

GLAMORGAN ARCHIVES JOINT COMMITTEE

22 SEPTEMBER 2023

Present: Councillor Mackie (Chairperson)
Councillors Lewis, Robson, Birch, Andrews, Colbran, Harris,
Stephens and Winstanley

11 : APOLOGIES FOR ABSENCE

Apologies were received from Cllrs W Lewis, G Jones, John, K Jones, Simmonds

12 : DECLARATIONS OF INTEREST

None

13 : MINUTES

The minutes of the meeting held on 6 June 2023 were agreed as a correct record with the inclusion of Cllr Barry Stephens' apologies.

14 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1 JUNE TO 31 AUGUST

Members were provided with a comprehensive update on the work of the service for the period 1 June 2023 to 31 August 2023 all categorised against the outcomes of the Annual Plan.

In summary, the Archivist explained that the Archives continued to be very busy, both in terms of usage of the building and collections and in terms of planning for future use as well. Staff had taken the opportunity to take leave over the summer and that, as always, had created challenges in ensuring everything was covered.

Members noted that the team had continued to be very busy and to deliver to a high standard. Members' attention was directed to the appendices which showed that a large quantity of accessions had been received and much work had been done on the collections.

The Senior Archivist drew Members' attention to Appendix 5 which provided a summary of the ARA Survey of Visitors to UK Archives on-site searchroom services (from the adult individual's point of view) which had taken place from 3 October 2022 to 4 December 2022. Members noted that it was the first survey to be conducted since the pandemic and that a total of 111 archive services across the UK participated in the survey which included 15 Welsh services. The survey questions remained largely the same as those used in the 2018 and 2016 surveys, which allowed comparison across the years.

The Survey of Visitors to UK Archives 2022 had shown that Glamorgan Archives had continued to provide a high quality service to the public despite the disruption caused by the Covid19 pandemic and reductions in resources. Improvements had been

made in a number of areas, and quality of service maintained across the board, since the 2018 survey, and solutions had been identified to help the service improve scores in those areas where it was currently falling below its own high standards.

The Chairperson thanked the Archivist for her work on the report and invited questions from the Joint Committee Members.

Members asked about action being taken over the rising temperature in the building's strongroom. The Archivist responded that work taken place the previous week to try to resolve a problem with the heating coils. The equipment had failed due to its age and the fact that it was open to the elements. Members noted that parts were being replaced over time. The increasing temperature in the strongroom was also affected by seasonal factors. Work was currently underway with the maintenance contractor who were doing their best to carry out repairs. This was also reflected in the budget.

Members noted the different opening hours in 2018 and 2022 and enquired whether this had affected the customer satisfaction statistics. The Archivist responded that the opening hours had been reduced and it was found that some people would have liked them to be extended. However, the majority were happy to visit when it was open. The service would continue to monitor to identify any trends.

Members referred to The Cardiff Registry Office team moving into the Archives building in October 2023 and renting three rooms and storage space in the repository. Members asked where the Registry Office would be located and Archivist responded that the team would be providing a back office function, occupying a couple of different offices and in addition using the public side of the building for the registration of births and small notices and displaying notices of marriages. The foyer would be the only shared space with Archives. This would bring in considerable income to the service, as well as enhanced benefits such as increased footfall and raising the profile of the service amongst members of the public.

RESOLVED: to note the contents of the report.

15 : 2023/24 MONTH 4 MONITORING REPORT

Members were provided with a comprehensive outline of the report and all its key headings which provided details of actual expenditure and income as at 31 July 2023 (Month 4), against the approved 2023/24 Budget and projections for the full year outturn position.

Members were informed that the projected income and expenditure for 2023/24 had indicated an increased reserve drawdown forecast compared to the amount budgeted (£65,000 budget, £99,475 projected).

Members noted that Month 7 would provide them with an updated indication of the projected outturn, including updates on the pay award and more certainty regarding trends in income. This would be looked at in parallel with the development of the 2024/25 budget and sustainability of reserve levels.

RESOLVED: to note the projected full year outturn position for 2023/24 as detailed in the report.

16 : DATE OF NEXT MEETING

15 December 2023, 2.00 pm via Microsoft Teams

The meeting terminated at 2.57 pm