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## AGENDA

<b>Committee</b>	GLAMORGAN ARCHIVES JOINT COMMITTEE
<b>Date and Time of Meeting</b>	FRIDAY, 22 MARCH 2024, 2.00 PM
<b>Venue</b>	REMOTE MEETING
<b>Membership</b>	Councillor Mackie (Chairperson) Councillors K Jones, Lewis, Mackie, 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 - 8*)

To approve as a correct record the minutes of the previous meeting held on 15 December 2023.

### 4 **Report of the Glamorgan Archivist for the period 1st December 2023 to 29 February 2024** (*Pages 9 - 30*)

### 5 **2023/24 Month 10 Monitoring report** (*Pages 31 - 38*)

### 6 **Date of next meeting**

14 June 2024 at 2.00 pm.

#### **D Marles**

#### **Interim Monitoring Officer**

Date: Monday, 18 March 2024

Contact: Michele Chesterman,

02920 873606, Michele.chesterman@cardiff.gov.uk



GLAMORGAN ARCHIVES JOINT COMMITTEE

15 DECEMBER 2023

Present: Councillor Carol Andrews (Deputy Chairperson in the Chair)  
Councillors Robson, Shimmin, John, Colbran, Jones, Stephens  
and Winstanley

17 : APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Norma Mackie, Wendy Lewis, Keith Jones, Margaret Lewis, Bob Harris, Julian Simmonds and Rhiannon Birch

18 : DECLARATIONS OF INTEREST

None received.

19 : MINUTES

The minutes of the meeting held on 22 September 2023 were accepted as a true record with the inclusion of Cllr Shimmin's apologies.

20 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1  
SEPTEMBER TO 30 NOVEMBER 2023

Members were provided with a comprehensive update on the work of the service for the period 1 September 2023 to 30 November 2023 all categorised against the outcomes of the Annual Plan.

In summary the Archivist explained that it had been another busy quarter for the Archives, especially with the move of Cardiff Register Office staff into the building and a large number of group and school visits. A number of projects had continued and concluded, with planning underway for more projects to come. The Archivist thanked the team who continued to deliver to a high standard.

The Archivist drew members' attention to the highlights of the report including:

- Epexio, the new collection management system and public catalogue which had been successfully launched in September following team training;
- Contributing to the pan-Wales social media project led by People's Collection Wales;
- The national 'Explore Your Archive' focus week (November 2023). The Archives contributed content on the daily social media tags;
- The premiere of six new audio dramas based on photographs held at Glamorgan Archives of people from Cardiff's Docklands community, taken during the 1910s and 1920s;

- Building relationships with local media outlets to tell stories of local interest from across Glamorgan;
- The project to create a Research Guide to Sources for the Study of Minority Ethnic History. The paid researchers had attended the office to progress their research into aspects of the collection, including estate records and records of the coal industry. Funded by Welsh Government, the project was on track for completion in early 2024;
- The Archives had engaged with a large number of projects with different community organisations;
- Another successful open door event took place on 23 November;
- Phase 1 of the National Manuscripts Conservation Trust Project was complete and the application for Phase 2 had been submitted which would commence in January 2024;
- Cardiff Registry Office staff had moved into the Archives in October 2023 and taken over spare office space and space in repository. Space was being rented to Cardiff Museum and Registry generating income and was reflected in planning for the budget;
- The Archives continued to have a large number of volunteers (36 over the quarter). The Corporate Trainee position would cease;
- Distance Enquiry Survey – circulation of survey forms to individuals with a distance enquiry. The Archivist would feedback the results for next quarter report;
- Digital volunteering – Crowd Cymru Project – funded by National Lottery Heritage Fund. More funding had been received from the National Library Wales to continue until May 2024.

Member's attention was drawn to the appendices:

- Appendix 1 - new accessions.
- Appendix 2 – the number of visits, remote enquiries and interesting enquiries.
- Appendix 3 – Events, Education, Social and Family History Groups, Social Media. Members noted the launch of audio plays attracting over 100 people.
- Appendix 4 – Bench work being carried out by the Archives.

The Chairperson thanked the Archivist for her report and invited questions and comments from Members:

Members asked if the Archives would be engaging in events to commemorate the 40<sup>th</sup> Anniversary of the Miners' Strike. The Archivist responded that there were a number of opportunities to work with people and engage with the social media. The Archivist would feedback to the Committee with details, when available.

A Member asked if there was an update in relation to a tour around the Archive for members of the Committee. The Archivist responded that arrangements were being made for the New Year and would be in touch with the Committee with a proposed date.

RESOLVED: To note the report

## 21 : PROPOSED FEES AND CHARGES 2024/25

The Archivist provided a comprehensive outline of the report and key issues.

Members noted that over the last few years charges had been increased which had meant that Glamorgan Archives' fees and charges had reached a good level and were in line with other Archives. However, for 2024/25 it was proposed that there be only a few increases with a larger number of charges remaining the same. Members noted the following proposed changes:

- Postage charges increases (page 35)
- Box charges increases as a result of the increase in box making and card costs (page 37/38)
- Repository charges increases (page 40)
- Room hire costs increases (page 41)

The Chairperson invited questions, observations and comments from Joint Committee Members:

- Members enquired regarding the usage of rooms at the Archives by other organisations. The Archivist responded that the Archives used to generate a large amount of income from letting out rooms prior to the Pandemic. Post pandemic office space had been let to Cardiff Registry Office which was represented in the budget as income but not as income from letting out as a meeting room. There was also a meeting room at the back of the Archives which was let occasionally.
- Members asked about charges to students using the Archives. The Archivist responded that there were no charges to students who were able to use the facilities for free and take photographs etc. If they wanted a high quality reprographic there would be a fee but this would be a very low fee. In the case of licensing there would be charges in cases where there were requests from TV companies or a big commercial print run of a book. There was an option to waive charges for Not for Profit organisations.

RESOLVED: to agree the proposed scale of Fees and Charges for 2024/25

## 22 : 2023/24 MONTH 7 MONITORING REPORT

Members were provided with details of actual expenditure and income as at the 30th September 2023 (Month 7), against the approved 2023/24 Budget and projections for the full year outturn position.

Members were advised that the position at month 7 indicated a projected gross expenditure of £1,112,457 for the year. This was £60,327 more than budget and was offset by higher than anticipated income. The overall position would be balanced through a drawdown reserve funding which was less than originally budgeted.

Members were provided with a comprehensive outline of the report and all its key headings as follows:

- Employee Budget: (£545,886 budget, £32,664 overspend)
- Premises Related Budget: (£440,474 budget, £35,386 underspend)
- Transport Budget: (£240 budget, balanced budget projected)
- Supplies & Services Budget: (£33,339 budget, £60,935 overspend)
- Support Services Budget: (£32,192 budget, £2,115 overspend)
- Income Budget: (£87,858 budget, £161,063 projected income)

Based on the projected outturn for 2023/24 as detailed in the report, the Local Authority contributions to fund the Service would be in line with the budgeted contributions as previously notified to the Committee. Invoices for 2023/24 were raised in October. Members were directed to Appendix 1 for details. The projected income and expenditure for 2023/24 had indicated that a reduced reserve drawdown compared to the budget (£65,000 budget, £52,122 projected) would be necessary at the years outturn.

RESOLVED: to note the projected full year outturn position for 2023/24 as detailed in the report.

## 23 : 2024/25 BUDGET REPORT

Members were advised that the report provided the Committee with details of the proposed revenue budget for 2023/24.

