

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 Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 22 January 2021 at 2.00 pm.

Present:

Members: Councillor John, Vale of Glamorgan Council (Chairperson)  
Councillor Cowan, Cardiff Council  
Councillor Cunnah, Cardiff Council  
Councillor George, Rhondda Cynon Taf County Borough Council  
Councillor Henshaw, Cardiff Council  
Councillor K Jones, Cardiff Council  
Councillor R Lewis, Rhondda Cynon Taf County Borough Council  
Councillor W Lewis, Rhondda Cynon Taf County Borough Council  
Councillor Robson, Cardiff Council

### 51 : APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Burnett and Colbran.

The Chairperson explained that he needed to leave the meeting at 2.25pm and Councillor Jarvie would take the Chair at this point.

### 52 : DECLARATIONS OF INTEREST

None received.

### 53 : MINUTES

The minutes of the meeting held on 11 December 2020 were agreed as a correct record.

### 54 : MONTH 9 MONITORING REPORT FOR 2020/21 AND BUDGET REPORT 2021/22

Members were advised that the report provides the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31<sup>st</sup> December 2020 (Month 9), against the approved 2020/21 Budget and projections for the full year outturn position. Also to provide details of the proposed revenue budget for 2021/22.

Members approved the 2020/21 budget in December 2019. The budget is funded from local authority revenue contributions, apportioned on the relative populations. The current General Reserve balance is £174,385.

### Month 9 Monitoring

Officers outlined this section of the report in detail and there were no questions from Members.

### Budget 2021/22

Officers outlined this section of the report in detail and the Chairperson invited questions and comments from Members;

Members expressed concern that the premises budget was increasing; Members considered it would be good to be mindful of contractor costs. Officers explained that the repair budget had been kept at £20k, it was the NNDR element that was the huge cost at a third of the budget. Officers had built in a 2% increase for contractor costs and these will be monitored. Officers also explained the one off large spend of £26k for re-gassing the fire cylinders, and that this was a once in ten year spend.

Officers further added that all controllable costs would be monitored and kept as low as possible, but costs such as utility costs and NNDR were uncontrollable.

Members suggested that any spare shelf space in the Archives could be rented to organisations wanting temporary storage due to downsizing.

Members sought clarification on Recommendation 3 as they considered it was open ended. Officers explained that any further in year one-off expenditure would come back to Joint Committee.

RESOLVED to:

- a) Note the projected full year outturn position for 2020/21 as presented in paragraphs 5 to 28 of this report.
- b) Recommend the draft budget proposals for 2021/22 be agreed, as presented in paragraphs 29 to 53 of this report.
- c) Note that there may be a need for further in-year contributions for larger items of expenditure that are not budgeted for in order to maintain a balanced budget and preserve the balance in the General Reserve.

### 55 : MEDIUM TERM FINANCIAL PLAN REPORT

Members were advised that the report provides the Glamorgan Archives Joint Committee with a draft Medium Term Financial Plan (MTFP) for the next 4 years, providing a revised budget proposal in a time of ever increasing budgetary constraints.

Officers outlined the report in detail and the Chairperson invited questions and comments from Members;

Members asked what Officers considered to be a prudent level of reserves. Officers explained that there was no specific figure, it was subject to contributing Local Authority agreement; currently the reserve was going to £33k and officers wouldn't want to see it go much lower than that moving forward.

Members sought clarification on an immediate increase for the next year but not agreeing for any further increases. Officers stated that was correct, the recommendation is to purely note the position not approving any increases after next year.

Members welcomed the introduction of the Medium Term Financial Plan, considering it was good to have a direction to go in and that Committee can continue to review and focus on any issues identified. Members felt assured by the email from the Section 151 Officer which stated he was also content with the arrangements.

RESOLVED TO:

- a) Note the current position of the General Reserve balance and the proposed Medium Term Financial Plan.
- b) Note that a potential annual or in year increase to Local Authority contributions may be required moving forward upon approval from S151 Officers.

56 : DATE OF NEXT MEETING - TO BE DISCUSSED.

The next meeting of the Joint Committee is scheduled or 26 March 2021.

Members discussed the deadline for submitting draft accounts by 31 May 2021. Officers asked if the June meeting of the Joint Committee could be brought forward to Friday 21 May 2021 to ensure this deadline could be met.

RESOLVED: that the meeting of the Joint Committee scheduled for June, be brought forward to Friday 21 May 2021 at 2pm.

The meeting terminated at 3.10 pm

This page is intentionally left blank