

**JOINT ARCHIVES COMMITTEE**

A meeting of the Joint Archives Committee was held on 27 March 2014.

**PRESENT:** Councillors K Dixon, C Massey (as substitute for O Peters) and C M Rooney

**ALSO IN ATTENDANCE:** R Goodwin, Friends of Teesside Archives Group

**OFFICIALS:** J Brittain, S Harker, R Hobbins, D Marlborough, D Oglesby

**APOLOGIES FOR ABSENCE:** Councillor S Akers-Belcher, Councillor O Peters

**DECLARATIONS OF INTERESTS**

There were no declarations of interest at this point in the meeting.

**13/1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE JOINT ARCHIVES COMMITTEE FOR THE 2013/14 MUNICIPAL YEAR.**

In accordance with the agreed protocol for the appointment of Chair and Vice-Chair on a rota basis, the chairmanship transferred to the Member representative from Redcar and Cleveland Council.

The Member representative from Redcar and Cleveland Council, the authority next in rotation for the Chair, accepted the appointment as Chair of the Committee on behalf of Councillor O Peters. Next in rotation for the Chair was Middlesbrough Council, and therefore Councillor Rooney would be Vice Chair of the Committee.

**ORDERED as follows:**

- 1. That Councillor O Peters be appointed as Chair of the Joint Archives Committee for the Municipal Year 2013-2014.**
- 2. That Councillor C Rooney be appointed as Vice-Chair of the Joint Archives Committee for the Municipal Year 2013-2014.**
- 3. That Councillor C Rooney be appointed as Chair for the meeting.**

**REASON**

**The decisions were supported by the following reason:**

**In accordance with the Committee's Terms of Reference.**

**13/2 MINUTES - JOINT ARCHIVES COMMITTEE - 14 FEBRUARY 2013.**

The minutes of the meeting of the Joint Archives Committee held on 14 February 2013 were submitted and approved as a correct record.

**ORDERED**

**That the minutes be approved as a correct record.**

**REASON**

**The decision was supported by the following reason:**

**In accordance with the Committee's Terms of Reference.**

**13/3 PROJECTED BUDGET OUTTURN 2013/14 AND BUDGET APPROVAL 2014/15.**

The Library Services Officer presented a report to update Members on the projected outturn of the 2013-2014 revenue budget for Teesside Archives and seek approval for the proposed budget for 2014-2015.

Appendix One to the submitted report detailed the revenue expenditure for Teesside Archives to 31 December 2013 and the projected outturn to 31 March 2014. There had been an under-spend on the staffing budget due to a number of staff vacancies within the Archives Service.

In November 2013, the Learning and Access Officer post became vacant and one of the Archives Assistants took voluntary redundancy. Recruitment to these posts was underway.

Any amendments to the final outturn figures, due to the underspend, would be reflected in the final quarter four invoices for each authority.

Appendix Two to the submitted report detailed the projected budget for 2014-2015. There was an overall 0.5% increase on the budget due to the 1% pay rise on the salaries budget implemented in 2013-2014 and the increase in rent paid to the local authorities as part of the custodian property arrangement. This percentage increase would be reflected in the quarterly invoices for 2014-2015.

The contributions from each authority for 2014-2015 would reflect the population percentage based on the mid-year estimates for 2012.

**ORDERED as follows:**

- 1. That the expenditure on the 2013-2014 budget and projected final outturn be noted.**
- 2. That the proposed budget for 2014-2015 be approved.**
- 3. Any underspend at the 2013-2014 year end would be deducted from each Authority's invoice for 2014-2015.**

**REASON**

**The decisions were supported by the following reason:**

**To enable the budget for 2014-2015 to be set.**

**13/4 ANY OTHER URGENT ITEMS WHICH IN THE OPINION OF THE CHAIR, MAY BE CONSIDERED.**

A Member asked whether there had been an increase in enquiries to the Teesside Archives in respect of the Great War, due to it being the one hundred year anniversary. It was confirmed that there had been a lot of interest and several events and exhibitions had taken place across the Tees Valley. Arts Council funding had been provided for a Project. There had been an increase in the numbers of people searching for information about their ancestors. In response, the Teesside Archives had recruited additional volunteers to provide assistance.

In terms of revenue, it was anticipated that the Parish Records Project to digitise records would provide an additional income stream.

The Gazette Live website was running a feature including old photographs of Middlesbrough and hopefully this would provide further publicity for the Service.

In response to a query about the Teesside Archives Website, it was confirmed that it was difficult present records for four different authorities on the same site. Discussions were ongoing with Middlesbrough Council to establish a separate identity for the Archives on the

Middlesbrough website. Social media sites, Twitter and Flickr, had proved successful ways of disseminating photographs and information and the Teesside Archives now had approximately 740 followers on Twitter.

**ORDERED that the information provided be noted.**

**REASON**

**The decision was supported by the following reason:**

**To update Members in relation to the work of Teesside Archives.**