Dear Councillor

You are invited to attend a meeting of the GWENT ARCHIVES JOINT COMMITTEE which will be held in the Gwent Archives, Ebbw Vale, NP23 6AA on Friday, 14 December 2018 at 10.00am to consider the business set out in the attached agenda.

You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

Yours sincerely

Alison Ward CBE,
Chief Executive / Prif Weithredwr

CIRCULATION:
Relevant Members
Appropriate Officers

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Swyddogion Priodol
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MEETING OF THE GWENT ARCHIVES JOINT COMMITTEE  
held on Friday, 12 October 2018 at 10.00am  
in the Gwent Archives, Ebbw Vale, NP23 6AA  

ATTENDANCE

Councillors:

Councillor D Davies, Blaenau Gwent County Borough Council  
Councillor B Jones, Caerphilly County Borough Council  
Councillor J Higginson, Monmouthshire County Council  
Councillor J Guy, Newport City Council  
Councillor D Mayer, Newport City Council  
Councillor V Crick, Torfaen County Borough Council  
Councillor N Waite, Torfaen County Borough Council

Co-opted Members:

Canon A Edwards, Diocese of Monmouth  
Mr J Evans, Friends of Gwent Record Office  
Mr P Strong, Gwent County History Association

Officers:

Rachel Beale, Senior Business Support Officer, Torfaen County Borough Council  
Tony Hopkins, County Archivist, Gwent Archives  
Lynne Jones, Accountancy Support Officer, Torfaen County Borough Council  
Dave Lilly, Head of Financial Services, Torfaen County Borough Council  
Kai Richards, Senior Archivist, Gwent Archives  
Angela Rogers, Human Resources Manager, Torfaen County Borough Council

Other:

One Member of the press was in attendance.

1  Apologies

1.1  Apologies were received from the following:

Councillor S Woodhouse, Monmouthshire County Council  
Professor R Deacon, Coleg Gwent  
Mr S Duffin, Coleg Gwent  
Mr J Hanbury-Tenison, Deputy Lord Lieutenant of Gwent

2  Declarations of Interest

2.1  There were no interests declared.

3  Minutes of meeting held on 15/06/2018
3.1 The Chair pointed out that on page 7 of the minutes, the table did not show the response to the annual return, however the Welsh version on page 13 did.

3.2 Subject to the above change, the minutes of the meeting held on 15th June 2018 were confirmed as an accurate record.

3.3 The County Archivist referred to 4.1 of the minutes and gave Members an update. He stated that the WW1 event took place at the Congress Theatre and was very well attended.

3.4 Members commended the staff at Gwent Archives as it was excellent event.

3.5 The Chair added that she was unable to attend the event, however she would contact Ysgol Bryn Onnen to see if she could visit and present the children with a certificate to thank them for their hard work on the project and for participating in the event.

4 Future Service Provision in a Period of Continued Financial Austerity - Update Report

4.1 The Head of Financial Services introduced the report which provided an update on the current year budget and the projections going forward and highlighted the following points:

- When setting the 2018/19 budget it was decided not to make any savings but to draw down on the reserves to give the Committee time to decide what to do going forward.
- The 2018/19 budget showed an improved position with the forecast showing a £20,000 deficit to be funded from reserves as opposed to the £64,000 budget shortfall at the start of the financial year. The improved position was as a result of savings from temporary vacancies. The Service was also able to reclaim some monies from an insurance claim. However both initiatives were one offs.
- The report showed the forecasts for 2019/20 and 2020/21.
- The current Medium Term Financial Plan had been reviewed and a number of changes had been made as it was recognised that the Service’s income level was below budget which resulted in the income projection going forward being reduced. In addition, the actual pay award was greater than assumed in the original forecast.
- Assuming the establishment would continue for the next 2 years, the following assumptions had been outlined:
  - 5% increase on utility costs to recognise contract inflation.
  - Pay awards of 2% per annum.
- With the changes outlined above the Service would be looking to use £100,000 of the reserves in the next two years. By the end of 2021 the Committee would need to make some hard decisions as the deficit position would exceed the reserves available.
- When Committee met in March, a report was presented on austerity and it was suggested that a Working Group be established to look at the budget, the group has met on 3 occasions. At the first meeting the Working Group looked
at the Supplies and Services budget and found that there was no scope for reductions.

- A large part of the Gwent Archives budget was spent on staffing and the rental of the building. 44% of the overall budget was spent on the building. Any staffing changes would change the operation of Gwent Archives. There were no reserves available to make severance payments which would occur if changes were made to the staff structure.
- Torfaen Finance Officers met with Blaenau Gwent Officers in their capacity as Landlord to explore areas to reduce the premises cost for Gwent Archives. The Officers indicated that they could look at varying assumptions and provide details however Torfaen Officers had not received any comments back from them.
- Officers had looked at the old part of the building to see if there was any scope to rationalise the rooms. The Education Room cost £12,000 a year to rent and was only used twice a week.
- The County Archivist’s Office cost £6,700 a year to rent, however in discussions with the County Archivist he had agreed to move out of his office to make a saving and would move into the Deputy Archivist’s Office.
- Further discussions were currently taking place about the possibility of also vacating the Deputy Archivist’s Office.
- The County Archivist did not feel that it was appropriate to stop renting the Education room, as Gwent Archives could generate an income from renting the room out for meetings.
- Currently Gwent Archives was open one Saturday a month and had around 6 visitors per session, costing £2,500 per year. In March the possibility of closing on a Saturday was discussed, however the County Archivist and his team did not feel that it was appropriate to close.
- The report was seeking approval to close to the Public every Monday to allow cataloguing to be undertaken, the report stated that it would come into effect in January 2018, however it should state January 2019.
- Gwent Archives had an underlying deficit of £100,000 based upon current assumptions and information, and a possible saving of £6,700 had been identified as a result of surrendering the lease on the County Archivist’s Office. However the Committee needed to identify and implement £93,000 in recurring saving to cease its’ underlying reliance on its reserves and the Service was not in a position to generate significant income.

4.2 The County Archivist added that the Education Room was used for either a whole day or half a day twice a week and 50% of the Education Officer’s work was within the room with exhibitions being prepared in there. The room was integral in the way the service operated and he would be reluctant to rent the room back from Blaenau Gwent as it may not always be available for their use. The room was the hub for the service and he would rather give up Offices used by staff than to lose the use of the Education Room. His office could only accommodate 8 people for a meeting, however the Education Room could fit approximately 50 people for a lecture.

4.3 Councillor Davies agreed to speak with the Head of Financial Services after the meeting regarding how to move forward with discussions with Blaenau Gwent Officers in relation to the premises costs.
4.4 Some Members of the Committee felt that the Local Authorities did not appreciate the potential the Service had for the whole of the Gwent area, and suggested a meeting of the Working Party be held to discuss how the Committee promoted the service to the 5 Councils. They added that before the Service was set up each Local Authority was looking to have their own individual Archives Service, therefore the implementation of Gwent Archives had made huge savings for the Local Authorities.

4.5 However other Members stated that no one was disagreeing about the importance of the Service, however all Local Authorities were being faced with difficult decisions.

4.6 The following answers were given by the Head of Financial Services to questions asked by the committee:

- Discussions had been undertaken with Blaenau Gwent Officers regarding refinancing the loan, however there were different requirements on Local Authorities than businesses, it might be opportune to reschedule the debt, however there was always a premium to pay when paying off debt.
- He had not had sight of the loan, therefore did not know its details, however he would have a discussion with Councillor Davies regarding it.
- He did not have the breakdown of the costs of the communal areas with him and he had not yet been provided with the cost of the Deputy Archivist Office.
- The Education Room was a commercial rental.

The County Archivist added the following information to questions asked:

- In the last 6 months the Service had generated an income from renting out the Education Room.
- There had been job vacancies in the last year which put a strain on the Service. When the Service was under pressure it became less efficient which could result in a poor service leading to complaints. However generally people were happy with the service.

4.7 Members agreed to write to the Welsh Government to highlight the success and seek support for the statutory function.

4.8 Members agreed to hold a meeting of the Working Group in the next few weeks, after Councillor Davies had the necessary discussion with the Officers in Blaenau Gwent. The Working Group would hopefully have the figures of how much the Deputy Archivist Office cost to rent, would also explore the option of having direct contact with the SRS rather than via Blaenau Gwent Council and would be reviewing what services Gwent Archives provided, what could be done differently and what they could possibly stop doing.

4.9 Members discussed the possibility of gaining sponsorship and suggested offering Sir Terry Matthews a place on the Committee to show him the work the service did and ask whether he would be interested in sponsoring.

4.10 Members talked about exploring the trust model, however the Senior Archivist
expressed concerns as he visited Hertfordshire Archives during the summer who had recently gone into a trust. He said he would be very nervous as a member of staff as Hertfordshire had lost a lot of staff as a result of going into a trust.

4.11 The County Archivist felt that the Service held National Assets and needed to be maintained by local taxpayers. He agreed with the suggestion that the Committee should write to Welsh Government to seek support. He also suggested asking the Education Departments in each Local Authority for funding to contribute for the education work the service carried out.

4.12 Members agreed to:

- Note the current 2018/19 budget monitoring position.
- Note progress made to date by the working party.
- Approve closing to the public on Mondays with effect from January 2019.
- Consider how to proceed in addressing the funding shortfall.
- Write to Welsh Government.

The County Archivist and Senior Archivist left the meeting to allow an open discussion to take place.

5 Succession Planning and Flexible Retirement Request

5.1 A number of Members felt that the report should have been exempt from the press and public and were uncomfortable discussing the matter in front of the press and would have to be restrained in what they said.

5.2 The Head of Financial Services informed Members that legal advice had been sought and the report was deemed to be suitable to be issued and discussed in the public domain.

5.3 The Human Resources Manager introduced the report highlighting in particular the following:

- The County Archivist has expressed his desire to step down and made a request for flexible retirement.
- The County Archivist would like to reduce his hours from 37 per week to 15 hours per week, subject to a replacement County Archivist and take up a newly created post as an Archival Cataloguer which had been job evaluated at a grade 6. The County Archivist had the skills and appetite to undertake the role of an Archival Cataloguer.
- The new job would incur an additional cost to the establishment of £13,500, an amount above the predicted shortfall.
- On this occasion there was no employers pension strain cost associated with the flexible retirement proposal.
- There was an option to review the Job Description and grade of the County Archivist which could provide a saving.
5.4 In response to comments and questions asked by the Committee the following answers were given by Officers:

- HR processes would be rigorously followed.
- The County Archivist job would need to be advertised.
- Any appointment would be subject to a six month probation period.
- Members were reminded that the proposal was asking whether Members were in agreement to creating a new post and undertaking the process to appoint a new County Archivist.

5.5 Members agreed:

- That the flexible retirement request of the current County Archivist be noted, but that he be requested to continue in post until a successor had been recruited;
- That the County Archivist be granted flexible retirement under Torfaen Council’s policy;
- That a new post of a part time Cataloguing Archivist (Grade 6) (15 Hours) be created, and
- The current County Archivist be appointed to the new role (Grade 6) for two days a week following his flexible retirement.
- That the arrangement would be subject to review by the new County Archivist following their appointment.

5.6 Members noted that the additional costs of £13,500 associated with the above proposal would add to the financial pressures of the Joint Committee and would require additional savings to be identified.

5.7 The Chair added that the next stage was to look at Job Description of the County Archivist and possible options to achieve a saving.

The County Archivist and Senior Archivist returned to the meeting.

