



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 22 SEPTEMBER 2023, 2.00 PM
Venue	REMOTE MEETING
Membership	Councillor Mackie (Chairperson) Councillors K Jones, Lewis, Robson, Shimmin, John, Birch, Simmonds, Andrews, Blundell, Colbran, Harris, Jones, W Lewis, Stephens and Winstanley

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.

4 **Report of the Glamorgan Archivist for the period 1 June to 31 August** (*Pages 7 - 32*)

5 **2023/24 Month 4 Monitoring Report** (*Pages 33 - 40*)

6 **Date of next meeting**

15 December 2023 at 2.00 pm

Davina Fiore
Director Governance & Legal Services
Date: Monday, 18 September 2023
Contact: Andrea Redmond,
02920 872434, a.redmond@cardiff.co.uk

GLAMORGAN ARCHIVES JOINT COMMITTEE

16 JUNE 2023

Present: Councillors
M Lewis, Mackie, Robson, Shimmin, John, Birch, Simmonds,
Andrews, Colbran, G Jones, W Lewis and Winstanley

1 : TO ELECT THE CHAIRPERSON AND VICE CHAIRPERSON OF THE
GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL
YEAR 2023/24.

Cllr Norma Mackie was elected as Chairperson for the Municipal Year 2023/24.

Cllr Carol Andrews was elected as Vice Chairperson for the Municipal Year 2023/24.

2 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT
COMMITTEE FOR THE MUNICIPAL YEAR 2023/24.

Noted.

3 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE
GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL
YEAR 2023/24.

Noted.

4 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Bob Harris and Keith Jones.

5 : DECLARATIONS OF INTEREST

None received.

6 : MINUTES

The minutes of the meeting held on 24 March 2023 were agreed as a correct record.

7 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1ST
MARCH TO 31ST MAY 2023

Members were provided with a comprehensive update on the work of the service for the period 1 March 2023 – 31 May 2023 all categorised against the outcomes of the Annual Plan.

The Archivist summarised that, it had been another busy quarter for the archive service. It had been particularly pleasing to get the Research Guide project properly underway, and to get the procurement of the digital preservation repository complete. Both of these projects will help the service make considerable progress in different areas.

There are a number of other different projects underway, both within the service and with partners, and it was pleasing to be able to continue to report on that work and the fact that the Archives is still the partner-of-choice for a range of organisations.

The different aspects of managing the building continue to be challenging as different works continue to be balanced out according to available funds.

The Chairperson thanked the Archivist for her work on the report and invited questions from the Joint Committee Members.

Members were pleased to have seen the Glamorgan Blood exhibition in local libraries and hubs.

A discussion took place around Black History Month, Windrush 75th anniversary and the Welsh Government Anti Racism campaigns. It was noted that St Fagans are gathering information relating to the Windrush 75th anniversary but do not have any photographs or documents. Members asked if the Archives had been in touch or could help them. Rhian Diggins that Race Council Cymru are a project partner, and this is something that could be looked into. It was suggested that the Butetown Arts and Heritage collection may have some relevant information.

Members noted that next year is the 40th anniversary of the Miners' Strike and asked if there was anything planned for this. The Archivist said there was nothing planned as yet, but they will look into this, the Archives will always look to do something on social media. Members noted the historical importance of the Strikes across the whole of the UK and that there may be an opportunity to work with other Archives services, such as in Yorkshire, and this may also provide an opportunity for funding.

RESOLVED: to note the Report of the Glamorgan Archivist for the period 1st March to 31st May 2023

8 : GLAMORGAN ARCHIVES ANNUAL REPORT 2022

Members received a comprehensive outline of the Annual Report 2022.

Members were advised that a Welsh language version would be produced once the English text had been agreed.

The Chairperson thanked the Archivist and all staff for the great work they have undertaken over the last year.

RESOLVED: to note the Glamorgan Archives Annual Report 2022.

9 : GLAMORGAN ARCHIVES JOINT COMMITTEE - 2022/23 OUTTURN 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.

The Chairperson thanked officers for their work on the report and invited questions from Joint Committee Members.

Members referred to the money going into the General Reserves and asked if this could have been spent on anything else, such as to offset savings etc. as Members were concerned that there could be a position in the future once again, when there are huge reserves. Members were advised that next year, there is a budgeted draw down of £65k from reserves, so Officers considered it was better to have the reserves in a healthy position now. The current climate is still volatile with regards to utility costs etc., so having this reserve now will mean it's less likely that Local Authorities will be asked for additional contributions. The Archivist added that it was also important to bear in mind that there may be unexpected costs with the building, such as refilling the gas cylinders, so it was better to have a healthy reserve just in case.

RESOLVED:

1. To note the outturn position for 2022/23.
2. To agree that the draft Audit Wales Annual Return for 2022/23 be noted and signed.

10 : DATES OF FORTHCOMING MEETINGS

Proposed dates of forthcoming meetings.

22 September 2023 – 2pm
15 December 2023 – 2pm
22 March 2024 – 2pm
14 June 2024 – 2pm
20 September 2024 – 2pm
13 December 2024 – 2pm

A discussion took place around meetings being online and Members having a visit/tour of the Archives. Members agreed that most meetings would remain online, but there would be an opportunity to have a face-to-face meeting which could be incorporated with a visit/tour of the Archives building, possibly in September or December this year.

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

SEPTEMBER 2023

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 June to 31st August 2023.

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.**

1.2 Improved access to collections through an enhanced online catalogue

Epexio, the new collection management system and public catalogue, will be launched in September. Team training will be undertaken prior to the switchover. Work is currently being completed on adding updated research guides to the public catalogue which will have links to relevant catalogue entries. Short descriptions and images of featured collections will also be added to the website to promote newer collections.

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

The People's Collection Wales social media project continues. The theme for June was the 1960s, and July focussed on maritime history to coincide with Marine Week.

Engagement figures have been received for the Healthcare Professionals content posted in April, which reached an audience of 56,730, and June's 1960s theme – which included content within living memory for many – reached an audience of 110,455.

On our own social media accounts we celebrated Volunteers Week with a post highlighting the work of our volunteers and thanking them for their contributions throughout the year. On International Archives Day we featured our online tour, which allows audiences worldwide to take a glimpse behind the scenes at the Archives. We have also posted content relating to World Milk Day, Bike Week, Pride Cymru, World Refugee Day, Wimbledon, the 75th anniversary of the NHS, World Chocolate Day, the Royal Welsh Show, Love Parks Week, the National Eisteddfod, and National Allotments Week. And, as always, we have used our social media feeds to promote our own events, services and activities.

Our blog looked back 80 years to the Second World War and the contribution made by local school pupils to agricultural work. We also began a new series of articles inspired by documents within the collection of Stephenson & Alexander, Auctioneers and Chartered Surveyors. The initial posts introduced the collection and featured the Barry Hotel. We're grateful to volunteer Tony Peters for his continued contribution to our blog.

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

Our events programme continued in July with two in-person events held at the Archives. On 4 July Nic Hodges from the Victorian Barry Experience spoke on 'The Demon Drink', which explored the tensions between the temperance movement in Barry and those residents who enjoyed a drink. On 20 July Norena Shopland gave a talk based on her new book, Women in Welsh Coal Mining. Our events programme has taken a break during August before re-starting in the Autumn.

