reference No:	D1901
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Register of applications for support, only 13 pages completed. Information recorded includes name, reg no, rank, reg or unit, home address, date of enlistment, birth, and details of pre-war (1939) service. For some applications the remarks section is completed in great detail.

Enclosed are two newspaper cuttings regarding servicemen on the membership (Jul 1940), one draft of letter to Penarth Urban District Council regarding their failure to organise a War Weapons Week (nd), and one letter from E.A.Jenkins requesting financial support during recovery from injury (Dec 1943).

Date of records: Mar 1940-Jan 1944

Records of Newcastle and Cefn Cribwr manor and Red Castle (Castell Coch) manor

Accession No:	2022/124	Reference No:	D1904
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Deeds and manorial court records from the manor of Newcastle and Cefn Cribwr, and the manor of Red Castle (Castell Coch).

Date of records: 17th - 18th century

Vale of Glamorgan County Borough Council, Records

Accession No:	2022/125	Reference No:	CVG/C
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Committee agendas, minutes and reports

Date of records: 2015-2016

Siloa Independent Church, Greenfach, Aberdare, Records

Accession No:	2022/126	Reference No:	D1842
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Marriage register. The register was closed due to the introduction of the Civil Partnerships, Marriages and Deaths (Registration) Act 2019.

Date of records: Oct 1998-Aug 2014

The Kingdom Hall, Zion Street, Pontypridd, Records

Accession No:	2022/127	Reference No:	D1846
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Marriage register

Date of records: May 2004-Mar 2019

Plan for a proposed house at Rhoose, Glamorgan, for EJ Clements

Accession No:	2022/130	Reference No:	D1903
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Architect's drawing for a house on Font-y-Gary Road, Rhoose

Date of records: 25 Jan 1954

Penygraig and District Historical Society, Records

Accession No:	2022/131	Reference No:	D1276
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Llandefodog [Llandyfodwg] tithe apportionment, 1842; Craig-yr-Eos Infants School, log book, 1911-1970; Llandyfodwg Parish, signed minutes of Parochial Church Council, 1931-2005; Glynogwr Primary School, Inaugural meeting of the Governing Body, Headteacher's Report, 1985; Rally and Fete Miskin Manor, programme, 1939; Porth Coronation Celebrations, programme, 1953; Maurice Bailey war papers, 20th century

Date of records: 19th-20th century

Pamela Rosemary Hill of Cardiff Papers

Accession No:	2022/132	Reference No:	D1902
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Papers relating to Pamela Rosemary Hill's personal and professional life
Date of records: 20th century

Castle Square United Reformed Church, Treforest, Records

Accession No:	2022/133	Reference No:	D1906
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Church meeting minutes, 1905 to present; Elders' meetings minutes, 1905 to present; Finance records, 1905 to present; Church correspondence; Stubs of baptism certificates; various plans of church buildings; photographs of Church and members

Date of records: 20th-21st century

Avant Cymru Records

Accession No:	2022/134	Reference No:	D1770
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Letters from people who volunteered to help following the disaster in Aberfan, 21 Oct 1966.

Date of records: 2022

Penarth Civic Society Records

Accession No:	2022/135	Reference No:	D1824
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Society papers, planning documents re. work of the Society, records relating to Lundy and Flat Holm (material relating to Gwyneth White), Penarth Male Voice Choir scrapbook, architects' drawings, framed photograph of Mr Richards of Cogan

Date of records: 19th-20th century

Ian Meredith Family History Research Papers

Accession No:	2022/136	Reference No:	DX558
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The Malefants and descendants of Sir Morgan ap Maredudd of Tredegar

Date of records: 2022

Photograph of a group at Caerphilly Castle

Accession No:	2022/137	Reference No:	D1907
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An image of a large group believed to have been taken in the grounds of Caerphilly Castle

Date of records: [1887]

Brian Jarrett of Cardiff, Collection

Accession No:	2022/138	Reference No:	D1894
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Photographs of south Wales; ledger of Ysgwyddgwyn Chapel, Deri, 1862-1937; photograph of Troedrihwfuch Inn, 1910s

Date of records: 19th-21st century

Glamorgan Family History Society Records

Accession No:	2022/139	Reference No:	D37/1/148
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Journal number 148

Date of records: Dec 2022

Gilgal Baptist Church, Porthcawl, Records

Accession No:	2022/140	Reference No:	D626
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Marriage register, 2004-2019; Induction Service programmes of ten ministers, 1936-2010; five other special service programmes, 1944-1985; a special edition magazine celebrating the 150th anniversary of the church, June 2022; correspondence and papers regarding the Baptist Union address by Revd Michael Taylor in 1971; correspondence following a Radio 4 broadcast in 1988; six photographs of church events, 1922-1965.

Date of records: 1922-2019

Notable accessions

Ogmore Valley Local History and Heritage Society Collection (D126)

An additional deposit has been transferred from a local history society. The Ogmore Valley Local History and Heritage Society was formed in 1999 to carry out research into the history of the Ogmore Valley, and to collect and collate documents, photographs and other historical evidence relating to the area. Items received include colliery plans and photographs of the local area and people

Aberfan Disaster Fund Poster, Jersey (D1895)

A poster promoting an Aberfan Disaster Fund appeal has been received via Jersey Archives. The appeal was organised by The Jersey Welsh Society on behalf of the people of Jersey. The poster was produced by Nuprint, a local print shop owned by a Welshman living in St Helier.

