

**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**

**DECEMBER 2023**

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**REPORT OF: PROPOSED CHANGES TO FEES AND CHARGES FROM 1<sup>ST</sup>  
APRIL 2024**

**AGENDA ITEM:**

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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 2024.

**BACKGROUND**

2. Fees and charges were increased in April 2022 for the first time in a number of years, and at that time it was indicated that this would become an annual process. As the budget for 2024-25 is being considered at this meeting, it seems an opportune time to review the fees and charges for the year as well.
3. Costs pertaining to the building and source materials, as well as staff salaries, have increased during 2023, and are expected to increase again during 2024. In order to assist with the budget pressures for the forthcoming financial year, the following scale of increases to fees and charges is proposed.

**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 2024-25 budget plan.

### **SUMMARY**

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

### **RECOMMENDATION**

8. Members are asked to agree the proposed scale of Fees and Charges for 2024-25.

**Laura Cotton**  
**Glamorgan Archivist**  
**8<sup>th</sup> December 2023**

	Pre-22 charge	Charge 2022-23 (inclusive of VAT)	Charge 2023-24 (inclusive of VAT if applicable)	Proposed charge 2024-25 (inclusive of VAT if applicable)	Rationale
Digitisation services					
Single image (inclusive of printout)	£5.00	£10.00	£12.00	£12.00	Previous increases have brought the charges in line with costs
Subsequent images (per image, inclusive of printout, from same document)	£2.00	£2.00	£3.00	£3.00	Previous increases have brought the charges in line with costs
Multiple images from multiple documents (per hour)	New	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Digital images from existing files - single image	New	£10.00	£12.00	£12.00	Previous increases have brought the charges in line with costs
Digital images from existing files - subsequent images	New	£2.00	£3.00	£3.00	Previous increases have brought the charges in line with costs
Postage (UK address)	£1.00	£1.20	£1.40	£1.50	Increased postage charges by Royal Mail
Postage (Overseas)	£2.50	£3.00	£4.00	£4.50	Increased postage charges by Royal Mail
Postage - parcels	New	Variable	Variable	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	£27.50	£27.50	Previous increases have brought the charges in line with costs
Research					
Minimum charge (up to 1 hour)	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Minimum charge (up to 1 hour, Commercial)	£60.00	£80.00	£90.00	£90.00	Previous increases have brought the charges in line with costs
Hourly rate	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
1:1 Consultation (limited to 40 minutes)	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Conservation					
Conservator - hourly rate	£30.00	£40.00	£45.00	£45.00	Previous increases have brought the charges in line with costs
Conservator - day visit	£200.00 + Travel	£240.00 + Travel	£270.00 + Travel	£270.00 + Travel	Previous increases have brought the charges in line with costs
Conservator - half day visit	£100.00 + Travel	£120.00 + Travel	£135.00 + Travel	£135.00 + Travel	Previous increases have brought the charges in line with costs
Preservation Assistant - hourly rate	£15.00	£20.00	£25.00	£25.00	Previous increases have brought

					the charges in line with costs
Preservation Assistant - day visit	£100.00 + Travel	£120.00 + Travel	£150.00 + Travel	£150.00 + Travel	Previous increases have brought the charges in line with costs
Preservation Assistant - half day visit	£50.00 + Travel	£60.00 + Travel	£75.00 + Travel	£75.00 + Travel	Previous increases have brought the charges in line with costs
Small box (650mu)	£3.00	£3.50	£3.50	£4.00	Increased costs
Medium box (650mu)	£4.50	£5.00	£5.50	£6.00	Increased costs
Large box (650mu)	£7.50	£8.50	£9.50	£10.00	Increased costs
Medium box (1000mu)	£6.00	£7.00	£7.50	£8.00	Increased costs
Large box (1000mu)	£10.50	£11.50	£13.00	£13.50	Increased costs
Extra large (1000mu)	£21.00	£22.00	£26.00	£26.50	Increased costs
Glass Plate Negative box - small (650mu)	£2.50	£3.50	£3.50	£4.00	Increased costs
Glass Plate Negative box - medium (650mu)	£4.00	£5.00	£5.50	£6.00	Increased costs
Glass Plate Negative box - large (650mu)	£5.00	£6.00	Price on application	Price on application	Only made rarely so will quote when required
Glass Plate Negative box - medium (1000mu)	£5.50	£6.50	Price on application	Price on application	Only made rarely so will quote when required
Glass Plate Negative box - large (1000mu)	£9.95	£11.00	Price on application	Price on application	Only made rarely so will quote when required
Photographic Slide Box - small (650mu)	£9.00	£10.00	Price on application	Price on application	Only made rarely so will quote when required