1.6 Agree and deliver a digital preservation repository

Work is continuing on a Welsh consortium approach to digital preservation, with Welsh Government funding to assist in getting the project off the ground. The business case for such a consortium was finalised in June and work on developing a Tender Specification for a system is underway.

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

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

On 6 June S4C's afternoon magazine programme, Prynawn Da, included an item on Hughesovka. Images from the Hughesovka Research Archive were featured.

The BBC Cymru Fyw website published an article by historian Louvain Rees on the lives of patients at the Glamorgan Asylum during the 19th century. The hospital records held at Glamorgan Archives were referenced and images from the collection were used to illustrate the article.

An article by Dr Nathan Abrams of Cardiff University in The Jewish Chronicle in August addressed the work underway to preserve and explore the history of the Jewish

community in Wales. He highlighted the work of the Jewish History Association of South Wales in ensuring records are deposited at Glamorgan Archives.

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

Work on our project to produce a Research Guide to Sources for the Study of Minority Ethnic History continues. Project Officer Ophelia Dos Santos has focussed on the recruitment and training of volunteers over the last quarter. 14 volunteers have been recruited to date, and two training sessions delivered. Documentation supporting the gathering of information has been shared and a WhatsApp group has been established to facilitate good communication amongst the volunteers, many of whom are undertaking work online from home. Recruitment of volunteers continues, and discussions have been held with the Heritage and Cultural Exchange, Grange Pavilion, and work placement co-ordinators at Cardiff University.

Three paid researchers have been recruited to the project on a freelance basis. A good field of applications was received, and three early career researchers have been selected. Michael Jonas, Myya Helm and Renee Eshel will undertake more complex work identifying relevant material within our collections for inclusion in the guide. Training for the researchers was delivered in late-July.

A celebration event was held by the Wallich to mark the completion of training by the first cohort of trainee tour guides recruited to the Invisible Cardiff project. The Senior Archivist attended, and also supported a test tour held by one of the trainees, providing feedback on content.

We continue to work with the Heritage and Cultural Exchange. A meeting was held this quarter to discuss supporting their volunteers in their research work and the ongoing cataloguing of their collection.

Letters of support have been provided for funding applications for intergenerational heritage projects led by Valleys Kids and the Senghenydd Youth Drop In Centre.

The Senior Archivist met with a representative from the Welsh Muslim Cultural Foundation to discuss future projects, including work around family history.

Volunteers from the Innovate Trust's Secret Garden project paid another visit to the Archives. They took a closer look at census records relating to past occupants of Ysgubor Fawr Farm in St Fagan's, the base for their project, and explored culinary and medicinal recipes from the past seeking inspiration for the use of produce grown during the project.

The Senior Archivist attended the first meeting of the Steering Board of the Sub-Sahara Advisory Panel's Kumbukumbu project. The project will focus on mapping Welsh-African heritage.

Members of the Cardiff Branch of Glamorgan Family History Society held their June meeting at the Archives. A member led the meeting with a talk on poor law records; this was followed by a display of relevant material from our collection. The Senior Archivist also continues to represent the Archives on the Glamorgan Family History Society Executive Committee, attending quarterly meetings.

The Glamorgan's Blood exhibition moved to Gwent Archives in June where it was on display for 3 weeks. It has now returned to the Archives, but is available free of charge to any venue that wishes to display it.

The Senior Archivist was invited to speak at the Annual General Meeting of Gelligaer Historical Society, held at Llancaiach Fawr. She gave a talk on the work of the Archives, highlighting items from our collection which relate to the Gelligaer area.

Members of Rhiwbina Trefoil Guild visited for a tour behind the scenes and to view a selection of documents from the collection relating to Girl Guiding and to the Rhiwbina area of Cardiff.

The Glamorgan Archivist and the Senior Archivist met with representatives from Cardiff University's School of Journalism who are currently working in partnership with the Heritage and Cultural Exchange. They are working to create a comprehensive list of the audio-visual material relating to Butetown held in collections across the UK.

Members of the Insole Court Archive Research Group visited for a tour and to view items from the collection, including material relating to Insole Court. The Senior Archivist then visited Insole Court, where she met with members of the Group and viewed their collection and storage areas, providing advice as required.

Grangetown Local History Society continue to hold their monthly meetings at the Archives, and Whitchurch Hospital Historical Society have also made use of our meeting room.

2.5 Enhance the Glamorgan Archives building as a community asset

The path and lower frontage of the building were pressure-washed by contractors in July to make the front of the building safer and more attractive. There had been a build up of moss on the walkway outside the building and that needed clearing before winter.

As part of the work towards Registrars renting space within the building, planning is underway to enhance the signage and landscaping around the building. Once that has been done, the site will be more attractive and that will hopefully encourage others to use the facilities.

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

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

The Senior Archivist met with history tutors from Cardiff and Vale College to discuss potential visits by their students during the Autumn term.

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

4.1 Work to increase advocacy and representation within constituent local authorities

The Glamorgan Archivist met with colleagues from Rhondda Heritage Park in June to discuss digital preservation and what Glamorgan Archives might be able to do to help with long-term planning and policy in this area.

4.2 Ensure better integration with local authorities and other business collections

Work is underway on the appraisal, sorting and cataloguing of the local authority records that are held within the collections (both legacy and current authorities). These collections have been identified as a priority as part of the Archives' ongoing planning process, due to the amount of records involved and their core importance to the Archives and the partner authorities. They would not be eligible for external funding and need to be catalogued to assist with the acquisition of electronic records in the future so, therefore, it has been decided that the staff will concentrate time on these collections during Stocktake Weeks.

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

New procedures and templates for handling requests to view coroners' reports and papers have been approved by the Coroner. The Access Team have started following the new process, now referring only the more complicated queries to the Coroner's Office.

The majority of electoral registers from Bridgend that had been gaps within the complete record – 2002, 2004-2012, 2014-2021 – were collected and added to the collections in this quarter. The 2003 register was missing from the records at Bridgend County Borough Council and the 2013 register was delayed and subsequently published in 2014. The deposit was made up of printed but unbound sheets and the conservation team have since bound the registers into volumes to ensure ease of use and preservation.

The electoral registers from Vale of Glamorgan, 2018-2022, have also been deposited (either in paper or electronic format) in the last quarter.

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

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

A successful collections week was held in June. The archivists focussed on two projects; work on the records of our current local authorities was progressed through the cataloguing of electoral registers and committee papers for Bridgend County Borough Council, and progress was made on the larger accessions received within the last 6 months through the cataloguing of the records of Howell's Department Store.

The Records Assistants continued with the stocktake of boxed materials in the stongrooms.

5.2 Ensure a balance of cataloguing, conservation and digitisation priorities

Initial receipts for accessions received during this quarter were issued within the target time. Full receipts were issued within 15 working days for 76% of the accessions; the target is 60%. 97% of the accessions received between December 2022 and February

2023 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

In order to ensure that further transfers of records from the Coroner's Office were not delayed, it was agreed that the index to the files transferred would be compiled by Glamorgan Archives staff upon receipt.

5.3 Develop coherent programme of external funding applications

The NMCT (National Manuscript Conservation Trust)-funded project to conserve the drawings, paintings and plans from Cardiff Castle has continued this quarter and is almost complete. This phase of the work dealt with the large, rolled items and included repackaging of items that did not need specific treatment. An expression of interest form was submitted to Welsh Government for Phase 2 of the work in July and has been accepted. The full application has to be submitted at the beginning of October. The second phase will repackage items that do not need interventive conservation and conserve and repackage items that were created on tracing paper. If successful, the grant would fund a conservation intern to do the majority of the work and pay for the packaging materials required. A further phase would be required (probably in 2026, with application in 2025) to deal with the remaining damaged material.

