

JOINT ARCHIVES COMMITTEE

Date: Wednesday 1st March, 2023
Time: 2.00 pm
Venue: Mandela Room

AGENDA

1. Apologies for Absence
2. Declarations of Interest
To receive any declarations of interest.
3. Minutes- Joint Archives Committee- 12 October 2022 3 - 6
4. Teesside Archives Executive Report 7 - 42
Gaye Kirby, Creative Programmes and Partnership Manager will present the report to the committee.
5. Teesside Archives Budget Report 43 - 60
Gaye Kirby, Creative Programmes and Partnership Manager will present the budget.
6. Any other urgent items which in the opinion of the Chair, may be considered.

Charlotte Benjamin
Director of Legal and Governance Services

MEMBERSHIP

Councillors Nelson (Chair), , L Westbury, S Hill and S Moore

Assistance in accessing information

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

A meeting of the Joint Archives Committee was held on Wednesday 12 October 2022.

PRESENT: Councillors Councillor Steve Nelson, L Westbury, S Hill and S Moore

PRESENT BY INVITATION: Councillors

ALSO IN ATTENDANCE: L Case, L Kibble and T Connor

OFFICERS: Susie Blood, Richard Horniman, Gaye Kirby and Ruth hobbins

APOLOGIES FOR ABSENCE:

22 **WELCOME AND EVACUATION PROCEDURE**

23 **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 MEETING HELD ON 29 MARCH 2022**

The minutes of the Joint archives committee held on 29 March 2022 were submitted and approved as a true record.

26 **SUSPENSION OF COUNCIL PROCEDURE RULE NO.5- ORDER OF BUSINESS**

AGREED - in accordance with Council Procedure Rule No. 5, the Chair agreed to vary the order of business to agenda item 6,7 and 5.

27 **JOINT ARCHIVES UPDATE**

Ruth Hobbins, Archives Manager provided the committee with an update in relation to Joint archives.

The committee were advised that the archives service had completed their move from Exchange house to the Dorman museum at the end of March 2022. There has been extensive support from other departments during the move and thanks would like to be extended to these individuals.

The Dorman museum is clean, light and easily accessible to the public and this has been a huge improvement. Not having achieves documents on site has taken a little bit of adjusting too and this has been reflected in the numbers of the public coming into the building also. The service has not seen pre covid numbers return, however this has been across the board. It has also been difficult to bring volunteers back, however options to overcome this are being explored.

Completed move from Exchange house at end of March 2022- support from other departments and thanks to them. Now in Dorman museum, with the possibility of utilising a room within the town hall.

The Manager outlined that if members would like a tour of the Archives to get in touch. Following the Managers update, the Chair enquired about key performance indicators (KPIs) and visitor numbers. The Manager outlined that at present visitor numbers do not look positive but this may be down to service being closed for some time. It was however outlined that the KPIs would be circulated, providing local and national context.

Wednesday 12th October, 2022

The information provided to the committee was also discussed and it was agreed that a template would be drafted and circulated to the members to be used in future meetings.

Gaye Kirby, Creative Programmes & Partnerships Manager also advised the committee that the service level agreement had expired, however an updated version would be circulated to the members.

The Manager introduced Chris Corbett, Community Engagement officer, who had been appointed in January 2020. Chris provided the committee with a presentation relating to her work and the current projects underway.

Following her presentation, the following actions were made;

1. An update on community engagement be brought to every meeting of the joint archives committee.
2. Further promotion be made on the community engagement events through social media channels e.g. Enjoy Teesside website.
3. Consider developing a Communications and marketing strategy. This would be discussed with officers.

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JOINT ARCHIVES- FUTURE DEVELOPMENTS

Leanne Littlewood, Deputy Head of Culture provided an update in relation to future developments. The committee were advised that the move into the Dorman museum was a temporary solution and conversations would commence as to the future arrangements in due course.

In terms of the Museums groups, there has been discussions about whether we develop the Dorman and do a feasibility study.

The following discussions took place:

There should be a longer term plan embedded for the Archives. Subject to external funding, there are plans to extend the Dorman, and whether archives could be part of this. Having joint archives as part of the museum would open up funding avenues.

Creative place advisory group- storage is important – do we have a archives centre/ tells the story of us/ heritage sites

Gaye Kirby- lead officer meetings recognized that there is duplication amongst the Archives. We could look at digital but it would be difficult to join the museum and archives collections together. This isn't that simple as backlog in museums is huge e.g. Singer sowing machines. To dispose of archives can take up to 2 years.