6 Quarterly Bulletin of Gwent Archives

6.1 The County Archivist informed Members of activities during the quarter from 1 June 2018– 31 August 2018 highlighting the following:

- It was encouraging to see an increase in Research Room Visitors with people coming from all around the world. The comments on the Service had been positive.
- The County Archivist approached Blaenau Gwent regarding Saturday opening and the possibility of the Service manning the reception themselves, however they stated that due to insurance reasons Blaenau Gwent staff had to be present.
- During the past quarter there had been an increase in documents produced.
- It was pleasing to see that there had been an increase in written enquiries and people visiting the social media pages. Blaenau Gwent were unable to provide the statistics of people visiting the website, however it was heavily used.
The County Archivist had asked for the website to be upgraded, however the Service was competing with other priorities that Blaenau Gwent had. The Records, Information and Data Manager had completed Digital Preservation Training Programme. As part of the Cultural Ambitions project, Gwent Archives would be hosting a Placement of young people who were not in education, employment or training to help them work towards the qualification of a NVQ 2 in Cultural Heritage through Cardiff and Vale College. The Service had a large group of volunteers working on the Newport Rugby and Athletic Club project which was coming to an end, however the volunteers had expressed an interest to continue to help out with other work. The Service was currently in the middle of the Wellcome Trust project and the cataloguing was progressing well. The Project Archivist had been asked to produce a guest blog about the project to the Health Archives Record Group. The Project Board Members had visited to see how works were progressing. The transcription of the entire collection of the Unlocking the Chartist Trails Project had been completed. Gwent Archives now owned the domain name and were waiting on discussions between SRS and the National Library on the transfer of the website to Gwent Archives. The spring issue of Gwent Local History was an Armistice Special and included seven articles by members of Gwent Archives staff. Gwent Archives Conservator also had an article published in the ARC magazine about how she extracted a document from a bottle she found and restored it. The volunteers had found lots of information in school log books which showed the presence of the Spanish flu at the end of WW1. The County Archivist pointed out a number of interesting accessions which included:
  o Records of Newport’s Hebrew Congregation.
  o Material on the Herbert Lewis Department Store going back to 1700.
  o Records on the Western Welsh Omnibus Company.
  o Photographs and letters of members of the Harrington and Ryan families from Newport who served in the First World War.
The NMCT ‘A Sporting Chance’ project came to an end in September. The project’s Preservation Assistant had been cleaning loose correspondence and Fascicules had been made to house the WW1 letters. The next stage was to get all the documents catalogued. The Service was looking to apply for a grant for a Cataloguing Archivist to make sure all the documents were catalogued before 2020 which was the year of the next Olympics. The Conservator had done a number of promotional talks regarding the project. Staff were looking to find a unique solution to restore some of the damaged documents.

6.2 Councillor Davies agreed to speak to Officers at Blaenau Gwent regarding the upgrading of the Gwent Archives website.

6.3 Members commented about their own recent accessions which portrayed fascinating stories. They stated that many people did not realise the importance or history behind the items or documents they had in their attics.

6.4 The Chair gave her thanks to the staff for their continued hard work.
6.5 Members agreed to note the contents of the report.

7 Any Other Business

7.1 There were no items of any other business discussed.

8 Date of Next Meeting 14/12/2018

8.1 The Chair informed the committee that the next meeting would take place on Friday 14th December 2018, however the Gwent Archives Working Group would meet beforehand.

Chair…………………………………………………………………………Date…………………………

Minutes produced by Rachel Beale, Senior Business Support Officer (Democratic Services)
PRESENOLDEB

Cynghorwyr:
Y Cynghorydd D Davies, Cyngor Bwrdeistref Sirol Blaenau Gwent
Y Cynghorydd B Jones, Cyngor Bwrdeistref Sirol Caerffili
Y Cynghorydd J Higginson, Cyngor Sir Fynwy
Y Cynghorydd J Guy, Cyngor Dinas Casnewydd
Y Cynghorydd D Mayer, Cyngor Dinas Casnewydd
Y Cynghorydd V Crick, Cyngor Bwrdeistref Sirol Torfaen
Y Cynghorydd N Waite, Cyngor Bwrdeistref Sirol Torfaen

Aelodau Cyfetholedig:

Canon A Edwards, Esgobaeth Mynwy
Mr J Evans, Cyfeillion Swyddfa Gofnodion Gwent
Mr P Strong, Cymdeithas Hanes Sir Gwent

Swyddogion:
Rachel Beale, Uwch Swydddog Cymorth Busnes, Cyngor Bwrdeistref Sirol Torfaen
Tony Hopkins, Archifydd y Sir, Archifau Gwent
Lynne Jones, Swydddog Cymorth Cyfrifon, Cyngor Bwrdeistref Sirol Torfaen
Dave Lilly, Pennaeth Gwasanaethau Ariannol, Cyngor Bwrdeistref Sirol Torfaen
Kai Richards, Uwch Archifydd, Archifau Gwent
Angela Rodgers, Rheolwr Adnoddau Dynol, Cyngor Bwrdeistref Sirol Torfaen

Eraill:
Roedd un aelod o’r wasg yn bresennol.

1. Ymddiheuriadau
1.1 Derbyniwyd ymddiheuriadau gan y canlynol:
Y Cynghorydd S Woodhouse, Cyngor Sir Fynwy
Yr Athro R Deacon, Coleg Gwent
Yr Athro R Deacon, Coleg Gwent
Mr S Duffin, Coleg Gwent
Mr J Hanbury-Tenison, Dirprwy Arglwydd Raglaw Gwent

2. Datganiadau o Fuddiant
2.1 Ni chafwyd unrhyw ddatganiadau o fuddiant.

3. Cofnodion y cyfarfod a gynhaliwyd ar 15/06/2018
3.1 Nododd y Cadeirydd, ar dudalen 7 y cofnodion, nad oedd y tabl yn dangos yr ymateb i’r ffurflen flynyddol, er bod tud. 13 y fersiwn Gymraeg yn gwneud hynny.

3.2 Cadarnhawyd bod cofnodion y cyfarfod a gynhaliwyd ar 15 Mehefin 2018n gywir yn amodol ar newid yr uchod.
3.3 Cyfeiriodd Archifydd y Sir at 4.1 yn y cofnodion a rhoddodd ddiweddiariad i'r Aelodau. Dywedodd fod y digwyddiadau Rhyfel Byd Cyntaf wedi cael ei gynnau yn Theatr y Congress a bod llawer iawn wedi ei fynchu.

3.4 Fe wnaeth yr aelodau ganmol y staff yn Archifau Gwent am fod y digwyddiad yn un ragorol.

3.5 Ychwanegodd y Cadeirydd nad oedd hi wedi llwyddo i fynychu'r digwyddiad, ond byddai hi'n cysylltu ag Ysgol Bryn Onnen i weld a allai ymwend â hi i gyflwyno tystysgrif i'r plant i ddiolch iddynt am eu gwaith caled ar y prosiect ac am gymryd rhan yn y digwyddiad.

4. Darparu Gwasanaeth yn y Dyfodol mewn Cyfnod o Ddiffyg Ariannol Parhaus - Adroddiad ar y Diweddaraf

4.1 Cyflwynodd y Pennaeth Gwasanaethau Ariannol yr adroddiad a roddodd y wybodaeth ddiweddiaraf am gyllideb y flwyddyn gyfredol a'r rhagamcanion wrth fynd ymlaen, a thynnodd sylw at y pwyntiau canlynol:

- Wrth osod cyllideb 2018/19 penderfynwyd peidio â gwneud unrhyw arbedion ond i ddefnyddo'r cyllid wrth gefn i roi amser i'r Pwyllgor benderfynu beth i'w wneud wrth symud ymlaen.
- Dangosai cyllideb 2018/19 sefyllfa well gyda'r rhagamcan sefyllfa well £20,000 i'w ariannu o'r cyllid wrth gefn yn hytrach na'r diffyg cyllideb o £64,000 ar ddechrau'r flwyddyn ariannol. Roedd y fath welliant o ran sefyllfa o ganlyniad arbedion a wnaed mewn swyddi gwag dros dro. Roedd y Gwasanaeth hefyd yn gallu adennill peth arian o hawliad yswiriant. Fodd bynnag, roedd y ddau gam yn ddigwyddiad un-tro yn unig.
- Adolygwyd y Cynllun Ariannol Tymor Canolig presennol a gwnaed nifer o newidiadau oherwydd cydnabuwyd bod lefel incwm y Gwasanaeth islaw'r gyllideb a arweiniaodd at ostwng y rhagamcaniad incwm wrth fynd ymlaen. Yn ogystal, roedd y dyfarniad cyflog gwirioneddol yn fwy nag a ragdybiwyd yn y rhagolwg gwreiddiol.
- Gan dybio y byddai'r sefydliad yn parhau am y 2 flynedd nesaf, amlinellwyd y rhagdybiaethau canlynol:
  - Cynnydd o 5% ar gostau cyfleustodau i gydnabod chwyddiant o ran contractau
  - Dyfarniad cyflog o 2% y flwyddyn.
- Gyda'r newidiadau a amlinellwyd uchod byddai'r Gwasanaeth yn gorfod ystyried defnyddio £100,000 o'r cyllid wrth gefn yn y ddwy flynedd nesaf. Erbyn diwedd 2021 byddai angen i'r Pwyllgor wneud rhai penderfyniadau a newid oherwydd byddai'r diffyg yn fwy na'r cyllid wrth gefn sydd ar gael.
- Pan gyfarfu'r Pwyllgor ym mis Mawrth, cyflwynwyd adroddiad ar lymer ac awgrymwyd y dylid sefydlu gweithgor i ystyried y gyllideb. Cyfarfu'r grwp ar 3 achlysur. Yn ystod y cyfarfod cyntaf fe wnaeth y Gweithgor ystyried y gyllideb Cyflenwadau a Gwasanaethau a chanfuwyd nad oedd le am ostyngiadau.
• Gwariwyd rhan helaeth o gyllideb Archifau Gwent ar staffio a rhentu'r adeilad. Gwariwyd 44% o'r gyllideb gyffredinol ar yr adeilad. Byddai unrhyw newidiadau staffio yn newid gweithrediad Archifau Gwent. Nid oedd unrhyw Gronfeydd wrth gefn ar gael i wneud taliadau diswyddo a fyddai'n digwydd pe bai newidiadau yn cael eu gwneud i strwythur y staff.

• Cyfarfu Swyddogion Cyllid Torfaen â Swyddogion Blaenau Gwent yn rhinwedd eu swydd fel Landlord i archwilio meysydd i leihau costau eiddo Archifau Gwent. Nododd y Swyddogion y gallent edrych ar ragdybiaethau sy’n amrywio a rhoi manylion, fodd bynnag, nid oedd Swyddogion Torfaen wedi derbyn unrhyw sylwadau yn ôl gan ddynt.

• Roedd swyddogion wedi edrych ar hen ran yr adeilad i weld a oedd unrhyw fod o resymol yr ystafelloedd. Mae’r Ystafell Addysg yn costio £12,000 y flwyddyn i’w rhentu a hithau i wneud i strwythur y staff. Mae’r Ystafell Addysg yn hithau o ddwywaith yr wythnos yn ôl unig.

• Roedd trafo daethau pellach yn cael eu cynnal ar hyn o bryd o brynghylch y posibilrwydd o weintio Sŵydda’r Dirprwy Archifydd hefyd.