An application for funding from the Business Archives Council to catalogue the records of the Principality Building Society was turned down. Other options to pay for the work needed on this important collection are being examined.

5.5 Reinterpret collections descriptions so that they reflect modern views of history

Work has been continuing with colleagues from the Archives and Records Council Wales on the 'Revising Archival Descriptions' strand of work. Difficulties in recruitment have delayed the start of this work and consultancy is now being looked at as a way of resolving these issues.

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

Budget monitoring continues on an ongoing basis, with best value sought in all instances.

ICT equipment purchase is now being done on an annual basis in smaller batches so that there should not be the requirement to replace all laptops and monitors, etc. at once. By ensuring that there is a budget for this every year, this reduces the spend in one financial year. The building access system is being replaced by spreading the costs over three years instead of undertaking in one go.

6.2 Maximise income generation opportunities

Planning for future phases of work on digitising collections with commercial suppliers is continuing with school records being looked at as the next project. This is being developed with colleagues from across Wales.

The Cardiff Registry Office team are moving into the Archives building in October and will be renting three rooms and storage space in the repository. This will bring in considerable income to the service, as well as enhanced benefits such as increased footfall and raising the profile of the service amongst members of the public. Some building work is required to make the space available fit-for-purpose and that will be completed in September. That work is being done is being paid for by the Registrars.

Carmarthenshire Archives have approached the Archives for a quote for conservation work on plans of South Wales Railways. This will be the subject of a NMCT funding application but, if successful, the conservation team would be commissioned to undertake the work.

Several commissions of digitisation work have been received and are underway.

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

The Corporate Trainee post has been extended for another couple of months using income generated through digitisation work.

Interviews were held at the end of August for a replacement Admin Officer. An appointment was made and it is hoped that the successful candidate will start at the Archives in October.

6.4 Ensure an inclusive and well-developed workforce

Corporate Trainee Barney Andrews and Project Officer Ophelia Dos Santos have completed Manual Handling, and Ophelia has also completed a short course in Welsh.

The Senior Archivist attended the latest CPD event organised by CLIC – Cardiff Libraries in Cooperation. It included a presentation on Do Something Different Day, where staff from libraries and archives across Cardiff visit each other and have the opportunity to share skills and experience.

The Glamorgan Archivist attended the Preservica User Group conference in Oxford in June. This was a useful opportunity to find out about the planned developments with the software and ways that it can be used with collections. In addition, she completed Display Screen Equipment Assessment training so that there is more capacity within the team regarding DSE assessing.

6.7 Ensure a broad range of opportunities for volunteers

During the quarter, 29 volunteers and students have contributed to the work of the Archives.

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.

Conservation volunteers are continuing to work on:

- Police newspaper cutting books
- National Coal Board plans
- Associated British Ports collections (photographs and volumes)

In addition, several volunteers work independently on research projects.

Every year we organise a special summer outing for our volunteers to express our gratitude for their contribution to the office. This year the Heritage Collections Manager at Rhondda Heritage Park was pleased to offer a talk and object display developed specifically for our volunteers. Unfortunately, uptake was so low that we took the decision to cancel.

Due to a combination of long term sickness and leave over the summer school holidays, it was necessary to suspend volunteering during August. Staff look forward to volunteers returning during the first week of September.

6.8 Ensure service is run transparently

The searchroom continues to be busy, although we have experienced quieter periods over the summer on the days when the sun has briefly made an appearance. Feedback received includes:

I just wanted to email to say a massive thank you to the staff at the Glamorgan Archives who helped me last week while researching. They were incredibly helpful and went above and beyond to give suggestions on the best way to go about finding information in the archives. If all archives had staff like this it would be a lot easier to do research, so I just wanted to express this and look forward to returning again in the future.

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

Thank you so very much, that is just fantastic news... You've made my day.

6.11 Work more collaboratively with neighbouring archive services

Work has continued on the Crowd Cymru project encouraging online volunteering using collections from the Archives, as well as Cardiff University Special Collections and Archives and Gwent Archives. This project will conclude in November but it is hoped to be able to continue the volunteers working on different collections.

Meetings have been held with the Roman Catholic Archdiocese of Cardiff with regards to their collections and the future housing of those items.

6.12 Improve management of Glamorgan Archives building

The annual service of the building management system has been carried out with no major issues found.

A site visit was undertaken by a contractor working for Cardiff Council to look at the solar panel installation on the roof of the Archives building. Cleaning and maintenance of the panels is required and that is being investigated.

Discussions are underway regarding the replacement of the lighting within the Archives building for LED lights. It may be possible to get assisted funding to pay for any work required, and this would have long-term benefits to the building including reduced operating costs, reduced carbon footprint and heat wastage, as well as improved working conditions for staff and users.

The painting work planned for the Reprographics Studio is likely to take place in October.

Monitoring of the building for faults and pests continues, with no real issues identified.

Average Temperature and Humidity 23/5/2023 to 22/8/2023								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	20.5°C	56.7%	22.2°C	52.4%	22.4°C	48.1%	21.4°C	57.8%
Variation	±1.0 °C	±3.5%	±1.2 °C	±3.7%	±0.8°C	±4.3%	±2.0°C	±8.1%

Relative Humidity*

The strongroom environmental conditions have remained within acceptable levels. Temperatures in strongrooms 2,3 & 4 are slowly climbing due to plant not working.

SUMMARY

9. This quarter has been very busy, both in terms of usage of the building and collections and in terms of planning for future use as well. Staff have taken the opportunity to take leave over the summer and that, as always, has created challenges in ensuring everything is covered. As can be seen from the report above, the team have continued to be very busy and to deliver to a high standard. The appendices below also show that a large number of accessions have been received and much work has been done on the collections.

The next quarter promises to be extremely busy with the work and move of our colleagues from Cardiff Registry Office into the building. This coincides with the start of term for schools and the universities, and we expect an influx of users and volunteers as a result of this.

LEGAL IMPLICATIONS

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

11. The Glamorgan Archivist acts at all times under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

FINANCIAL IMPLICATIONS

12. Any direct financial implications arising from this report have been accounted for in the 2021-22 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

Laura Cotton
Glamorgan Archivist
15th September 2023

Appendix I

Glamorgan Family History Society Records			
Accession No:	2023/60, 108	Reference No:	D37/1/150, 151
Journal no. 150, 151 Date of records: Jun-Sep 2023			
City United Reformed Church Cardiff, Records			
Accession No:	2023/61, 75, 88, 113	Reference No:	D957
City Link Church Magazines Date of records: Apr 2022-Sep 2023			
Wenvoe Castle Estate Papers			
Accession No:	2023/62	Reference No:	DWE
Deeds and Papers relating to the Jenner family and former Wenvoe Castle Estate Land Date of records: 18th-20th century			
Reynolds Family of Ton Pentre Papers			
Accession No:	2023/63	Reference No:	D1937
Letters, certificates, photographs, chapel documents Date of records: 19th-20th century			
Peter Langham of Cardiff, Photographer, Records			
Accession No:	2023/64	Reference No:	D1938
Hand developed mounted black and white images covering civic (buildings and monuments), highways (roads and bridges), transportation (shipping and trains), industry and the workplace and portraits. Most were used in exhibitions and include descriptions on the reverse. Date of records: 1950-c1965			
Cardiff and the Vale of Glamorgan Coroners' Records			
Accession No:	2023/65, 78	Reference No:	CORCV
Coroner's files, numbers 1-1860; files held in Coroner's office Date of records: 2002-2004			
Bridgend and District Local History Records			
Accession No:	2023/66	Reference No:	D1779
Records, including minutes, statement of accounts and membership cards with programme of lectures Date of records: 1974-2023			
Wenvoe Castle Estate Records			
Accession No:	2023/67	Reference No:	D1942
Wenvoe Castle Estate agreements for building lease of land and premises, Barry Date of records: 1912-1926			