Officers outlined the key points of information from the report and provided the following summary of information:

The current General Reserve balance as at 31 March 2023 was £132,708 with a projected drawdown of £52,122 in 2023/24. The proposed budget for the 2024/25 financial year reflected a net budget totalling £910,000, which was a 1.1% increase on the net budget for 2023/24. As per the revised Medium Term Financial Plan, there would be a projected reserve drawdown of £1,000 in 2024/25. Members' attention was drawn to Table 1 (page 52) of which summarised the proposed budget for 2024/25 and were advised that a more detailed analysis could be found in Appendix 2 of the report (page 57)

Members were made aware of the following headlines from the report:

- Employee Budget: Increase of £10,032
- Premises Budget: Decrease of £60,468
- Transport Budget: No Change

- Supplies & Services Budget: Increase of £7,666
- Support Services Budget: Increase of £7,644
- Income Budget: Increase of £18,146
- General Reserve: Drawdown of £1,000
- Local Authority Contributions - A 1.1% increase had been proposed to address the budget gap and to ensure that Reserves were not depleted in full. Savings had been identified where possible, but energy costs had increased temporarily to a level that could not be managed without an increase in contribution.

In summary, at the end of 2023/24 the reserve balance was projected to be greater than £80,000 providing a mechanism to fund some inflationary pressures in 2024/25. For the Archives to maintain the current level of service and remain financially sustainable, an increase of 1.1% was proposed. It was also proposed that £1,000 be drawn down from the General Reserve to supplement the increased contributions and fund the budget gap.

Members were informed that the General Reserve as at 31st March 2023 stood at £132,708. The budget for 2023/24 determined that £65,000 would be used from reserves to balance the budget. Based on the month 7 position, the General Reserve balance will decrease to £80,586 after a £52,122 drawdown without further mitigations. The General Reserve balance would decrease further to £79,586 in 2024/25 after allowing for a budgeted drawdown of £1,000. Any additional spend required would need to be funded from a further drawdown.

The Chairperson invited questions, observations and comments from Joint Committee Members:

Members thanked the officer for the report and a discussion ensued on the 1.1% increase in local authority contributions. The Committee agreed that the percentage should not be increased further than 1.1% due to the current financial climate with local authority budgets.

RESOLVED: to recommend the draft budget proposals for 2024/25, be agreed, as presented in paragraphs 5 to 27 of this report.

## 24 : MEDIUM TERM FINANCIAL PLAN 2024/25 - 2027/28

Members were advised that the report provided details of the Medium Term Financial Plan for the next four years from 2024/25 – 2027/28.

Members were informed that until 2021/22 an incremental budget was set each year, using the previous year's budget as the basis for building the next. Expenditure and income were reviewed each year and adjusted accordingly to account for any expected changes such as inflation, pay awards and future commitments. In 2022/23 a zero based budget was introduced alongside a four-year MTFP, which considered the sustainability of utilising general reserve drawdowns to fund a deficit position every year and proposed a realistic budget with incremental changes to the Local

Authority contributions. That Medium Term Financial Plan was the starting point for subsequent annual budgets, alongside outturn projections, and it was now being updated to capture the next 4 years from 2024/25 to 2027/28.

Members were provided with a comprehensive outline of the report and all its key headings including the Employee Budget, Premises Related Budget, Transport Budget, Supplies and Services Budget, Support Services Budget, Income Budget.

Members were directed to Table 1 on page 54 which illustrated the proposed local authority contributions for 2023/24 to 2027/28 for Bridgend, Cardiff, Merthyr Tydfil Rhondda Cynon Taff, Caerphilly and Vale of Glamorgan.

Officers advised that there was a recognition that further use of reserves should be minimal, and contributions must be increased to meet the rising costs of expenditure and to enable the Archives service to continue. It was proposed that contributions increased by 1.1% in 2024/25 and then by a further 0%, 1.6% and 1.6% in 25/26, 26/27 and 27/28. In parallel to this, it was proposed that £1,000 would be drawn down from Reserves in 2024/25 to supplement the increase and a further £4,000 in 2025/26, £3,000 in 2026/27 and £10,500 in 2027/28. This would reduce the balance to £62,086 if the 2023/24 projection was realised.

RESOLVED: to

- (a) Note the current position of the General Reserve balance and the proposed Medium Term Financial Plan.
- (b) Note that a potential annual or in year increase to Local Authority contributions may be required moving forward upon approval from S151 Officers.

25 : DATE OF NEXT MEETING

22 March 2023 at 2.00 pm via Microsoft Teams

The meeting terminated at 4.10 pm



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



GLAMORGAN ARCHIVES JOINT COMMITTEE

MARCH 2024

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 1<sup>st</sup> December 2023 to 29<sup>th</sup> February 2024.

### 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*

Digitisation work has continued through this quarter, although our Corporate Trainee (Digital Assistant) finished his role with us at the end of December. Discussions are being held to plan how to cover this work more effectively in the long-term.

*1.2 Improved access to collections through an enhanced online catalogue*

Feedback on the new archive catalogue, through Epexio, has been positive with staff and users finding the new system to be more intuitive and user-friendly than the old online catalogue. There are still a few teething problems, but those will be addressed by the supplier over time.

Discussions are underway between the archives in Wales and Archives Hub, which hosts some of Glamorgan Archives' catalogue descriptions. There are issues currently with uploading more material and the all-Wales search isn't working but it is expected that Archives Hub will be holding workshops with Welsh archivists soon to remedy the problems.

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

Work on the Welsh Government-funded project to produce a Research Guide to Sources for the Study of Minority Ethnic History is ongoing. The research phase concluded at the end of December, with paid researchers and volunteers submitting their findings. These are in the process of being collated for inclusion in the final document. In December a festive get-together was held for the researchers and volunteers to celebrate and thank them for their work. A launch event is planned for late March 2024.

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

Our blog has continued to feature items from the records of Stephenson and Alexander, Auctioneers and Chartered Surveyors. Properties include D L Evans, the Wholesale and Retail Draper based in Barry, and the Waterloo Tin-Plate Works in Machen. We also looked at two early-20th century photographs showing players from St James' Cricket Club, Cardiff.

We continue to work with People's Collection Wales on their Wales-wide social media project. Themes this quarter have included pre-1950s fashion and spring celebrations. The national 'Explore Your Archive' focus week concluded on 5 December. We contributed content on the daily social media tags.

Our own social media accounts have featured content on Christmas and New Year, accessions highlights from 2023, Burns Night, Dydd Santes Dwynwen, the start of the Six Nations rugby tournament, LGBT History Month, Valentine's Day, along with various 'on this day' posts. In addition, we promoted our publications for sale as Christmas gifts, highlighted the opportunity for anyone to deposit collections at the Archives, and encouraged people to sign up to our Ask the Experts family history sessions.

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

Our events programme continued in January with a talk on the Wales Women's Peace Petition. Held online, the session provided a summary of the history of the Peace Petition and introduced the new online volunteering project, launching in February, to transcribe the names of women from across Wales which appear on the petition's pages.

In February we were joined at the Archives by Dr Thomas Husoy-Ciaccia, Historian and Outreach Officer at the Norwegian Church Arts Centre in Cardiff. His talk, The Story of the Norwegian Seamen's Mission in Glamorgan, explored the history of the Norwegian churches in Cardiff, Barry and Swansea, and of the smaller missions established in Penarth and Port Talbot.

