

## JOINT ARCHIVES COMMITTEE

<b>Date:</b> Wednesday 17th March, 2021
<b>Time:</b> 10.30 am
<b>Venue:</b> Virtual meeting

### AGENDA

Please note: this is a virtual meeting.
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The meeting will be live-streamed via the Council's <a href="#">Youtube channel</a> at 10.30 am on Wednesday 17th March, 2021
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1. Apologies for Absence
2. Declarations of Interest  
To receive any declarations of interest.
3. Minutes- Joint Archives Committee- 5 November 2020 3 - 4
4. Budget report 5 - 12  
The Archives Manager will present the budget to the committee.
5. Teesside Archives - Update  
The Director of Regeneration and Culture will provide a verbal update in respect to the proposed move of the Archives and the Archives Manager will provide a general overview of the service.
6. Any other urgent items which in the opinion of the Chair, may be considered.  
Any other urgent items which in the opinion of the Chair, may

be considered.

Charlotte Benjamin  
Director of Legal and Governance Services

Town Hall  
Middlesbrough  
Date Not Specified

MEMBERSHIP

Councillors G Hall (Chair), M Smiles (Vice-Chair), S Kay and J Beall

**Assistance in accessing information**

**Should you have any queries on accessing the Agenda and associated information please contact , ,**

**JOINT ARCHIVES COMMITTEE**

A meeting of the Joint Archives Committee was held on 5 November 2020.

**PRESENT:** Councillors J Beall, S Kay and M L Smiles

**OFFICIALS:** S Blood, S Bonner, M Freeman, L Kibble, L Littlewood, J McNally and G Moore,

**APOLOGIES FOR ABSENCE:** Councillor G Hall

**DECLARATIONS OF INTERESTS**

None

**1 MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2020 AND 20 OCTOBER 2020**

The minutes held on 30 September 2020 and 20 October 2020 were read and agreed as a true record.

AGREED- That the minutes be approved.

**2 EXCLUSION OF THE PRESS AND PUBLIC**

AGREED- that the Press and public be excluded.

**3 TEESSIDE DIGITAL ARCHIVES PROPOSAL**

The Archives Manager presented a document in relation to introducing digital archives.

AGREED- That the recommendations of the report be approved.

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<b>Report of:</b>	<b>Richard Horniman, Director of Regeneration and Culture Executive Member -Communities and Education</b>
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<b>Submitted to:</b>	Joint Archives Committee – 17 <sup>th</sup> March 2021
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<b>Subject:</b>	Budget Report
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**Summary**

<b>Proposed decision(s)</b>
That the Committee notes the position of the 2020-2021 budget. That the Committee approves the budget for 2021-2022

<b>Report for:</b>	<b>Key decision:</b>	<b>Confidential:</b>	<b>Is the report urgent?<sup>1</sup></b>
<i>Decision / discussion / information</i>	No	No	No

<b>Contribution to delivery of the 2018-22 Strategic Plan</b>		
<b>Business Imperatives</b>	<b>Physical Regeneration</b>	<b>Social Regeneration</b>
N/A	N/A	N/A

<b>Ward(s) affected</b>
N/A

**What is the purpose of this report?**

To update members on the outturn of the 2020-21 revenue budget for Teesside Archives and seek approval for the proposed budget for 2021-22

**Why does this report require a Member decision?**

The decision is set out in the Terms of Reference of this Committee and the decision cannot be implemented without a Member decision.

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## **Report Background**

The budget for the current financial year is on target, the income target has been met and the main item of expenditure has been on conservation supplies to protect material in light of the proposed move to different premises. The 2021-22 budget is currently in draft form, but assumes that the service will stay at its current location, so there are no major changes.

Members should note that the figures include the 'support costs' which are paid on an equal basis and therefore do not reflect the population figures accurately.

### **What decision(s) are being asked for?**

That members note the expenditure on the 2020-21 budget.  
That members approve the proposed budget for 2021-22. (Appendix A)

### **Why is this being recommended?**

In order to set the budget for the 2021-22 financial year to enable the service to operate.