• Roedd Archifydd y Sir ar unig o ganwyd ystafell gan gynnwys yr adeilad a byddai’n ddim yn teimlo ar y byd gan yr ystafell o’r cyhoeddir gan yr ystafell o leihau costau eiddo Archifau Gwent. Mae’r Ystafell Addysg yn costio £6,700 y flwyddyn i’w rhentu, ond mewn trafodaeth gyda Archifydd y Sir, roedd wedi cytuno i symud allan o waith ganlyniad i ddweud £6,700 o ganddo y tyb gan y cyhoedd.

• Ar hyn o bryd roedd Archifau Gwent ar agor un Sadwrn y mis ac roeddent yn derbyn tua 6 o ymwelwyr bob sesiwn, gyda’r gost yn £2,500 y flwyddyn. Yn mis Mawrth, trafo daethau y posibilrwydd o gau ar ddydd Sadwrn, fodd bynnag nid oedd Archifydd y Sir a’i dîm yn teimlo fod cau yn gan priodol.

• Roedd yr adroddiad yn ganwyd gan y cyhoedd gan y cyhoedd bob hyd gan y cyhoedd. Roedd ei chystadlu â gynhyrchu incwm wrth rentu’r ystafell ar gyfer cyfarfodydd. Ar hyn o bryd roedd Archifau Gwent ar agor un Sadwrn y mis ac roeddent yn derbyn tua 6 o ymwelwyr bob sesiwn, gyda’r gost yn £2,500 y flwyddyn. Yn mis Mawrth, trafo daethau y posibilrwydd o gau ar ddydd Sadwrn, fodd bynnag nid oedd Archifydd y Sir a’i dîm yn teimlo fod cau yn gan priodol.

4.2 Ychwanegodd Archifwyd y Sir bod yr Ystafell Addysg yn cael ei defnyddio am ddiwrnod cyfan neu hanner diwrnod ddwywaith yr wythnos a bod 50% o waith gyda Archifau Gwent. Yn mis Mawrth, trafo daethau y posibilrwydd o gau ar ddydd Sadwrn, fodd bynnag nid oedd Archifwyd y Sir a’i dîm yn teimlo fod cau yn gan priodol.

4.3 Cytunodd y Cyngyffredinwr Davies i siarad â Phennaeth y Gwasanaeth Ariannol ar ôl y cyfarfod, ynglŷn à sut i symud y trafo daethau yn eu blaenau gyda Archifau Gwent, a hynny mewn perthnas â chostau’r safle.
4.4 Teimlai rhai Aelodau'r Pwyllgor nad oedd yr Awdurddau Lleol yn gwerthfawrogi potensial y Gwasanaeth ar gyfer ardal Gwent gyfan, ac awgrymodd cynnal cyfarfod Gweithgor i drafod sut y bu'r Pwyllgor yn hyrwyddo'r gwasanaeth i'r 5 Cyngor. Ychwanegodd, cyn sefydlu'r Gwasanaeth, roedd pob Awdurddod Lleol wedi ystyried cael eu Gwasanaeth Archifau unigol, felly roedd gweithredu Archifau Gwent wedi gwneud arweinio aruthrol i’r Awdurddau Lleol.

4.5 Fodd bynnag, dywedodd Aelodau eraill nad oedd unrhyw un yn anghytuno yng Nghyngor pwysigrywydd y Gwasanaeth, ond roedd pob Awdurddod Lleol yn wynebu penderfyniadau anodd.

4.6 Rhoddwyd yr atebion canlynol gan y Pennaeth Gwasanaethau Ariannol i gwestiynau a holwyd gan y pwyllgor:

- Cynhaliwyd trafodaethau gyda Swyddogion Blaenau Gwent ynagh y benthyciad, fodd bynnag rodd y gofynion ar Awdurddau Lleol yn wahanol i fusnesau; efallai bod cyfle i ai-restru'r ddyled, fodd bynnag, mae yna wastad premiwm i w dalu wrth dalu’r ddyled.
- Yn oedd wedi gweld y benthyciad, felly ni wyddai’r manyliwn, fodd bynnag byddai’n cynnal trafodaeth ynglŷn à hyn gyda’r Cynghorydd Davies.
- Yn oedd yr meddwl a ddaddansoddadi o gostau’r ardaloedd cymunedol ac nid oedd eto wedi derbyn costau Swyddfa’r Dirprwy Archifydd.
- Mae’r Ystafell Addysg yn denu rhent masnachol.

Ychwanegodd Archifydd y Sir y wybodaeth ganynol i ateb y cwestiynau a holwyd:

- Yn y 6 mis diwethaf, roedd y gwasanaeth wedi creu incwm drwy rentu’r Ystafell Addysg.
- Bu swyddi gwag yn y llwyddyn ddiwethaf ac roedd hyn wedi rhoi pwysau ar y Gwasanaeth. Pan oedd y gwasanaeth dan bwysau roedd wrth reswm yn llai effeithlon a allai arwain at wasanaeth gwael a chwynion, yn eu tro. Fodd bynnag, roedd pobl yn hapus â’r gwasanaeth yn gyffredinol.

4.7 Cytwunodd yr Aelodau i ysgrifennu at Lywodraeth Cymru i dynnu sylw at y llwyddiant a cheisio cefnogaeth i’r swyddogaeth statudol.

4.8 Cytwunodd yr Aelodau i gynnal cyfarfod Gweithgor yr yr wythnosau nesaf, ar ôl i’r Cynghorydd Davies gynnal y drafodaeth angenreiddiol gyda’r Swyddogion ym Mlaenau Gwent. Y goibath yw y byddai gan y Gweithgor y ffigurau ynghŷlch faint y byddai Swyddfa’r Dirprwy Archifydd ym costio i’w rhentu yn ogystal ag ystyri ar yr opsiwn o gael cysylltiad unigongyrchol â’r GRhA yn hytrach na Chyngor Blaenau Gwent a byddai’n adolygu pa wasanaethau a ddarparir gan Archifau Gwent, yr hyn y gellid ei wneud yn wahanol o’r hyn y gallent roi’r gorau i’w wneud.

4.9 Trafododd yr Aelodau’r posibilrwydd o gael nawdd ac awgrymwydd cynig lle i Syr Terry Matthews ar y Pwyllgor i ddangos iddo’r gwaith sy’n cael ei wneud gan y gwasanaeth, a gofyn a fyddai ganddo ddiddordeb mewn noddi.
4.10 Soniodd yr Aelodau am archwilio i’r model ymddiriedolaeth, ond mynegodd yr Uwch Archifydd bryderon am iddo ymweld ag Archifau Swydd Hertford yn ystod yr haf a oedd newydd gychwyn fel ymddiriedolaeth yn ddiweddar. Dywedodd y byddai’i’n nerfus iawn fel aelod o staff gan fod Swydd Hertford wedi colli llawer o staff yn dilyn y cam hwn i droi’n ymddiriedolaeth.

4.11 Teimlai Archifydd y Sir fod y Gwasanaeth yn cadw Asedau Cenedlaethol ac roedd angen i drefhaldwr lleol ei chynnal. Cyfunodd gyda’r awgrym y dylai’r Pwyllgor ysgrifennu at Lywodraeth Cymru i geisio cael cefnogaeth. Awgrymodd hefyd ofyn i’r Adriannau Addysg ym mhob Awdurdod Lleol am gyllid i gyfrannu at y gwaith addysg y mae’r gwasanaeth yn ei wneud.

4.12 Cytunodd yr Aelodau i:
- Nodi’r sefyllfa o ran monitro’r gyllideb presennol ar gyfer 2018/19.
- Nodi’r cynnydd a wnaed hyd yn hyn gan y gweithgorydd.
- Cymeradwyo cau i’r cyhoedd ar ddydd Llun, i gychwyn o Ionawr 2019.
- Ystyried sut i fynd i’r afael à’r diffyg yn nhermau ariannu.
- Ysgrifennu at Lywodraeth Cymru.

Gadawodd Archifydd y Sir a’r Uwch Archifydd y cyfarfod i ganiatáu cynnal trafodaeth agored.

5. Cynllunio Olyniaeth a Cheisiadau Ymddeol Hyblyg

5.1 Teimlai nifer o Aelodau y dylai’r adroddiad fod wedi’i ei rhithro rhag cyhoedd a’r wasg a’u bod yn anghyfforddus yn trafo y mater o flaen y wasg am y byddai’n rhaid dal yn ôl o ran yr hyn oedd gan y ddweud.

5.2 Dywedodd Penwaeth y Gwasanaethau Ariannol wrth yr Aelodau ei fod wedi cael cyngor cyfreithiol a ystyriwyd bod yr adroddiad yn addas i’w gyhoeddi a’i drafod yn gyhoeddus.

5.3 Cyflwynodd y Rheolwr Adnoddau Dynol yr adroddiad yn tynnu sylw at y canlynol yn arbennig:
- Mae Archifydd y Sir wedi mynegi ei awydd i gamu i lawr a gwneud cais am ymddeoliad hyblyg.
- Hoffai Archifydd y Sir ostwng ei oriau o 37 yr wythnos i 15 awr yr wythnos, yn amodol ar benodi Archifydd Sir newydd a chymryd swydd Categoriwydd Archifol fyddai’n cael ei chreu o’r newydd. Mae’r swydd eisoes wedi bod yn destun gwerthusiad swydd, a chanfuwyd ei bod yn radd 6. Mae gan Archifydd y Sir y sgiliau a’r awydd i gamu i rôl Categoriwydd Archifol.
- Byddai’r swydd newydd yn golygu cost ychwanegol o £13,500 i’r sefydliad, swm uwchlawr’r diffyg a ragwelir.
- Ar yr achlysur hwn nid oedd y cynnig am ymddeoliad hyblyg yn peri straen o ran costau pensiwn i’r cyflogwr.
- Roedd opsiwn i adolygu’r Disgrifiad Swydd a gradd Archifydd y Sir a allai ddarparu arbediad.
5.4 Mewn ymateb i sylwadau a chwestiynau gan y Pwyllgor rhoddwyd yr atebion a ganlyn gan y Swyddogion:

- Byddai prosesau AD yn cael eu dilyn yn drylwyr.
- Byddai angen hysbysebu swydd Archifydd y Sir.
- Byddai unrhyw benodiad yn amodol ar gyfnod prawf o chwe mis.
- Atgoffwyd yr aelodau bod y cynnig yn gofyn a oedd yr Aelodau yn cytuno i greu swydd newydd ac ymgymryd â'r broses i benodi Archifydd Sir newydd.

5.5 Cytunodd yr Aelodau:

- Nodi cais ymddeol hyblyg Archifydd y Sir, ond gofyn iddo barhau yn y swydd hyd nes bod olynydd iddo yn cael ei recriwtio;
- Caniatáu ymddeoliad hyblyg i Archifydd y Sir dan bolisi Cyngor Torfaen;
- Creu swydd newydd, sef Catalogydd Archifol rhan amser i'r rôl (Gradd 6) (15 awr), a
- Phenodi Archifydd y Sir i’r rôl newydd (Gradd 6) am ddau ddiwrnod yr wythnos yn dilyn ei ymddeoliad hyblyg.
- Y byddai’r trefniant newydd yn destun adolygiad gan Archifydd newydd y Sir yn dilyn ei benodiad.

5.6 Nododd yr Aelodau y byddai’r costau ychwanegol o £13,500 sy’n gysylltiedig â'r cynnig uchod yn ychwanegu at bwysau ariannol y Cydbwyllgor a byddai angen dod o hyd i arbedion ychwanegol.

5.7 Ychwanegodd y Cadeirydd mai’r cam nesaf oedd edrych ar Ddisgrifiad Swydd Archifydd y Sir a’r opsiynau posib i greu arbediad.