Dyffryn Gardens, Records (D1900)

The National Trust has deposited a collection of photographs of events held at Dyffryn Gardens during the summer of 1951. John Cory (1828-1910), shipowner and coalowner, bought the Dyffryn estate in 1891 and built the present house in 1893. In 1937 the estate was purchased by Sir Cennydd Traherne who leased it to Glamorgan County Council in 1939. The house and gardens are still owned by Vale of Glamorgan Council, but the National Trust took over their maintenance and running in January 2013 on a 50 year lease. Records received comprise images of performances held as part of the Festival of Britain celebrations.

Castle Square United Reformed Church, Treforest, Records (D1906)

The church began as a branch Sunday school of Ebenezer, Rhydfelin (Welsh Independent). Classes were originally held in a disused shop known as Castle House in Forest Road, Treforest. In response to an increase in the number of scholars a portion of the present church building was erected in 1893. During the Great Revival of 1904-5 Ebenezer received over a hundred new members. As many of these were from Treforest and English speaking it was decided to start an English cause in Treforest and Castle Square English Congregational was officially formed in October 1905.

Castle Square United Reformed Church held its final service in October 2022 and records received include Church minutes, financial records, correspondence, building plans and photographs of the Church and its members

Photograph of a group at Caerphilly Castle (D1907)

An early image of a large group believed to have been taken in the grounds of Caerphilly Castle has been donated. The donor believes the photograph to have been taken during 1887 in connection with Queen Victoria's jubilee celebration

Eglwys Newydd Women's Institute Records (DXNO)

Records of a local branch of the Women's Institute have been received. Eglwys Newydd WI was formed November 2015 in response to demand to have a local Women's Institute which held meetings in the evenings. Meetings are held at Whitchurch Methodist Church Hall, Kelston Road, Whitchurch and Whitchurch Rugby Club. During the Covid-19 pandemic committee and monthly meetings took place on Zoom and in 2022 a gardening group was set up for members. Minutes of committee meetings, monthly meetings and branch programmes, 2015-2022, have been deposited.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Aug-Oct 2021	191	0	0	2093
Nov 2021-Jan 2022	158	0	0	1587
Feb-Apr 2022	227	0	0	1625
May-Aug 2022	471	164	5	2414
Sep-Nov 2022	666	431	19	1855

	Remote Enquiries	Website Hits
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
May-Aug 2022	1265 (+296 un-printed thank you emails)	8789
Sep-Nov 2022	1041 (+ 204 un-printed thank you emails)	9133

Interesting Enquiries

We continue to provide assistance to many local and family historians. One customer called in to the searchroom on the spur of the moment, as he was passing the building. He wanted to discover the name of the building at the end of Bute Street where he used to stand and watch the boats come in as a child in the 1960s. We checked maps and trade directories and helped him to confirm that it was probably the Merchants Exchange, which was demolished 1972 to make way for Welsh Industrial and Maritime Museum.

Census records, trade directories and the records of the Cardiff Chamber of Commerce were recommended to a researcher seeking information on his maternal grandfather Frederick Arthur Thomas, a local businessman who lived on Ely Road in Llandaff, and was director of the Bristol Channel Towage Co. Ltd. amongst others.

We supported two visitors to the searchroom in their efforts to discover more about a former school building and later community hall in Ewenny. Built in 1866 on the Ewenny estate, it is now being converted into a home. Along with maps and directories, they consulted the school compendium for 1932-1935, held with the Glamorgan County Council records, which shows the use of buildings at the school.

Various documents were consulted by a heritage consultant researching several buildings on St Mary Street, Cardiff, in particular the James Howells store. These included photographs, auction catalogues, building plans and records of Bethany Baptist Church, which still forms part of the store today.

Academics and students continue to make use of the collection and our services. A number of students from the Welsh School of Architecture at Cardiff University visited to undertake research for a current project relating to Cefn Coed Colliery. Material from the National Coal Board collection was consulted.

A few more unusual enquiries have been received this quarter. An author contacted us seeking information on archive cataloguing procedures in the 1980s, prior to computerisation, as research for a novel where a character is bequeathed a large collection of music manuscripts. Information on Robert J. Heath (1884-1967) & Sons Musical Instrument Manufacturers was requested by the recent purchaser of an antique zither banjo bearing their name on the label. We hold a catalogue and price list for the company. And following a social media post, the Mines Rescue Service made contact to request a copy of a photograph of a Trambulance from the National Coal Board collection for display at their headquarters.

Appendix III

Events		
Rugby Memorabilia Society		9
Local History and the Royal Commission's Archive: Exploring Glamorgan in Six Sites		18
Railway Work, Life and Death in South Wales (and beyond) before 1939		39
Peter Finch: Edging the City		33
Vale Youth Speak Up Summer of Fun Takeover		22
Open Doors		38
Ask the Experts		1
Education		
Victoria Primary, Penarth x2		66
Cardiff University History Masters students		8
Cardiff Met Creative Writing students		9
Kids in Museums Takeover Day		9
Albany Primary School – WW1 log book workshops		48
Local and Family History Groups		
Grangetown Local History Society x3		45
Glamorgan Family History Society Cardiff Branch		18
Filming		
Cwmni Da x2		12
Individuals meeting staff		56

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>May</i>	6025	4192	1897	11,715	1265	85
<i>Jun</i>	6043	2691	1910	5884	1270	107
<i>Jul</i>	6088	19,005	1923	7824	1297	125
<i>Aug</i>	6095	2315	1933	8209	1300	120

<i>Sep</i>	6109	4023	1948	2150	1311	117
<i>Oct</i>	6133	6498	1974	15,957	1317	100
<i>Nov</i>	6146	14,090	1993	5229	1321	116