Photographic Slide Box - medium (650mu)	£10.50	£11.50	Price on application	Price on application	Only made rarely so will quote when required
Photographic Slide Box - large (650mu)	£12.00	£13.00	Price on application	Price on application	Only made rarely so will quote when required
Scroll Box - small (650mu)	£3.00	£3.50	£3.50	£4.00	Increased costs
Scroll Box - medium (650mu)	£4.50	£5.00	£5.50	£6.00	Increased costs
Scroll Box - large (650mu)	£7.50	£8.50	£9.50	£10.00	Increased costs
Scroll Box - medium (1000mu)	£6.00	£7.00	£7.50	£8.00	Increased costs
Scroll Box - large (1000mu)	£10.50	£11.50	£13.00	£13.50	Increased costs
Publication and Research for Media					
Research for media use (per hour)	New	£80.00	£90.00	£90.00	Previous increases have brought the charges in line with costs
Filming facility fee at Glamorgan Archives (per half day, minimum charge)	New	£125.00	£150.00	£150.00	No change
Licensing for re-use: Printed and digital media (print run under 1,000) UK only (per image)	New	£24.00	£25.00	£25.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run under 1,000) worldwide (per image)	New	£45.00	£48.00	£48.00	Previous increases have brought the charges in line with costs

Licensing for re-use: Printed and digital media (print run under 1,000) not-for-profit (per image)	New	£6.00	£8.00	£8.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 1001-5000) UK only (per image)	New	£45.00	£48.00	£48.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 1001-5000) worldwide (per image)	New	£100.00	£110.00	£110.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 1001-5000) not-for-profit (per image)	New	£12.00	£14.00	£14.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 5001+) UK only (per image)	New	£60.00	£65.00	£65.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 5001+) worldwide (per image)	New	£120.00	£130.00	£130.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Printed and digital media (print run 5001+) not-for-profit(per image)	New	£18.00	£20.00	£20.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Website - commercial (per image, per year)	New	£60.00	£65.00	£65.00	Previous increases have brought

					the charges in line with costs
Licensing for re-use: Website - not-for-profit (per image, per year)	New	£1.20	£1.50	£1.50	Previous increases have brought the charges in line with costs
Licensing for re-use: Display in exhibitions where an admission fee is charged	New	£60.00	£65.00	£65.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Stills images for use in TV/film (per image, UK only, in perpetuum)	New	£100.00	£110.00	£110.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Stills images for use in TV/film (per image, Worldwide, in perpetuum)	New	£300.00	£325.00	£325.00	Previous increases have brought the charges in line with costs
Licensing for re-use: Advertising or other commercial use (per image)	New	£500.00	£600.00	£600.00	Previous increases have brought the charges in line with costs
Repository storage charges					
One-off administration fee (set-up)		£25.00	£45.00	£50.00	Increased costs
Storage (per standard shelf, per year)	£7.50	£10.00	£12.50	£15.00	Increased costs
Storage (per narrow '8' shelf, per year)			New	£5.00	New charge



Staff costs for any work required on collection, including retrieval - paraprofessional (per hour)	£15.00	£20.00	£25.00	£25.00	No change
Staff costs for any work required on collection, including retrieval - professional (per hour)	£30.00	£40.00	£45.00	£45.00	No change
Room hire					
Meeting room hire - Llynfi (per day)	£110.00	£120.00	£140.00	£150.00	Increased core costs
Meeting room hire - Rhondda/Llynfi (per half day)	£60.00	£65.00	£80.00	£90.00	Increased core costs
Meeting room hire - Rhondda/Llynfi (hourly charge)	£15.00	£20.00	£40.00	£50.00	Increased core costs
Catering	Variable	Variable	Variable	Variable	Costs to be levied based on supply costs etc.