



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Committee Room C, Civic Centre, Neath

Friday, 13 March 2020 at 11.00 am

Present: Councillor P A Rees (Chair) Presided

Councillor(s) - Swansea

P M Black

L R Jones

R V Smith

Councillor(s) – Neath Port Talbot

R Mizen

H N James

W F Griffiths

Associated Organisations

L Miskell

Swansea University

J Watkins

Neath Antiquarian Society

S Perons

Diocese of Llandaff

Officer(s)

K Collis

County Archivist

G Borsden

Democratic Services Officer

W John

County Librarian - NPT

Apologies for Absence

Councillors M Durke and L S Gibbard & A R Aubrey and A Dulley & C Griffiths

13 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by both Authorities, no interests were declared.

14 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 20 December 2019 be approved as a correct record

15 2021/2020 Revenue Budget.

Kim Collis presented the report of the Director of Place which gave details of the Joint Archive Service Revenue Budget for 2020/2021 and the reserves held by the Joint Archive Service, which was submitted for information only.

He indicated that it was based on a budget assumption of a 2.75% pay award but was otherwise again a “standstill” budget.

The table in the report showed the estimated position of the Archive Reserves as at 31 March 2020.

He outlined that the Archives trainee post is not being filled currently and detailed the increase to other staff hours to ensure service continuity.

16 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period December 2019 – February 2020.

Fees and Charges

He referred to the revised table of fees and charges for the Service which will apply from 1 April 2020.

Use of the Service

He reported on the use of the Service for the quarter and detailed the background and rationale behind the quarterly statistics.

He indicated that he expected the attendance figures for the next quarter to be considerably down due to the corona-virus outbreak.

Archives Accreditation

He reported further to the report and discussion at the last meeting and indicated that one of the recommendations from the mid term review was the need to update the service's policies. The first part of this had been done and the updated versions of stand-alone policies were attached as an appendix to the report.

Discussion took place around the issues relating to the future use of the Civic Centre in Swansea and its potential impact on the service going forward. The possibilities for the interim specialist storage of the collections were outlined. Members supported the idea for as much of the collection to be both stored and accessible locally as possible.

Resolved that the revised policies as outlined be approved.

Archives Card

He outlined that the new Archives card had been "soft launched" at the beginning of March. The new card represents a significant step for archives users with the ticket giving access to over forty archive services and their collections across the UK.

Note: Councillor H N James (Interim Chair) presided for the following items.

Service Outreach

He detailed that the Jewish Refugee Exhibition had been displayed at the Princess Royal Theatre in Port Talbot to mark Holocaust Memorial Day.

The Celebrating Swansea Exhibition had also been displayed at Pentrehafod School on the same day.

He outlined that, following the successful reprinting of the "Three Nights Blitz" book, the Archives Publication Fund had now been exhausted.

The various sessions delivered to schools and university students were outlined.

Professional Meetings and Partnership Working

He reported on the various meetings attended by staff during the quarter.

Archive Service Logo

He indicated that the service has recently refreshed its logo to reflect and incorporate the recent change made by Neath Port Talbot CBC.

Archive Collections

He reported on the list of archives received by the Service during the quarter.

The meeting ended at 12 noon

Chair