* Figures are now provided based on followers, not likes

Appendix IV

Bench work		
D1903	Plan for a proposed house at Rhoose, Glamorgan, for EJ Clements	Flattened and encapsulated with microchamber
CL/Deeds/2/mont /3 great seal	Great seal	Seal, cleaned, repaired and repackaged
DCON/296/5/9	Mobile patrol occurrence book	Cleaned. repaired, rebound and repackaged
DCONC/5/52	Police Newspaper cutting book	Cleaned, repaired
DCONC/5/51	Police Newspaper cutting book	Cleaned, repaired
DCON/296/5/5	Occurrence Book	Cleaned, mould treated, repaired, rebound and repackaged.
Cleaning and Packaging		
Various	38 boxes of crew lists, 95 Parchment documents, 1 box plans	Cleaned and re boxed or repackaged
DNCB	9 plans	Repackaged
DPD	1 volume	Cleaned
D1411	2 volumes	Cleaned
Bespoke boxes made		
Various	941 boxes	Made
Barcoded and Relocated		
Various	324 items	Barcoded
External Work		
Private individual	2 volumes	1 volume rebaked, both repackaged
Local Group	1 volume	Mould consolidated, repaired, rebound and packaged
Private individuals	5 volumes and 1 document	Repaired
Local University	28 boxes, 1 folder and 1 volume	Made, repaired, repackaged and rebound
Local Archive	245 Boxes	Made
Local Museum	2 volumes	Cleaned, Mould treated, repaired, rebound and repackaged.
Local Museum	1 Box	Made
Private Conservator	5 Boxes	Made
Private company	66 boxes 2 quotes	Made For boxes
English Archive	47 boxes 29 quotes	Made For boxes

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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*		
1. We have put in place arrangements for: <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
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<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
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.	<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
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.	<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
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.	<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
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.	<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
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.	<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
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<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.

Certification by the RFO

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.

RFO signature: 


Name: Christopher Lee

Date: 27/6/2022

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:

Minute ref: Agenda Item 9 of the Committee meeting of 23rd June 2022

Chair of meeting signature: 

Name: Cllr Jayne Cowan

Date: 27/6/2022

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

Glamorgan Archives Joint Committee 2021-22

External auditor's report

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Committee's governance arrangements; and
- that the Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

There are no further matters or recommendations that I wish to draw to the Committee's attention

External auditor's name: Adrian Crompton (Auditor General for Wales)

External auditor's signature:

Date: 14 November 2022



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.	☐	☐	☐	☐	Appropriate books of accounts have been kept through Cardiff Council's main accounting ledger, SAP. 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).
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	☐	☐	☐	☐	Purchasing controls were examined at the Glamorgan Archives audit in 2021/2022, when no major concerns were noted.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☐	☐	☐	☐	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.
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.	☐	☐	☐	☐	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. 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. It was noted in previous minutes that, despite the attempts to phase out the need

	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**	
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"/>	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. 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"/>	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.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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. 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"/>	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. Reconciliations are subject to review by Audit Wales. The end of year individual 'FICO' reconciliation was undertaken. Accounting statements have been prepared from figures in SAP.
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"/>	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.

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

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

16th December 2022

2022/23 MONTH 7 MONITORING REPORT

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

Reason for this Report

1. To provide the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31st October 2022 (Month 7), against the approved 2022/23 Budget and projections for the full year outturn position.

Background

2. Members approved the 2022/23 budget in November 2021.
3. The budget is funded from local authority revenue contributions, apportioned on the relative populations.
4. The current General Reserve balance is £112,960 as at 1st April 2022.

Table 1: Projected Outturn 2022/23 (at Month 7)

	Budget	Actual to Date	Projection	Variance
	£	£	£	£
<u>Expenditure</u>				
Employee	539,267	293,707	545,588	6,322
Premises	296,522	234,119	316,191	19,668
Transport	240	330	530	290
Supplies & Services	39,844	90	32,501	(7,343)
Support Services	34,325	1,500	30,969	(3,356)
GROSS EXPENDITURE	910,198	529,746	925,779	15,581
<u>Income</u>				
Income	(73,280)	(30,147)	(95,296)	(22,016)
Contribution from Reserves	(10,000)	0	(3,565)	6,435
NET EXPENDITURE	826,918	499,599	826,918	0

Glamorgan Archives: Balanced Budget Position

The position at month 7 indicates projected gross expenditure of £925,779 for the year. This is £15,581 more than budget and is offset by higher than anticipated income. The overall position will be balanced through a drawdown of additional reserve funding.

Employee Budget: (£539,267 budget, £6,322 overspent)

5. The employee budget is based upon 14 full time equivalent (FTE) staff and one staff member funded through contributions from the Department for Work and Pensions (DWP). As of November 2022, the 2022/23 pay award offer of £1,925 to all FTE posts has been accepted by the relevant trade unions.

Table 2: Employee Financing Structure (Internal Funding or External Grants)

	Budget £	Actual £	Projected £	Variance £
<u>Employees</u>				
Internally Funded	528,423	293,707	530,453	2,031
DWP Contributions	10,844	0	15,135	4,291
Employees Total	539,267	293,707	545,588	6,322

6. To date, seven staff members have received their manual handling training or refresher (£620) and more are due to complete in the coming months. Training expenditure has a projected outturn of £750.

Premises Related Budget: (£296,522 budget, £19,668 overspend)

7. At month 7, the difficulty in estimating the increase to utility costs remains the biggest challenge. Projections of 13%, 18% and 4% inflation rates have been included for Gas, Electricity and Water respectively in line with Cardiff Council's estimates.
8. Additionally, the National Non-Domestic Rates (NNDR) charge for the year has been confirmed at £188,588, offering a saving against the budget (£3,782).

Transport Budget: (£240 budget, £290 overspend)

9. A minibus expense (£385) which provided transport for the Vale People First Takeover Day is responsible for this budget overspend. However, the cost is offset by an Archives and Records Council Wales (ARCW) grant and therefore there is an overall net nil impact.