### *1.6 Agree and deliver a digital preservation repository*

One of the Archivist team has attended four online training modules for the use of Preservica. This will help inform office procedures for using the digital preservation software.

Work has continued this quarter on the delivery of the all-Wales digital preservation consortium. Funding from Welsh Government has been secured for the first year of the solution, and procurement is being led by Glamorgan Archives. The tender documentation has been prepared and partners are now working on the documentation required, including developing assessments of current issues and concerns.

## **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*

Photographs from the records of the Wales Women's Support Group relating to activities during the 1984/85 Miners' Strike have been supplied to various media outlets for use, including BBC's The One Show.

A television crew from Ukraine visited to film items from the Hughesovka Research Archive for a programme on the links between Wales and Ukraine. Former Glamorgan Archivist, Susan Edwards, was interviewed on camera about the Archive material and her visit to Donetsk during the 1990s.

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

We continue to work in partnership with the Jewish History Association of South Wales. Two training sessions have been provided for the Society's volunteers, one on Archive Research and one on Document Handling.

Volunteers from Tiger Bay and the World visited for two training sessions on Archive Research and Document Handling. The volunteers will be working on material in the Butetown History and Arts Centre collection held at the Archives.

The second cohort of trainees have embarked on the Invisible Cardiff training programme. Led by charity The Wallich, the programme will train people who have experienced homelessness to become tour guides. Two training sessions have been held for this new cohort, covering archive research and document handling.

Planning is underway for a Takeover Day by members of Cardiff People First. Training will begin in April with the Takeover itself being held on 2 May.

Members of Cwmaman Historical Society visited for a tour of the Archives in December. The Society formed relatively recently and are keen to discover more about our holdings relating to their locality.

Young people from Senghenydd Youth Drop In Centre visited for a tour behind the scenes during February half term. They are embarking on an intergenerational project to explore and record the history of their community, and were keen to learn more about documents which could support that research.

Valleys Kids have been successful in securing funding from the National Lottery Heritage Fund for a project to mark their 40th anniversary. The Senior Archivist met with the project team to discuss the delivery of training sessions during the Spring.

Representatives from Peculiar Productions, a Cardiff-based amateur theatre company, visited in February for a tour and to view items relating to the history of theatre in Glamorgan. They are interested in potentially depositing their records with the Archives.

Ffotogallery Wales has been successful in securing Arts Council Wales funding for a new project to redress the balance of gender representation within their collection. Four female identifying artists have been commissioned to produce new images following engagement with their own archive and the collections of partner organisations – ourselves, Cyfarthfa Castle Museum and Gallery, and National Museum Wales. Work will begin in the spring.

Discussions have been held with The Wiener Holocaust Library in London regarding hosting a possible event at the Archives. The Library is keen to raise its profile outside London and hopes to engage with audiences in Wales through the event.

The Cardiff Branch of Glamorgan Family History Society has held two meetings at the Archives. The first introduced members to our coal collections and their potential use for family history research; the second focussed on crime and punishment records, including those of the police, the courts and prisons.

The National Archives are leading on a funding application to support work on poor law records across Wales in order to encourage researching using this material. The Senior Archivist has contributed to the development of the proposal, which will cover all four unions for which records are held at the Archives – Bridgend and Cowbridge, Cardiff, Merthyr Tydfil and Pontypridd.

The Senior Archivist attended a meeting of the Open University's Learning Disability Advisory Group. The Group has a UK-wide remit and aims to encourage the safeguarding and deposit of archive material relating to people with a learning disability. Our work with people with a learning disability, in particular with Cardiff People First, led to the invitation to join the Group.

The 'From May to Etta with Love' project progressed to Stage 2 this year. 'From Us to the Future' saw families invited to the Archives to create portraits similar to those taken by photographer Fred Petersen in the early-20th century and held within the collection. They were also interviewed about their lives by "Fred" himself. The portraits will be displayed at the Archives and added to the collection, along with the recordings. The audio dramas produced in Stage 1 are now available to listen via our website.

Members of Radyr and Morganstown WI visited for a tour behind the scenes and to view items from the collection relating to the WI and to their locality.

The Senior Archivist continues to represent the Archives on the Sub-Saharan Advisory Panel's Kumbukumbu Project Steering Group, the Glamorgan Family History Society Executive Committee and the Glamorgan History Society Council.

#### *2.4 Enhance communications with users to increase engagement with service*

The service is in the planning stages for a new newsletter to communicate with users.

#### *2.5 Enhance the GA building as a community asset*

Further improvements to the landscaping around the building have been completed in conjunction with colleagues in the Registrars team, following on from the improved signage that was brought in when the Registrars team moved into the building in October 2023.

Work has continued on the project to host a 'Clip Corner' from the National Broadcast Archive at Glamorgan Archives. The legal agreement has finally been agreed and signed, and work has been happening to put in place the technical infrastructure required for the computers and screen. This will be sited in the corner of the reception area and it is hoped to launch this over the forthcoming months.

### **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*

Two Year 6 classes from Mount Stuart Primary School, Cardiff, visited for workshops on the Second World War in November. A total of forty children attended and enjoyed learning about how the War had impacted their local area. They also completed a quiz using original documents and were taken on a tour of the strongrooms.

Fifteen members of staff from Ysgol Hamydryad in Cardiff attended an inset day training session in January. It was an opportunity for them to learn about the school workshops that we offer as well as learning more about how we work and how best they can research topics for use in school themselves. They were also taken on a tour of the building and enjoyed seeing documents being repaired in Conservation.

Staff from Ysgol Hamadryad yn Butetown, Cardiff, visited during an inset day to learn more about the Archives, our schools services, and how our collections can support learning in the classroom.

Support was provided to staff from Brynmenyn Primary who are embarking on a project exploring the history of rugby in their local area.

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

An introduction to the searchroom and the catalogue was provided to a small number of medical students from Cardiff University who will be undertaking research on the records of Cardiff Medical Society.

#### *3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives*

A member of staff from Rhondda Cynon Taf Libraries attended the Archives for a two day placement to learn more about our services, and to undertake research in the searchroom. He is currently working towards a qualification in Information Science, and the placement will support completion of a module on Archives.

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

#### *4.1 Work to increase advocacy and representation within constituent local authorities*

The Glamorgan Archivist continues to attend the South Wales Information Forum (SWIF) with colleagues from all partner authorities as well as others from authorities within the South Wales corridor.

The Senior Archivist met with colleagues from Rhondda Heritage Park to discuss opportunities for joint working.

#### *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 most recent electoral register from Caerphilly, Vale of Glamorgan, Merthyr Tydfil, and Cardiff have all been deposited in the last quarter following their publication in December. Back copies of registers for Merthyr Tydfil and Rhondda Cynon Taf have also been received, helping to fill the gaps in the runs of registers.

### **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*

An additional collections week was held in February, focussing on the records of Associated British Ports (ABP). This significantly progressed work embarked on as part of our Archives Revealed Time and Tide Project, which began in December 2019 but was disrupted due to the Covid19 pandemic. A total of 677 items were catalogued during the week including a very large number of plans. This included records from Barry Docks, Penarth Harbour, Newport Docks, Port Talbot Docks and Swansea Harbour.

Planning is underway for tasks to be undertaken during the usual Collections Weeks in June and November.

#### *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%. 85% of the accessions received between June and August 2023 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

The Glamorgan Archivist met with the Cardiff and County Club in Westgate Street, Cardiff to discuss the potential deposit of their archive collection. The collection has since been accepted on deposit.