Llancarfan Society Records			
Accession No:	2023/69	Reference No:	DLNS
Village show pamphlet 2023 Date of records: 2023			

Cardiff Writers' Circle Records			
Accession No:	2023/70	Reference No:	D1946
Records include minutes, administrative papers, programmes, lists of readers at meetings, membership records, and publications Date of records: 1947-2020			

Frances Ballin Collection			
Accession No:	2023/71	Reference No:	D1948
Action groups' minutes and reports Date of records: 1996-2015			

Elim Methodist Church, Trealaw, Rhondda, Records			
Accession No:	2023/72	Reference No:	D1939
Register of baptisms Date of records: 1970-1993			

Tonypandy Methodist Central Hall (Mission), Rhondda, Records			
Accession No:	2023/73	Reference No:	D1940
Register of baptisms Date of records: 1966-1978			

Zion Methodist Church, Tonypandy, Records			
Accession No:	2023/74	Reference No:	D1282
Register of baptisms Date of records: 1967-2015			

Llanishen Local History Society Collection			
Accession No:	2023/76	Reference No:	D1941
'Llanishen's Fallen', photographs, adverts, collected archives and local history information, Llanishen Scrapbook, 'Llanishen Voices' audio taped oral histories recorded by Graham Horton, 1991-2004 (LLHS Chairman), Lady Margaret High School Magazine, boxes of research material and collected archives from Keith Edwards. Date of records: c19th-20th century			

Romilly Estate Letterbook			
Accession No:	2023/77	Reference No:	D1943
Letterbook Date of records: 1890-1891			

City and County of Cardiff Records			
Accession No:	2023/79, 101	Reference No:	CCF/C/RE
Electoral registers Date of records: 2020-2022			

Deri Primary School Records

Accession No:	2023/80	Reference No:	ECG19
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Logbook (1978-1996), admission registers (1922-1956), School compendiums (1932), Teachers' attendance registers (1975-1978), Papers relating to the maintenance of the school (1988-1989).

Date of records: 1922-1996

Brian Jarrett of Cardiff, Collection

Accession No:	2023/82, 109	Reference No:	D1894
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Gelligaer Urban District Council offices at Hengoed official opening programme, boxes of notated envelopes containing much of Mr Jarrett's professional work that was taken on B&W and colour negative film stock from 1979 to December 1985; one box of publications with which Mr Jarrett was involved together with negatives and transparencies

Date of records: 1967-2008

Llantrisant Male Voice Party Photograph

Accession No:	2023/84	Reference No:	D1945
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Photograph with names of members

Date of records: 1915

National Union of Teachers - Gelligaer Association Records

Accession No:	2023/85	Reference No:	D1944
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Minute books (28 Sep 1922-12 Nov 1937, 10 Dec 1937-12 Nov 1954, 10 Dec 1954-25 Jan 1974).

Date of records: 1922-1974

John Richards, of Peterston-Super-Ely, Collection

Accession No:	2023/86	Reference No:	D1950
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Advertising for steamer trips – 1935 (from Bristol to Cardiff for Cardiff City v Bristol Rovers football match); 1937 (Manchester – Ilfracombe via Cardiff); engravings and postcards depicting Cardiff and the Docks, bills and acts of parliament relating to the Bute Ship Canal, 1796-1830.

Date of records: 1796-1953

Lilian Ryall of Aberdare Papers

Accession No:	2023/87	Reference No:	D1947
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A family album including photographs taken at home and on holiday; newspaper articles reporting on Golden wedding celebrations for Myfanwy and Bert Seymour, Sep 1970; an invitation from the Lord Mayor to a reception at City Hall, also a photograph taken at the event, Jun 1968; school photograph including Lynda Ryall [Cwmbach Infants School?], c1961; class photograph at Mardy House Secondary School, including Lynda Ryall, 1970s.

Date of records: c1920-1980s

Mountain Ash County School Records

Accession No:	2023/89	Reference No:	D1949
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Annual Athletic Sports programme.

Date of records: 11 Jun 1938

South East Wales Unitarian Society Records

Accession No:	2023/90	Reference No:	DUNI
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Annual reports, 1891-2021 [gaps]; monthly calendars, 1929, 1937; executive minutes, 2007-2008, 2012; Society rules, 1939, 1974; reports on congregational development and future ministry; cash book, 1949-1969; booklets and reports of particular churches; in memoriam Rev. Emma Rosalind Lee.

Date of records: 1891-2021

Vale of Glamorgan County Borough Council, Records

Accession No:	2023/91, 111	Reference No:	CVG/C/RE
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Full electoral registers

Date of records: 2018-2022

Dyffryn Gardens, Records

Accession No:	2023/92	Reference No:	D1900
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Scrapbook compiled by Joan Kruger (nee Warburton), wife of Harry Kruger, Head Gardener at Dyffryn Gardens 1963-1975.

Date of records: c1975

Corkery Family of Southerndown Papers

Accession No:	2023/93	Reference No:	DDC/U/3-6
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Photographic negatives of family members, two miniature portraits of family member

Date of records: 19th-20th century

Sessions and Sons Ltd, of Cardiff and Gloucester, Records

Accession No:	2023/94	Reference No:	D1951
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Records of the Cardiff Branch of Sessions & Sons Ltd, and personal papers of its successive Managing Directors Arthur Sessions (1849-1915) and (Arthur) Bertram Sessions (1884-1942).

Date of records: 1849-1950s

Vale of Glamorgan County Borough Council, Records

Accession No:	2023/95	Reference No:	CVG/C
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Committee agendas, minutes and reports [VOGTB 358-368]

Date of records: 2016-2017

Strick and Bellingham Solicitors, Records

Accession No:	2023/96	Reference No:	D1180
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Deeds relating to Aberdare, plan of Gurnos Estate

Date of records:

Plans of Cardiff and Barry Docks

Accession No:	2023/98	Reference No:	D1953
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Date of records: 19th-20th century

South Wales Coalfield Chart

Accession No:	2023/99	Reference No:	D1952
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Showing a provisional correlation of the main coal seams. Covers the area Cross Hands to Tirpentwys.