Business case would be required

Look at possible partners e.g. the university.

ACTION

- Take information to the Creative space Advisory group- TVCA
- Officers of each Local authority to discuss in the officer group and recommendations be brought forward to committee.
- Future developments to be added to a standard items.

29

JOINT ARCHIVES BUDGET- 2022/23

Richard Horniman, Director of Regeneration and culture presented the budget to the committee.

He outlined that the amended proposed budget had been circulated to members following clarification from accounts.

Key appoints were as follows:

- In terms of contributions, there has been variance – highest is Stockton is 4,137.92 due to per head of population, other LAs variance will be approx. 2,000.
- Cost of the move has been significantly more from capital
- 47k on the move- paid by Middlesbrough council
- Running costs to be provided to the committee- fixed costs
- Implications if Local authorities did not approve budget

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

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Teesside Archives: Report to JAC, 1 March 2023

1. Collections

Since the reopening of the archives service at the Dorman Museum in May 2022, we have received several new deposits into the collection; a full list of accessions to the archive is provided in [Appendix A](#). They include additional court records that may be eligible for New Burdens Funding¹ from the National Archives, a backlog of private deposits, and the Teesworks material that includes the Hartlepool-based South Durham Iron Steel records.

The receipt of the Teesworks records has been supported by funding from the Tees Valley Combined Authority (TVCA) which covered the salary of a freelancer to accession and catalogue the collection, as well as conservation materials. This material has been added to the records stored at Spennymoor.

Volunteers have continued to support the service by listing the Teesworks material, as well as digitising records principally for customer orders and to help with community engagement. Some of our volunteers have also attended archives events and undertaken research.

2. Public Engagement & Outreach

The service has been very busy and there is a good demand for sessions. Staff have delivered various talks, tours and events across the four authority areas, which have been well attended and generated an average of £0.50 per participant for the service. [Appendix B](#) shows the full list of engagement events/activities in 2022 and in 2023 to date, including event planned but not yet delivered. The KPIs for engagement is provided in section 6.

As part of the future development of the service, we intend to develop a more strategic approach to our engagement activity through an audience development plan which will seek to engage more equitably across the four local authorities and with more under-represented groups.

3. Conservation & Preservation

Since moving into the Dorman, our conservation studio has been busy, including hosting several visits. The main focus of work of our Conservator, Helen, has been the Teesworks blueprints and photographs, as well as helping to guide the work of the freelancer.

Some 'Vinegar Syndrome' negatives from the British Steel and Middlesbrough Borough Council collections, have been reviewed, and suitable items worth saving selected for scanning. Stockton Council's Head Wrightson project funded repairs for three negative registers and training in preservation methods for library staff.

Helen has also been working on an update of the Disaster Plan with Museum staff, reflecting the relocation of the service. As agreed with National Archives, Helen carries out building

¹ New Burdens is a total of £7.1 million in funding made available from central government over a transitional 10-year period to compensate local authorities and other places of deposit for the increased activities that they may experience as a result of changes to the Public Records Act.

monitoring both at the Dorman Museum and the Restore facility in Spennymoor to ensure storage conditions meet the required standards.

The Church of England Parish Registers which are being scanned at NYCRO have all been condition checked and some re-boxing has been necessary. Repairs of the Tyne Bridge Plans, which are being digitised for engineers restoring the bridge, have been carried out for a fee and some private conservation work has taken place which contributes to the service's income target.

4. Digital Preservation

Funding has been received from The National Archives (£97.7K) which we had proposed to use to support the creation of a central repository for preserving born-digital public records and records from the four Local Authorities.

Digital preservation ensures that digital archives can be accessed in the long term by actively managing them to ensure they remain readable. A Digital Preservation system identifies file formats so that records can be migrated to other formats over time, with a clear audit trail.

To help scope the project, representatives from Governance and ICT teams from each Local Authority were invited to join the Lead Officers meeting on 18 January, where specialist archives consultant Simon Wilson joined us.

It was agreed that there are two key parts to the project:

1. Devising and agreeing protocols for identifying which digital records are to be transferred to the Archives
2. Specifying, procuring and setting up a system for preserving the digital records

With reference to the part two of the project, there are currently two systems on the market:

- Archivemata: Open-source software used widely in the HE sector.
- Preservica: Cloud-based system used widely in Local Authorities and business sectors.

