

## GLAMORGAN ARCHIVES JOINT COMMITTEE

16 DECEMBER 2022

Present: Councillor W Lewis(Chairperson)  
Councillors Cowan, Lewis, Mackie, Robson, John, Simmonds,  
Andrews, Colbran and Jones

### 18 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs K Jones and P Blundell  
Cllrs Cowan and Robson advised that they would have to leave the meeting at  
2.30pm

### 19 : DECLARATIONS OF INTEREST

None received.

### 20 : MINUTES

The minutes of the meeting held on 30 September 2022 were agreed as a correct  
record.

### 21 : QUARTERLY REPORT 1ST SEPTEMBER-30TH NOVEMBER 2022

Members were provided with a comprehensive update on the work of the service for  
the period 3 September 2022 – 30 November 2022 all categorised against the  
outcomes of the Annual Plan.

In summary the Archivist explained that this quarter had seen a number of positives,  
from the successful funding applications that had been secured, or that the Archives  
are involved in partnerships to secure, which will lead to work that would otherwise  
not be completed. There have also been developments towards other external  
funding applications.

A lot of work has been completed by staff and volunteers in this quarter, and the  
service continues to be busy with on-site visits and remote enquiry requests. An  
increasing number of digitisation requests seem to be coming in and this is valuable  
for income generation purposes.

Maintenance of the building continues to be a significant challenge, especially  
because of increasing supply costs and the range and number of issues that  
continue to raise themselves. This will continue to be monitored and assessed.

The Chairperson invited questions and comments from Members.

Members had enjoyed a visit to the Archives and wished to compliment the staff who  
keep the building in an immaculate condition and do a great job.

Members raised concerns over the manual controlling of the heating noting that the  
service has a duty of care to its staff to keep them warm and comfortable at work, this

was also important for their wellbeing. The Archivist noted that this was a good point and explained that she is mindful of these concerns. Member were assured that there is currently a functioning issue with the heating which will be fixed but at present they are turning off the heating when it gets up to temperature in the building. The main issue was a Monday morning when the building hadn't been in use all weekend, but the heating does heat up quite quickly. The Archivist further explained that the foyer does get cold because of the revolving door but assured Members that no staff member is placed there permanently.

RESOLVED: to note the content of the report.

## 22 : GLAMORGAN ARCHIVES 2021/22 JOINT COMMITTEE ANNUAL RETURN

Members were advised that the Annual Return had now been approved and the outstanding queries with regards to Debtors/Creditors Balance at year end had been resolved.

The External Audit had been completed in November.

RESOLVED: Noted.

## 23 : GLAMORGAN ARCHIVES 2022/23 MONTH 7 MONITORING REPORT AND 2023-24 BUDGET PROPOSALS

Members were provided with a comprehensive outline of the report and all its key headings, after which the Chairperson invited questions and comments on the report.

Members asked if Officers had been in contact with the S151 Officers from the Joint Local Authorities and made them aware of the current position. Officers advised that they have.

Members noted that there were difficult decisions to be made and thanked Officers for their hard work.

RESOLVED: to

- a) Note the projected full year outturn position for 2022/23 as detailed in this report.
- b) Recommend the draft budget proposals for 2023/24 be agreed, as presented in paragraphs 28 to 56 of this report.

## 24 : UPDATED FEES AND CHARGES FROM APRIL 2023

The Archivist provided a comprehensive outline of the report and key issues, after which the Chairperson invited questions, observations and comments from Joint Committee Members.

Members were pleased to hear about the box making facilities at the Archives. The Archivist explained that this brings in good income for the Archives and that they currently have some big contracts in place.

Members noted that there has been an increase in the price of card and that the Archivist would monitor this closely.

RESOLVED: to agree the proposed scale of Fees and Charges for 2023-24.

25 : DATE OF NEXT MEETING

24 March 2023 at 2.00pm via Teams.

The meeting terminated at 3.00 pm

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