

CITY AND COUNTY OF SWANSEA

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

**HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA. ON FRIDAY,
18 DECEMBER 2015 AT 11.00 AM**

PRESENT: Mr D B Lewis (Chair) Presided

Representatives of the City and County of Swansea

Councillors

E J King
R V Smith

Councillor

K E Marsh

Councillor

P M Meara

Neath Port Talbot County Borough Council Representatives:

Councillor

D W Davies

Councillor

P A Rees

Representatives of the Associated Organisations:

Mr A Dulley	-	Diocese of Swansea & Brecon
Mrs C Hodgson		Diocese of Llandaff
Dr L Miskell	-	University of Swansea
Mrs J L Watkins		Neath Antiquarian Society

Officers

K Collis	-	County Archivist
T McNulty	-	Head of Cultural Services
G Borsden	-	Democratic Services Officer

Apologies for Absence

Councillors J Dudley & A Wingrave and Mr D Michael

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 18 September 2015 be approved as a correct record.

15 **REPORT OF THE COUNTY ARCHIVIST.**

The County Archivist presented a report which outlined the work of the Archive Service during the period September - November 2015.

Archive Service Budget 2016/17.

The County Archivist and Head of Cultural Services reported and outlined the proposed budget reduction planned for the service in financial year 2016/17 of £36,000, based on the Sustainable Swansea budget proposals 2016-2019. The implications of this for the reduction of opening hours at the Neath service point were detailed.

Members from Neath Port Talbot CBC expressed their disappointment regarding the lack of consultation on the effects of the proposed budget cut.

South West Wales Partnership

The County Archivist reported on the current position relating to the proposals for a joint service for the Swansea Bay City Region. A consultant will start work in the new year to progress the proposals. .

Discussion took place around the project risks and mitigations, including the demonstration of support required for the project from Swansea University.

The Chair indicated he would informally approach the University to establish their commitment to the project.

Use of the Service

The County Archivist reported on the use of the Service for the quarter.

Service Outreach

The County Archivist reported on the various areas of work that staff have been involved with during the quarter.

Service Income Streams

The County Archivist reported on the progress relating to the digitisation of the collections by Ancestry and Findmypast and outlined the potential income stream for the Service.

He also detailed the Revised Fees and Charges for 2016 for the service.

AGREED that the Revised Fees and Charges be endorsed.

Staff Changes

The County Archivist reported that the Archive Trainee for 2015/16 is Robert Hillman.

Professional Meetings and Partnership Working

The County Archivist referred to the professional meetings and training attended by staff during the last quarter.

Accession of Archives

The County Archivist detailed the various accessions received by the Service.

The meeting ended at 12.07 pm

CHAIR