The Glamorgan Archivist and Senior Archivist met with a representative of the Society of Friends to discuss existing and potential future deposits of records and cross-working.

### *5.3 Develop coherent programme of external funding applications*

Work on Phase Two of the NMCT (National Manuscripts Conservation Trust)-funded project to conserve the drawings, paintings and plans of the Cardiff Castle collection is underway. A conservation intern has been brought in to undertake the majority of the work in conjunction with the Archives Conservator and Assistant Conservator. Over 300 plans have already been repackaged and conserved during this phase of work. This has included removing plans from inappropriate mounts and fully conserving plans on tracing paper (some of which had been backed on blotting paper).

Work has continued on the Crowd Cymru project despite the ending of the National Lottery Heritage Fund funding. Further funding was secured through the 'Towards a National Collection' programme, which has enabled the project officer to remain in post until May. A further funding application is being prepared for Welsh Government in the hope of continuing the project for two further years. This will then attract new partners from other organisations from across Wales and extend the number of collections that can be worked on by the growing team of remote volunteers.

### *5.4 Complete half-finished collections*

See above under 7: 5.1 for information on work undertaken on the ABP collection. This completed a substantial portion of the outstanding work needed on this collection. There are still a large amount of plans that need both cataloguing and conservation work, and discussions are underway as to how to handle this work.

Work continues on listing deposits of Coroners' records when time allows.

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

Work has proceeded swiftly on the Archives and Records Council Wales-led Revising Archival Descriptions project, looking at comparing catalogue data with an agreed list of offensive and biased terms. The entire Glamorgan Archives catalogue was compared against the list (over 17.5 million words) and this produced over 1000 true hits. Some of those terms are very subjective in meaning and a number were the result of typographical errors, but there are other terms that need a lot of consideration. Staff are reviewing the results and the project is planning a future phase of work looking at co-curation with stakeholder groups regarding the terms and what would be the best

way of dealing with them. The project will also provide recommended content warnings that can be used within the archives catalogue.

**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*

Several meetings have been held in this quarter with the new accountancy support for the service to discuss the budget and income opportunities.

Planning is underway for the replacement of the security camera system in the building working with the contractor that supplies the system.

*6.2 Maximise income generation opportunities*

The tenancy of Cardiff Register Office within the building is working well for both services and positive comments have been received from users of the relocated Register Office.

Discussions are underway with Ancestry regarding mounting further archive collections online through their commercial website.

Work on the Carmarthenshire Archives project to conserve South Wales Railway plans, funded by the National Manuscripts Conservation Trust, is underway utilising Cardiff University students to assist with the work. One volume has been flattened, repaired and rebound already and work on a second volume is underway.

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

The Corporate Trainee (Digital Assistant) completed his contract in December and has moved on to new opportunities.

One of the Admin Officer team is retiring in March after over thirty-five years of local government service. Recruitment is underway for a replacement.

*6.4 Ensure an inclusive and well-developed workforce*

Two members of staff continue to attend weekly Welsh classes with Cardiff University.

One of the Archivist team attended a webinar by ARA Scotland on the topic of financial records.

*6.7 Ensure a broad range of opportunities for volunteers*

During the quarter, 40 volunteers and students have contributed 742 hours to the work of the Archives, as well as the work of the Crowd Cymru project. Volunteering was suspended for two weeks over Christmas and one additional week due to a



combination of staff sickness, childcare requirements over the half term school holiday and annual leave.

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);
- 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;
- listing photographs taken by Brian Jarrett of Cardiff (1950s-2010s);
- listing programmes within the New Theatre, Cardiff collection.

In addition, several volunteers work independently on research projects.

One of the volunteer team completed an index to the Ogmore Valley Local History and Heritage Society Journal (2000-2021). This has been added to the catalogue.

Adverts have been circulated to all Archives and Records Association accredited archive administration courses offering short periods of work experience to students. Various series within the Stephenson and Alexander Collection have been identified as suitable for these opportunities.

In conjunction with Heritage and Cultural Exchange, volunteers have been recruited to catalogue records of Butetown History and Arts Centre.

### *6.8 Ensure service is run transparently*

The searchroom continues to be busy. Feedback includes:

*Thank you again, I must say that I am in contact with several Council's Archive's and research centres around the country and yours has been without a doubt the most helpful and a joy to visit!*

Monthly Ask the Experts sessions are offered to visitors seeking support with progressing their family history research. These sessions are delivered in partnership with the Cardiff Branch of Glamorgan Family History Society.

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

*I am most grateful to you for your prompt and diligent research on my behalf.*

The ARA UK Distance Enquiries Survey concluded in mid-December. The results are being finalised and will be circulated in early-March.

#### *6.10 Investigate impact of climate change on the GA building and surrounding area*

The Glamorgan Archivist is representing ARCW on Welsh Government's Climate Change and Decarbonisation in Culture steering group. This is helping with planning for what can be done with the Glamorgan Archives building and services.

#### *6.11 Work more collaboratively with neighbouring archive services*

The Senior Archivist continues to represent the Archives on the ARA Survey Group and the Archives Wales Marketing Group.

The Glamorgan Archivist has joined the Executive Committee of the Chief Archivists in Local Government Group. This is a very useful way of finding out what is happening across the archives sector in England and Wales.

#### *6.12 Improve management of Glamorgan Archives building*

A new maintenance company has been given the contract for the Archives building starting in December, with the aim of maximising value for money and to work more proactively to manage the building and its issues. Priority is being given to pre-existing issues and remedial repairs that will improve the performance of the building.

### **SUMMARY**

9. This quarter has proved to be another busy one, even with the Christmas period included. Several projects have continued to be worked on or have started meaning that all of these commitments are being juggled to ensure everything receives full attention when required. Some staffing shortages have proved challenging, especially with regards to managing digitisation projects. Planning is underway on a number of pieces of work that will improve the building and ensure future developments of projects.

### **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 2023-24 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**  
**15<sup>th</sup> March 2024**

## Appendix I

<b>Penarth Town Council Records</b>			
<b>Accession No:</b>	2023/159	<b>Reference No:</b>	P46
Minutes of the Town Council meetings, and records of the Town Mayors Civic arrangements, engagements and invitations throughout the years. Penarth Cemetery: records of interments, purchase of graves, permits and grants for memorial works and change of ownership. Date of records: 1903-2007			
<b>City United Reformed Church Cardiff, Records</b>			
<b>Accession No:</b>	2023/160, 2024/20	<b>Reference No:</b>	D957
City Link church magazines Date of records: Dec 2023-Feb 2024			
<b>Cardiff Medical Society, Records</b>			
<b>Accession No:</b>	2023/161	<b>Reference No:</b>	DCMS
Attendance book, 1965-1996; Roll of Members; Minutes books, 1988-2011; Accounts, 1963-1977 Date of records: 1963-2011			
<b>Llandaff Cathedral Choral Society Records</b>			
<b>Accession No:</b>	2023/162	<b>Reference No:</b>	DLCS
Posters and programmes Date of records: 2018-2023			
<b>Jones Family of Earl Road, Penarth, Papers</b>			
<b>Accession No:</b>	2023/163	<b>Reference No:</b>	D1992
Household bills and receipts Date of records: 1955-1957			
<b>Cwmaman Parish Records</b>			
<b>Accession No:</b>	2023/164	<b>Reference No:</b>	P162CW
Photographs of St Joseph's Church. Date of records: c1900-c2000			
<b>Goleulong 2000 Lightship Project Records</b>			
<b>Accession No:</b>	2023/165	<b>Reference No:</b>	D1993
Leaflets, Chaplaincy profiles, Project constitution, postcards, photographs, meeting agendas, minutes, reports, Ship records, Companies House record, correspondence (letters and printed emails), café menu, orders of service Date of records: 1993-2013			
<b>Glyntaff Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2023/166	<b>Reference No:</b>	P178CW
Parish registers Date of records: 20th century			
<b>St Andrews Major Civil Parish Records</b>			
<b>Accession No:</b>	2023/167	<b>Reference No:</b>	P27
Rate books, 1905-1909; lighting rate ledgers, 1906-1907; receipt and payment books, 1958-1975; extracts from sales particular for land around Sully Road and Murch Road, 1922; polling declaration card, c1900s.			