Supplies & Services Budget: (£39,844 budget, £7,343 underspend)

10. At month 7, few costs have been incurred and consequently most accounts are projected as per the budget.

11. Prepayment of the Apexio software licence in 2021/22 for this financial year, and a delay in the acquisition of the Archives Digital Repository System, has brought savings against the budget (£14,450 saving).
12. Welsh Government funding has been secured for the Welsh Government Adoption Records project (£7,000 projected) which will enable collaboration with a field expert.
13. Further box orders have depleted the card inventory, as such a large order to restock the supply is due to be made that will exceed the budget (£8,500 projected)
14. Catering sundries are projected to be underspent (£699) with all forecasted expenditure (£301) relating to exhibition days grant funded by ARCW.

Support Services Budget: (£34,325 budget, £3,356 underspend)

15. Most support service charges will be posted later in the year. Charges to date include a £420 Internal Audit fee for the 2021/22 financial accounts and £1,080 relating to Bilingual Cardiff.
16. ICT Services were expected to increase charges in 2021/22 due to a change in contract, this did not come to fruition and consequently the projected charge for 2022/23 has been brought back in line with the 2021/22 outturn resulting in a saving (£3,288).

Income Budget: (£73,280 budget, £22,016 overachieved)

17. Due to high demand, box making income to date has exceeded the budget by £3,316. Consequently, current projections suggest an outturn which is quadruple the budgeted revenue (£5,000 budget, £20,816 projected).
18. Royalties are projected to exceed their budget (£10,000 budget, £11,150 projected) with income from Find my Past (£1,500), Ancestry (£8,150) and Genealogist (£1,500).
19. Conservation work is projected to exceed income targets due to projects with the Royal Welsh College of Music and the Rhondda Cynon Taf Council (£13,212 projected).
20. Grant income from the DWP, as a contribution towards employment cost of a staff member, will bring in an estimated £15,135 this year as shown in table 2 above.
21. The New Burdens Grant has been confirmed (£8,214), relating to the 2021 accessions.
22. Welsh Government funding (£7,000) has been secured for the Adoption Records project, enabling the Archives to seek professional expertise through a consultant.

23. Though no further grants have been confirmed to date, a review over the available funding and projects will continue throughout the remainder of the year.
24. Other aspects of income generation have assumed achievement of the budgeted income targets and will be monitored and reviewed closely throughout the remainder of the year and as more information becomes available.

Local Authority Contributions

25. The Local Authority contributions to fund the Service were in line with the budgeted contributions as previously notified to the Committee. Invoices for 2022/23 were raised in October. Please see Appendix 1 for details.

Covid-19

26. 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.

Month 7 Summary

27. The projected income and expenditure for 2022/23 has indicated a decreased reserve drawdown forecast compared to the amount budgeted (£10,000 budget, £3,565 projected).

PROPOSED BUDGET FOR FINANCIAL YEAR 2023/24

28. The proposed budget for the 2023/24 financial year reflects a net budget totalling £899,273, which is an 8.75% increase on the net budget for 2022/23.
29. Deviating from the Medium Term Financial Plan due to unforeseen global events which has introduced extreme inflationary pressure, there is a planned reserve drawdown of £65,000 in 2023/24.
30. The table below summarises the proposed budget for 2023/24. A more detailed analysis can be found in Appendix 2.

Table 3: 2023/24 Proposed Budget

	2022/2023 Budget £	2023/2024 Budget £	Increase / (Decrease) £
<u>Expenditure</u>			
Employees	539,267	545,886	6,620
Premises	296,522	440,474	143,951
Transport	240	240	0
Supplies & Services	39,844	33,339	(6,506)
Support Services	34,325	32,192	(2,133)
GROSS EXPENDITURE	910,198	1,052,130	141,932
Income	(73,280)	(87,858)	(14,578)
Contribution from Reserve	(10,000)	(65,000)	(55,000)
NET EXPENDITURE	826,918	899,273	72,355

31. In preparing the figures above, consideration has been given to the budgetary pressures on the service alongside potential, and achievable efficiencies and income growth.

Employee Budget: Increase of £6,620

32. A pay award has been factored in at 4.0% in line with CPI. This inflation, as well as one member of staff moving up a pay scale, contributes to the increase in budget.
33. Additionally, Employer National Insurance contributions have been brought back down to 13.8% per the latest UK Government Budget.

Premises Budget: Increase of £143,951

34. Utility costs, such as Electricity and Gas, have become increasingly difficult to project due to the volatility of the market. An increase of 350.0% for Gas and 150.0% for Electricity is included, matching the Council's budget.

35. The increase in energy costs is expected to be a short-term global issue, with prices likely to come down in 2024/25. Therefore, managing this rise through a permanent means, such as Voluntary Severance (VS) or Compulsory Severance (CS), would be unsuitable and would leave the service understaffed once energy costs settle. The Archives is proposing to fund the cost using a maximum reserve drawdown and implementing efficiencies wherever possible. However, these measures alone do not cover the full cost and a temporary increase in Local Authority contributions is vital in 2023/24 to sustain the service.
36. As the building ages, the premises budget will need to remain at £20,000 to allow for general maintenance and repairs, though the nature of this spend makes it difficult to project.
37. National Non-Domestic Rates have been frozen since 2020/21 at £188,588 and as there is no plan to revalue the property, this budget line has remained frozen.
38. Inflationary increases of 4.0% have been added where applicable to the 2022/23 outturn for expenditure items involving third-party contracts, such as Grounds Maintenance, Fire Management, Pest Control and Office Cleaning.

