

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 Records Office - Clos Parc Morgannwg, Leckwith, Cardiff on 24 June 2016 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff
Councillor Griffiths, Rhondda Cynon Taff (Vice-Chair)
Councillor Lomax, Cardiff
Councillor Robson, Cardiff
Councillor Jones, Rhondda Cynon Taff
Councillor Mansbridge, Merthyr (Chair)
Councillor Clarke, Bridgend County Borough Council

Officers in Attendance Susan Edwards, Glamorgan Archives Cardiff Council

Apologies: Councillor John, Vale of Glamorgan
Councillor Higgs, Caerphilly
Councillor Ward, Rhondda Cynon Taff
K Thomas CVO, JP, Co-Optee
Grigg, Legal Services
Jones, Caerphilly
Councillor Rosser, Rhondda Cynon Taff County Borough Council
Councillor Smith, Bridgend County Borough Council

1 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Smith, J Rosser, G John, J Ward, A Higgs, Mrs K Thomas, R Grigg, J Jones

1 : DECLARATIONS OF INTEREST

No declarations of interest were received.

3 : MINUTES

Minutes of the meeting held on 18 March 2016 were agreed as a correct record and signed by the Chairperson.

4 : REPORT FOR THE PERIOD 1 MARCH - 31 MAY 2016 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 March 2016 to 31 May 2016.

The Chairperson invited questions and comments from Members:

- Members noted the great success of the exhibition at Whitchurch Hospital which had integrated different charities and asked if there would be a permanent home

for the exhibition. Members were advised that this was something that the Cardiff Story would take forward and Members would be provided with an update on this at the next Joint Committee meeting.

- Members noted that Glamorgan Archives was included in the Hidden Gems of Cardiff on Wales Online.
- Members congratulated the Glamorgan Archivist on the tone of the Annual Report which they considered was just right.

RESOLVED: To note the report.

5 : FINAL OUTTURN POSITION & DRAFT WALES AUDIT OFFICE RETURN FOR 2015/2016

Members were advised that the report presented a brief overview of the financial results for the year, together with the unaudited draft WAO return for the year ended 31st March 2016. Section 3 of the return, 'Approval by the Body', required completion but the unaudited draft financial statements were presented to the Committee meeting for information only.

The Glamorgan Archives Joint Committee had previously approved a proposed budget of £681,690 for the financial year 2015/2016, to be financed by contributions from each of the six member local authorities. The proposed budget was subsequently agreed and ratified by each member local authority.

The final net expenditure position at year end was balanced following a transfer of £4,058 to the General Reserve. In line with the 2016/17 Budget Report, it was agreed that future underspends would be retained within the service to ensure a suitable level of reserves going forward. This is in contrast to the previous approach of drawing down £100,000 per annum to fund running costs.

Savings were achieved on premises, transport and support services but costs on employees, supplies and services and third party payments all exceeded budget. Significant variations include utility bills costing considerably less than budgeted and conservation expenditure and income were both higher than anticipated. Any additional costs were offset by reduced support costs including Service Accountancy, ICT and vehicle recharges. There was also £43,065 income from grants which was not budgeted for in 2015/16.

With reference to the WAU return Members were advised that the draft Annual Return for the year ended 31st March 2016 was unaudited at this stage. The Wales Audit Office had yet to begin their audit of the accounts. In accordance with the 2005 Regulation the Annual Return will be available for public inspection for 20 full working days from Monday 27th June 2016 to Friday 22nd July 2016.

To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 30th September immediately following the end of the financial year. If at this time the audit of the accounts has not concluded, then the accounts must be approved as soon as

reasonably practicable. Once the audit is complete and the Annual Return has been signed by the Wales Audit Office then it would be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by the Wales Audit Office.

The Chairperson invited questions and comments from Members:

- Members noted that when grants come in for projects undertaken by the Archives staff then costs of consumables etc. also go up. Members were advised that they do, the budget is set before they know what grants are coming in therefore it was possible to adjust specific lines in year but not the bottom line; it was noted that the information should be as transparent as possible to the public and that an appendix could be added to show the variances – especially for the larger Grants.
- Members noted the balance of the reserves and asked if this could be used for potential redundancies. Members were advised that if this was the case then agreement would need to be sought from all member authorities to do so.

RESOLVED:

1. That the outturn position for 2015/16 be noted.
2. That the attached draft Wales Audit Office Annual Return for 2015/16 be noted.

6 : DATES OF NEXT MEETINGS

Members were advised of the dates of the forthcoming meetings as:

16 September 2016

16 December 2016

17 March 2017

16 June 2017