It was agreed at the meeting that the Archives staff team would form a project group to develop a specification, establish costs (including ongoing costs) and provide a definition of the categories of records that we should be keeping. Progress has been halted until there is a directive from JAC as to how the money should be used. This may depend on whether some of the money is required to support the core archives budget going forward.

The ongoing cost of a digital preservation system is likely to be in the region of £15-16K a year (increasing marginally as more data is added); a commitment to which all four Local Authorities would need to sign up to.

Until a decision is made, digital records will continue to be held on hard drives, but this isn't a satisfactory long-term solution as there is no active preservation of these records to ensure they remain readable.

5. Marketing & Communications

Further to the discussion at the last JAC, conversations have taken place with marketing teams in both Hartlepool and Middlesbrough and a plan agreed to promote the service going

forward. We would welcome similar conversations with marketing contacts in Stockton and Redcar & Cleveland if they can be provided. The service continues to have an active social media presence and the service has been featured twice recently in Explore Your Archives, including an article on the Teesworks project:

[Teesside archives since 1974 \(exploreyourarchive.org\)](https://exploreyourarchive.org)

[Spotlight: Teesside Archive — Explore Your Archive](#)

6. KPIs

Visitors to the Archives @ Dorman Museum by Local Authority from May 2022 – January 2023:

Local Authority	No. of Visitors	% of total
Hartlepool	49	4.4%
Middlesbrough	421	37.6%
Redcar & Cleveland	156	14.0%
Stockton	119	10.6%
Other UK	363	32.5%
Rest of the world	10	0.9%
TOTAL	1,118	100%

Total number of document issues (May 2022 – January 2023): 1,752

Total number of enquiries (May 22 – January 2023): 1,210

2022 Engagement Activity by Local Authority (1 January - 31 December 2022):

Local Authority	No. of People	% of total people	Income	% of total income
Hartlepool	194	7.3%	£68	5.1%
Middlesbrough	1183	44.4%	£563	42.0%
Other	52	1.9%	Nil	Nil
Redcar & Cleveland	921	34.5%	£480	35.8%
Stockton	142	5.3%	£198	14.8%
Tees Valley	177	6.6%	£30	2.3%
TOTAL	2,669	100%	£1,339	100%

2023 Engagement Activity by Local Authority (1 January- 15 February 2023):

Local Authority	No. of People	Income
Hartlepool	Nil	Nil
Middlesbrough	63	£100
Other	Nil	Nil
Redcar & Cleveland	30	£30
Stockton	25	£50
Tees Valley	Nil	Nil
TOTAL	118	£180

7. Future development of the service

There are several drivers requiring us to produce a plan for the future development of the archives service. The most significant are:

- the risk to the service as a result of Local Authority budget constraints
- the temporary (5-year) nature of the current operating model and the requirement for a plan beyond this
- the opportunity for our region to realise the true value of a reimagined archives service

A separate paper is attached for discussion as Appendix C which is designed to inform the next steps we take with the archives' future development, including some thoughts around a vision and a draft timeline with key milestones. It also includes a reminder of our statutory record keeping responsibilities as Local Authorities and as an accredited archives service.

8. Misc

At their quarterly meetings, the Lead Officers have been discussing proposed changes to the Service Level Agreement, which is due for review. It is understood that changes, if made, would be constitutional, so the Lead Officers agreed to defer this until after the Local Elections.