Date of records: 20th century

Olwen Hughes, of Rhymney, Artist, Papers

Accession No:	2023/100	Reference No:	D1955
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Drawings and paintings of buildings in Cardiff and the Vale of Glamorgan

Date of records: 20th century

Cardiff Reform Synagogue Records

Accession No:	2023/102	Reference No:	D1718
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Items including correspondence, membership applications, newsletters / magazines, Reform Synagogues of Great Britain returns and documents, orders of service, AGM papers, building and maintenance papers, Council meeting minutes, synagogue rules, Youth Association documents, Ladies Guild records and photographs [full list provided by JHASW volunteers]

Date of records: c1930-2017

Cofnodion, Eglwys Y Bedyddwyr, Bethesda, Abercwmboi/Bethesda Welsh Baptist Church, Abercwmboi, Records

Accession No:	2023/103	Reference No:	D1962
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Llyfrau cofnodion, cyfrifon, posteri a pamffledi

Date of records: 1864-2000

Ogmore Constituency Labour Party Records

Accession No:	2023/104	Reference No:	D1957
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Minutes of Executive Committee and General Management Committee Meetings

Date of records: 1982-2003

Ogmore and Garw Labour Party Records

Accession No:	2023/105	Reference No:	D1959
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Minutes of monthly meetings

Date of records: 1959-1975

County Alderman John Haydn Thomas, JP, OBE, Papers

Accession No:	2023/106	Reference No:	D1786
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Records relating to Council duties including invitations and programmes

Date of records: 1948-1973

Llandough Hospital Records

Accession No:	2023/107	Reference No:	DHLL
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Registers and 14 boxes of slides

Date of records: 20th century

St Fagans Branch Conservative Party Records			
Accession No:	2023/110	Reference No:	D1956
AGM and committee minutes, 1969-1973; women's section AGM and committee minutes, 1928-1954; membership book, 1969-1972			
Date of records: 1928-1974			

St Mellons & Rumney Countryside Magazines			
Accession No:	2023/112	Reference No:	D1958
Magazines			
Date of records: 1924-1932			

Wheadon Family of Tonypanydy Papers			
Accession No:	2023/114	Reference No:	D1960
Records relating to the Wheadon Family: papers relating to military service, including letter relating to posthumous award of 1914-1918 medal; postcards and letters, solicitors' and undertakers' accounts.			
Date of records: 19 th -20 th century			

Mary Bell of Barry Collection			
Accession No:	2023/115	Reference No:	D1961
Barry Urban District Council: accounts, year book, rules, record of Sunday work for Taff Vale Railway; plan of Cathays Works, Cardiff			
Date of records: 1894-1967			

Notable accessions

Cardiff Reform Synagogue Records (D1718)

Records of a Cardiff synagogue have been received from the Jewish History Association of South Wales. The Cardiff Reform Synagogue was founded in 1948 as the Cardiff New Synagogue (CNS). The following year, it became a constituent member of the Reform Synagogues of Great Britain. The congregation worships in a converted Methodist chapel on Moira Terrace, which they acquired in 1952. Papers include correspondence, membership applications, newsletters, magazines, orders of service, AGM papers, building and maintenance papers, Council meeting minutes, synagogue rules, Youth Association documents, Ladies Guild records and photographs.

Cardiff Writers' Circle (D1946)

Papers have been received from a local writers' circle. Cardiff Writers' Circle (CWC) is one of the longest-running creative writing groups in the UK, and the oldest such group in Wales. It was established on 6 May 1947 and its constitution, drawn up on 20 May 1947, listed its aims as: fostering, encouraging and improving writing. Most meetings are 'open manuscript' in which members read from and receive constructive feedback on their work. The Circle also holds five annual competitions: short story, poetry, flash fiction and two for short humorous pieces. The group meets weekly at the YMCA on Shakespeare Street, Cardiff and has approximately 40 active members.

Records received include minutes, administrative papers, programmes, lists of readers, membership records, publications and manuscripts covering the period 1947-2022.

Sessions and Sons Ltd, of Cardiff and Gloucester, Records (D1951)

Records of a long-established firm of builders' merchants have been donated by a family member. Jesse Sessions (1804-1894) purchased two brickyards in Gloucester in 1838, and began his business of brick and tile manufacturing, later becoming a general Builders' Merchant. He opened a branch at Penarth Road, Cardiff, in 1857 (with later subsidiary premises in Newport and Swansea).

In the first half of the twentieth century, Sessions & Sons sold a wide range of internal and external fittings for both domestic and commercial buildings as well as basic building materials. They also owned, and operated from Cardiff and other south Wales ports, a succession of ships engaged in sand and gravel dredging in the Bristol Channel. In 1962 the company was sold to Sharpe & Fisher Limited of Cheltenham.

Business, property and shipping records together with photographs of company directors have been received.

St Fagans Branch Conservative Party Records (D1956)

Records of a local branch of the conservative party have been donated by the Welsh Conservatives. Papers of St Fagans Branch include AGM and committee minutes, 1969-1973, women's section AGM and committee minutes, 1928-1954, and a membership book, 1969-1972.

Ogmore Constituency Labour Party (D1957) / Ogmore and Garw Labour Party Records (D1959)

A collection of labour party records has been received from the Secretary of the Ogmore Constituency Labour Party. Items comprise minutes of the Executive Committee and General Management Committee for the period 1982-2006. Ogmore Constituency Labour Party was created in 1918 under the auspices of the Labour Party. Owing to the changes in parliamentary boundaries it will draw to a close during October after 105 years of existence, and with continuous Labour Party representation at Westminster throughout this period. In addition, records of Ogmore and Garw Labour Party were also received. Items include minutes of monthly and annual meetings, administrative papers and annual statement of accounts covering the period 1959-1975.

Llandough Hospital Records (DHLL)

A collection of twentieth century patient registers has been transferred from Llandough Hospital. The items were stored in the Hospital's academic library and will be added to an existing collection of records held at Glamorgan Archives.

Deri Primary School Records (ECG19)

Records of a local school have been donated by Darran Valley History Group. Deri (British) Mixed and Infants School was built and opened in 1869. In 1886 the building was enlarged to provide for 200 children. By 1905 capacity had increased to 240 mixed and 191 infants. In 1913 a separate mixed school opened to provide for 270

children, the original building continued to be used for 191 infants. In 2023 Deri Primary School teaches 91 children aged 3-11 in the original school buildings.

Items received include a logbook, admission registers, School compendiums, Teachers' attendance registers and papers relating to the maintenance of the school.

Mid Glamorgan Mission Methodist Circuit

The former Superintendent Minister of Mid Glamorgan Mission Circuit has deposited the baptism registers of several churches from the Rhondda. Churches comprise Elim Methodist Church, Trealaw, Tonypandy Methodist Central Hall (Mission) and Zion Methodist Church, Tonypandy.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
May-Aug 2022	471	164	5	2414
Sep-Nov 2022	666	431	19	1855
Dec 2022-Feb 2023	517	262	15	1911
Mar-May 2023	673	379	11	1989
Jun-Aug 2023	568	285	14	1653

	Remote Enquiries	Website Hits
May-Aug 2022	1265 (+296 un-printed thank you emails)	8789
Sep-Nov 2022	1041 (+ 204 un-printed thank you emails)	9133
Dec 2022-Feb 2023	894 (+ 174 un-printed thank you emails)	6300
Mar-May 2023	973 (+ 218 un-printed thank you emails)	6700
Jun-Aug 2023	1116 (+ 168 un-printed thank you emails)	7370

Interesting Enquiries

The results of the 2022 Survey of Visitors to UK Archives revealed that the two most popular areas for research amongst the visitors to our searchroom are family history and academic study. This is certainly reflected in the enquiries received both in person in the searchroom and remotely by email and post.

We have received some slightly more unusual family history enquiries this quarter. A descendent of William Blethyn requested a copy of the family pedigree roll held within the collection. William Blethyn is his 9 x great grandfather and the roll, produced during the late-16th century, tracks the family lineage back even further. A genealogist visited to follow up family history leads found in the notebook of a family member produced in 1906. We were able to support her efforts to trace the family farms listed through tithe maps and land tax records.

