

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

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 17 March 2017 at 2.00 pm.

Present:

Members Representing: Councillor Griffiths, Rhondda Cynon Taf County Borough Council (Chairperson)
Councillor Clarke, Bridgend County Borough Council
Councillor Cowan, City of Cardiff Council (Vice-Chair)
Councillor Robson, City of Cardiff Council
Councillor Ward, Rhondda Cynon Taf County Borough Council
Councillor Jones, Rhondda Cynon Taff
Councillor John, Vale of Glamorgan of Glamorgan Council
K Thomas CVO, JP, Co-Optee

Officers in Attendance

Apologies: Councillor Mansbridge, Merthyr Tydfil County Borough Council
Councillor Rosser, Rhondda Cynon Taf County Borough Council
Councillor Birch, Vale of Glamorgan Council

25 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mansbridge and Rosser.

26 : DECLARATIONS OF INTEREST

No declarations of interest were received.

27 : MINUTES

The minutes of the meeting held on 16 December 2016 were agreed as a correct record and signed by the Chairperson.

28 : REPORT FOR THE PERIOD -1 DECEMBER 2016 - 28 FEBRUARY 2017

Members were provided with an update on the work and achievements of the service for the period 1 December 2016 to 28 February 2017.

The Chairperson invited questions and comments from Members on each section of the report:

Section A – Management of Resources

- Members asked for more information about the Glamorgan's Blood Project and were advised that it was a Wellcome Trust funded project to catalogue and preserve the National Coal Board's records.

Staff and Volunteers

- Members congratulated staff on qualifications obtained and compliments received from service users.

Partnerships

- Members asked if the partnerships listed were more than usual. Officers advised that there had been success in maintaining and continuing partnerships after they had been created. The example of Cardiff People First was given whereby a fifth project with them was currently underway. New partnerships are created every year; partners get funding and bring the work to the service and pay for the work.
- Members asked about the timescale for the Heritage Lottery Fund grant and were advised that it was May/June time and that an update would be brought to the next committee meeting.

Buildings and Systems

- Members noted the complaints about errors in Welsh translation on the website and considered it very important that this was done correctly especially as the translation service was being paid for.
- Members asked if the possibility of employing a member of staff for translation had been explored and were advised that it was more cost effective to use Bilingual Cardiff translation services.

Section B – the Collections

Cataloguing

- Members asked if records from Caerphilly were being sent to Gwent records office. Officers advised that Caerphilly County Borough covers both records offices, there was a proposal that records were deposited at Glamorgan Archives and the decision had been left with Caerphilly CBC.

Appendix 1

- With reference to the accrual rate, Members noted the higher number in June-August 2016 and sought clarification on this. Officers explained that this was when a larger number of records came in to the Archives.
- Members noted the accession of Cardiff Methodist Circuit Records and asked if the Archives had the Rhondda Circuit Records; officers advised that they did.

- Members asked if there were records of all the churches/pubs/clubs in the valleys that had closed; officers advised that it would depend on the owners, it was not a requirement to submit records.

Appendix 2

- Members noted that the number of visits and remote enquiries had increased. Officers explained that there was more on the web to access and that there was an increase in enquiries for Carmarthenshire records, which were being held in the Archives for the next 2 years.
- Members asked as web use increases, if there was a need to look at how people access the website, and whether they are doing so effectively. Officers advised that they do receive analysis of website use and this detailed information could be brought to a future committee meeting.

Officers added that they often correspond with people before they visit the Records office; people use the web to prepare for their visit, so it was difficult to untangle this information. Also people use the pay per view sites to access the information but they are not directly interacting with the Archives; information from this is provided through royalty payments so this is further detailed information that could be brought to a future meeting if needed.

Members considered that officers could produce an end of year Info Graphic.

Balance Scorecard

- Members were advised that this had been produced based on comments received on the Annual Plan; it contained sections on strategy map, dashboard and success factors. A new template would also be used to record quarterly performance and this would be brought to the next meeting.

Members considered that the format made more sense and members were able to see the impact of the work being done, Officers stated that they would bring this balance scorecard to each meeting.

- Councillor S Jones and Councillor Ward explained that they would not be standing for re-election in the forthcoming elections and wished to give their thanks for the time they have spent on the Glamorgan Archives Joint Committee.

RESOLVED: To note the report.

29 : DATE OF NEXT MEETING

The next meeting of the Glamorgan Archives Joint Committee is scheduled for 16 June 2017 at 2.00pm.

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