Dychwelodd Archifydd y Sir a’r Uwch Archifydd i’r cyfarfod.

6. Bwletin Chwarterol Archifau Gwent

6.1 Dywedodd Archifydd y Sir wrth yr Aelodau am y gweithgareddau yn ystod y chwarter o 1 Mehefin 2018 – 31 Awst 2018 gan ddynt y sylw at y canlynol:

- Calonogol oedd gweld cynnydd yn yr Ymwelwyr i’r Ystafell Ymchwil gyda phobl yn dod o bob cwr o’r byd. Roedd y sylwadau am y chwarter diwethaf wedi bod yn gynnydd o hyd i ei benodi.
- Roedd Archifydd y Sir wedi gysylltu à Blaenau Gwent ynghylch agar ddydd Sadwrn a’r posibilrwydd y gallai’r Gwasanaeth gymryd y cyfrifoldeb am y dderbynfa ar eu pen eu hunain, ond dywedasant fod y mwy o harfodd ac staff Blaenau Gwent fodd y sylwadau wedi bod yn gynnyddo o hyd i ei benodi.
- Yn ystod y chwarter diwethaf bu cynnydd yng nghanol ychwanegol.
- Roedd y sylwadau am ychwanegol a felly oedd y swydd yw’r ystafell ymholiodd y plwyf Blaenau Gwent yng nghyd-destun y penhwaith y gallu darparu ystadegau o ran pobl a wnaeth yr ymwybodol i’r defnydd i’w gludo.
- Roedd Archifydd y Sir wedi gofyn i uwchraddio’r swydd, ond roedd y Gwasanaeth yn cystadlu â’r blaenoriaethau eraill gyda’r swydd yma. 

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Roedd y Rheolwr Cofnodion, Gwybodaeth a Data wedi cwblhau’r Rhaglen Hyfforddi Cadwraeth Ddigidol.

Fel rhan o’r prosiect Uchelgeisiau Diwylliannol, byddai Archifau Gwent yn cynnal lleoliad i bobl ifanc nad oeddent mewn addysg, cyflogaeth na hyfforddiant i’w helpu i weithio tuag at gymhwyster NVQ 2 mewn Treftadaeth Ddiwylliannol trwy Goleg Caerdydd a’r Fro.

Roedd gan y Gwasanaeth grwp mawr o wirfoddolwyr yn wirfoddolwyr ym gweithio ar brosiect Clwb Rygbi ac Athletau Casnewydd a oedd yn dod i ben, ond roedd y wirfoddolwyr wedi mynegi diddordeb i barhau i helpu gyda gwaith arall.

Ar hyn o bryd, roedd y Gwasanaeth yng nghanol Ymddiriedolaeth Wellcome ac roedd y catalogio yn datblygu’n dda. Gofynnwyd i Archifydd y Prosiect gynhyrchu blog gwadd am y prosiect i’r Grwp Cofnodion Archifau lechyd. Cafwyd ymweliad gan Aelodau’r Bwrdd Prosiect i weld sut oedd y gwaith yn mynd rhagddo.

Cwblhawyd trawsgrifiad o gasgliad cyfan Prosiect Datgloi Llwybrau’r Siartwyr. Roedd Archifau Gwent bellach yn berchen ar yr enw part ac roeddent yn disgwyl trafodaethau rhwng y GRhA a’r Llyfrgell Genedlaethol ar drosoglydwd o’r wefan i ddiwyl Archifau Gwent.

Roedd rhyfn gwanwyn Hanes Lleol Gwent yn Rhifyn Cadoediad, ac yn cynnwys saith ethrygl gan aelodau staff Archifau Gwent. Hefyd, roedd gan Warchodwr Archifau Gwent ethrygl a gyhoeddwyd yng nghylchgrawn ARC am sut y tynnodd ddogfen o botel y cafo fd yhyd iddi, a’i hadfer.

Roedd y gwirfoddolwyr wedi canfod llawer o wybodaeth mewn llyfrau cofnod ysgol a oedd yn dangos presenoldeb ffliw Sbaenaidd ar ddiwedd y Rhyfel Byd Byd Gantaf.

Nododd Archifydd y Sir nifer o fynegiadau diddorol a oedd yn cynnwys:
  o Cofnodion Cynulliad Hebreaid Casnewydd.
  o Deunydd yn ymwneud â Siop Adrannol Herbert Lewis sy’n deillio o gyfnod 1700.
  o Cofnodion Cwmni Western Welsh Omnibus.
  o Fotograffau a llythyrau teulu oedd Harrington a Ryan o Gasnewydd a wasanaethodd yn y Rhyfel Byd Byd Gantaf.

Daeth prosiect ‘Tan Gamp’ NMCT i ben ym mis Medi. Roedd Cynorthwyydd Cadwraeth y prosiect wedi bod yn glanhau gohebiaeth rydd, a grwaed rhifynnau i gynnwys llythyrau’r Rhyfel Byd Byd Gantaf. Y cam nesaf oedd catalogo’r holl ddogfennau. Roedd y Gwasanaeth yn cewdio gwneud cais am grant i benodi benodi Catalogydd Archifol i sicrhau bod yr holl ddogfennau’n cael eu catalogio cyn 2020 sef blwyddyn y Gemau Olympaidd nesaf. Roedd y Gwashodwr wedi cynnal nifer o sgyrsiau i hyrwyddo’r prosiect. Roedd y staff yn chwilio am ateb unigrwyw a ddyfodolwyr.

6.2 Cytunodd y Cynghorydd Davies i siarad â’r Gwaith Cochion yng Nghyfnogion y Mlaenau Gwent ynglŷn â diweddaru gwefan Archifau Gwent.

6.3 Soniodd yr Aelodau am eu derbynion diweddar eu hunain a oedd yn cyfleu straeon diddorol. Dywedasant nad oedd llawer o bobl yn sylweddoli’r pwysigwydd neu’r hanes y tu ôl i’r eitemau neu’r dogfennau a oedd ganddynt yn
eu llofftwydd.

6.4 Diolchodd y Cadeirydd i’r staff am eu gwaith caled parhaus.

6.5 Cytunodd yr Aelodau i nodi cynnwys yr adroddiad.

7. Unrhyw Faterion Eraill

7.1 Nid oedd unrhyw eitemau pellach i’w trafod.

8. Dyddiad y Cyfarfod Nesaf 14/12/2018

8.1 Dywedodd y Cadeirydd wrth y pwylgor y byddai’r cyfarfod nesaf yn cael ei gyrraedd ddydd Gwener 14 Rhagfyr 2018, fodd bynnag, byddai Gweithgor Archifau Gwent yn cwrdyn cyn hynny.

Cadeirydd……………………………………………………………………….Dyddiad…………………………

Paratowyd y cofnodion gan Rachel Beale, Uwch Swyddog Cymorth Busnes (Gwasanaethau Democrataidd)
GWENT ARCHIVES SERVICE BUDGET MONITORING 2018/19 & ESTIMATES 2019/20

Report Submitted by: David Lilly, Head of Financial Services
Tony Hopkins, County Archivist

Report Written by: Sharon Lear, Lead Finance Officer
Lynne Jones, Accountancy Support Officer

1. Area Affected

1.1 The geographical area of Gwent as defined for the purposes of the Gwent Archives Joint Committee.

2. Purpose of Report

2.1 To consider the latest budget monitoring for 2018/19 (Forecast – Month 7) as set out in Appendix I.

2.2 To present the initial estimates for 2019/20 and the proposed constituent Authority contributions as set out in Appendix I.

2.3 To provide an update of the findings of the working party and how these may shape the estimates in 2019/20.

2.4 To consider a revised medium term financial forecast.

3. Key messages

3.1 The key messages are:-

- The budget monitoring for 2018/19 is forecasting a reduced deficit from that anticipated at budget setting;
- The 2019/20 initial budget shows a budget pressure which could be largely managed by reductions identified via the working party group;
- The 2019/20 budget proposes standstill Joint Authority contributions for a fourth consecutive year;
- The opportunity to ensure an appropriate level of reserves is maintained going forward.

4. Introduction and background

4.1 Local government finances have continued to shrink in recent years as a result of reductions in Welsh Government core funding. Prevailing financial austerity is likewise a major concern for Gwent Archives and a key factor in the budget build given that contributions from the five constituent authorities form the majority of its funding envelope, 92% in 2018/19.

Previous years budgets have seen reserves being used to help balance pay and inflationary pressures. Following the 2018/19 budget process, however, the Joint Committee recognised that it would no longer be viable to use reserves to manage the budget going forward. A working party of members and the County Archivist, together with support officers, was formed to explore options to address the funding
shortfall. The group was tasked primarily with looking at how the largest budget cost area - premises - could be reduced.

5. **Revised Budget Forecast 2018/19**

5.1 The month 7 (October 2018) forecast for 2018/19 shows a £20,440 deficit to be funded from reserve. This compares to the original budgeted level of £64,095, meaning that savings of £43,655 have been realised. A summary of the position is outlined at Appendix I. As reported at the October Joint Committee meeting, the improved position is mainly due to one off savings and whilst they do not assist in addressing the underlying financial deficit going forward they do help to minimise the use of reserves. The reasons for the main in year movements are described below.

5.2 Revised employee costs in 2018/19 are estimated to be underspent by over £32,000. The County Archivist has managed staff turnover during the year resulting in vacancy savings of £26,000 through delaying filling an Archivist post and two Archive Assistant posts. Furthermore, a little over £6,000 was received from a pay insurance claim in compensation for staff time lost.

5.3 Overall expenditure on premises is forecast to be underspent by circa £11,000 and is mainly in respect of directly incurred utility bills. In 2018/19 the electricity unit price marginally increased by 1.6% to 11.9684p whereas the unit price for heat decreased by 5.1% to 5.64p. However, electricity consumption has reduced in the first six months of 2018/19 when compared to the same period last year. Similarly, heat consumption is showing a downwards trend when compared on an annual basis. The combination of these factors has meant that there is an under spend against the original budget for utilities.

Small pressures created by the business rate increase being slightly higher than budgeted and cleaning costs being higher due to Living wage increases have been offset against the planned maintenance budget which has not been spent in previous years.

5.4 The revised supplies and services forecast for 2018/19 assumes that savings of £3,000 will be made against other budget lines to help offset a projected income shortfall.

There has been additional planned expenditure of £11,000 relating to an IT hardware refresh. This was built into the medium term financial forecast in December 2017 and will be funded from reserves as previously agreed by the Joint Committee.

5.5 Operational income is forecast to be below budget by £3,000. The projected shortfall is not, however, affecting the bottom line forecast as monitoring assumes that general office expenditure can be reduced in the year to compensate.

In view of the financial pressures the service was facing, it was agreed at the March 2018 Joint Committee meeting to modestly increase various fees with effect from April 2018. Despite this measure, the service has not yet been able to cover off falling income from royalties which have decreased by 16% when compared to last
year. Further income generation options are being looked at by the County Archivist.

5.6 Other income includes grants for specific projects plus funding from the National Archives to recognise “new burdens” in taking in public records. Two grant funded projects have been completed in 2018/19. The WWI “Sharing Private O’Brien” project funded by the Heritage Lottery celebrated a grand finale event using the residual grant monies that were carried over from 2017/18. The National Manuscripts Conservation Trust funded project “A Sporting Chance” commenced last year and was completed at the end of September. Half of the original grant award of £14,765 was paid at the start of the project and outstanding grant monies will be paid following the submission of a satisfactory final report and will match the amount spent - within the grant limit.