Transport Budget: No Change

39. The transport budget has remained the same since 2021/22, when it was reduced to reflect the increased popularity for digital meetings and a reduced necessity to travel for work.

Supplies & Services Budget: Decrease of £6,506

40. This decrease is largely due to savings against Conservation (£1,000), Protective Clothing (£3,060) and Catering (£850), areas of spend in which the Archives has discretion to control the budget where necessary.
41. Additional savings were found against Vending Machines (£1,200) following a decision to remove the water-cooling system in the kitchen.
42. The budget for other items, such as Subscriptions, has remained unchanged to allow for mandatory subscriptions for Harwell Document Recovery Services and the Archives and Records Council Wales (ARCW) membership, which are required for the Archives to continue to operate as a service.

Support Services Budget: Decrease of £2,133

43. Most support services have increased by 4.0% in line with the employee on-cost uplifts, factoring in the CPI forecast within the UK Government Budget.
44. A significant increase to the ICT Services recharge was projected for 2021/22 due to a change in contract, this did not come to fruition and consequently this budget has been brought back in line with the 2022/23 outturn projection.

Income Budget: Increase of £14,578

45. The income target of £87,858 reflects the efficiencies proposed by the Archives to bridge the 2023/24 budget gap. This budget realigns the targets overachieved in 2022/23, such as Box-Making, and inflates all other income targets by 4.0% to match the approach taken within the expenditure.
46. Hire of Special Rooms (£22,880) also includes the additional storage of accessions from the Cardiff Magistrates Court.
47. Royalties has seen an increase to the budget (£3,000), realigning with the 2022/23 project outturn. Items that fall into this category are income from Find my Past, Ancestry and Genealogist.
48. A budget of has been included for income from the DWP (£15,135), contributing towards the costs of an employee which is offset by the expenditure budget.
49. The income target for Sale of Food (£1,061) has been halved in 2023/24 to match the reduced expenditure on Catering.

General Reserve: Drawdown of £65,000

50. Despite attempts in the past to phase out the use of Reserves to balance the budget, the unforeseen increase to Gas and Electricity costs has made this impossible.
51. The Reserve balance is projected to be £109,395 as at 31st March 2023 after funding the projected deficit position at year end. It is proposed that a drawdown of £65,000 be used in 2023/24 to support increased Local Authority contributions and recognised savings, leaving a prudent balance of £44,395 within the reserve.

Local Authority Contributions

52. Table 4 below indicates the effect the budget proposals will have upon the contributions with the current year shown for comparative purposes.

Table 4: Local Authority Contributions 2023/24

		2022/23	2023/24	Change
Authority	%	£	£	£
Bridgend	14	115,768	125,898	10,130
Caerphilly	11	90,961	98,920	7,959
Cardiff	32	264,614	287,767	23,153
Merthyr Tydfil	6	49,615	53,956	4,341
Rhondda Cynon Taf	25	206,729	224,818	18,089
Vale of Glamorgan	12	99,230	107,913	8,683
Total	100	826,917	899,273	72,356

53. An 8.75% increase has been proposed to address the budget gap and to ensure that Reserves are not depleted in full. Savings have been identified where possible, but energy costs have increased temporarily to a level that cannot be managed without an increase in contribution.
54. Contributions for 2023/24 will be invoiced in one instalment in April 2023, as per the current arrangement.

Summary

55. At the end of 2022/23, the reserve balance is projected to be greater than £100,000 providing a mechanism to fund some inflationary pressures in 2023/24. In order for the Archives to maintain the current level of service and remain financially sustainable, an increase of 8.75% is proposed. It is also proposed that £65,000 be drawn down from the General Reserve to supplement the increased contributions and fund the budget gap.
56. Consideration has been given into funding the increase in energy costs through VS and CS. Both processes have a long lead-in time before resolution and would likely not be completed until approximately September 2023, so a full year of savings on salaries would not be possible. In addition, redundancy payments could be significant and there would be accompanying pension strain that would be in place for several years. As all redundancy payments and pension strain would have to be met within the Glamorgan Archives budget, there would be no saving in 23/24, and redundancies would likely mean an increased funding gap from current projections.

Financial Implications

57. Current trends project a balanced position at year end as a result of a reserve drawdown less than the 2022/23 budget
58. The General Reserve as at 31st March 2022 stands at £112,960. The budget for 2022/23 determined that £10,000 would be used from reserves to balance the budget. Based on the month 7 position, the General Reserve balance will decrease to £109,395 after a £3,565 drawdown without further mitigations.
59. The General Reserve balance will decrease further to £44,395 in 2023/24 after allowing for a budgeted drawdown of £65,000. Any additional spend required will need to be funded from a further drawdown.

Legal Implications

60. Each of the parties shall inform the committee not later than the 12th day of March 2023 that its contribution to the budget is approved, or otherwise. The Committee shall only have power to spend within the agreed budget within any given financial year.

RECOMMENDATION

61. It is recommended that Members:

- a) Note the projected full year outturn position for 2022/23 as detailed in this report.
- b) Recommend the draft budget proposals for 2023/24 be agreed, as presented in paragraphs 28 to 56 of this report.

