

JOINT ARCHIVES COMMITTEE

Date: Wednesday 27th October, 2021
Time: 10.30 am
Venue: Virtual meeting

Please note this is a virtual meeting.

**The meeting will be livestreamed via
the Council's YouTube channel at
[Middlesbrough Council - YouTube](#)**

AGENDA

1. Apologies for Absence
2. Declarations of Interest
To receive any declarations of interest.
3. Minutes- Joint Archives Committee - 6 April 2021 3 - 6
4. Joint Archives Budget Report 7 - 16
The Archives Manager will present the budget update to the Committee.
5. Joint Archives- Update
The Archives Manager will provide a verbal update of the Board.
6. 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
19 October 2021

MEMBERSHIP

Councillors M Smiles (Chair), J Beall (Vice-Chair), S Kay and V Nicholson

Assistance in accessing information

Should you have any queries on accessing the Agenda and associated information please contact Susie Blood- 01642 729645, ,

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on Tuesday 6 April 2021.

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

**PRESENT BY
INVITATION:**

**ALSO IN
ATTENDANCE:**

OFFICERS: S Blood, M Freeman, C Horn, R Horniman, R hobbins, L Littlewood, S Lightwing and J McNally

**APOLOGIES FOR
ABSENCE:** Councillors Keeble and C Nicol

23 **APOLOGIES FOR ABSENCE**

Apologies for Absence

24 **DECLARATIONS OF INTEREST**

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

25 **MINUTES OF THE JOINT ARCHIVES COMMITTEE HELD ON 5 NOVEMBER 2020**

The minutes of the Joint Archives Committee held on 5 November 2020 were submitted and accepted as a true record.

AGREED- That the minutes be approved.

26 **JOINT ARCHIVES BUDGET REPORT**

The Manager of Teesside Archives submitted a report to update members on the outturn of the 2020-21 revenue budget for Teesside Archives and to seek approval for the proposed budget for 2021-22.

The report outlined that the the budget for the current financial year was on target, the income target has been met and the main item of expenditure had been on conservation supplies to protect material in light of the proposed move to different premises. The 2021-22 budget was 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.

ORDERED

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

REASON

The decisions were supported by the following reason:

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

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TEESSIDE ARCHIVES - UPDATE

The Director of Regeneration and Culture outlined to the committee that over the past few meetings there had been discussion regarding the alternative arrangements of the Joint archives buildings.

The options for relocating the archives have been explored on a number of occasions, as TNA have increased the pressure to act, and the building's condition has deteriorated.

The Director advised that they were nearly in the position to issue members with a report outlining viable options.

There was an option of commercial storage, and the report would propose the following:

1. Teesside Archives essentially comprises two functions – a 'back end' for storing archive material, and a 'front end' service that provides public access. To provide a workable solution in the short to medium term, it is accepted that these two functions need to be provided separately.

Front End

The staff who run the Archives provide a range of services including supporting people to access the stock, cataloguing and highlighting what is held, promoting the history of the areas, and restoring damaged or vulnerable materials. It is proposed to move all existing staff to the Dorman Museum which would also enable greater connection to be made between Teesside Archives and the wider history of the area.

Back End

It is proposed that the 700 cubic metres of storage required for the archive be provided through a commercial storage operation, moving the stock into space run by the private sector in Spennymore. The national company was called Re-store. They will offer high end storage, under the highest of conditions. Most do not require this high end storage , however the option is available.

There would be a monthly amount send to and from storage , however customers can request documents as they wish and they would be retrieved,

This was a temporary solution but would be in place for a number of years.

The Director advised that Middlesbrough Council was still pursuing options with Heritage Lottery Scheme to build a larger Archives store within the larger Dorman Museum development plan so it was hoped that the front and end back of the service would be remerged in the future.

The option is a 5- 10 year option.

The money which the Councils would need to commit is equivalent to the money which would be saved not having Archives in Exchange house so would be cost neutral. Retrieval costs would add additional cost, however we would be able to charge for this. The National archives has however set out a guide of what can charged for.

Further details and costs associated would be fully detailed within the formal, Executive report.

AGREED

That the update be noted and that the Committee be circulated with the formal report in due course.

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ANY OTHER URGENT ITEMS WHICH IN THE OPINION OF THE CHAIR, MAY BE CONSIDERED.

Digital Assets and Accreditation

A Board member queried what that latest position was in relation to digital assets and accreditation. In response, the Archives Manager outlined that there was still a cost associated with digitising documents but this needed to be done correctly, including a digital archives system, which would have additional cost.

Digital would cover a wider scope, not just archives. The officer outlined that all members would be aware of the Museum National Portfolio Organisation (NPO) (however Darlington was also part of this), however digital assets needed to be considered and would greatly beneficial going forward.

In terms of Accreditation of Archives, this was still ongoing and would be submitted in July 2021.

An update would be brought back to the committee in September/October 2021.

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Report of:	Richard Horniman, Director of Regeneration Executive Member for Culture and Communities
Submitted to:	Joint Archives Committee – 27 th October 2021
Subject:	Budget Report

Summary

Proposed decision(s)
That the Committee notes the position of the 2021-2022 budget.

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

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

Ward(s) affected
N/A

What is the purpose of this report?

To update members on the outturn of the 2021-22 revenue budget for Teesside Archives.

Why does this report require a Member decision?