A new grant project “A Penny in the Pound” started in May 2018 following an application to the Wellcome Trust which awarded £38,729 for the cataloguing of Monmouthshire hospital records.

Grant awards have enhanced the ability of the service to preserve and improve access to important documents via funding specific projects. As such, this means that grant income is offset by associated grant expenditure with limited scope to assist the wider budget.

An amount of £1,321 has been received this year from the National Archives “New Burdens” fund, an increase on the £669 received in 2017/18. The Fund is to assist with managing the transition to the 20 year rule for public records when these are accepted for permanent preservation and funding is based on the linear metres of the accessions. The monies have been used to purchase storage materials.

6. **Initial Estimate 2019/20**

6.1 In preparing the 2019/20 estimates, the budgetary guidelines of the host authority, Torfaen County Borough Council, have been used. The key exception is the Pension rate which is separately advised by the Pension Fund’s actuary. The budget guidelines used are:

- Budgeted pay has been based on the assumption that staff are moved to the new national scale points as per the pay award;
- provision for the apprenticeship levy at 0.5% of basic pay;
- all other pay inflation, i.e. increments and national insurance, is appropriately built in;
- provision for Pensions at 17.9% plus a secondary contribution rate of £10,000 as per the most recent actuarial valuation.

6.2 The net budget for 2019/20, as shown in column D of Appendix I, is estimated to be £1,034,366. Prior to any mitigating factors being applied this equates to a pressure of £94,966 of which £64,095 relates to the 2018/19 funding gap and £30,871 is the 2019/20 pressure.

6.3 The 2019/20 employee estimate has increased by £32,388 mainly due to the inclusion of a new part time Cataloguer post at a cost of £13,550 as agreed at the October Joint Committee meeting. Other increases are pay inflation £9,282, pay
increments in four posts £3,844 and salary on costs £6,813 (superannuation and national insurance). There is a partial offsetting amount of £1,101 due to a post being filled at a lower scale point than the previous post holder.

In addition to the effect of pay inflation, superannuation on costs have increased due to the fact that for 2019/20 all staff are now members of the Local Government Pension Scheme. In 2018/19 one member was opted out of the scheme.

6.4 Estimated premises costs for 2019/20 are £481,773 which represents a decrease of £4,717 over 2018/19 and mainly relates to utilities. Utility costs are based on the average consumption over the last three years plus a 5% increase on this usage to cover any contract inflation. This has resulted in a saving against the current budget of £7,242. Revised lower utility costs in 2018/19 gives confidence that the reduction is reasonable.

Conversely, there is a rise in business rates (NNDR) of £2,525 due to the application of a 2.4% estimated increase in the provisional “multiplier” (used to multiply against the rateable value of a property to arrive at the amount due).

Building cleaning is recharged by the landlord Blaenau Gwent. The last couple of years have seen an increase in this cost due to the introduction of the Living Wage. Hence, there is an increase on this budget line but it has been fully offset by reducing down the maintenance budget which is rarely utilised.

6.5 The supplies and services budget remains unchanged from 2018/19 with the exception of circa £12,000 which is the residual of the amount first earmarked from reserves in 2018/19 for IT hardware/software refresh. The application of the reserve funding to cover this is shown under income.

6.6 The income target budget has been reduced by £3,000 in line with the revised position for 2018/19 mainly because of falling royalties from digitised records. Income generation is currently under review and potential new income streams such as sponsorship are being explored but no assumptions have been made in the draft estimate around possible increased income levels.

6.7 The 2019/20 income estimate includes an assumed use of reserve of £12,000 as mentioned in paragraph 6.5. No other use of reserve has been built in at this stage. Hence, the use of reserves line is showing a reduction of £52,033 when compared to 2018/19.

6.8 The initial 2019/20 estimate proposes standstill Joint Authority contributions, with these totalling £939,400, as follows:

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<tr>
<th>Authority</th>
<th>2018/19</th>
<th>2019/20</th>
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<tr>
<td>Blaenau Gwent CBC</td>
<td>142,789</td>
<td>142,789</td>
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<tr>
<td>Caerphilly CBC</td>
<td>137,152</td>
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<tr>
<td>Monmouthshire CBC</td>
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<tr>
<td>Newport CBC</td>
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<tr>
<td>Torfaen CBC</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>939,400</strong></td>
<td><strong>939,400</strong></td>
</tr>
</tbody>
</table>
6.9 In conclusion, the initial estimate for 2019/20 shows a pressure of £94,966. It assumes that the service continues “as is” along with the addition of a new part time post. Clearly, without applying any mitigating measures the budget pressure will continue to grow in subsequent years. This is illustrated in the updated medium term financial forecast in paragraph 8.

7. Findings of the Working Group

7.1 The working group has met a number of times and good progress has been made. Staff from Torfaen have also met with Blaenau Gwent staff, in their capacity as the landlord of Gwent Archives, to look at various options with regard to the premises costs. Potential savings, based on indicative figures from Blaenau Gwent, of circa £69,000 have been identified as follows:

- £43,000 reduction in respect of the per annum rent on the purpose built repository;
- £20,000 reduction in the commercial rent and associated service charges in the relation to the former steelworks offices;
- £6,000 reduction in insurance costs by discontinuing terrorism cover.

7.2 Current rent costs for the service are £311,335, being £268,585 in respect of the purpose built repository and £42,750 in relation to offices occupied in the shared building. The largest of the two rental elements (the new build) is based on the cost of construction and equates to the PWLB borrowing costs over a 25 year loan period that Blaenau Gwent pay. The landlord has indicated that the cost of the latter can be reduced by £43,000 to £225,000 by re-profiling the loan over 17 years.

7.3 There is potential to also reduce the commercial rent element in the region of £20,000 by reducing the space that Gwent Archives occupy in the shared building. This could be done by the service vacating three adjacent rooms, namely, the front facing large staff office, project room and public room and decanting into the rooms currently designated as the County Archivist and Deputy Archivist rooms.

7.4 This is considered to be the most viable option, with the taking back of adjoining rooms being preferable to the landlord Blaenau Gwent who would want to ensure that any variations agreed would not create a budget pressure on their side. Any proposals to vary the current lease would be subject to the formal consent of the landlord.

7.5 Blaenau Gwent has also indicated that the building insurance of the Gwent Archives buildings can be varied to bring the insurance cover into line with that used by the remainder of Blaenau Gwent’s assets. Blaenau Gwent have advised that this change would save £6,000.

7.6 Subject to the approval of the Joint Committee, it is expected that these savings will be implemented with effect from the start of the new financial year – April 2019.

7.7 Any agreed savings would serve as mitigations to be offset against the initial estimates for 2019/20.

7.8 If the Joint Committee agrees to the above proposals the County Archivist will, with the assistance of Torfaen Council’s asset team, give formal notice to the landlord.
8. Medium Term Financial Forecast 2019/20 to 2021/22

8.1 The following assumptions have been made in respect of 2020/21 onwards:
- Pay award of 2%;
- Employer Pension contributions are constant at 17.9% plus £10,000;
- An additional part time post;
- 5% energy price increase;
- 3% increase for NNDR;
- No increase in authority contributions.

<table>
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<td><strong>971,840</strong></td>
<td><strong>1,046,366</strong></td>
<td><strong>1,065,729</strong></td>
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<td>(12,000)</td>
<td>(12,000)</td>
<td>(12,000)</td>
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<td><strong>94,966</strong></td>
<td><strong>114,329</strong></td>
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<tr>
<td>Grants</td>
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<td>(3,550)</td>
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<td><strong>NET TO BE FUNDED FROM RESERVE</strong></td>
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<td><strong>0</strong></td>
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<td><strong>0</strong></td>
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<table>
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<tr>
<th>One off Expenditure - Funded from Reserve</th>
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</thead>
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<td>IT Equipment/Software</td>
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<td>10,938</td>
<td>12,062</td>
<td>0</td>
<td>0</td>
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<td><strong>NET TO BE FUNDED FROM RESERVE</strong></td>
<td><strong>10,938</strong></td>
<td><strong>10,938</strong></td>
<td><strong>12,062</strong></td>
<td><strong>0</strong></td>
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<td>286,991</td>
<td>255,613</td>
<td>148,585</td>
<td>34,256</td>
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<td>Usage</td>
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<td>(31,378)</td>
<td>(107,028)</td>
<td>(114,329)</td>
<td>(132,354)</td>
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<tr>
<td><strong>BALANCE C/FWD</strong></td>
<td><strong>211,958</strong></td>
<td><strong>255,613</strong></td>
<td><strong>148,585</strong></td>
<td><strong>34,256</strong></td>
<td><strong>(98,098)</strong></td>
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The table highlights how the budget pressure, if left unaddressed, is unsustainable and would culminate in a deficit reserve position by 2021/22 if they were relied upon to cover service expenditure into the future.

It was for this reason that the working party was formed with a remit of reviewing the budget. A number of savings have been identified that would go a long way to reduce premises costs, and thus the current budget pressure.
9. Mitigations

9.1 As outlined above the working party proposes the following recurring savings totalling £69,000 to help address the budget gap:

- £43,000 through reprofiling the loan that forms the basis of the new build rent element;
- £20,000 by reducing and reconfiguring the space occupied in the shared building;
- £6,000 by discontinuing terrorism cover.

In order to achieve the above recurring savings it should be noted that some minor “one off” costs may be incurred in respect of moving furniture and equipment to the new locations, restoring the vacated rooms up required standard and any legal costs associated with amending the lease. It is envisaged that these “one off” costs will not exceed £10,000 and that these will be funded from the Gwent Archives Reserve.

The savings identified by the working group, within the premises budget do not fully address the funding shortfall of £94,966. A further feasible option to be considered which could produce a saving of £24,000 is around staffing levels. The current establishment includes a temporary post, filled on the basis of a contract that expires at the end of March 2019. It has been assumed in the 2019/20 estimate build that the contract for this post is extended beyond that date for one year to enable the new County Archivist to review the position; the continued employment costs would be funded by the service securing alternative external funding, e.g. through seeking grant funding, or through generating other additional income. If the required resources are not successfully delivered, the post can be deleted from the establishment at a later date.

It is proposed that the remaining budget saving required to balance the 2019/20 budget of £1,966 is then found from within the existing supplies & services budgets.

The following table illustrates the effect of these mitigations into the medium term.

<table>
<thead>
<tr>
<th></th>
<th>Initial Estimate 2019/20</th>
<th>Forecast 2020/21</th>
<th>Forecast 2021/22</th>
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<tr>
<td><strong>Main Budget</strong></td>
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<td>Gross Expenditure (as MTFP)</td>
<td>1,046,366</td>
<td>1,065,729</td>
<td>1,083,754</td>
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<tr>
<td>Mitigations – Premises</td>
<td>(69,000)</td>
<td>(69,000)</td>
<td>(69,000)</td>
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<tr>
<td>Mitigations - Other</td>
<td>(1,966)</td>
<td>(1,966)</td>
<td>(1,966)</td>
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<tr>
<td><strong>REVISED GROSS EXPENDITURE</strong></td>
<td>975,400</td>
<td>994,763</td>
<td>1,012,788</td>
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<td>Funded by:</td>
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<tr>
<td>Local Authority contributions</td>
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<td>(939,400)</td>
<td>(939,400)</td>
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<tr>
<td>Grants &amp; contributions</td>
<td>(24,000)</td>
<td>(24,000)</td>
<td>(24,000)</td>
</tr>
<tr>
<td>Customer &amp; Client Receipts</td>
<td>(12,000)</td>
<td>(12,000)</td>
<td>(12,000)</td>
</tr>
<tr>
<td><strong>NET TO BE FUNDED FROM RESERVE</strong></td>
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<td>19,363</td>
<td>37,388</td>
</tr>
</tbody>
</table>

| **One off Expenditure - funded from Reserve** |                  |                  |
| IT Equipment/Software | 12,062              | 0                 | 0                 |
| Relocation Costs      | 10,000              | 0                 | 0                 |
Whilst the mitigations, if implemented, address the majority of the 2019/20 shortfall there will still be a requirement to find an estimated additional £19,000 for the 2020/21 financial year and a further £18,000 for the 2021/22 financial year. The delivery of these will initially be considered by the new County Archivist following their appointment and as part of the routine financial processes / reporting.