Date of records: 1905-1975
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<b>Michaelston-le-Pit Civil Parish/Michaelston-le-Pit and Leckwith Community Council Records</b>			
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<b>Accession No:</b>	2023/168	<b>Reference No:</b>	P43
Rate books, 1905-1915; supplemental valuation lists, 1905-1919; receipt and payment book, 1947-1968			
Date of records: 1905-1968			

<b>Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers</b>			
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<b>Accession No:</b>	2023/169, 2024/28	<b>Reference No:</b>	D407
'Cardiff As It Was One Hundred Years Ago'. A reproduction of a map of Cardiff as it was in 1828, reprinted from the Western Mail; Percy Overton Ward: letters from India, with transcripts and postcard			
Date of records: 1907-1927			

<b>Caerphilly County Borough Council, Records</b>			
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<b>Accession No:</b>	2023/170	<b>Reference No:</b>	CCA/C/RE/26
Register of electors. In force from 1 December 2023			
Date of records: Dec 2023			

<b>John Williams, Pentre, Colliery Manager, and Margaret Williams, of 4 Hillside Terrace, Pentre, Papers</b>			
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<b>Accession No:</b>	2024/1	<b>Reference No:</b>	D1994
Mortgage, burial fees grants and documents, insurance document, birth certificate of Thomas Williams, son of John and Margaret			
Date of records: 1867-1903			

<b>Grangetown Local History Society, Cardiff, Collection</b>			
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<b>Accession No:</b>	2024/2	<b>Reference No:</b>	D1026/6
Fish Family Papers: Cardiff City Football Team photograph, featuring A. Fish.			
Date of records: 1913			

<b>Ogmore Constituency Labour Party Records</b>			
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<b>Accession No:</b>	2024/3	<b>Reference No:</b>	D1957
Record of Minutes of Executive Committee and General Committee Meetings of Ogmore Constituency Labour Party.			
Date of records: 2003-2023			

<b>Dinas Powys Community Council Records</b>			
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<b>Accession No:</b>	2024/4	<b>Reference No:</b>	D544
Minutes of meetings including Full Council, Annual Meetings and Committee Meetings			
Date of records: 2005-2017			

<b>Vale of Glamorgan Council Records</b>			
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<b>Accession No:</b>	2024/5	<b>Reference No:</b>	CVG/C/RE
Full electoral register			
Date of records: 2024			

<b>Merthyr Tydfil County Borough Council, Records</b>			
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<b>Accession No:</b>	2024/6	<b>Reference No:</b>	CMT
Registers of electors			
Date of records: 2006-2023			

<b>Cowbridge History Society Records</b>			
<b>Accession No:</b>	2024/7	<b>Reference No:</b>	D1254
Financial records including accounts, bills and receipts for the Glamorgan Hunt's Cowbridge Races.			
Date of records: 1933-1939			

<b>Radyr and Morganstown Women's Institute</b>			
<b>Accession No:</b>	2024/8	<b>Reference No:</b>	DXNO9
Photographs, scrapbooks and programmes			
Date of records: 1960-2018			

<b>Order of Removal of Mary Hackett, 1842</b>			
<b>Accession No:</b>	2024/9	<b>Reference No:</b>	D1995
Order of Removal from Swansea to Ireland			
Date of records: 14 Mar 1842			

<b>T W Brewis' letter of application for position, Lewis School, Gelligaer</b>			
<b>Accession No:</b>	2024/10	<b>Reference No:</b>	D1996
Letter of application			
Date of records: 18 Jul 1891			

<b>Glamorgan County Mental Hospital</b>			
<b>Accession No:</b>	2024/11	<b>Reference No:</b>	D1997
List of working patients			
Date of records: nd			

<b>New Theatre, Cardiff, posters</b>			
<b>Accession No:</b>	2024/12	<b>Reference No:</b>	D1998
Posters			
Date of records: 1936			

<b>Pyle and Kenfig Golf Pavilion Limited</b>			
<b>Accession No:</b>	2024/13	<b>Reference No:</b>	D1999
Special Resolution to wind up Pyle and Kenfig Golf Pavilion Limited, 20 Jul 1946			
Date of records: 20 Jul 1946			

<b>Isaiah Verity of Bristol</b>			
<b>Accession No:</b>	2024/14	<b>Reference No:</b>	D2000
Letter relating to arrest of Isaiah Verity of Bristol			
Date of records: 20 Mar 1776			

<b>Thomas Dalton, Solicitor, Cardiff</b>			
<b>Accession No:</b>	2024/15	<b>Reference No:</b>	D2001
Half-yearly accounts sent from Thomas Loftus, New Inn [London]			
Date of records: 1821-1822			

<b>Declaration in case of Edward Thomas and David Richard, Cardiff</b>			
<b>Accession No:</b>	2024/16	<b>Reference No:</b>	D2002
Declaration in case of Edward Thomas (plaintiff) and David Richard (defendant)			
Date of records: c1777			

<b>Swansea Calendar of Former Convictions</b>			
<b>Accession No:</b>	2024/17	<b>Reference No:</b>	D2003

List of convictions, Swansea, Midsummer Sessions  
Date of records: 1879

<b>Payments made to Alice Bowen, St Thomas, Swansea</b>			
<b>Accession No:</b>	2024/18	<b>Reference No:</b>	D2004

Order brought before Justices of the Peace, Swansea, concerning payments made to Alice Bowen, by Overseers of the Poor, St Thomas, Swansea  
Date of records: 31 Mar 1780

<b>Llanmaes Community Council Records</b>			
<b>Accession No:</b>	2024/19	<b>Reference No:</b>	D2005

Minutes of the Community Council  
Date of records: 1987-2022

<b>Cardiff and County Club Records</b>			
<b>Accession No:</b>	2024/21	<b>Reference No:</b>	D2006

Records, including minutes, accounts, subscription books, correspondence, visitor books and photographs.  
Date of records: c1850s-2000s

<b>William Kohnstamm of Cardiff Collection</b>			
<b>Accession No:</b>	2024/22	<b>Reference No:</b>	D2007

Photographs of an anti-Apartheid demonstration held in Cardiff, Jan 1970  
Photographs of Treforest Chrome Leather factory and employees Treforest Industrial Estate, Jan 1970; Cardiff Labour Party papers, 1950s-1980s  
Date of records: 1950s-1980s

<b>Rhondda Cynon Taf County Borough Council, Records</b>			
<b>Accession No:</b>	2024/23	<b>Reference No:</b>	CRCT

Registers of electors  
Date of records: 2013-2020

<b>Electoral Services</b>			
<b>Accession No:</b>	2024/24	<b>Reference No:</b>	CC/C/60

Statistics relating to summaries of registers of electors and results for council and other elections.  
Date of records: c1948-2014