Students and academics have contacted us in connection with various topics, including crime amongst seafarers in British ports during the 19th century, vaccination and in particular court cases brought for the non-vaccination of children, and the Jones family of Fonmon Castle – including their links to Oliver Cromwell. A range of local authority records were drawn on in support of work exploring the Labour Party and the politics of class in mid-20th century Britain. We welcomed a visiting academic from Yamaguchi University in Japan who consulted records relating to the development of Cardiff Bay as part of a comparative study of Cardiff and Bristol. We were also pleased to support a researcher from the Cardiff University project, 'Telling Our Stories Our Way: Finding Butetown's Archives'.

The Visitor Survey revealed that a significant number of our customers contact us in relation to work conducted through the course of their employment. This quarter a geotechnical engineer researching the Treherbert Railway line at Dinas Rhondda and Trehafod and Port Talbot Docks consulted a variety of maps and plans, along with auction particulars, estate records and records of Associated British Ports. Maps and plans, along with records of the Cyfarthfa Iron Works, were viewed by a member of the team working on the Cyfarthfa blast furnace.

We regularly receive enquiries relating to vehicle history, often vintage tractors, motorbikes and cars. A recent enquiry related to an 1898 Thompson Steam Car, which the owner is restoring. We searched our vehicle licensing records on his behalf, and also referred him to the Kithead Trust.

A local historian contacted us whilst researching a former police constable who was born in Ireland and who appears on Llanishen War Memorial. We were able to provide information from the Glamorgan Constabulary Records. A scriptwriter researching local politics in Penarth viewed records of Penarth Urban District Council. And a gentleman from the Netherlands sought our help following the purchase of sheet music by Harold Howell, the son of James Howell of Cardiff. He wanted to discover more about the composer.

Appendix III

Events	
'The Demon Drink' – Victorian Barry Dock	9
Women in Welsh Coal Mining	19
Invisible Cardiff	4
Innovate Trust, Secret Garden Project	6
Ask the Experts	6
ARWAP Research Guide – volunteer and researcher training	15
Gelligaer Historical Society AGM	40
Rhiwbina Trefoil Guild	8
Insole Court Archive Research Group	7
Local and Family History Groups	
Grangetown Local History Society x3	40
Glamorgan Family History Society Cardiff Branch	8
Whitchurch Hospital Historical Society	5
Training	
Lewis Martin Court	12
Individuals meeting staff	
	106

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>Dec</i>	6150	3232	2002	4663	1358	115
<i>Jan</i>	6179	4467	2019	7508	1362	121
<i>Feb</i>	6193	2830	2027	4673	1384	115
<i>Mar</i>	6234	18,753	2067	15,239	1399	101
<i>Apr</i>	6258	2633	2106	16,037	1408	90
<i>May</i>	6288	6499	2131	5779	1426	117
<i>Jun</i>	6305	4253	2161	13,866	1446	111
<i>Jul</i>	6309	3096	2189	5658	1463	152
<i>Aug</i>	6334	6776	2241	15,643	1499	123

Appendix IV

Bench work		
PT/SSR/3/9,5	2 Cardiff Castle Summer Smoking room plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
PT/RG/11/13,11,6,3,1,9	6 Cardiff Castle Roof Garden Plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
CBR/C/RE	50 Electoral Registers	Bound up
DCONC/5/74,75,68,	3 Police Newspaper cutting books	Cleaned & repaired
DCON /281/4/2	1 Llandimor police station General orders	Cleaned, repaired, rebacked
DCON/189	1 Police notebook	Cleaned, repaired, rebound
DWCONG/10/55/1	1 poster Hysbysiad cyfarfod yn yr Hen Gapel i ddathlu agoriad y capel newydd	Cleaned, flattened, encapsulated with microdchamber
DCONC/9/3	1 Police conduct book	Cleaned, repaired, rebound
Q/S/R1852/B	1 Quarter session roll	Cleaned, flattened and repaired
PT/RG/10/13a	1 Cardiff Castle Roof Garden plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
P199CW/6/2	1 Plan of All Saints Church, Penarth	Flattened, repackaged
P55CW/47	1 Plans of the proposed extension	Cleaned, encapsulated
DX71/1,2	2 Pontypridd Park swimming club, photograph of committee members	Cleaned, encapsulated
DX56	1 Napkin printed to commemorate the opening of the Law Courts and City Hall, Cardiff by the Marquess of Bute.	encapsulated
DST/33/2,11,10	3 Stockwood of Bridgend, Solicitors collection documents	Cleaned, consolidated, repaired
43.1, 44.15	2 OS maps	New hangers attached
Cleaning and Packaging		
Hirwaun	2 enclosure plans	Repackaged
DNCB	59 plans	Repackaged
DCBDC/13/7,8	2 folders of photographs	Repackaged
Harry Holland	6 cartoons	Repackaged
Yellow spot boxes	50 x large boxes	Cleaned and repackaged
Public analyst	19 bankers boxes	Destroyed

Bespoke boxes made		
Various	88 Boxes	Made
Barcoded and Relocated		
Various	2026 Items	Barcoded
Various	3 Boxes	Moved
External Work		
Private individual	1 music score book	Repaired, rebound, box made
Local archive research group	1 volume	Cleaned, repaired, rebound
English Archive	111 boxes	Made
Welsh Archive	168 boxes	Made
Local Museum	6 Boxes	Made
Local Private Conservator	2 Boxes	Made

Appendix 5 ARA Survey of Visitors to UK Archives 2022

1. Introduction

The Survey of Visitors to UK Archives looks at on-site searchroom services from the adult individual's point of view. It is a survey of individuals who visit the searchroom; those visiting as part of groups or for events are not included. All searchroom visitors were invited to take part provided they were aged 17 or older.

The 2022 survey took place from Monday 3 October 2022 and Sunday 4 December 2022. This was the first survey to be conducted since the Covid19 pandemic. The survey normally takes place every two years, but the 2020 survey was cancelled, leaving a 4 year gap since the last survey in 2018. A total of 111 archive services across the UK participated in the survey, including 15 Welsh services.

The survey questions remained largely the same as those used in the 2018 and 2016 surveys, allowing comparison across the years.

2. Comparison with other Welsh archive services:

In comparing the results of all participating Welsh archive services, Glamorgan Archives is on a par with colleagues, with only a small variation between the scores of the majority of services. We don't excel beyond most of our neighbours, but neither are we falling behind.

3. What we're doing well

We aim for a score of 90% or higher across the good/very good or fairly/very satisfied categories. This was achieved in all areas bar those listed in section 4 below.

Highlights include:

- Staff and service

	2022	2018	2016
Availability of staff	9.7	96%	96%
Attitude of staff	9.9	98%	98%
Quality and appropriateness of staff advice	9.9	98%	97%

The scoring of these questions changed in 2022 to a mark out of ten, but this still allows for a comparison with previous percentage scores.

	2022	2018	2016
Welcome / reception	98%	100%	95%
Welsh verbal communication	100%	94%	100%
Document ordering system	96%	91%	91%
Document delivery system	98%	95%	93%

*Appointment / online booking system	96%	-	-
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Our appointment system was introduced on re-opening after lockdown. It is pleasing to note that such a new initiative has been rated so highly by our customers.

The scores above are particularly heartening in light of the Covid19 pandemic. Despite these pressures, especially in public service settings, we have continued to provide a high level of customer service.