Accessions Return 2022																		
Move the cursor over the headings in the table for more guidance.																		
AR CH ON Nu m b er	Repository Name	Creator of the records including full name, dates, epithet, descriptor and/or function. Please do not include sensitive	Summary description	Covering dates	ISAD(G) reference code	Quantity of accessioned collection*	Additional deposit? (Y/N)	Collection highlight? (Y/N)	Persistent URL of catalogue entry	Keywords	Public Record? (Y/N)	Transferring body for public records only (note that the creator and transferring body may not always be the same)	Fields for public records only					Mark up (internal use)
													Quantity in linear metres of public records dated 2000 and earlier	Quantity in Mb or Gb of born-digital public records dated 2000 and earlier	Quantity in linear metres of public records dated 2001 to 2004	Quantity in Mb or Gb of born-digital public records dated 2001 to 2004	Quantity in linear metres of public records dated 2005 to present	
GB20	Teesside Archives	Co-Operative Work	Documents			7842												
GB20	Teesside Archives	Teesside Magistrate	Court Registers	1980s-1990s		7843					Y	Teesside Magistrate	27					
GB20	Teesside Archives	Bill Lancaster	The Making of the Modern World. The history of the North of England Institute of	2021		7844												
GB20	Teesside Archives		Photographs of ships built at Haverton Hill Shipyard (Swan Hunter)	1974		7845												
GB20	Teesside Archives		Book - Solvents from Heavy Organics Chemicals Division ICI	1950s		7846												
GB20	Teesside Archives	Dr Anthony Griffin	Historical Survey of Trace Metals in Steelworks Effluent and Sediments in the Te	2022		7847												
GB20	Teesside Archives	Imperial Chemical	Miscellaneous ICI Material including brochures and floorplans of Millbank House,	1970s		7848					Y							
GB20	Teesside Archives	Hart Gables	LGBT+ Resources and LGBT Tees Valley Forum Newsletters	2021		7849			Y									
GB20	Teesside Archives	Cleveland Industria	Journals	2009-2021		7850												
GB20	Teesside Archives		Miscellaneous brochures and 2 photographs of unknown hospital	1925-1960		7851												
GB20	Teesside Archives	Imperial Chemical	Framed poster for opening of ICI Wilton Works Recreation Club	1961		7852			Y									
GB20	Teesside Archives		Hand drawn map of Old Middlesbrough (St Hilda's)	1930		7853												
GB20	Teesside Archives		Photographs of Wilfred Maurice and Dora Reyer re. their employment at ICI Wilton	1950s		7854												
GB20	Teesside Archives		Catalogue, F. Peart & Co. Ltd., Baltic Works, Baltic Street, Hartlepool	1950s		7855												
GB20	Teesside Archives		Booklet - "Irin Ajo Mi - My journey" celebrating black Teessiders	2021		7856												
GB20	Teesside Archives		Records relating to Hartlepool, West Hartlepool and Middlesbrough Hebrew Cong	1924-2018		7857												
GB20	Teesside Archives	British Iron, Steel a	Copy letter book of Redcar Clerical Branch of BISAKTA	1943-1946		7858												
GB20	Teesside Archives		Admiralty Actions Book, 1899-1962. Rebound by the donor with the assistance of	1899-1962		7859												
GB20	Teesside Archives	British Steel	Records relating to BSC South Teesside and Lackenby Plants	1970s		7860												
GB20	Teesside Archives	Design Museum	Football - Designing the Beautiful Game. Exhibition Catalogue produced the Desi	2022		7861												
GB20	Teesside Archives		Middlesbrough Railway Station Undercroft Level 3 Recording, by Alan Baxter	Apr-22		7862												
GB20	Teesside Archives		Documents relating to Cleveland Park Stadium, J. French Ltd and Middlesbrough	1920s-1960s		7863												
GB20	Teesside Archives		Photograph and drawing of interior of St Barnabas Church, Linthorpe	1965		7864												
GB20	Teesside Archives		Deeds for Station Hotel, Sussex Street, Middlesbrough and Olive House, Pearl St	1880s-1920s		7865												
GB20	Teesside Archives		Photographs showing groups of children at school	1903-6		7866												
GB20	Teesside Archives		Hi! Hight Street Heritage Action Zone Newsletters	2022		7867												
GB20	Teesside Archives		Local History Publications 9.The Heart of Captain Cook Country by Queenie F.R.	1985-2002		7868												
GB20	Teesside Archives		Photographs showing construction of towers for Haverton Hill Power Station by D	Feb-39		7869												
GB20	Teesside Archives	St. Pauls Mutual A	Records	1880s-1920s		7870												
GB20	Teesside Archives		North Middlesbrough District Plan	1977-1981		7871												
GB20	Teesside Archives	Alan Bettenev	Book - Pictures of Stockton Past by Alan Bettenev	2016		7872												
GB20	Teesside Archives		National Federation of Retail Newsagents, Stationers and Booksellers Middlesbro	1932		7873												