Christopher Lee

Treasurer to the Glamorgan Archives Joint Committee

16 December 2022

Appendices

Appendix 1 - Month 7 Monitoring Position 2022/23

Appendix 2 – Proposed Budget 2023/24

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2022/23 Glamorgan Archives Month 7 Monitoring Report

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	Actual at Month 7	Projected Outturn	Outturn Variance
Employees				
Employees Gross Pay	411,495	225,182	412,816	1,320
Employees Superannuation	85,179	46,242	86,650	1,471
Employees National Insurance	38,614	20,403	42,187	3,573
Employee Miscellaneous Allowances	500	221	500	0
Employer & Public Liability Insurance	704	0	704	0
Apprenticeship Levy	2,074	1,039	1,781	(293)
Medical Expenses	200	0	200	0
Training Expenses	500	620	750	250
Employees Total	539,267	293,707	545,588	6,322
Premises				
Repairs, Alterations & Improvements	20,000	15,644	20,000	0
Security	7,235	0	7,235	0
Rodent & Pest Control	400	0	400	0
Grounds Maintenance	1,199	0	1,199	0
Fire Management/Protection	3,458	3,191	3,191	(266)
Maintenance Contracts	13,459	4,761	13,459	0
Electricity	28,080	13,226	37,010	8,930
Gas	6,240	6,073	19,361	13,121
National Non Domestic Rates	192,370	188,588	188,588	(3,782)
Water	3,060	830	5,226	2,166
Security Services	280	0	280	0
Cleaning Materials	1,500	491	1,000	(500)
Refuse Collection / Bulk	2,000	680	2,000	0
Office Cleaning Contract	10,098	6,652	10,098	0
Sanitation & Waste Disposal	500	136	500	0
Insurance	6,645	(6,153)	6,645	0
Premises Total	296,522	234,119	316,191	19,668
Transport				
Hire Transport	40	330	330	290
Public Transport - Staff Use	100	0	100	0
Car Allowances	75	0	75	0
Travelling Expenses	25	0	25	0
Transport Total	240	330	530	290
Supplies & Services				
Conservation	4,000	1,473	4,000	0
Box-making supplies	3,500	0	8,500	5,000
Vending Machines	1,200	260	260	(940)
Catering Sundries	1,000	90	301	(699)
Uniforms / Protective Clothing	3,060	0	0	(3,060)
General Printing & Stationery	700	219	376	(324)
Photocopying Materials	0	39	67	67
Audit Fees	2,300	(4,300)	2,300	0
Consultant's Fees	0	0	7,000	7,000
Central Telephone Exchanges	4,080	996	4,080	0
Telephones	1,530	713	1,530	0
Postages	500	215	500	0

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	Actual at Month 7	Projected Outturn	Outturn Variance
Supplies & Services				
Internet Charges	650	176	650	0
It Consumables	200	0	200	0
Software Licences & Maintenance	15,200	750	750	(14,450)
Subscriptions	650	160	650	0
Commission (Including Credit Cards)	0	37	63	63
Public Liability Insurance	888	(738)	888	0
Miscellaneous Insurance	386	0	386	0
Supplies & Services Total	39,844	90	32,501	(7,343)
Support Services				
Accountancy	6,222	0	6,222	0
Income Recovery	321	0	321	0
Payroll	249	0	249	0
Payments	446	0	446	0
Audit	487	420	420	(67)
SAP Support	3,215	0	3,215	0
ICT Services	13,688	0	10,400	(3,288)
Human Resources	7,363	0	7,363	0
Bilingual Cardiff	2,333	1,080	2,333	0
Support Services Total	34,325	1,500	30,969	(3,356)
Gross Expenditure	910,198	529,746	925,779	15,581
Income				
Archives & Records Council Wales	0	90	(686)	(686)
Other Grants	(10,000)	0	(7,000)	3,000
Non-Government Grant	0	0	(8,214)	(8,214)
Government Grant (DWP)	(10,250)	0	(15,135)	(4,885)
Publications General	(1,020)	(185)	(318)	702
Sale Of Photocopies	(2,040)	(1,543)	(2,040)	0
Conservation Income	(5,000)	(4,733)	(13,212)	(8,212)
Box Making	(5,000)	(8,316)	(20,816)	(15,816)
Sale Of Food	(2,040)	0	0	2,040
Course Fees General	(150)	0	0	150
Search Fees	(4,080)	(1,325)	(2,271)	1,809
Royalties	(10,000)	(34)	(11,150)	(1,150)
Hire Of Special Rooms	(22,000)	(5,445)	(13,094)	8,906
Donations	(1,500)	(444)	(760)	740
Interest	(200)	0	0	200
Access Charges	0	(600)	(600)	(600)
Income Total	(73,280)	(30,147)	(95,296)	(22,016)
Contributions From Reserves	(10,000)	0	(3,565)	6,435
Total Net Budget	826,918	499,599	826,918	(0)
LA Contributions	(826,918)	(562,303)	(826,918)	0
Budget Gap / (Surplus)	0	(62,704)	0	

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	Actual at Month 7	Projected Outturn	Outturn Variance
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Reserve

£

Balance at 01/04/2022	112,960
2021/22 Projected Drawdown	<u>(3,565)</u>
Projected Balance	109,395

LA Contributions

**2022/23
Total**

Bridgend	115,768
Cardiff	264,614
Merthyr Tydfil	49,615
Rhondda Cynon Taf	206,729
Caerphilly	90,961
Vale of Glamorgan	<u>99,230</u>
	<u>826,917</u>

