

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

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at REMOTE MEETING VIA MS TEAMS on 26 March 2021 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan Council (Chairperson)  
Councillor Burnett, Bridgend County Borough Council  
Councillor Cowan, Cardiff Council  
Councillor Cunnah, Cardiff Council  
Councillor Jarvie, Vale of Glamorgan Council  
Councillor K Jones, Cardiff Council  
Councillor R Lewis, Rhondda Cynon Taf County Borough Council  
Councillor W Lewis, Rhondda Cynon Taf County Borough Council  
Councillor Robson, Cardiff Council  
Councillor Smith, Bridgend County Borough Council

### 57 : APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Colbran, George, Henshaw and Barbara Jones.

### 58 : DECLARATIONS OF INTEREST

None.

### 59 : MINUTES

The minutes of the previous meeting were agreed subject to the inclusion of Councillor Jarvie to the attendee list.

### 60 : REPORT FOR THE PERIOD 1 DECEMBER 2020 - 28 FEBRUARY 2021

Members were provided with an update on the work, visits and achievements of the service for the period 1 December 2020 – 28 February 2021; the Appendices listing notable accessions, information on collections and the interesting enquiries.

The Archivist also emphasised the important work being undertaken with Health and Safety at Cardiff Council to ensure the building is safe to open back up to staff and the public. Measures such as screens, PPE, booking a time slot in advance, ordering documents in advance, reduced numbers in the building, social distancing in the search room and the need to quarantine documents were all outlined. The archivist stressed the building will only open when it is safe to do so.

In Summary the Archivist stated the Covid pandemic has caused a number of issues for Glamorgan Archives over the last year, and continues to present a challenging operating landscape. It had been extremely pleasing to secure additional pots of funding in the last period for additional equipment, and to recoup some of the lost income that the service has experienced.

The team have continued to work hard despite the challenges of working from home, answering enquiries and filling orders to the best of their ability without full-time access to the collections. The number of different projects, outreach opportunities, and training etc. that they have been able to report shows that work has continued and every opportunity was being taken to promote the collections and the service, in so far as is feasible at the current time. There are lots of other opportunities on the horizon, so the service should continue to develop and grow into the forthcoming financial year.

The Chairperson invited questions and comments from Members;

Members referred to Social Media and noted the spike of likes/comments on certain articles and asked if this was something that could be identified and possibly replicated. Members were advised that often they are posts with photographic materials and/or articles about things in peoples living memory such as the Coal Board or the Cardiff Bay Development Corporation articles/images.

Members thanks the Archivist for a very informative and thorough report. The Archivist explained that she wants to increase engagement with Joint Committee Members going forward, she would like to meet each Member in their own Authority, when possible, to identify priorities and areas of focus for the Service.

Members discussed the importance of digital preservation with regard to Local Authority records; the importance of having a record of decisions and an insight into how institutions work and also Children's Services/Adoption records. Members offered to work with the Archivist in progressing this. The Archivist explained that there was lots of work to do and Children's Services/Adoption records had been chosen as a priority, she hoped this would resonate with Welsh Government as she hoped they would provide funding for this.

RESOLVED: to note the report.

61 : DATE OF NEXT MEETING - 21 MAY 2021 AT 2PM

The meeting terminated at 3.00 pm