



City and County of Swansea

## Minutes of the **West Glamorgan Archives Committee**

Committee Room A/B, Civic Centre, Neath

Friday, 16 March 2018 at 11.00 am

**Present:** Mr D Byron Lewis (Chair) Presided

### **Representatives of City and County of Swansea**

**Councillor(s)**

P M Black

E J King

**Councillor(s)**

L S Gibbard

R V Smith

**Councillor(s)**

L R Jones

### **Representatives of Neath Port Talbot County Borough Council**

**Councillor(s)**

W F Griffiths

H N James

**Councillor(s)**

P A Rees

A N Woolcock

### **Representative of Associated Organisations**

Mrs J Watkins – Neath Antiquarian Society

### **Officer(s)**

Gareth Borsden

Kim Collis

Wayne John

David Michael

Democratic Services Officer

County Archivist

County Librarian - NPT

Head of Legal - NPT

### **Apologies for Absence**

Councillor R L Taylor, Mr A Dulley & Dr L Miskell

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## **15 Mr David Michael.**

The Chair reported that it was Mr David Michael's last meeting before he retired at the end of March.

He thanked Mr Michael for both his legal advice and personal interest in the work of the Archives section.

The Chair and Members of the Committee wished Mr Michael well for a long and healthy retirement.

## **16 Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by both Authorities, the following interest was declared:

Mr D Michael – Personal – Member of the Neath Antiquarian Society

**17 Minutes.**

**Resolved** that the Minutes of the West Glamorgan Archives Committee meeting held on 15 December 2017 be approved as a correct record.

**18 2018/19 Revenue Budget.**

Kim Collis presented the report of the Director of Place which gave details of the Joint Archive Service Revenue Budget for 2018/201 and the reserves held by the Joint Archive Service, which was submitted for information only.

He indicated that it was a "standstill" budget for 2018/19 with no reduction and a small allowance for an anticipated 2018/19 pay settlement.

The table in the report showed the estimated position of the Archive Reserves as at 31 March 2018.

Discussions took place around how the Archive Trainee post was funded from the Training Reserve, which currently had four years ' worth of funding. He referred to the importance of the Trainee post within the staffing structure.

Members outlined their support for the retention of any underspend in the budget to be allocated to the Training Reserve.

**Resolved** that

1) the report be noted.

2) the support of the Committee with regard to the continuing use of any underspend being transferred to the Training Reserve be noted.

**19 Report of the County Archivist.**

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period December 2017 – February 2018.

Development of a Separate Website

He reported and referred to the circulated briefing note relating to the issue of the development of a separate Archive service website.

The briefing note contained the potential pros and cons of the proposal. He outlined his recommendation that the idea be not progressed and the service concentrate on raising its social media profile.

Members of the Committee supported the recommendation and requested further information on a social media strategy. They also requested that further investigation be undertaken relating to the potential sale and online availability of the Archives catalogue.

### Fees and Charges

He outlined the proposed revised Charges for 2018/19 and detailed the rationale behind the fee increases.

**Resolved** that the revised charges be approved.

### 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.

### Service Outreach

He referred to an exhibition on Edwardian Swansea that was displayed in Swansea Civic Centre in December and January.

He outlined the proposals for an exhibition relating to the centenary of women's suffrage that is being developed following success in obtaining a Welsh Government grant.

He outlined the work being undertaken by the National Library of Wales to digitise representative samples of the Neath Abbey Ironworks collection.

The various school visits and talks to outside groups were also outlined.

### Professional Meeting and Partnership Working

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

### Training

He outlined the various training courses attended by staff during the quarter.

### Archive Collections

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

The meeting ended at 12.00 pm

**Chair**