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APPENDIX 2 - GLAMORGAN ARCHIVES PROPOSED BUDGET 2023/24

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	2023/24 Budget £	Increase / (Decrease) £
Employees			
Employees Gross Pay	411,495	415,907	4,411
Employees Superannuation	85,179	86,093	913
Employees National Insurance	38,614	39,941	1,327
Employee Miscellaneous Allowances	500	350	(150)
Employer & Public Liability Insurance	704	739	35
Apprenticeship Levy	2,074	2,157	83
Medical Expenses	200	200	0
Training Expenses	500	500	0
Employees Total	539,267	545,886	6,620
Premises			
Repairs, Alterations & Improvements	20,000	20,000	0
Security	7,235	7,524	289
Rodent & Pest Control	400	100	(300)
Grounds Maintenance	1,199	1,246	48
Fire Management/Protection	3,458	3,319	(139)
Maintenance Contracts	13,459	13,997	538
Electricity	28,080	92,524	64,444
Gas	6,240	87,125	80,885
National Non Domestic Rates	192,370	188,588	(3,782)
Water	3,060	5,592	2,532
Security Services	280	280	0
Cleaning Materials	1,500	300	(1,200)
Refuse Collection / Bulk	2,000	2,000	0
Office Cleaning Contract	10,098	10,502	404
Sanitation & Waste Disposal	500	400	(100)
Insurance	6,645	6,977	332
Premises Total	296,522	440,474	143,951
Transport			
Hire Transport	40	40	0
Public Transport - Staff Use	100	100	0
Car Allowances	75	75	0
Travelling Expenses	25	25	0
Transport Total	240	240	0
Supplies & Services			
Conservation	4,000	3,000	(1,000)
Box-making supplies	3,500	3,500	0
Vending Machines	1,200	0	(1,200)
Catering Sundries	1,000	150	(850)

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	2023/24 Budget £	Increase / (Decrease) £
Supplies & Services			
Uniforms / Protective Clothing	3,060	0	(3,060)
General Printing & Stationery	700	250	(450)
Audit Fees	2,300	2,300	0
Central Telephone Exchanges	4,080	4,162	82
Telephones	1,530	1,539	9
Postages	500	500	0
Internet Charges	650	650	0
It Consumables	200	100	(100)
Software Licences & Maintenance	15,200	15,200	0
Subscriptions	650	650	0
Public Liability Insurance	888	933	44
Miscellaneous Insurance	386	405	19
Supplies & Services Total	39,844	33,339	(6,506)
Support Services			
Accountancy	6,222	6,471	249
Income Recovery	321	334	13
Payroll	249	259	10
Payments	446	464	18
Audit	487	437	(51)
SAP Support	3,215	3,343	129
ICT Services	13,688	10,800	(2,888)
Human Resources	7,363	7,657	295
Bilingual Cardiff	2,333	2,427	93
Support Services Total	34,325	32,192	(2,133)
Gross Expenditure	910,198	1,052,130	141,932
Income			
Other Grants	(10,000)	(10,000)	0
Government Grant (DWP)	(10,250)	(15,135)	(4,885)
Publications General	(1,020)	(1,061)	(41)
Sale Of Photocopies	(2,040)	(2,122)	(82)
Conservation Income	(5,000)	(6,500)	(1,500)
Box Making	(5,000)	(10,000)	(5,000)
Sale Of Food	(2,040)	(1,061)	979
Course Fees General	(150)	(156)	(6)
Search Fees	(4,080)	(4,243)	(163)
Royalties	(10,000)	(13,000)	(3,000)
Hire Of Special Rooms	(22,000)	(22,880)	(880)
Donations	(1,500)	(1,500)	0
Interest	(200)	(200)	0
Income Total	(73,280)	(87,858)	(14,578)

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	2023/24 Budget £	Increase / (Decrease) £
Contributions From Reserves	(10,000)	(65,000)	(55,000)
Total Net Budget	826,918	899,273	72,355
LA Contributions	(826,918)	(899,273)	(72,355)
Budget Gap / (Surplus)	0	(0)	0

LA Contributions

	2022/23 Total £	2023/24 Total £	Increase £
Bridgend	115,768	125,898	10,130
Cardiff	264,614	287,767	23,153
Merthyr Tydfil	49,615	53,956	4,341
Rhondda Cynon Taf	206,729	224,818	18,089
Caerphilly	90,961	98,920	7,959
Vale of Glamorgan	99,230	107,913	8,683
Total Contributions	826,917	899,273	72,356

Reserve

	£
Balance at 01/04/2022	112,960
2022/23 Projected Drawdown	(3,565)
Projected Balance 31/03/2023	109,395
2023/24 Projected Drawdown	(65,000)
Projected Balance 31/03/2024	44,395

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



GLAMORGAN ARCHIVES JOINT COMMITTEE

DECEMBER 2022

**REPORT OF: PROPOSED CHANGES TO FEES AND CHARGES FROM 1ST
APRIL 2023**

AGENDA ITEM:

PURPOSE OF REPORT

1. To present to the Joint Committee the proposed scale of fees and charges to be implemented from 1st April 2023.

BACKGROUND

2. Fees and charges were increased in April 2022 for the first time in a number of years, and at that time it was indicated that this would become an annual process. As the budget for 2023-24 is being considered at this meeting, it seems an opportune time to review the fees and charges for the year as well.
3. Costs pertaining to the building and source materials, as well as staff salaries, have increased during 2022, and are expected to increase exponentially during 2023. In order to assist with the budget pressures for the forthcoming financial year, the following scale of increases to fees and charges is proposed.

LEGAL IMPLICATIONS

4. The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.
5. The Glamorgan Archivist acts at all times under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the

Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

FINANCIAL IMPLICATIONS

6. Any direct financial implications arising from this report have been accounted for in the 2023-24 budget plan.

SUMMARY

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

RECOMMENDATION

8. Members are asked to agree the proposed scale of Fees and Charges for 2023-24.

Laura Cotton
Glamorgan Archivist
9th December 2022

	Current charge (inclusive of VAT)	Revised charge from 1/4/2023 (inclusive of VAT if applicable)	Rationale
Digitisation services			
Single image (inclusive of printout)	£10.00	£12.00	Increased costs
Subsequent images (per image, inclusive of printout, from same document)	£2.00	£3.00	Increased costs
Multiple images from multiple documents (per hour)	£40.00	£45.00	Increased costs
Digital images from existing files - single image	£10.00	£12.00	Increased costs
Digital images from existing files - subsequent images	£2.00	£3.00	Increased costs
Postage (UK address)	£1.20	£1.40	Increased postage charges by Royal Mail
Postage (Overseas)	£3.00	£4.00	Increased postage charges by Royal Mail
Postage - parcels	Variable	Variable	Dependant on charge levied by Royal Mail, to be quoted as required
Certification of facsimile copies of documents, per image	£25.00	£27.50	Increased costs
Research			
Minimum charge (up to 1 hour)	£40.00	£45.00	Increased costs
Minimum charge (up to 1 hour, Commercial)	£80.00	£90.00	Increased costs
Hourly rate	£40.00	£45.00	Increased costs
1:1 Consultation (limited to 40 minutes)	£40.00	£45.00	Increased costs
Conservation			
Conservator - hourly rate	£40.00	£45.00	Increased costs
Conservator - day visit	£240.00 + Travel	£270.00 + Travel	Increased costs
Conservator - half day visit	£120.00 + Travel	£135.00 + Travel	Increased costs
Preservation Assistant - hourly rate	£20.00	£25.00	Increased costs

Preservation Assistant - day visit	£120.00 + Travel	£150.00 + Travel	Increased costs
Preservation Assistant - half day visit	£60.00 + Travel	£75.00 + Travel	Increased costs
Small box (650mu)	£3.50	£3.50	No change
Medium box (650mu)	£5.00	£5.50	Increased costs
Large box (650mu)	£8.50	£9.50	Increased costs
Medium box (1000mu)	£7.00	£7.50	Increased costs
Large box (1000mu)	£11.50	£13.00	Increased costs
Extra large (1000mu)	£22.00	£26.00	Increased costs
Glass Plate Negative box - small (650mu)	£3.50	£3.50	No change
Glass Plate Negative box - medium (650mu)	£5.00	£5.50	Increased costs
Glass Plate Negative box - large (650mu)	£6.00	Price on application	Only made rarely so will quote when required
Glass Plate Negative box - medium (1000mu)	£6.50	Price on application	Only made rarely so will quote when required
Glass Plate Negative box - large (1000mu)	£11.00	Price on application	Only made rarely so will quote when required
Photographic Slide Box - small (650mu)	£10.00	Price on application	Only made rarely so will quote when required
Photographic Slide Box - medium (650mu)	£11.50	Price on application	Only made rarely so will quote when required
Photographic Slide Box - large (650mu)	£13.00	Price on application	Only made rarely so will quote when required
Scroll Box - small (650mu)	£3.50	£3.50	No change
Scroll Box - medium (650mu)	£5.00	£5.50	Increased costs
Scroll Box - large (650mu)	£8.50	£9.50	Increased costs
Scroll Box - medium (1000mu)	£7.00	£7.50	Increased costs
Scroll Box - large (1000mu)	£11.50	£13.00	Increased costs
Publication and Research for Media			
Research for media use (per hour)	£80.00	£90.00	Increased costs
Filming facility fee at Glamorgan Archives (per half day, minimum charge)	£125.00	£150.00	Increased costs
Licensing for re-use: Printed and digital media (print run under 1,000) UK only (per image)	£24.00	£25.00	Increased costs

Licensing for re-use: Printed and digital media (print run under 1,000) worldwide (per image)	£45.00	£48.00	Increased costs
Licensing for re-use: Printed and digital media (print run under 1,000) not-for-profit (per image)	£6.00	£8.00	Increased costs
Licensing for re-use: Printed and digital media (print run 1001-5000) UK only (per image)	£45.00	£48.00	Increased costs
Licensing for re-use: Printed and digital media (print run 1001-5000) worldwide (per image)	£100.00	£110.00	Increased costs
Licensing for re-use: Printed and digital media (print run 1001-5000) not-for-profit (per image)	£12.00	£14.00	Increased costs
Licensing for re-use: Printed and digital media (print run 5001+) UK only (per image)	£60.00	£65.00	Increased costs
Licensing for re-use: Printed and digital media (print run 5001+) worldwide (per image)	£120.00	£130.00	Increased costs
Licensing for re-use: Printed and digital media (print run 5001+) not-for-profit(per image)	£18.00	£20.00	Increased costs
Licensing for re-use: Website - commercial (per image, per year)	£60.00	£65.00	Increased costs
Licensing for re-use: Website - not-for-profit (per image, per year)	£1.20	£1.50	Increased costs
Licensing for re-use: Display in exhibitions where an admission fee is charged	£60.00	£65.00	Increased costs
Licensing for re-use: Stills images for use in TV/film (per image, UK only, in perpetuum)	£100.00	£110.00	Increased costs
Licensing for re-use: Stills images for use in TV/film (per image, Worldwide, in perpetuum)	£300.00	£325.00	Increased costs

Licensing for re-use: Advertising or other commercial use (per image)	£500.00	£600.00	Increased costs
Repository storage charges			
One-off administration fee (set-up)	£25.00	£45.00	In line with hourly rate; increased costs
Storage (per shelf, per year)	£10.00	£12.50	Increased costs
Staff costs for any work required on collection, including retrieval - paraprofessional (per hour)	£20.00	£25.00	Increased costs
Staff costs for any work required on collection, including retrieval - professional (per hour)	£40.00	£45.00	Increased costs
Room hire			
Meeting room hire - Rhondda/Llynfi (per day)	£120.00	£140.00	Increased core costs
Meeting room hire - Rhondda/Llynfi (per half day)	£65.00	£80.00	Increased core costs
Meeting room hire - Rhondda/Llynfi (hourly charge)	£20.00	£40.00	Increased core costs
Catering	Variable	Variable	Costs to be levied based on supply costs etc.