

These minutes are draft and will be finalised following the reconvened meeting and will be subject to approval as an accurate record at the next full meeting of the Glamorgan Archives Committee

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives, Clos Parc Morgannwg on 12 December 2014 at 2.00 pm.

Present:

Members            Councillor John, Vale of Glamorgan Council (Chair)  
Representing:    Councillor Cowan, Cardiff Council  
                      Councillor Davies, Caerphilly Council  
                      Councillor Higgs, Caerphilly Council  
                      Councillor Lomax, Cardiff Council  
                      Councillor Parry, Cardiff Council  
                      Councillor Robson, Cardiff Council  
                      Councillor Ward, Rhondda Cynon Taff Council  
                      Mr M McLaggan

Officers in            Susan Edwards, Glamorgan Archivist,  
Attendance:        Robert Green, Financial Services, Cardiff County Council  
                          Richard Grigg, Legal Services, Cardiff County Council  
                          Joanne Jones, Caerphilly County Council  
                          Charlotte Hodgson, Deputy Glamorgan Archivist  
                          Rhian Phillips, Senior Archivist  
                          Mandy Farnham, Committee and Members Services

### 17 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J David (Rhondda Cynon Taff Council) and Councillor H Thomas (Cardiff Council)

### 18 : DECLARATIONS OF INTEREST

The Chairman reminded Members of their responsibility under Article 16 of the Members' Code of Conduct to declare any interest, and to complete Personal Interest forms, at the commencement of the item of business.

There were no declarations received

### 19 : MINUTES

RESOLVED – That the minutes of the meeting held on 26 September 2014 were approved as a correct record and signed by the Chairperson.

20 : REPORT ON THE PERIOD 1 SEPTEMBER 2014 - 30 NOVEMBER 2014 -  
REPORT OF THE GLAMORGAN ARCHIVIST

The Committee was provided with the report updating the work and achievements of the service for the period 1 September 2014 to 30 November 2014 by Susan Edwards, Glamorgan Archivist.

The Chair congratulated the Glamorgan Archivist and the team for their hard work, and in particular the work undertaken in respect of the accreditation application. He further congratulated the outstanding contribution of the volunteers.

Members also expressed their congratulations on the hard work of the team, and their support for the film shown at the commencement of the meeting and another session for Elite Supported Employment Agency when the Glamorgan Archivist was filmed as a long-term supportive employer explaining the mutual advantages of working with agencies to employ people with disabilities.

The Glamorgan Archivist advised the Committee that as Glamorgan Archives had been awarded full accreditation there is no longer an inspection process however, in Years 2 – 3 a further assessment was carried out. Members felt that the award of full accreditation should be a formal presentation.

Members queried the support being provided in respect of any IT issues, they were advised that access to the Cloud had been requested however, that application is still pending.

Members confirmed that whilst they were aware of the work undertaken by the volunteers they wished to ensure that all those involved were aware that they felt that volunteers should not replace staff.

RESOLVED: That the contents of the report be noted and endorsed.

21 : BUDGET MONITORING 2014/2015 AND 2015/2016 BUDGET  
PROPOSALS - REPORT OF THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE

Members were provided with the projected full year revenue outturn for the 2014/2015 and also the details of the proposed revenue budget for 2015/2016.

A number of points were outlined to the committee including:

- Summary of the projected outturn 2014/2015 (as 31<sup>st</sup> October 2014)

	Budget £	Actual to date £	Projected outturn £	Variance £
<b>Expenditure</b>				
Employees	538,570	340,589	512,407	(26,163)
Premises	204,900	284,797	347,520	142,620
Transport	6,550	2,314	2,776	(3,774)
Supplies & Services	42,020	34,927	63,158	21,138
Support Services	37,700	31,397	57,769	20,069
<b>GROSS EXPENDITURE</b>	<b>829,740</b>	<b>694,024</b>	<b>983,630</b>	<b>153,890</b>
Income	(48,050)	(24,177)	(86,833)	(38,783)
Contribution from reserves	(100,000)	0	(130,000)	(30,000)
<b>NET EXPENDITURE</b>	<b>681,690</b>	<b>669,847</b>	<b>766,797</b>	<b>85,107</b>

Members were informed that it is anticipated there would be a net overspend of on £142,620 on premises costs:

- Increased National Non Domestic Rates of £119,140 for the Glamorgan Archives Building.
- Search room alterations and essential repairs and maintenance of £55,425 of which £30,000 would be funded from the earmarked reserve.
- The above additional costs would be partly offset by savings on gas, electricity and premises insurance.

Overall an overspend of £21,138 was projected on supplies and services. Additional costs would be incurred on:

- Conservation materials for grant funded projects.
- External audit charges in line with the increased charge in 2013-2014.
- A rates charge for the new fibre optic network line.
- Hardware purchases including a Promethean Mobile system and Safeword tokens required for all laptops.
- Catering charges which will be recovered as additional income from the sale of food.
- A new photocopier lease.

The projected outturn for the majority of central support costs are predicted to be in line with the actual charges for 2013/2014. Further costs are expected from Internal Audit and Welsh translation services.

## **PROPOSED BUDGET FOR FINANCIAL YEAR 2015/2016**

The 2015/16 budget was being proposed at a time of severe reductions to Local Authority budgets. With this in mind, it was requested, by the lead authority, that Glamorgan Archives considers a 4.5% net reduction in budget for 2015/16. However, due to the aforementioned significant growth pressures relating, predominantly, to the increased cost of non-domestic rates, three options had been considered to arrive at a proposed net revenue budget for 2015/2016.

**Option A - Growth of £50,000 on the net 2014/2015 budget representing a net budget increase of 7.3%.**

**Option B - A standstill budget. No net change from the 2014/2015 budget.**

**Option C - A saving of £34,995 on the net 2014/2015 budget representing a net budget reduction of 5.1%.**

It was noted that the report provided information as to what impact Options A, B & C would have on employee resource at Cardiff Archives.

Staff were asked to leave before any discussion took place in relation to this item.

The Committee was advised that the request to consider a 4.5% budget reduction, contained in paragraph 12 of the report, was communicated to the other authorities however the Lead Authority's finance representative was not privy to any responses.

Members expressed concern about recommending any one of the draft budget proposals for 2015/2016 until such times as their constituent authorities had had the opportunity of considering the recommendations.

RESOLVED:

- (i) To defer the making of any recommendations in respect of the draft budget proposals; and
- (ii) A special meeting to be arranged for 2.00 pm Friday 9 January 2014

22 : SEASONS GREETINGS

The Chairperson thanked all those present for their contribution. In closing the meeting the Chairperson wished everyone Seasons Greetings.

*(The meeting closed at 4.15 pm)*