10. Conclusion

10.1 The initial budget for 2019/20 shows that the service is facing a shortfall of £94,966 if nothing is done to address the current situation.

10.2 The findings of the working party, if agreed by the Joint Committee, provide an opportunity to balance the 2019/20 budget and go a long way towards safeguarding the Joint Committee reserve into the future.

11. Recommendations

11.1 It is recommended that the Joint Committee:-

- note the monitoring position for 2018/19;
- consider the initial estimate for 2019/20, noting the pressure facing the service;
- consider the medium term financial forecast, noting the accumulative pressures;
- agree negotiations with Blaenau Gwent may be progressed formally with a view to;
  - vacating the main large admin office – former steelworks offices;
  - vacating the project room – former steelworks offices;
  - vacating the public room – former steelworks offices;
  - re-scheduling the PWLB loan in respect of the repository and passing the savings to Gwent Archives in the form of a reduced rent;
  - amending the lease accordingly;
- approve a modest budget of up to £10,000 be set aside within the reserve to fund any minor “one off” costs associated with the moves;
- note that 2019/20 staffing establishment assumes additional alternative funding is secured for the temporary post, and that the temporary post is extended for a further one year;
- approve a minor reduction in supplies & services budget;
- agree the proposed contributions from constituent authorities as set out in paragraph 6.8;
- notify the constituent councils of the contents of this report prior to 31st December 2018.
<table>
<thead>
<tr>
<th>Appendices</th>
<th>Appendix I: Gwent Archives Joint Committee Income and Expenditure Account and Grant Accounts; Appendix II: Well-being Assessment</th>
</tr>
</thead>
</table>
| Background Papers             | Note: Members of the public are entitled, under the Local Government Act 1972, to inspect background papers to reports.  
|                               | The following is a list of the background papers used in the production of this report.                                           
|                               | “Future Service Provision in a Period of Continued Financial Austerity – Update Report” – Agenda Item No.4 Gwent Archives Joint Committee 12th October 2018 and Agenda Item No.7 Gwent Archives Joint Committee 16th March 2018. |
|                               | For a copy of the background papers or for further information about this report, please telephone: Tony Hopkins, County Archivist (01495 353365) |
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### GWENT ARCHIVES

#### Income and Expenditure Account

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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<td>Estimate 18/19</td>
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<td>Initial Estimate 19/20</td>
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<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
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<td></td>
<td></td>
<td></td>
<td>£</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Operational Income</td>
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<td>Donations, Gifts</td>
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<td>0</td>
<td>£</td>
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<tr>
<td>Grants &amp; contributions</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>£</td>
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<td>(12,062)</td>
<td>£</td>
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<td>939,400</td>
<td>959,840</td>
<td>1,034,366</td>
<td>94,966</td>
<td>(94,966)</td>
<td>939,400</td>
<td>£</td>
</tr>
<tr>
<td><strong>Joint Authority Contributions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Blaenau Gwent CBC</td>
<td>142,789</td>
<td>142,789</td>
<td>142,789</td>
<td>142,789</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Caerphilly CBC</td>
<td>137,152</td>
<td>137,152</td>
<td>137,152</td>
<td>137,152</td>
<td>0</td>
<td>0</td>
<td>137,152</td>
<td>£</td>
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<tr>
<td>Monmouthshire CC</td>
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<td>182,244</td>
<td>182,244</td>
<td>182,244</td>
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<td>0</td>
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<td>Newport CBC</td>
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<td>289,335</td>
<td>289,335</td>
<td>289,335</td>
<td>0</td>
<td>0</td>
<td>289,335</td>
<td>£</td>
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<td>Torfaen CBC</td>
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<td>187,880</td>
<td>187,880</td>
<td>187,880</td>
<td>0</td>
<td>0</td>
<td>187,880</td>
<td>£</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>939,400</td>
<td>939,400</td>
<td>939,400</td>
<td>939,400</td>
<td>0</td>
<td>0</td>
<td>939,400</td>
<td>£</td>
</tr>
<tr>
<td><strong>NET EXPENDITURE</strong></td>
<td>5,882</td>
<td>0</td>
<td>20,440</td>
<td>94,966</td>
<td>94,966</td>
<td>(94,966)</td>
<td>0</td>
<td>£</td>
</tr>
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<td>Project</td>
<td>17/18 Actual</td>
<td>18/19 Estimate</td>
<td>18/19 Revised</td>
<td>19/20 Estimate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supplies &amp; Services</strong></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>1,465</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Sporting Chance Project</td>
<td>4163</td>
<td>5,453</td>
<td>5,116</td>
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<tr>
<td>A Penny in the Pound</td>
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<td>0</td>
<td>34,735</td>
<td>3,550</td>
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<tr>
<td>New Burdens Fund</td>
<td>0</td>
<td>0</td>
<td>1,321</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td>(£)</td>
<td>(£)</td>
<td>(£)</td>
<td>(£)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WW1 Private O’Brien Project</td>
<td>(7,935)</td>
<td>0</td>
<td>(1,465)</td>
<td>0</td>
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<tr>
<td>A Sporting Chance Project</td>
<td>(5,638)</td>
<td>(5,453)</td>
<td>(7,905)</td>
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<tr>
<td>A Penny in the Pound</td>
<td>0</td>
<td>0</td>
<td>(34,857)</td>
<td>(3,550)</td>
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<tr>
<td>New Burdens Fund</td>
<td>0</td>
<td>0</td>
<td>(1,321)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NET EXPENDITURE</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WELL-BEING ASSESSMENT TEMPLATE

**Project Description (key aims):** Preparing a budget that supports the goals of the Gwent Archives service.

**Section 1)** Complete the table below to assess how well you have applied the 5 ways of working.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **Integration** | 1. **How does your project / activity deliver economic, social, environmental & cultural outcomes together?**  
By ensuring that the financial framework is in place to support the objectives of the Gwent Archives service plan. |
| **Long-term** | 2. **How does your project / activity balance short-term need with the long-term and planning for the future?**  
The medium term financial plan examines the sustainability of the budget configuration to protect the resources required to collect, preserve and make accessible records for present and future generations in line with the service plan approved by the Joint Committee. |
| **Prevention** | 3. **How does your project / activity put resources into preventing problems occurring or getting worse?**  
Preparing a budget that provides the appropriate professional resources to collect and preserve a wide range of historical archives in a suitable environment thereby preventing loss to future generations. |
| **Collaboration** | 4. **How does your project / activity involve working together with partners (internal and external) to deliver well-being objectives?**  
Provides the continuity to allow the Joint Committee to deliver its service plan to its partner organisations with particular emphasis on outreach. |
| **Involvement** | 5. **How does your project / activity involve stakeholders with an interest in achieving the well-being goals? How do those stakeholders reflect the diversity of the area?**  
The Gwent Archives budget and service plan is considered by the Joint Committee on which stakeholders are key parties. |

**Section 2)** Assess how well your project / activity will result in multiple benefits for our communities and contribute to the national well-being goals (use Appendix 1 to help you).
<table>
<thead>
<tr>
<th>Description of the Well-being goals</th>
<th>How will your project / activity deliver benefits to our communities under the national well-being goals?</th>
<th>Is there anyway to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A prosperous Wales</strong>&lt;br&gt; An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</td>
<td>By appropriately collecting, preserving and making accessible documents relating to the geographical area it serves. Ensuring the resources are in place to enable the continuation of outreach work to engage with different sectors of the community and to offer volunteering opportunities.</td>
<td>Proposed budget mitigations aim to provide a sustainable budget to support a proactive service plan that will continue to develop the range of activities the service is able to offer over and above its statutory function.</td>
</tr>
<tr>
<td><strong>A resilient Wales</strong>&lt;br&gt; A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</td>
<td>Not applicable.</td>
<td></td>
</tr>
<tr>
<td><strong>A healthier Wales</strong>&lt;br&gt; A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</td>
<td>By providing the resources to allow any individual or group the opportunity to pursue cultural and educational interests via accessing documents/collections of local, national and international importance.</td>
<td></td>
</tr>
<tr>
<td><strong>A more equal Wales</strong>&lt;br&gt; A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</td>
<td>As above.</td>
<td></td>
</tr>
<tr>
<td><strong>A Wales of cohesive communities</strong>&lt;br&gt; Attractive, viable, safe and well-connected communities.</td>
<td>Not applicable.</td>
<td></td>
</tr>
<tr>
<td><strong>A Wales of vibrant culture and thriving Welsh language</strong></td>
<td>By enabling the resources to engage and inspire the wider community by arranging events/talks and</td>
<td></td>
</tr>
</tbody>
</table>
A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

staging exhibitions (static and mobile) to showcase relevant collections.

A globally responsible Wales
A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Allows the means to continue to acquire and preserve historically important documents for present and future generations and provides access for all to fulfill individual or collective cultural and educational interests.

Provides the framework for the improvement of web based resources that will have the potential to benefit a global audience.

Section 3) Will your project / activity affect people or groups of people with protected characteristics? Explain what will be done to maximise any positive impacts or minimise any negative impacts.

<table>
<thead>
<tr>
<th>Protected characteristics</th>
<th>Will your project / activity have any positive impacts on those with a protected characteristic?</th>
<th>Will your project / activity have any negative impacts on those with a protected characteristic?</th>
<th>Is there any way to maximise any positive impacts or minimise any negative impacts?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>The Gwent Archives Committee will continue to encourage full use of its services by all members of society.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender reassignment</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage and civil partnership</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy and maternity</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual orientation</td>
<td>Yes, as above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 4** Identify decision meetings for project/activity e.g. Cabinet, Council or delegated decisions taken by Executive Members and/or Chief Officers.

Joint Committee.

**Officer Name and Job Title:** David Lilly  
Head of Financial Services  
**Date:** 27/11/18
QUARTERLY BULLETIN ON THE ACTIVITY OF GWENT ARCHIVES

Report Submitted and Written by: Tony Hopkins, County Archivist

1. Area Affected

The geographical area of Gwent as defined for the purposes of the Gwent Joint Archives Committee.

2. Purpose of Report

To inform members of the Committee on the range of activities during the quarter 1 September 2018 – 30 November 2018.

3. Recommendation

That members note the content of this report, comment on it and agree any proposals.