- Building

	2022	2018	2016
Appearance and upkeep	100%	100%	96%
Access in and around the building	100%	97%	97%
Lockers / toilets / rest or refreshment area	99%	98%	97%

The building is now 13 years old but continues to provide an excellent environment for visitors.

- Facilities

	2022	2018	2016
Availability of seating	100%	99%	99%
Availability of computers	100%	98%	91%
Speed of computers	97%	94%	94%

The service overall scored 9.6 out of 10.

4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good or fairly/very satisfied categories in the following section of the survey. Although not poor scores, these results highlight areas for improvement. Recommendations for delivering these improvements are outlined in section 5.

- Online catalogue

	2022	2018	2016
Opening hours	89%	96%	91%
*Access to wi-fi	87%	-	-
*Facilities to charge personal computing devices	79%	-	-
Microfilm and microfiche facilities	89%	92%	71%
Copy services	85%	100%	88%

* New questions for 2022

5. Recommendations

Opening hours

- Our opening hours changed on re-opening following lockdown. We have since expanded our hours and will continue to look at this, taking into account other service priorities and staffing resources.

Access to wi-fi

- Our wi-fi is provided by Cardiff Council. It provides a good service on the whole, with only occasional glitches, which we will continue to report through the service desk.

Facilities to charge personal computing devices

- We are aware that this is problematic as not all searchroom tables have power sockets nearby, and on busy days not every customer can be seated adjacent to a power socket. We will continue to advise customers of this when they book a seat in the searchroom, and on our website, recommending strongly that they ensure devices are fully charged prior to visiting.

Microfilm and microfiche facilities

- A new digital microfilm reader is available for use in the searchroom, providing access to the most up-to-date facilities available.
- We only hold one collection on microfilm, so this is not a priority area for improvement.

Copy services

- Purchase of new digitisation equipment, combined with the allocation in 2023 of staff to specifically concentrate on reprographics work, should lead to an improvement in this area.

6. Conclusion

The Survey of Visitors to UK Archives 2022 has shown that Glamorgan Archives has continued to provide a high quality service to the public despite the disruption caused by the Covid19 pandemic and reductions in resources.

Improvements have been made in a number of areas, and quality of service maintained across the board, since the 2018 survey, and solutions have been identified to help us improve scores in those areas where we are currently falling below our own high standards.

Rhian Diggins
Senior Archivist
August 2023

**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**

22nd September 2023

2023/24 MONTH 4 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 July 2023 (Month 4), against the approved 2023/24 Budget and projections for the full year outturn position.

Background

2. Members approved the 2023/24 budget in December 2022.
3. The budget is funded from local authority revenue contributions, apportioned on the relative populations.
4. The current General Reserve balance is £132,708 as at 1st April 2023.

Table 1: Projected Outturn 2023/24 (at Month 4)

	Budget	Actual to Date	Projection	Variance
	£	£	£	£
<u>Expenditure</u>				
Employee	545,886	181,732	578,959	33,072
Premises	440,474	214,749	457,285	16,811
Transport	240	8	240	0
Supplies & Services	33,339	42,026	90,833	57,494
Support Services	32,192	450	34,306	2,115
GROSS EXPENDITURE	1,052,130	438,965	1,161,623	109,493
<u>Income</u>				
Income	(87,858)	(13,983)	(162,875)	(75,018)
Contribution from Reserves	(65,000)	0	(99,475)	(34,475)
NET EXPENDITURE	899,273	424,982	899,273	0

Glamorgan Archives: Balanced Budget Position

5. The position at month 4 indicates projected gross expenditure of £1,161,623 for the year. This is £109,493 more than budget and is partially offset by higher than anticipated income. The overall position will be balanced through a drawdown of additional reserve funding.

Employee Budget: (£545,886 budget, £33,072 overspend)

6. 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). The 2023/24 pay award offer is still in consultation with the relevant trade unions but as at month 4, the projected costs include the annual, incremental increases and awards are in line with Cardiff Council forecasts.

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

	Budget £	Actual £	Projected £	Variance £
<u>Employees</u>				
Internally Funded	523,718	117,319	542,562	18,844
Corporate Trainee	7,032	0	7,032	0
WG Project Officer	0	0	17,924	17,924
DWP Contributions	15,135	4,413	11,440	(3,695)
Employees Total	545,885	121,732	578,958	33,073

7. Following the final manual handling training session (£95), all Archives staff are now up to date with their training. This will continue to be a requirement in future years, and for new staff members joining the team. Additionally, training on 'Copyright in Content' has been completed by an individual (£180), with further plans to attend an Archives and Records Council Wales (ARCW) forum in the upcoming months. All items mentioned will be achieved within the set budget (£500).

Premises Related Budget: (£440,474 budget, £16,811 overspend)

8. At month 4 most expenditure items are projected to be in line with the budget. This included projected 250%, 450% inflation rates have been included for gas and electricity respectively, which is still in line with Cardiff Council's estimates.
9. Continuous repair work is planned for the building in year, including an electrical installation condition survey and replacement of a radiator (£20,000 budget, £26,600 projected)
10. Change to the maintenance contract provider will incur an additional upfront cost (£1,400) for the remaining 4 months, on basis that ongoing repair work will see a reduction.
11. Additionally, the National Non-Domestic Rates (NNDR) charge for the year has been confirmed at £189,912, which exceeded the associated budget by £1,324.

Transport Budget: (£240 budget, balanced budget projected)

12. To date, limited costs in relation to travelling expenses have been incurred (£8), and it is anticipated that transport will not exceed its budget.

Supplies & Services Budget: (£33,339 budget, £57,494 overspend)

13. Grant funding has been secured for various items, including historical document preservation (£2,507 fully funded by Friends of the National Libraries), general printing (£2,819 of which £1,956 funded by ARCW) and hardware purchases (£5,571 of which £876 is funded by DWP).
14. There is currently £37,100 projected for consultancy fees in 2023/24, although these costs are directly linked to project work and are grant funded. Projects include a Welsh Government (WG) research project (£3,600), and an ARCW project to revise archival descriptions (£25,000). Should there be any additional projects awarded in the upcoming months this will be reported at month 7.
15. An underspend is projected for software licences and maintenance (£15,200 budgeted, £14,388 projected) after all three relevant licences, namely Preservica, Kasemake and Metadatis, have been charged.

Support Services Budget: (£32,192 budget, £2,115 overspend)

16. Most support service charges will be posted later in the year. The only charge to date is a £450 Internal Audit fee for the 2022/23 financial accounts. Budgets are based on staff time and therefore outturn figures are based on the forecasted pay awards in line with Cardiff Council projections.

Income Budget: (£87,858 budget, £75,018 projected income)

17. Grant funding has been confirmed from ARCW (£26,956) for the archival description project, and for the design and printing of specialist documents. Additionally, funding from the National Manuscript Conservation Trust (NMCT) (£11,656) continued in 2023/24 for conservation work on the Cardiff Castle's drawings and paintings.
18. DWP grant funding of £12,285 is anticipated, partially as a contribution towards employee costs, per table 2 above, but also an additional £845 has been secured for the purchase of an adapted chair for an Archives staff member.
19. Welsh Government funding of £21,524 is anticipated, partially contributing to a fixed-term staff member brought on to the team in 2023/24 for the research project, as per table 2 above. Funding of £3,600 is also expected from WG for project consultancy fees.
20. Grant income from the DWP and Welsh Government, as contributions towards the employment cost of two staff member, will bring in an estimated £11,440 this year as shown in table 2 above.