N/A

Report Background

The archive service has not opened to the general public this year due in part to Covid restrictions, but mainly due to the need to prepare for the service to move. This has had a knock on effect on our income target, which will not be met this financial year. There has been an increase in spending on conservation/preservation materials as archive staff have prepared documents for the move.

Any money carried forward to assist with born-digital records will be divided out at the end of the financial year once the purchase of a 'forensic workstation' and set up costs are complete.

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 2021-22 budget. (Appendix A)

Why is this being recommended?

N/A

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

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CULTURE 21/22 BUDGETS

Cost centre

12221 - Archives

Budget Contact - Ruth Hobbins

Narrative	Provider	Base Budget	Virement	Revised Budget
Pay-see salaries tab	Internal Recharge through	#####	0.00	#####
Sub-Total - Pay		#####	0.00	#####
Rents Apr21-Nov21 approx	Internal Recharge-Exchange	33,000.00		33,000.00
Rents Dec21-Mar22 approx	Internal Recharge-Dorman Museum			
Rates-review at Q3	Internal Recharge	21,000.00		21,000.00
Shared Services costs Premise	Internal Recharge-Cleaning	6,900.00		6,900.00
Sub-Total - Property Costs		60,900.00	0.00	60,900.00
Vehicles Repairs & Maint	p/card Polygon uk ltd	0.00		0.00
Equipment Purchase		5,100.00		5,100.00
Materials General		0.00		0.00
Clothing & uniforms		0.00		0.00
Office Expenses		5,000.00		5,000.00
Printing		0.00		0.00
Computer Costs		5,100.00		5,100.00
Professional Fees	Nationwide Conservation S	0.00		0.00
Postages		0.00		0.00
Telephone Charges	ICT/EE/Virgin Media-WAN	0.00		0.00
Delivery Costs		0.00		0.00
Conservation Costs		6,200.00		6,200.00
Consultancy		0.00		0.00
Radio & TV Costs	Annual Sub - Harwell Doc R	0.00		0.00
Annual Support	Axiell ALM Ltd	0.00		0.00
Delivery Costs	various	0.00		0.00
Service move to Dorman Museum-pressure		0.00		0.00
Sub-Total - Other Supplies & Services		21,400.00	0.00	21,400.00
Other LA Income	Bal b/fwd into 21-22 - gl 61	0.00	0.00	0.00
Other LA Income	c/fwd into 22-23			
Sub-Total - Other LA Income		0.00	0.00	0.00
Fees & Charges	Income from external cust	-8,200.00		-8,200.00
Capita Credit Card a/c	On line payments charge	0.00		0.00
Other LA's Contribution	Stockton/Redcar/H.Pool B	#####		#####
Sub-Total - Income		#####	0.00	#####

COST CENTRE TOTAL	44,400.00	0.00	44,400.00
B World at 12/10/2021		Budget	44,400.00
		var	0.00

Meeting notes from BM with Ruth 10.09.21

Move to Dorman Museum now scheduled for Xmas 21
 Recharge for office space hire at Dorman Museum £12k
 service closed at the moment will re-open in Q4 Jan22

Payment d	Actuals	st to Y/End	st Outturn	Variance	Notes
	79,849.78	80,068.56	#####	-581.66	see Salaries 21-22 Working Paper for detail
	79,849.78	80,068.56	#####	-581.66	
		22,000.00	22,000.00	#####	Rental of Exchange House (Exchange Sq)
		12,000.00	12,000.00	12,000.00	
		26,500.00	26,500.00	5,500.00	estimated Business Rates for Exchange Hse 21-22
	4,170.00	4,170.00	8,340.00	1,440.00	paid Apr-Sept21, est 6mths
	4,170.00	64,670.00	68,840.00	7,940.00	
	290.00		290.00	290.00	
			0.00	-5,100.00	
	362.91		362.91	362.91	
	55.44		55.44	55.44	
			0.00	-5,000.00	
	1,181.25		1,181.25	1,181.25	
		700.00	700.00	-4,400.00	
	350.00		350.00	350.00	Annual M/ship 2021 subscription
	169.00	169.00	338.00	338.00	
	1,997.68	199.00	2,196.68	2,196.68	Estimated to Mar22 (includes actual for £1795.50 f
	95.97	100.00	195.97	195.97	
	15,789.06	424.00	16,213.06	10,013.06	
	0.00	0.00	0.00	0.00	
		275.00	275.00	275.00	
		2,705.00	2,705.00	2,705.00	
	0.00	0.00	0.00	0.00	
		10,000.00	10,000.00	10,000.00	
	20,291.31	14,572.00	34,863.31	13,463.31	
Apr-21	#####	0.00	#####	#####	BM has had agreement to spend some of the other
			0.00	0.00	to be reviewed at Q3 outturn stage (Dec21)
	#####	0.00	#####	#####	
					service closed for now, to re- open from Jan22, est income from searches for Q4 only online payments charge
	-1,482.09	-1,482.09	-2,964.18	5,235.82	
	680.00	680.00	1,360.00	1,360.00	
	0.00	#####	#####	-7,500.00	
	-802.09	#####	#####	-904.18	

	86,091.97	#####	64,317.47	2,500.44	£10k pressure due to service re-location to Dormar
Actuals	86,091.97				
	0.00				

for WAN charges 21-22)

r partner income on move

1 Museum - £2500 pressure to MBC & £7500 to other partners