4. Access: On Site

4.1 Research Room Visitors

<table>
<thead>
<tr>
<th></th>
<th>Sep 16 To Nov 16</th>
<th>Dec 16 To Feb 17</th>
<th>Mar 17 To May 17</th>
<th>Jun 17 To Aug 17</th>
<th>Sep 17 To Nov 17</th>
<th>Dec 17 To Feb 18</th>
<th>Mar 18 To May 18</th>
<th>Jun 18 To Aug 18</th>
<th>Sep 18 To Nov 18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>512</td>
<td>398</td>
<td>568</td>
<td>466</td>
<td>416</td>
<td>329</td>
<td>357</td>
<td>420</td>
<td>326</td>
</tr>
</tbody>
</table>

4.2 Documents Produced

Over the past quarter we have produced 777 documents (compared to 890 in the previous quarter) as follows:

September 316
October 287
November 174

3 Access: Remote

5.1 No. of enquiries

<table>
<thead>
<tr>
<th></th>
<th>Dec 16 To Feb 17</th>
<th>Mar 17 To May 17</th>
<th>Jun 17 To Aug 17</th>
<th>Sep 17 To Nov 17</th>
<th>Dec 17 To Feb 18</th>
<th>Mar 18 To May 18</th>
<th>Jun 18 To Aug 18</th>
<th>Sep 18 To Nov 18</th>
</tr>
</thead>
</table>
5.2 Website and social media

Website – stats not available
Facebook – 1,415 likes (1,289 in the previous quarter)
Twitter – 1,718 followers (1,634 previously)

5.3 ICT and Digital Preservation

The replacement of ICT equipment was completed in September. There has been no progress with the Gwent Archives website rebuild or the transfer of the Chartist Trials website.

6. Learning, Workshops, Classes, Group Visits and talks

6.1 School and Further Education (Under 18s)
Gwent Archives has had a very busy quarter.

During this period, the Education and Outreach Archivist has been involved in Velvet Coalmine Week for the fourth year running and delivered assembly-style talks on Past and Present Blackwood to students at Blackwood Primary, Libanus Primary, Pengam Primary, Fleur-de-lis Primary and Cefn Forest Primary. The E&O Archivist has also been supporting school visits from Pillgwenlly Primary and Ysgol Casnewydd who were researching Pillgwenlly Docks and the First World War as part of a wider project. The E&O Archivist has also visited Penllwyn Primary to deliver a session on the Second World War in their area, and received a visit from St Mary’s Church in Wales Primary, Brynmawr, who were researching the First World War in their area.

In mid-September, the E&O Archivist visited Coleg Gwent’s Crosskeys campus to talk to the Creative Arts Department about the Archives. This has resulted in visits from one of their illustration courses and working with the Level 2 Performing Arts students.

The Archive has worked with 457 under 18s this quarter, bringing the current total to 561.

6.2 Widening Access Research and Mentoring (WARM)
The Pen-y-Fal Study Group are continuing to visit Gwent Archives during our Saturday openings. We have recently had two new members join the group and are continuing to explore funding streams for the project. One of the group is shortly to publish an article in Gwent Local History based on a case study of one of the inmates at Pen-y-Fal in the Victorian period.

6.3 Adult Learners
The Archives have delivered talks and tours for a University of the Third Age Creative Writing group, Cwmbran Stroke Support Group, Blackwood and Chepstow family history societies and Blaenau Gwent People First. We have continued to work with Usk Library, providing family history drop-in sessions, and have provided past and present sessions for Derwen Cymru. We have also provided classes for Coleg Gwent on the General Strike 1926 and Palaeography. Tours have been given to Photojournalism students from the University of South Wales and to Architecture students from Cardiff University.
In November, we hosted the ‘Inevitable’ exhibition created by Disability Can Do as part of their HLF project. As part of the exhibition a talk on the history of disability in the South Wales Coalfield was given by Professor David Turner from Swansea University.

_The Archives has worked with 189 Adult Learners visit this quarter, bringing the current total to 526._

### Outreach

This quarter the Education and Outreach Archivist has attended meetings of the Living Levels Project Delivery Group, Head4Arts and the South Wales Heritage Education Forum. Staff have also attended events such as the Living Levels History Day at the RSPB Wetlands, the project end event of Linc Cymru’s Steel Remembered, and ‘Our Journey’s End’ at St Woollos, The last event was organised by the Gwent Branch of the Western Front Association to mark the end of the First World War.

It was also during this quarter that the Sharing Private O’Brien project came to an end. An end of project event was held at the Congress Theatre on the 3rd October. The event was opened in the morning by the Culture Minister, Lord Elis-Thomas, with an introduction by Joan Nash. Tony Hopkins presented a tribute to William O’Brien and Tom Maloney introduced the films that were produced by local schools. Performances were given by pupils from Ysgol Bryn Onnen and Torfaen Youth Theatre. The afternoon session was opened by Nick Thomas-Symonds, MP for Torfaen. The day featured exhibitions and stands from local organisations and societies. The event was received very positively by the public with at least 150 people seated in the theatre throughout the day. It received full coverage in the _South Wales Argus_. (Mrs Nash’s letter commenting on the event and the project as a whole is attached as Appendix 1).

Following on from the event, the E& O Archivist and the Chair, Councillor Crick, visited Ysgol Bryn Onnen school on the 22nd November and presented certificates to thank the students for their hard work and participation in the project.

On 30 November we hosted the launch of _Charley’s War_, the latest publication by the South Wales Record Society. Edited by Christabel Hutchings and Richard Frame, the volume is an edition of the diary kept by Charles Heare during WW1. Charley lived in Griffithstown and given its local connections, the Heare family agreed to deposit the original diary with Gwent Archives, for which we are very grateful.

### Work Experience and Volunteers

This quarter, the Archives are continuing to work with volunteers in Conservation.

We have had no work experience placements during this quarter, however in January 2019 the Archives will welcome a placement through the Cultural Ambition project. He will be with us for three months.

_The Archives has had 0 work experience placements this quarter, bringing the current total to 3._

### Projects
6.7 Unlocking the Chartist Trials Project

We are still waiting on discussions between Blaenau Gwent, SRS and the National Library on the transfer of the website to Gwent Archives.

Promotion and Marketing

Our event at the Congress Theatre was covered in the local press notably the South Wales Argus and the Free Press; to mark the event we published a booklet, My Dear Rose. On Saturday 10 November the Western Mail Weekend magazine featured the story of William O’Brien as its main article. Two articles by our Conservator are detailed in her Preservation report at the end of the Bulletin.

7. Learning: Volunteers

This quarter we have had 5 volunteers who have contributed 106 hours.

8. Collection: Developing the Gwent Archives Collection

ACCESSIONS 1/9/18-30/11/18

<table>
<thead>
<tr>
<th>Accession</th>
<th>Collection Title</th>
<th>Description of Records</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>6419</td>
<td>Robinson family of Beaufort, Records</td>
<td>Programme of Civic Reception and Presentation for Sergt. Bert Robinson DCM, and Bdr. A.S. Thayer.</td>
<td>1945</td>
</tr>
<tr>
<td>6420</td>
<td>Cwmbran St Dial's Welsh Unit (additional deposit)</td>
<td>Governors' Reports 1987-90; Gwent County Council materials re Welsh medium education, 1975-90; Newspaper cuttings (photocopies) on Welsh Office Inspectors' reports, 1987.</td>
<td>1975-1990</td>
</tr>
<tr>
<td>6421</td>
<td>Blaenavon Town, Records</td>
<td>Account Book for Blaenavon Hospital Welfare Society; printed items of local interest including programmes for Baptist music festivals and competitions.</td>
<td>c.1880-1978</td>
</tr>
<tr>
<td>6422</td>
<td>Bullmoor Farm, Caerleon, Records</td>
<td>Title Deeds and documents</td>
<td>c1850-c1992</td>
</tr>
<tr>
<td>6423</td>
<td>High Street, Caerleon, deeds</td>
<td>Title deeds for 6, High Street, Caerleon (formerly the ‘New Inn’ public house).</td>
<td>1809-1958</td>
</tr>
<tr>
<td>6424</td>
<td>Hope Baptist Chapel, Gilwern</td>
<td>Marriage Register</td>
<td>2012-2017</td>
</tr>
<tr>
<td>6425</td>
<td>Coroner's Records</td>
<td>Coroner's files, County of</td>
<td>2014</td>
</tr>
<tr>
<td>Accession Number</td>
<td>Location/Description</td>
<td>Details</td>
<td>Date Range</td>
</tr>
<tr>
<td>------------------</td>
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<td>---------</td>
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</tr>
<tr>
<td>6426</td>
<td>Cwmcarn High School, Records</td>
<td>Admission Registers, Photographs and Year Books, etc.</td>
<td>c1968-c2018</td>
</tr>
<tr>
<td>6427</td>
<td>Sion Baptist Chapel, Ponthir, Records</td>
<td>Foundation Deed</td>
<td>1816</td>
</tr>
<tr>
<td>6428</td>
<td>Risca Estate, records</td>
<td>Sales Particulars (Risca House etc., owned by Frederick Phillips)</td>
<td>1893</td>
</tr>
<tr>
<td>6430</td>
<td>Seargeant Bros. Ltd., Abergavenny, Records</td>
<td>Private ledger, annual list and summary, balance sheets, reviews by Chairman. Photograph of works rugby team c. 1890, and managers/directors c.1920.</td>
<td>1907-1970</td>
</tr>
<tr>
<td>6431</td>
<td>Welsh Place Name Society, Records</td>
<td>Exhibition Boards relating to a display at the Abergavenny Eisteddfod in 2016</td>
<td>2017</td>
</tr>
<tr>
<td>6432</td>
<td>Trellech United Community Council, records</td>
<td>Minutes and Accounts</td>
<td>1997-2018</td>
</tr>
<tr>
<td>6433</td>
<td>George, Huntley, Lewis, Duffett, Darrell and Richards families of Newbridge and Newport</td>
<td>Family papers and photographs</td>
<td>c1870-c2000</td>
</tr>
<tr>
<td>6434</td>
<td>Libanus Primary School Records</td>
<td>Log Books and Admission Registers</td>
<td>1915-2001</td>
</tr>
<tr>
<td>6435</td>
<td>Llanvihangel Crucorney Primary School, Records</td>
<td>Registers, log books, cash books and goods received book, etc.</td>
<td>1868-1998</td>
</tr>
<tr>
<td>6436</td>
<td>Heare family of Griffithstown, records</td>
<td>First World War diary of Charles Parkinson Heare 1914-1919; notes, photographs and correspondence c. 1936-2010.</td>
<td>1914-1919, 1936-2010</td>
</tr>
</tbody>
</table>

Interesting Accessions
6429 Tredegar records. Penuel Calvinistic Methodist (Presbyterian) Chapel was built in 1809 and rebuilt in 1910; it closed in 1999. The minute books are mainly written in
Welsh and also include minutes of the Tredegar Cymmrodorion Society, 1902, with names of the members. These all provide evidence of the Welsh heritage of the town. Other records of this chapel, dated 1908-2000 (including minute books and financial records) are held by the National Library of Wales, Aberystwyth.

6430 Seargeant Bros. Ltd., Abergavenny. This firm of printers was based in Queen Street, Abergavenny for many years and relocated to New Inn, Pontypool in 1983. These early records of the firm provide an account of its business dealings, while the photographs give a more personal record. They include a photo of the rugby team c. 1890, which is probably the one referred to as the ‘Steam Press’ team in newspaper sport reports of the period.

6433 Family Records of the George, Huntley, Lewis, Duffett, Darrell and Richards families of Newbridge and Newport. This is a small but varied collection consisting of many personal papers and photographs, including the First World War period.

6436 The First World War diary of Charles Parkinson Heare of the 2nd battalion, The Monmouthshire Regiment. Charles Heare died in 1985 and his diary, preserved and transcribed by members of his family, has now been published by the South Wales Record Society as Charley's War, edited by Christabel Hutchings and Richard Frame. As an unusually detailed record of a soldier’s experiences throughout the whole period of the war, this diary is an important document and a valuable addition to the works written during that period. It is supplemented by photographs, and notes compiled by his son and grandson.