21. Additionally, Cardiff Council will provide a 3-month contribution towards the employment of a Corporate Trainee (£7,032).
22. Hire of specialist rooms is projected to generate £31,402 (£8,552 more than budgeted) during the year. Included within this, the temporary relocation of registrar services whilst City Hall closes is projected to generate £21,892 across 6 months of the financial year.
23. Additional funding for document digitisation has been secured from FindMyPast, as well as a private funder, totalling £16,800.
24. Other lines of income generation are expected to achieve budgeted targets and will be monitored and reviewed closely throughout the remainder of the year and as more information becomes available.

Local Authority Contributions

25. Based on the projected outturn for 2023/24 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Invoices for 2023/24 will be raised in October. Please see Appendix 1 for details.

Month 4 Summary

26. The projected income and expenditure for 2023/24 has indicated an increased reserve drawdown forecast compared to the amount budgeted (£65,000 budget, £99,475 projected).
27. Month 7 will provide an updated indication of the projected outturn, including updates on the pay award and more certainty regarding trends in income. This will be looked at in parallel with the development of the 2024/25 budget and sustainability of reserve levels.

Financial Implications

28. Current trends project a balanced position at year end as a result of increased reserve drawdown compared to the 2023/24 budget.
29. The General Reserve as at 31st March 2023 stands at £132,708, due to a contribution of £19,748 in 2022/23. The budget for 2023/24 determined that £65,000 would be used from reserves to balance the position. However, as at Month 4 it is projected that there will be a need to drawdown £99,475, therefore reducing the General Reserve balance to £33,233. Therefore budgets will have to be closely monitored as the year progresses and any unforeseen material expenditure will have to be reviewed in isolation.

Legal Implications

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

RECOMMENDATION

31. It is recommended that Members:
 - a) Note the projected full year outturn position for 2023/24 as detailed in this report.

Christopher Lee
Treasurer to the Glamorgan Archives Joint Committee
22 September 2023

Appendices

Appendix 1 - Month 4 Monitoring Position 2023/24

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2023/24 Glamorgan Archives Month 4 Monitoring Position

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	Actual at Month 4 £	2023/24 Projected Outturn £	2023/24 Variance £
Employees				
Employees Gross Pay	415,907	142,092	445,067	29,160
Employees Superannuation	86,093	26,699	86,966	873
Employees National Insurance	39,941	11,983	42,980	3,039
Employee Miscellaneous Allowances	350	132	350	0
Employer & Public Liability Insurance	739	0	739	0
Apprenticeship Levy	2,157	521	2,157	0
Medical Expenses	200	0	200	0
Training Expenses	500	305	500	0
Employees Total	545,886	181,732	578,959	33,072
Premises				
Repairs, Alterations & Improvements	20,000	15,422	26,650	6,650
Security	7,524	2,066	13,474	5,950
Rodent & Pest Control	100	7	100	0
Grounds Maintenance	1,246	800	1,246	0
Fire Management/Protection	3,319	3,510	3,510	191
Maintenance Contracts	13,997	3,149	15,414	1,417
Electricity	92,524	(3,754)	92,524	0
Gas	87,125	1,043	87,125	0
National Non Domestic Rates	188,588	189,912	189,912	1,324
Water	5,592	(2,899)	5,592	0
Security Services	280	0	280	0
Cleaning Materials	300	404	600	300
Refuse Collection / Bulk	2,000	287	2,000	0
Office Cleaning Contract	10,502	4,783	11,481	979
Sanitation & Waste Disposal	400	21	400	0
Insurance	6,977	0	6,977	0
Premises Total	440,474	214,749	457,285	16,811
Transport				
Hire Transport	40	0	40	0
Public Transport - Staff Use	100	0	100	0
Car Allowances	75	0	75	0
Travelling Expenses	25	8	25	0
Transport Total	240	8	240	0
Supplies & Services				
Conservation	3,000	9,388	10,000	7,000
Historical Document Preservation	0	2,507	2,507	2,507
Box-making supplies	3,500	5,670	5,670	2,170
Catering Sundries	150	0	150	0
General Printing & Stationery	250	2,819	3,000	2,750
Photocopying Materials	0	115	229	229
Audit Fees	2,300	(2,890)	2,300	0
Consultant's Fees	0	2,700	37,100	37,100
Central Telephone Exchanges	4,162	334	4,162	0
Telephones	1,539	604	1,539	0
Postages	500	183	500	0
Internet Charges	650	(25)	650	0
It Consumables	100	0	100	0
Hardware Purchase	0	5,571	6,321	6,321
Software Licences & Maintenance	15,200	14,388	14,388	(812)
Subscriptions	650	400	650	0
Health and Safety	0	229	229	229
Commission (Including Credit Cards)	0	33	0	0
Public Liability Insurance	933	0	933	0
Miscellaneous Insurance	405	0	405	0
Supplies & Services Total	33,339	42,026	90,833	57,494

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	Actual at Month 4 £	2023/24 Projected Outturn £	2023/24 Variance £
Support Services				
Accountancy	6,471	0	8,162	1,691
Income Recovery	334	0	318	(16)
Payroll	259	0	286	27
Payments	464	0	477	13
Audit	437	450	450	13
Procurement	0	0	0	0
SAP Support	3,343	0	4,240	897
Democratic Service	0	0	2,120	2,120
ICT Services	10,800	0	10,600	(200)
Human Resources	7,657	0	6,508	(1,149)
Bilingual Cardiff	2,427	0	1,145	(1,282)
Support Services Total	32,192	450	34,306	2,115
Gross Expenditure	1,052,130	438,965	1,161,623	109,493
Income				
Archives & Records Council Wales	0	0	(26,956)	(26,956)
Other Grants	(10,000)	0	(35,590)	(25,590)
Government Grant (DWP)	(15,135)	0	(12,285)	2,850
Publications General	(1,061)	(88)	(1,061)	0
Sale Of Photocopies	(2,122)	(1,099)	(2,122)	0
Conservation Income	(6,500)	(1,048)	(6,500)	0
Box Making	(10,000)	(5,165)	(10,000)	0
Sale Of Food	(1,061)	(24)	(1,061)	0
Course Fees General	(156)	(20)	(156)	0
Search Fees	(4,243)	(960)	(4,243)	0
Royalties	(13,000)	(797)	(13,000)	0
Hire Of Special Rooms	(22,880)	(350)	(31,402)	(8,522)
Donations	(1,500)	(200)	(1,500)	0
Interest	(200)	(96)	(200)	0
Digitisation	0	0	(16,800)	(16,800)
Sundry Income	0	(4,136)	0	0
Income Total	(87,858)	(13,983)	(162,875)	(75,018)
Contributions From Reserves	(65,000)	0	(99,475)	(34,475)
Total Net Expenditure	899,273	424,982	899,273	0
LA Contributions	(899,273)	0	(899,273)	0
Budget Gap / (Surplus)	(0)	424,982	(0)	

Reserve

£

Balance at 01/04/2023	132,708
2023/24 Contribution	(99,475)
Balance 31/03/2024	33,233

LA Contributions

£

Bridgend	125,898
Cardiff	287,767
Merthyr Tydfil	53,956
Rhondda Cynon Taf	224,818
Caerphilly	98,920
Vale of Glamorgan	107,913
	<u>899,273</u>