<b>Creighton Sims of Penygraig, Collection</b>			
<b>Accession No:</b>	2024/25, 29	<b>Reference No:</b>	D2008

Deeds relating to numbers 10 and 14 Glannant Street, Penygraig; Photographs of Penygraig groups and events; 'Penygraig's Busy Bee'; Fare tables and Season Tickets Rates, Rhondda Transport Company Ltd; 'Family at Work 1900-1918'; 'Collieries and the Gower'; Llanfair Hall, concert programme.  
Date of records: 20th century

<b>City and County of Cardiff Records</b>			
<b>Accession No:</b>	2024/26	<b>Reference No:</b>	CCF/C/RE

Electoral registers

Date of records: 2023-2024
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<b>Cofnodion Eglwys Bedyddwyr Ainon, Tonyrefail/ Ainon Welsh Baptist Chapel, Tonyrefail Records</b>			
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<b>Accession No:</b>	2024/27	<b>Reference No:</b>	DWBAP15
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Llyfr cyfrifon / account book			
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Date of records: 1944-1981			
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### Notable accessions

#### **Caerphilly County Borough Council, Records (CCA) / Merthyr Tydfil County Borough Council, Records (CMT) / Rhondda Cynon Taf County Borough Council, Records (CRCT)**

Registers of electors have been received from three local authorities. Caerphilly County Borough Council has deposited its registers for the current year while Merthyr Tydfil County Borough Council transferred copies of its registers for the period 2006-2023. In addition, Rhondda Cynon Taf County Borough Council transferred registers covering the years 2013-2020. Such records are an important addition to the Collection and may be consulted by researchers in the public searchroom.

#### **Cardiff Medical Society, Records (DCMS)**

An additional donation has been made by Cardiff Medical Society. The Society was established in 1871 in Cardiff, to encourage the advancement of medical knowledge, and to promote the welfare of the medical profession. The Society holds monthly meetings during the academic year and invites prominent speakers from the UK. Records received from the Society Treasurer include an Attendance book, 1965-1996; Roll of Members; minutes books, 1988-2011 and accounts, 1963-1977.

#### **Ogmore Constituency Labour Party Records (D1957)**

Ogmore Constituency Labour Party was created in 1918 under the auspices of the Labour Party. Owing to the changes in parliamentary boundaries it ended on 11 October 2023 after 105 years of existence, and with continuous Labour Party representation at Westminster throughout this period. Minutes of the Executive Committee and General Committee Meetings, 2003-2023 have been donated by the former Secretary.

#### **Goleulong 2000 Lightship Project Records (D1993)**

The concept of the Lightship was developed by Cardiff Churches Forum. The Helwick Lightship was bought in 1993 and opened to the public in Cardiff Bay as Goleulong 2000 Lightship in 1994. The project was an ecumenical partnership between several Christian denominations, including the United Reformed Church, the Church in Wales, the Methodist Church, the Presbyterian Church of Wales, the Baptist Church, the Roman Catholic Church and the Salvation Army.

Records donated by the Property Officer, United Reformed Church (Wales) Trust Company Limited, include leaflets, Chaplaincy profiles, Project constitution, postcards, photographs, meeting agendas, minutes, reports, correspondence, and orders of service.

#### **Cardiff and County Club Records (D2006)**

Cardiff and County Club was founded in 1866 in premises adjacent to the Royal Hotel. The Club subsequently moved to its existing premises on Westgate Street in 1892. Records deposited include minutes, accounts, subscription books, correspondence, visitor books and photographs.



**Radyr and Morganstown Women's Institute (DXNO9)**

Records of a local branch of the Women's Institute have been deposited by its Secretary. Formed in 1957 the Radyr and Morganstown Women's Institute meet monthly. Their aim is to give women the opportunity to 'make new friends, learn new skills and become more involved in the local community'. In addition to the monthly meetings the organisation also arranges special interest get-togethers, such as walking and book groups, socials and outings. Items received include photographs, scrapbooks and programmes of events.

**Penarth Town Council Records (P46)**

An additional transfer has been received from a local council. Penarth Town Council was created in 1974, taking over some of the more localised functions of Penarth Urban District Council which was dissolved at that time. Items transferred include minutes of the Town Council meetings, and records of the Town Mayors Civic arrangements, engagements, and invitations throughout the years. In addition, records of Penarth Cemetery including records of interments, purchase of graves, permits, and grants for memorial works and changes of ownership have also been received.

## Appendix II

	Number of Visits		No. of Groups	Documents Produced
	TOTAL	(groups and meetings)		
Dec 2022-Feb 2023	517	262	15	1911
Mar-May 2023	673	379	11	1989
Jun-Aug 2023	568	285	14	1653
Sep-Nov 2023	828	602	21	1980
Dec 2023-Feb 2024	569	307	24	1908

	Remote Enquiries	Website Hits
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
Sep-Nov 2023	1050 (+ 293 un-printed thank you, etc.)	6500
Dec 2023-Feb 2024	1050 (+ 293 un-printed thank you, etc.)	6720

### Interesting Enquiries

Enquiries relating to records of the Glamorgan Asylum are received frequently, but this past quarter has seen more than usual. Most relate to individuals seeking to trace their ancestors who were patients at the Asylum. These include a recent enquiry from Australia seeking details of the stay of a great uncle at the hospital, who was admitted in 1903. We were able to locate him in our indexes and confirmed that he died at the Asylum in 1906. Another enquiry relates to an ancestor who had served in the First World War, but later died at the Asylum. Again, we were able to locate him in our indexes and confirm his stay.

Coroners' files are also frequently the subject of remote enquiries. Most are dealt with quickly, but a recent enquiry proved more challenging as, although related to a local person, the death had occurred in Italy. We were able to provide details for the Italian Consulate and relevant Italian Comune.

We continue to receive regular enquiries relating to family history. Of note this quarter was a request from Canada for assistance in tracing ancestors who lived in the St Bride's area during the 19th century. We suggested she search for their names on the parish tithe map. Another enquiry sought details of long-lost relations who may have been transferred from Grimsby to a children's home in Cardiff during the 1910s. We were able to refer them to admission and discharge registers and creed registers for the children's homes in Cardiff at that time. Crew agreements and the CLIP website proved to be of use for a gentleman seeking a number of Irish sailors who he believed served on Cardiff registered ships.

Shipping records proved useful in responding to an enquiry concerning the Cornish Salvage Company. The company had its main office in Cardiff Docks until it went into voluntary liquidation in 1929. They also operated from Ilfracombe where they dismantled several naval wrecks.

Local history research continues to prove popular. Topics of late include the location of old orchards in Penarth, with a view to recreating a map of their locations. Ordnance Survey maps, tithe maps and a Plymouth Estate map were consulted. Records of Noddfa Baptist Chapel, Treorchy were consulted in an attempt to confirm the date of the broadcast of an episode of the BBC's Songs of Praise from the chapel. We also suggested consulting the Radio Times online archive. And several series of records, including school records, estate records and records of Llandaff Cathedral, were recommended to a researcher investigating the history of Llandaff National School on Llandaff High Street.

We responded to a media request for information to support a programme on the 40th anniversary of the Miners' Strike and its impact on children at the time. We recommended records of the South Wales Women's Support Group along with school magazines. An officer from Cardiff Council visited the searchroom seeking photographs to support the development of a public art installation in Clare Gardens, Riverside, reflecting the history of the area. And the Royal College of Nursing Library and Museum contacted us for support with their work to create an exhibition about nursing and support staff from Minority Ethnic backgrounds. We were able to refer to photos within the Cardiff Royal Infirmary collection. Finally, the recent acquisition of two duelling pistols led one enquirer to contact us, seeking details of gunsmith George Farmer of Cardiff whose company made the pistols. We located him in an 1858 Trade Directory residing at 3 Broad Street, Cardiff.

