

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 on 21 May 2021 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan Council (Chairperson)  
Councillor Colbran, Merthyr Tydfil County Borough Council (Deputy Chair)  
Councillor Cowan, Cardiff Council  
Councillor Cunnah, Cardiff Council  
Councillor Henshaw, 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

### 62 : APOLOGIES FOR ABSENCE

Apologies had been received from Councillors George, Jarvie and Keith Jones.

### 63 : DECLARATIONS OF INTEREST

None received.

### 64 : MINUTES

The minutes of the meeting held on 26<sup>th</sup> March 2021 were agreed as a correct record.

### 65 : REPORT FOR THE PERIOD 1 MARCH - 30TH APRIL 2021

Members were provided with an update on the work, visits and achievements of the service for the period 1 March 2021 – 30 April 2021; the Appendices listing notable accessions, information on collections and the interesting enquiries.

The highlight of this shortened quarter had been getting the staff back in the building in April. It was hoped that this is an ongoing occupancy. Work is underway on getting the building ready for the public to return, although that will not look like it did pre-pandemic.

Staff have continued to respond to enquiries and deal with issues as best as they can during this difficult period. Work has been completed on the new Strategic Plan for 2021-2026, giving some focus and direction to priorities over the coming year.

Members attention was drawn to the work undertaken during April when the Archives participated in the #Archive30 social media campaign, led by the Archives and Records

Association Scotland. The campaign sees archives services from across the world post content each day during April on daily hashtag themes. The posts have received a very good response, significantly increasing the services engagement especially on Twitter.

The theme for #Archive30 on 19 April was #ArchiveMystery. The Archives chose to share a collection of photographs of people from Cardiff Docks, dated from 1900-1920, for which they had very little information. The post was well-received on social media. It was picked up by the BBC and initially featured on the BBC Wales News website. It then made it to the national BBC News website, becoming at one point the third most read story of the day. The Senior Archivist was then invited to discuss the photographs on BBC Breakfast and on BBC Wales Today. They also appeared in a feature on Wales Online, and media enquiries continue to be received. The photographs are now available to view as a gallery on our website.

The Chairperson invited questions and comments from Members;

Members thanked the Archivist for a very thorough and interesting report.

Members sought clarity on the opening of the building to the public. The Archivist advised that they hoped to open in June and things were currently being finalised to enable this to happen. It was noted that when a date is confirmed this will be advertised on the website and social media. It was also noted that people may have to book appointments to come in and documents may need to be quarantined, however guidance was rapidly changing on this.

RESOLVED: to note the report.

#### 66 : STRATEGIC PLAN 2021-2026

Members were advised that this report presented the new Strategic Plan for 2021-2026.

Progress towards targets are reported to each meeting of the Joint Committee. This Strategic Plan gives direction to the service for the next few years. It is intended to be a working document so that new opportunities can be added to it over the term of the Plan. An annual plan will be drawn from this each year to inform the work of the staff, and that will be reported against in each quarterly report to the Joint Committee; many tasks and activities run over multiple years so it is useful for the service to have an idea of what it is aiming for over a longer period. This is particularly useful for Archives Accreditation purposes and will form the basis of a revised reporting template for the Joint Committee.

RESOLEVED: to approve the Strategic Plan for 2021-2026.

#### 67 : NATIONAL BROADCAST ARCHIVE

As reported to previous Joint Committee meetings, the National Library of Wales has asked Glamorgan Archives to host a Clip Corner, which will allow material from the National Broadcast Archive to be shown on dedicated terminals in the building. It is planned that the Clip Corner will be located in the reception area at Glamorgan Archives and it will have a direct VPN link to the material (which includes BBC Wales, ITV Wales and S4C archive footage).

NLW have requested that the agreement be in the form of a Lease. This resolves issues for them around the copyright of the material and its' use at Glamorgan Archives. The Lease has not been appended to this report because of confidentiality reasons, but has been supplied to all Joint Committee members in advance.

Hosting the National Broadcast Archive's Clip Corner at Glamorgan Archives offers an opportunity to showcase this material locally in Cardiff and for the whole of the area. It is a very useful addition to the facilities in the building, and it is hoped it will be utilised widely by a broad range of people. This report is part of the work towards finalising the agreement. It is hoped that the terminals will be installed and ready to launch in early 2022.

RESOLVED: to formally approve the signing of the agreement by the Glamorgan Archivist.

68 : GLAMORGAN ARCHIVES OUTTURN REPORT 2020/21

Members were advised that this report presented a brief overview of the financial position for the year, together with the unaudited draft Audit Wales (AW) return for the year ended 31st March 2021. Page four of the return, 'Committee Approval & Certification', requires completion but the unaudited draft financial statements are presented to Committee for information only.

**FINAL OUTTURN POSITION FOR 2020/21**

The Glamorgan Archives Joint Committee approved a proposed budget of £654,000 for the financial year 2020/21, 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 table below summarises the final outturn position for financial year 2020/21:

	<b><u>Budget</u></b> £	<b><u>Actual</u></b> £	<b><u>Variance</u></b> £
<b>Expenditure</b>	855,861	965,773	109,911
<b>Income</b>	(151,861)	(255,590)	(103,729)
<b>Reserve (Drawdown)</b>	(50,000)	(56,182)	(6,182)
<b>Net Expenditure</b>	654,000	654,000	0

Appendix 1 provided a detailed analysis of the 2020/21 outturn.

Officers outlined the key points from the report to Members.

**AUDIT WALES ANNUAL RETURN FOR 2020/21**

The draft Annual Return for the year ended 31<sup>st</sup> March 2021 is unaudited at this stage. Audit Wales has yet to begin the audit of the accounts, but the Annual Return will be available for public inspection for 20 full working days in June. Dates will be in line with Cardiff Council's display, which at present is still to be confirmed. Members will however be informed when the display commences.

To meet the requirement of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Annual Return must be approved by the Committee before 31<sup>st</sup> May 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 Audit Wales then it will be presented to the Committee for members to approve along with any certificate, opinion or report issued, given or made by Audit Wales.

RESOLVED:

1. That the outturn position for 2020/21 be noted.
2. That the Draft Audit Wales Annual Return for 2020/21 be noted and signed.

#### 69 : DATES OF NEXT MEETINGS

The following dates for meetings for 2021/22 were proposed.

20th August 2021  
19th November 2021  
18th February 2022  
20th May 2022

These dates would be confirmed/amended following Director consideration.

The meeting terminated at 3.00 pm