### **Other potential decisions and why these have not been recommended**

N/A

### **Impact(s) of recommended decision(s)**

#### ***Legal***

N/A

#### ***Financial***

N/A

#### ***Policy Framework***

N/A

#### ***Equality and Diversity***

N/A

#### ***Risk***

N/A

### **Actions to be taken to implement the decision(s)**

N/A

### **Appendices**

A: Archives Budget Working Papers

### **Background papers**

No background papers were used in the preparation of this report.

**Contact:** Ruth Hobbins

**Email:** [Ruth\\_hobbins@middlesbrough.gov.uk](mailto:Ruth_hobbins@middlesbrough.gov.uk)

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**ARCHIVES**

<u>Cost Centre / GL Code</u>	<u>Cost Centre / GL Code Description</u>	<u>Budget 2020-21</u>	<u>Budget 2021-22</u>	<u>Change 2020-21</u>
12221	Archives	£	£	£
5110860	Admin & Prof Basic	133,200	134,100	900
5110868	Admin & Prof Ers NI	11,000	11,000	0
5110869	Admin & Prof Ers Pens	15,300	15,400	100
	<b>Employees Total</b>	<b>159,500</b>	<b>160,500</b>	<b>1,000</b>
6124000	Rents	33,000	33,000	0
6124100	Rates	21,000	21,000	0
6124500	Cleaning	6,900	6,900	0
	<b>Premises Total</b>	<b>60,900</b>	<b>60,900</b>	<b>0</b>
6140020	Equipment Purchase	5,100	5,100	0
6144700	Office Expenses - general	5,000	5,000	0
6146000	Computer Costs	5,100	5,100	0
6149330	Conservation	6,200	6,200	0
	<b>Supplies and Services Total</b>	<b>21,400</b>	<b>21,400</b>	<b>0</b>
	<b>Gross Expenditure</b>	<b>241,800</b>	<b>242,800</b>	<b>1,000</b>
4192200	Income - Fees & Charges	(7,200)	(8,200)	(1,000)
	<b>Net Expenditure</b>	<b>234,600</b>	<b>234,600</b>	<b>0</b>

**Other Local Authorities Contributions:**

Redcar & Cleveland  
Hartlepool  
Stockton  
Middlesbrough

**Total**

<b>20-21 Population %</b>	<b>2020/21 Budget</b>	<b>Plus Support Services</b>
24.17	56,703	2,950
16.49	38,686	2,950
34.87	81,805	2,950
24.47	57,406	0
<b>100</b>	<b>234,600</b>	<b>8,850</b>

\* Please note any end of year adjustments for the final 2020/21 outturn will be included in 2021/22 Q1 invoice

**NOTES**

- 1 Inflation factors used in preparing the 2021-22 budget are :  
Employees
- 2 The OLA population % is based on the mid year estimates for 2019
- 3 Rents have not increased for 21-22
- 4 The rates for Exchange House for 21/22 £21,000
- 5 Support Services (IT/HR/Payroll/Finance etc)

**Comments**

add onto 4192200

increase from pay

		ESTIMATES	ESTIMATES	ESTIMATES	ESTIMATES
<b>£ on budget</b>	<b>20-210 Quarterly invoice amount</b>	<b>21-22 Population %</b>	<b>2021/22 Budget</b>	<b>Plus Support Services</b>	<b>£ on budget</b>
59,653	14,913	24.17	56,703	2,950	59,653
41,636	10,409	16.49	38,686	2,950	41,636
84,755	21,189	34.87	81,805	2,950	84,755
57,406	0	24.47	57,406	0	57,406
<b>243,450</b>	<b>46,511</b>	<b>100</b>	<b>234,600</b>	<b>8,850</b>	<b>243,450</b>



**ESTIMATES**

<b>21-22 Quarterly invoice amount</b>	<b>Total Increase 21-22</b>
14,913	0
10,409	0
21,189	0
0	0
<b>46,511</b>	<b>0</b>

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