## Appendix III

<b>Events</b>		
Wales Women's Peace Petition		16
The Story of the Norwegian Seamen's Mission in Glamorgan		44
Jewish History Association of South Wales x2		8
Research Guide Volunteer Gathering		9
Invisible Cardiff x2		5
Tiger Bay and the World x2		18
Ask the Experts		6
Cardiff People First		7
Senghenydd Youth Drop In Centre		6
Peculiar Productions		5
From Us to the Future		17
Radyr and Morganstown WI		17
<b>Education</b>		
Ysgol Hamadryad		15
Cardiff University / Cardiff Medical Society students		3
<b>Local and Family History Groups</b>		
Grangetown Local History Society x3		40
Cardiff Branch, Glamorgan Family History Society x2		24
Cwmaman History Society		5
<b>Filming</b>		
Ukrainian television filming		3
<b>Individuals meeting staff</b>		69

<b>Social Media</b>						
	<b>Twitter</b>		<b>Facebook</b>		<b>Instagram</b>	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>Sep</i>	6331	2597	2248	5495	1518	118
<i>Oct</i>	6323	2514	2259	9450	1536	168
<i>Nov</i>	6333	1567	2276	3967	1548	161
<i>Dec</i>	6331	1383	2288	4158	1548	119
<i>Jan</i>	6345	3742	2312	17,249	1574	127
<i>Feb</i>	6368	1790	2325	3979	1584	129

## Appendix IV

<b>Bench work</b>		
QSR/1805/A,B,C,D , 1806/	5 quarter session rolls	Cleaned, flattened, repaired and repackaged
Various	34 Electoral registers	Bound
DCONC/5/61,77	2 Police Newspaper cutting books	Cleaned & repaired, some rebaked, red rot treated
DXNO/9/24/1,2,3,5	4 WI photographs	Removed from frames and encapsulated
UDR/S/2/1/1662,26 60	2 bundles of building plans	Humidified, flattened, repaired and encapsulated with microchamber
Cardiff Castle plans	358 Plans	Removed from mounts, repackaged, tracings removed from backings, heatset tissue removed, rebaked and repackaged
RDC/S/2/1913/44	2 building plans	Humidified, flattened, repaired and encapsulated with microchamber
DHGL/10/45	Asylum records, Case numbers: 2468 - 2781	Cleaned, repaired, rebaked
HRA/DX/587,DX588,DXGC232,DX409,DX627,DNMW44	6 photographs	repackaged
	3 Ordnance Survey maps	New hangers attached
<b>Cleaning and Packaging</b>		
DNCB	114 plans	Repackaged
DNCB	7 Volumes	Cleaned
DCBDC/13/1	1 folders of photographs	Repackaged
Yellow spot boxes	53 large boxes	Cleaned and repackaged
Various	8 volumes	Cleaned
<b>Bespoke boxes made</b>		
Various	82 Boxes	Made
<b>Barcoded and Relocated</b>		
Various	2638 Items	Barcoded
<b>External Work</b>		
English Archive	122 Boxes	Made
Private individual	12 Boxes	Made
Welsh Archive	1 volume	Flattened, repaired, rebound
Publishers	31 Boxes	Made
Local Private Conservator	17 Boxes	Made
Private conservation company	12 Boxes	Made
Quotes sent	5 large quotes for boxes sent out	

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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**

**22<sup>nd</sup> March 2024**

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**2023/24 MONTH 10 BUDGET MONITORING UPDATE REPORT**

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

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**Reason for this Report**

1. To provide the Glamorgan Archives Joint Committee with an update on actual expenditure and income as at the 31<sup>st</sup> January 2024 (Month 10), 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 1<sup>st</sup> April 2023.

**Table 1: Projected Outturn 2023/24 (at Month 10)**

	<b>Budget</b>	<b>Actual to Date</b>	<b>Projection</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Expenditure</u></b>				
Employee	545,886	484,364	580,760	34,874
Premises	440,474	308,364	405,405	(35,068)
Transport	240	8	240	0
Supplies & Services	33,339	53,697	195,428	162,089
Support Services	32,192	15,590	34,306	2,115
<b>GROSS EXPENDITURE</b>	<b>1,052,130</b>	<b>862,023</b>	<b>1,216,140</b>	<b>164,010</b>
<b><u>Income</u></b>				
Income	(87,858)	(75,220)	(263,363)	(175,505)
Contribution from Reserves	(65,000)	0	(53,504)	11,496
<b>NET EXPENDITURE</b>	<b>899,273</b>	<b>786,803</b>	<b>899,273</b>	<b>0</b>

### **Glamorgan Archives: Balanced Budget Position**

5. The position at month 10 indicates projected gross expenditure of £1,216,140 for the year. This is £164,010 more than budget and is offset by higher than anticipated income. The overall position will be balanced with a drawdown of £53,504 from reserves but this will be less than originally budgeted.

### **Employee Budget: (£545,886 budget, £34,874 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) until November 2023. The 2023/24 pay award offer was agreed in month 8 as payment of £1,925 for each FTE. Actual and projected costs as at Month 10 include the pay award.

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

	<b>Budget £</b>	<b>Actual £</b>	<b>Projected £</b>	<b>Variance £</b>
<b><u>Employees</u></b>				
Internally Funded	523,718	474,021	541,638	17,920
Corporate Trainee	7,032	0	7,257	225
WG Project Officer	0	0	21,524	21,524
DWP Contributions	15,135	10,340	10,340	(4,795)
<b>Employees Total</b>	<b>545,885</b>	<b>484,364</b>	<b>580,759</b>	<b>34,874</b>

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, £35,068 underspend)**

8. At month 10 most expenditure items are projected to be in line with the budget. This includes projected inflation rates of 250% and 450% 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, £30,000 projected).
10. Actual expenditure at Month 10 includes £18,987 on works to accommodate Cardiff Registrars' needs in the Archives building. This cost has now been recharged to Registration Services since the end of Month 10, with the reimbursement included in the projected outturn figures.



11. Change to the maintenance contract provider will incur an additional upfront cost (£1,400) for the remaining 4 months, on the basis that ongoing repair work will see a reduction of cost in future years.
12. 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)**

13. 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, £162,089 overspend)**

14. A significant update since Month 7 relates to a planned Digital Preservation upgrade linked to preserving historical documents, which Glamorgan Archives will be procuring as the Lead Authority for an all-Wales consortium. The expected cost is £100,000, which will be funded in full through a Welsh Government grant.
15. Grant funding has been secured for various additional 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).
16. There is currently £37,130 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 (£10,200), and an ARCW project to revise archival descriptions (£20,000).
17. 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)**

18. Many support service charges have now been posted, with final charges to be made towards the end of the year. 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, £263,363 projected income)**

19. As mentioned under Supplies & Services, a grant of £100,000 is due from Welsh Government to fund the procurement of a Digital Preservation upgrade. This accounts for the majority of the increase in projected income since Month 7.
20. Grant funding has been confirmed from ARCW (£21,956) for the archival description project, and for the design and printing of specialist documents. Additionally, funding

from the National Manuscript Conservation Trust (NMCT) (£5,693) continued in 2023/24 for conservation work on the drawings and paintings of Cardiff Castle.