9. Preservation

NMCT, ‘A Sporting Chance’ Project

The project concluded at the end of September.

The Preservation Assistant completed cleaning loose correspondence while our volunteers worked on loose leaf material and volumes. The Conservator hosted a visit from the consultant, who assessed the project and concluded that it met with the standards required. An end of project thank-you event was held in honour of the volunteers.

The Conservator gave a presentation on the Project at the Sporting Heritage Conference, Liverpool. This led to a Podcast with Sporting Heritage in which the Conservator spoke about the Project and her presentation at the conference in Liverpool. She also published an article, ‘A Sporting Chance: Preserving the Records of Newport Rugby and Athletic Club’, in the November issue of the Archives and Records Council’s (ARC) Magazine.

Other activities

The Conservator published ‘Message in a Bottle’ an article on the Penallt WW1 Roll of Honour, in the October Issue of the ARC Magazine. She attended the Archives and Records Association’s meeting at the Birmingham Art Gallery and Museum, and a meeting of the South Wales Emergency Planning Meeting at Glynn Vivian Art Gallery, Swansea.

She gave a presentation on the conservation of photographs to Photo-Journalism students from University of South Wales and gave rehousing training to the Preservation Assistant for the Wellcome Trust Project.
10. **Recommendation**: That members note the contents of this report.

**Appendices**

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<table>
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<tbody>
<tr>
<td>1.</td>
<td>Letter from Joan Nash re the William O’Brien Project</td>
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<td>2.</td>
<td>Wellcome Trust Project update report</td>
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</table>

**Background Papers**

|   | none |

**For further information about this report, please telephone:** Tony Hopkins, County Archivist on 01495 353363 or by email to tony.hopkins@gwentarchives.gov.uk
way.

Nick Thomas - Symonds opened the afternoon session where The Theatre Workshop put on the play again. My heart was filled with gratitude as he so kindly offered to allow the performance. I was overwhelmed with emotion and felt so much joy.

The film was also shown. I have read many comments from people who attended the "Wild O'Brian" Day. They were all very complimentary and heartwarming. The day organized by the archive was a wonderful event and I feel very close to the audience.

Mr. Thane, many thanks to you and the archivists. Tony Hopkin's film will be shown at the wonderful event. To make the project such a success and bring knowledge gained to a much wider audience. I truly hope everyone was moved.

Yours sincerely,
Joan M. Nash.

My mother, Mrs. Rose (Curtis) Nash, received over a hundred letters from a boy friend in the First World War, Wild O'Brian.

I chose to listen in to the talk and I must express my sincere admiration in the way that they have been presented. The information disseminated in the presentation of the information has been presented.

I have been very impressed by the way different avenues the facts have been presented. This has been an extremely interesting event to make the end of a very successful day. I'm so pleased to be able to attend the project. He was held at the engine Theatre, Aberdare, in October.

Mr. Thomas opened the morning session. Although he was running to a tight schedule, he deviated from the time because he was so interested.

I gave a brief talk describing my experience of the letters. That involved me going on his stage and facing the audience.

2.

Never in my wildest dreams could I have imagined being this, but the great interest shown in the project gave me a lot of confidence and I was able to speak confidently.

This is a beautiful thing. The schoolchildren were involved and came on next reading out extracts from the letters in Welsh and English and it was very rewarding how they were bringing the letters to life.

The Cambrian Youth Theatre produced a play about Rose, Wild O'Brian's Jack Nash and they again were excellent, capturing the attention of the audience with their interpretations of the story.

Three films were then shown involving the schoolchildren: Roll on Peace, Victoria School, Aberdare; Peace in Hope, Bryn Owen School, Velindre and St Mary's School, Newport. In memory of Wild O'Brian and the children brought the main characters to life.

They were delightful and made many happy memories. I was invited to go schools and meet the teachers involved, their help and guidance motivated their pupils and along with Tom Maley's where entourage was meeting up to create a beautiful animation.

Three excellent films have been made of future generations of children will have history shown to them in a very interesting way.
Appendix 2

Wellcome Trust Cataloguing Project: Update Report

Cataloguing

D5922 Aneurin Bevan University Health Board

Initial listing and arrangement work is now complete, with 105 of the 128 records that were not marked with a hospital name now identified and incorporated into the arrangement. A final catalogue will be made available at the end of the project when preservation work on the collection is complete.

D6132 Monmouth General Hospital

This catalogue is complete.

D4947 The Obstetric Morbidity and Mortality Reports of Dr. Leonard Alexander Ogilvie

This catalogue is complete.

D5096 Caerphilly District Miners' Hospital

This catalogue is complete.

D5081 Pen-Y-Fal Hospital

This catalogue is complete.

D5080 St. Cadoc's Hospital

This catalogue is in progress and will be completed by the outgoing project archivist.

Promotion

The project has continued to be promoted through the following channels:
The project blog: http://apennyintheboudfound.wordpress.com
Gwent Archives Facebook and Twitter accounts
A guest blog post about the project has been submitted to the Health Archives Records Group see https://healtharchives.co.uk/blog/

Visitors

Board member Professor David Turner met with the County Archivist and project officers in November.

Progress

Progress has been delayed by ongoing IT issues at Gwent Archives which has led to sporadic problems accessing online resources, securing user logins and updating
our location database. As a result the new catalogues are taking longer to complete, which will eventually impact on the time allocated to the retro-conversion element of the project. It is difficult to assess the extent of this delay, but the new catalogues are our priority and we are confident that they will be ready by the end of the project.

Staff

The new project archivist started on 1st November 2018. A part-time preservation assistant also started at the same time. She will clean and repackage the Aneurin Bevan Health Board collection and any other required documents.
FINAL ACCOUNTS 2017/18: AUDITED ANNUAL RETURN AND AUDIT REPORT.

Report written by: David Lilly, Head of Financial Services.
Report submitted by: David Lilly, Head of Financial Services.

1. **Purpose of Report**

1.1 The purpose of this report is to inform the Joint Committee of the conclusion of the external audit of the Annual Return for the year ended 31 March 2018 and to consider the Auditor’s Annual Report.

2. **Background**

2.1 The Final Accounts 2017/18 report presented at the Joint Committee meeting on the 15 June 2018 set out the year end financial position and the governance and scrutiny arrangements that applied to the Gwent Archives Joint Committee as defined by the Accounts and Audit (Wales) Regulations 2014.

2.2 Having considered the 2017/18 financial accounts the Joint Committee subsequently approved the content of the formal Annual Return and authorised the Chair to sign the return in accordance with the audit process.

2.3 The external auditor, Grant Thornton, has completed the audit of the Annual Return and has issued a qualified certificate as stated in its annual report for the year ended 31 March 2018. This is attached at Appendix I. The qualification relates to the Joint Committee not meeting the requirements of the Accounts and Audit (Wales) Regulations 2014 in relation to the procedure for the exercise of electors’ rights under the Public Audit (Wales) Act 2004.

2.4 The annual report also draws attention to a matter that, whilst not affecting the audit opinion, makes a recommendation for improvement concerning a response in Part 2 of the Annual Governance Statement.

3. **Qualification Matter**

3.1 Regulations stipulate that any rights of inspection, objection, and questioning of the external auditor may only be exercised within a single period of 20 working days following the production of the accounts / annual return. In setting the notice of appointment date (the conclusion of the inspection timeline) for 2017/18 discussions were undertaken with the external auditor prior to completing the closure of accounts process; these discussions resulted in a notice of appointment for the Exercise of Electors’ Rights being set as the 14 May 2018. However, during the audit review process, the external auditor has now advised that due to the approval of the Accounting Statements and the AGS on the 15 June 2018 occurring after the date the Notice of Appointment of Date, it is deemed that the Joint Committee has not met the statutory requirements.

3.2 The Joint Committee’s response to Assertion 4 of the Annual Governance Statement (Part 1) should therefore be ‘No’ rather than ‘Yes’, as it did not provide proper opportunity for the exercise of electors’ rights.

3.3 In future years the Joint Committee will ensure that the Annual Return is
approved before the Notice of Appointment of Date for the Exercise of Electors' Rights period commences.

4. **Audit Report Recommendation**

4.1 As referred to in paragraph 2.4 above the annual audit report also notes that the Joint Committee did not correctly respond to an assertion in the Annual Governance Statement (AGS). This does not affect the audit opinion but should be addressed by the Joint Committee.

In Box 2 of the AGS (Part 2) a question relating to the award of grants is outlined as follows:

“When awarding grants under section 137 of the Local Government Act 1972, we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid.”

The Joint Committee considered this to be in relation to the provision of grants and responded 'no' to this assertion, because it did not award any section 137 grants.

4.2 However the auditor has now advised that as the grants were ‘considered’, the response should have been ‘yes’, i.e. the process of consideration was followed, rather than the actual granting of awards under section 137. It should be noted that there was no opportunity to reply ‘not applicable’, which would have been the case for the Joint Committee's 2017/18 return.

5. **Conclusions**

5.1 The Joint Committee notes that the External Auditor has issued a qualified audit opinion.

6. **Recommendations**

6.1 It is recommended that the Joint Committee note the conclusion of the external audit.

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<th>Appendices</th>
<th>Appendix 1 – Gwent Archives Joint Committee: Annual Audit Certificate and Report for the Year ended 31 March 2018.</th>
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| Background Papers | Gwent Archives Joint Committee, 15 June 2018 - Final Accounts 2017/18 report. |

For a copy of the background papers or for further information about this report, please telephone: David Lilly, Head of Financial Services 01495 742624 (Ext 2624).
Gwent Archives Joint Committee - Auditor General for Wales' Audit Certificate and report

The Auditor General for Wales issued Gwent Archives Joint Committee a qualified audit report. Details of the matters which have led to the qualification are detailed below:

Notice of Appointment of Date for the Exercise of Electors’ Rights

Regulations 16, 17 and 22 of the Accounts and Audit (Wales) Regulations 2014 set out the procedures to be followed for the exercise of electors’ rights under the Public Audit (Wales) Act 2004.

We note that the Notice of Appointment of Date for the Exercise of Electors’ Rights commenced on the 14 May 2018, this is before the Joint Committee approved the Accounting statements and Annual Governance statement on 15 June 2018. Regulation stipulates that any rights of objection, inspection and questioning of the external auditor may only be exercised within a single period of 20 working days. However, due to the approval by Joint Committee occurring after the commencement date, the Joint Committee has not met the requirements of Accounts and Audit (Wales) Regulations 2014. Therefore, we feel that the response to Assertion 4 should be ‘No’ per the Annual Governance Statement on the Annual Return.

In future years, the Joint Committee must ensure that the Annual Return is approved by the Joint Committee before the Notice of Appointment of Date for the Exercise of Electors’ Rights period commences in order to comply with the Accounts and Audit (Wales) Regulations 2014.

Additionally, during our review we identified one other matter that we wish to draw to the Joint Committee’s attention which do not affect our audit opinion but should be addressed by the Joint Committee.

Annual Governance Statement (Part 2), Box 2 – S137 expenditure

Box 2 of the Annual Governance Statement (part 2) was answered ‘No’ for the 2017/18 return. However, from communication with the clerk we have confirmed that grants under section 137 of the Local Government was considered and was not applicable to the Joint Committee in 2017-18 as no such payments were made.
In future the Joint Committee should ensure that the Annual Governance statement is completed correctly, with the answer ‘yes’.

Yours sincerely,

Grant Thornton UK LLP.

For and on behalf of the Auditor General for Wales
Date: 27 November 2018
Ref: WALGAJC