

**THE COUNCILS OF BRIDGEND COUNTY BOROUGH,  
CAERPHILLY COUNTY BOROUGH, CARDIFF, MERTHYR  
TYDFIL COUNTY BOROUGH, RHONDDA CYNON TAF  
COUNTY BOROUGH AND VALE OF GLAMORGAN**



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**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**FEBRUARY 2022**

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**REPORT OF: PROPOSED CHANGES TO FEES AND CHARGES FROM 1<sup>ST</sup>  
APRIL 2022**

**AGENDA ITEM: 6**

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## **PURPOSE OF REPORT**

1. To present to the Joint Committee the proposed scale of fees and charges to be implemented from 1<sup>st</sup> April 2022.

## **BACKGROUND**

2. There has not been an increase in charges for some time owing to the change of postholder of Glamorgan Archivist and the pandemic. Costs pertaining to the building and source materials, as well as staff salaries, have increased during this time (exponentially in some cases). In addition, when benchmarking the work of the service against other comparator services, it was discovered that the majority of other services have scales of charges for certain aspects of work that have previously been decided for Glamorgan Archives on an ad-hoc basis. It has been decided to regularise and formalise this process with this proposed scale of charges.
3. It is expected that an annual review of charges will be required for forthcoming years and the February meeting of the Joint Committee will be an ideal time to look at this year on year.

## **LEGAL IMPLICATIONS**

4. The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

5. The Glamorgan Archivist acts at all times under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

### **FINANCIAL IMPLICATIONS**

6. Any direct financial implications arising from this report have been accounted for in the 2022-23 budget plan.

### **SUMMARY**

7. The proposed scale of fees and charges has been developed with the needs of the service in mind and will be reviewed annually.

### **RECOMMENDATION**

8. Members are asked to agree the proposed scale of Fees and Charges for 2022-23.

**Laura Cotton**  
**Glamorgan Archivist**  
**31<sup>st</sup> January 2022**

	Current charge (inclusive of VAT)	Revised charge from 1/4/2022 (inclusive of VAT if applicable)	Rationale
<b>Digitisation services</b>			
Single image (inclusive of printout)	£5.00	£10.00	Comparison with other services; increased costs
Subsequent images (per image, inclusive of printout, NEW - from same document)	£2.00	£2.00	
Multiple images from multiple documents (per hour)	New	£40.00	Comparison with other services; increased costs
Digital images from existing files - single image	New	£10.00	Comparison with other services; increased costs
Digital images from existing files - subsequent images	New	£2.00	Comparison with other services; increased costs
Postage (UK address)	£1.00	£1.20	Increased postage charges by Royal Mail
Postage (Overseas)	£2.50	£3.00	Increased postage charges by Royal Mail
Postage - parcels	New	Variable	Dependant on charge levied by Royal Mail, to be quoted as required
Certification of facsimile copies of documents, per image	£5.00	£25.00	Comparison with other services; increased costs
<b>Research</b>			
Minimum charge (up to 1 hour)	£30.00	£40.00	Increased core costs and salary increases
Minimum charge (up to 1 hour, Commercial)	£60.00	£80.00	Increased core costs and salary increases
Hourly rate	£30.00	£40.00	Increased core costs and salary increases

1:1 Consultation (limited to 40 minutes)	£30.00	£40.00	Increased core costs and salary increases
<b>Conservation</b>			
Conservator - hourly rate	£30.00	£40.00	Increased core costs and salary increases
Conservator - day visit	£200.00 + Travel	£240.00 + Travel	Increased core costs and salary increases
Conservator - half day visit	£100.00 + Travel	£120.00 + Travel	Increased core costs and salary increases
Preservation Assistant - hourly rate	£15.00	£20.00	Increased core costs and salary increases
Preservation Assistant - day visit	£100.00 + Travel	£120.00 + Travel	Increased core costs and salary increases
Preservation Assistant - half day visit	£50.00 + Travel	£60.00 + Travel	Increased core costs and salary increases
Small box (650mu)	£3.00	£3.50	Increased costs
Medium box (650mu)	£4.50	£5.00	Increased costs
Large box (650mu)	£7.50	£8.50	Increased costs
Medium box (1000mu)	£6.00	£7.00	Increased costs
Large box (1000mu)	£10.50	£11.50	Increased costs
Extra large (1000mu)	£21.00	£22.00	Increased costs
Glass Plate Negative box - small (650mu)	£2.50	£3.50	Increased costs
Glass Plate Negative box - medium (650mu)	£4.00	£5.00	Increased costs
Glass Plate Negative box - large (650mu)	£5.00	£6.00	Increased costs
Glass Plate Negative box - medium (1000mu)	£5.50	£6.50	Increased costs
Glass Plate Negative box - large (1000mu)	£9.95	£11.00	Increased costs

Photographic Slide Box - small (650mu)		£9.00	£10.00	Increased costs
Photographic Slide Box - medium (650mu)		£10.50	£11.50	Increased costs
Photographic Slide Box - large (650mu)		£12.00	£13.00	Increased costs
Scroll Box - small (650mu)		£3.00	£3.50	Increased costs
Scroll Box - medium (650mu)		£4.50	£5.00	Increased costs
Scroll Box - large (650mu)		£7.50	£8.50	Increased costs
Scroll Box - medium (1000mu)		£6.00	£7.00	Increased costs
Scroll Box - large (1000mu)		£10.50	£11.50	Increased costs
Publication and Research for Media				
Research for media use (per hour)	New		£80.00	Comparison with other services
Filming facility fee at Glamorgan Archives (per half day, minimum charge)	New		£125.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run under 1,000) UK only (per image)	New		£24.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run under 1,000) worldwide (per image)	New		£45.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run under 1,000) not-for-profit (per image)	New		£6.00	Comparison with other services

Licensing for re-use: Printed and digital media (print run 1001-5000) UK only (per image)	New	£45.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 1001-5000) worldwide (per image)	New	£100.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 1001-5000) not-for-profit (per image)	New	£12.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 5001+) UK only (per image)	New	£60.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 5001+) worldwide (per image)	New	£120.00	Comparison with other services
Licensing for re-use: Printed and digital media (print run 5001+) not-for-profit(per image)	New	£18.00	Comparison with other services
Licensing for re-use: Website - commercial (per image, per year)	New	£60.00	Comparison with other services
Licensing for re-use: Website - not-for-profit (per image, per year)	New	£1.20	Comparison with other services
Licensing for re-use: Display in exhibitions where an admission fee is charged	New	£60.00	Comparison with other services

Licensing for re-use: Stills images for use in TV/film (per image, UK only, in perpetuum)	New	£100.00	Comparison with other services
Licensing for re-use: Stills images for use in TV/film (per image, Worldwide, in perpetuum)	New	£300.00	Comparison with other services
Licensing for re-use: Advertising or other commercial use (per image)	New	£500.00	Comparison with other services
Repository storage charges			
One-off administration fee (set-up)		£25.00	
Storage (per shelf, per year)	£7.50	£10.00	Increased core costs and salary increases
Staff costs for any work required on collection, including retrieval - paraprofessional (per hour)	£15.00	£20.00	Increased core costs and salary increases
Staff costs for any work required on collection, including retrieval - professional (per hour)	£30.00	£40.00	Increased core costs and salary increases
Room hire			
Meeting room hire (per day)	£110.00	£120.00	Increased core costs
Meeting room hire (per half day)	£60.00	£65.00	Increased core costs
Meeting room hire (hourly charge)	£15.00	£20.00	Increased core costs
Catering	Variable	Variable	Costs to be levied based on supply costs etc.