21. DWP grant funding of £8,975 is anticipated, partially as a contribution towards employee costs, per table 2 above, but an additional £845 has also been secured for the purchase of an adapted chair for an Archives staff member.
22. Welsh Government funding of £36,420 is anticipated, partially contributing towards the on-cost of a fixed-term FTE project researcher as per table 2 above.
23. Additionally, Cardiff Council will provide a 3-month contribution towards the employment of a Corporate Trainee (£7,257).
24. 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.
25. Additional funding for document digitisation has been secured from FindMyPast, as well as a private funder, totalling £16,800.
26. 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**

27. 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 those budgeted as previously notified to the Committee. Invoices for 2023/24 were raised in October. Please see Appendix 1 for details.

### **Month 10 Summary**

28. The projected income and expenditure for 2023/24 has indicated that a reduced reserve drawdown compared to the budget (£65,000 budget, £53,504 projected) will be necessary at the year's outturn.

### **Financial Implications**

29. Current trends project a balanced position at year end as a result of reserve drawdown being less than budgeted for 2023/24.
30. The General Reserve balance is currently £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 10 it is projected that there will be a need to only drawdown £53,504, therefore reducing the General Reserve balance to £79,204.

### **Legal Implications**

31. 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 11<sup>th</sup> of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

### **RECOMMENDATION**

32. 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 March 2024**

### **Appendices**

Appendix 1 - Month 10 Monitoring Position 2023/24

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**2023/24 Glamorgan Archives Month 10 Monitoring Position**

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	Actual Month 10 £	2023/24 Projected Outturn £	2023/24 Variance £
<b>Employees</b>				
Employees Gross Pay	415,907	380,477	446,802	30,895
Employees Superannuation	86,093	69,269	86,883	790
Employees National Insurance	39,941	32,042	43,129	3,188
Employee Miscellaneous Allowances	350	344	350	0
Employer & Public Liability Insurance	739	0	739	0
Apprenticeship Levy	2,157	1,660	2,157	0
Medical Expenses	200	137	200	0
Training Expenses	500	435	500	0
<b>Employees Total</b>	<b>545,886</b>	<b>484,364</b>	<b>580,760</b>	<b>34,874</b>
<b>Premises</b>				
Repairs, Alterations & Improvements	20,000	46,525	30,000	10,000
Security	7,524	14,571	13,474	5,950
Rodent & Pest Control	100	7	100	0
Grounds Maintenance	1,246	2,071	2,071	825
Fire Management/Protection	3,319	3,510	3,510	191
Maintenance Contracts	13,997	13,149	15,414	1,417
Electricity	92,524	21,216	68,048	(24,476)
Gas	87,125	7,542	58,374	(28,751)
National Non Domestic Rates	188,588	189,912	189,912	1,324
Water	5,592	(2,379)	2,765	(2,827)
Security Services	280	0	280	0
Cleaning Materials	300	545	600	300
Refuse Collection / Bulk	2,000	1,396	2,000	0
Office Cleaning Contract	10,502	9,976	0	(10,502)
Sanitation & Waste Disposal	400	325	400	0
Insurance	6,977	0	6,977	0
<b>Premises Total</b>	<b>440,474</b>	<b>308,364</b>	<b>393,924</b>	<b>(46,549)</b>
<b>Transport</b>				
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
<b>Transport Total</b>	<b>240</b>	<b>8</b>	<b>240</b>	<b>0</b>
<b>Supplies &amp; Services</b>				
	0	996	996	996
Conservation	3,000	9,790	10,000	7,000
Historical Document Preservation	0	2,537	102,537	102,537
Box-making supplies	3,500	5,670	5,670	2,170
Catering Sundries	150	45	400	250
General Printing & Stationery	250	2,891	3,000	2,750
Photocopying Materials	0	224	229	229
Audit Fees	2,300	(2,890)	2,300	0
Consultant's Fees	0	6,930	37,130	37,130
Central Telephone Exchanges	4,162	1,988	4,162	0
Telephones	1,539	3,103	3,103	1,564
Postages	500	594	500	0
Internet Charges	650	(25)	650	0
It Consumables	100	1,825	1,825	1,725
Hardware Purchase	0	4,609	6,321	6,321
Software Licences & Maintenance	15,200	14,388	14,388	(812)
Subscriptions	650	594	650	0
Health and Safety	0	229	229	229
Commission (Including Credit Cards)	0	170	0	0
Public Liability Insurance	933	0	933	0
Miscellaneous Insurance	405	0	405	0
<b>Supplies &amp; Services Total</b>	<b>33,339</b>	<b>53,697</b>	<b>195,428</b>	<b>162,089</b>

EXPENSE / INCOME ACCOUNT	2023/24 Budget £	Actual Month 10 £	2023/24 Projected Outturn £	2023/24 Variance £
<b>Support Services</b>				
Accountancy	6,471	7,850	0	(6,471)
Income Recovery	334	320	0	(334)
Payroll	259	290	0	(259)
Payments	464	480	0	(464)
Audit	437	450	450	13
SAP Support	3,343	0	0	(3,343)
Democratic Service	0	0	0	0
ICT Services	10,800	0	0	(10,800)
Human Resources	7,657	6,140	0	(7,657)
Bilingual Cardiff	2,427	60	0	(2,427)
<b>Support Services Total</b>	<b>32,192</b>	<b>15,590</b>	<b>450</b>	<b>(31,742)</b>
<b>Gross Expenditure</b>	<b>1,052,130</b>	<b>862,023</b>	<b>1,170,803</b>	<b>118,672</b>
<b>Income</b>				
Archives & Records Council Wales	0	0	(21,956)	(21,956)
Other Grants	(10,000)	(6,636)	(144,613)	(134,613)
Government Grant (DWP)	(15,135)	(10,340)	(10,340)	4,795
Publications General	(1,061)	(283)	(500)	561
Sale Of Photocopies	(2,122)	(3,075)	(3,275)	(1,154)
Conservation Income	(6,500)	(15,177)	(7,077)	(577)
Box Making	(10,000)	(5,116)	(10,000)	0
Sale Of Food	(1,061)	(24)	(100)	961
Course Fees General	(156)	(50)	(100)	56
Search Fees	(4,243)	(2,118)	(2,500)	1,743
Royalties	(13,000)	(14,642)	(13,000)	0
Hire Of Special Rooms	(22,880)	(9,417)	(31,402)	(8,522)
Donations	(1,500)	(1,364)	(1,500)	0
Interest	(200)	(96)	(200)	0
Digitisation	0	0	(16,800)	(16,800)
<b>Income Total</b>	<b>(87,858)</b>	<b>(75,220)</b>	<b>(263,363)</b>	<b>(175,505)</b>
<b>Contributions From Reserves</b>	<b>(65,000)</b>	<b>0</b>	<b>(53,504)</b>	<b>11,496</b>
<b>Total Net Expenditure</b>	<b>899,273</b>	<b>786,803</b>	<b>853,936</b>	<b>(45,337)</b>
<b>LA Contributions</b>	<b>(899,273)</b>	<b>(899,272)</b>	<b>(899,273)</b>	<b>0</b>
<b>Budget Gap / (Surplus)</b>	<b>(0)</b>	<b>(112,469)</b>	<b>(45,337)</b>	

#### Reserve

£

Balance at 01/04/2023	112,960
2023/24 Contribution	(53,504)
Balance 31/03/2024	59,456

#### 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
	<b>899,273</b>