GB20	Teesside Archives	Network Rail	Whitehouse Signal Box PDF file	2022		7874												
GB20	Teesside Archives		Sticks & Stones Magazine	2022		7875												
GB20	Teesside Archives		Records for Yarm Town Twinning Association	2001-2021		7876												
GB20	Teesside Archives		Material associated with Head Wrightson inc. "Wright Ahead" newsletter and Ass	1935-1971		7877												
GB20	Teesside Archives		Photographs of Middlesbrough Little Theatre Productions by Bernard Fearnley an	1970s-1990s		7878												
GB20	Teesside Archives	Head Wrightson	Records of all orders/contracts for Head Wrightson Stockton Ltd.	1934-1960		7879			Y									
GB20	Teesside Archives		Photograph of Middlesbrough Harriers c1926, Middlesbrough Town Hall and Stod	1926-1937		7880												
GB20	Teesside Archives	Stockton Church of	Marriage Register	2007-2019		7881												
GB20	Teesside Archives	Middlesbrough Prof	Records	1974-2020		7882												
GB20	Teesside Archives	Middlesbrough & S	Records	1910-1970		7883												
GB20	Teesside Archives	Berwick Hills Baptis	Records including minutes and yearly accounts	1930-2013		7884												
GB20	Teesside Archives	Phoenix Rifle Club	Records including minute books and correspondence	1945-1970		7885												
GB20	Teesside Archives	St. John's and St. H	Planned Giving brochure	1960		7886												
GB20	Teesside Archives		Open University Architectural Study. St. Botolph's, Carlton and St. Columba's Mid	1978		7887												
GB20	Teesside Archives		Environmental reports on Pollution in Tees Estuary	1972-1973		7888												
GB20	Teesside Archives	Dorman Long, Bole	Material from Teesworks relating to British Steel Redcar/Lackenby Works, techni	1900s-2010s		7889			Y	Y								
GB20	Teesside Archives	Tosh Warwick	Book - Historic Middlesbrough. Postcards from the Past	2022		7890												
GB20	Teesside Archives		Teesside Housing information and Teesside Structure Plan	1980s-2004		7891												
GB20	Teesside Archives	Charles Frederick H	Photographs	1904-1937		7892												
GB20	Teesside Archives	Teessmouth Bird Cl	Cleveland Bird Report	2020		7893												
GB20	Teesside Archives		Photographs of Royal Visits to Middlesbrough. Queen and Duke of Edinburgh to	1977-1993		7894												
GB20	Teesside Archives	Captain Cook Prim	School records	1961-1996		7895												
GB20	Teesside Archives	St Cuthbert's, Mar	Church records	1989-2014		7896												
GB20	Teesside Archives	Norton Road Congr	Records including photos, plans and correspondence	1875-1990		7897			Y									
GB20	Teesside Archives		Assorted documents relating to ICI, Eston Working Men's Club, Stakis Casino an	1809-1992		7898												
GB20	Teesside Archives	Tony Fox	Book - 'I Sing of My Comrades'	2022		7899												
GB20	Teesside Archives		Plans of Saltburn Cliff Lift and Halfpenny Bridge	1974		7900												
GB20	Teesside Archives		Tithe records relating to Ormesby & Eston (one in Latin)	1768		7901												
GB20	Teesside Archives	Acklam Steelworks	Furnace Repair Ledger	1930s		7902												
GB20	Teesside Archives		Photo album of St Luke's Hospital	1898		7903												
GB20	Teesside Archives		Photographs of Middlesbrough Fire Brigade	c.1911		7904												
GB20	Teesside Archives		Maps and plans associated with Teessmouth (the north bank) 1762-2008 (some a	1762-2008		7905												
GB20	Teesside Archives		Festival programme for Middlesbrough Art Weekender	2022		7906												
GB20	Teesside Archives		Boro Art Maps	2022		7907												
GB20	Teesside Archives		Book of Condolence for Queen Elizabeth II from St Hilda's Church, Grangetown	See 2022		7908												
GB20	Teesside Archives		Safety Glasses that belonged to Mr Tomlinson who worked at Lackenby BOS Pla	1950s		7909												
GB20	Teesside Archives	River Tees Redisc	Pack of booklets produced by River Tees Rediscovered project 2018-19. Includes	2018-2019		7910												
GB20	Teesside Archives	Cleveland Agricultu	Notebook containing member cards, newspaper clippings and tickets	1865-1935		7911												
GB20	Teesside Archives	Various	Goad Plans, plans of Gilkes Street Craft Centre, Southland Centre, Common Lan	1924-2022		7912			Y									
GB20	Teesside Archives	Redcar and District	Programmes	1929-2002		7913												
GB20	Teesside Archives	Goundry & McCall	Register of Mortgages	1930-1958		7914												
GB20	Teesside Archives		British Steel newcuttings	20th cent		7915												
GB20	Teesside Archives	Imeson & Finch, M	Minutes, staff records, photographs and financial records	1802-1994		7916												
GB20	Teesside Archives		Conveyance of land in Marske	1500s		7917												
GB20	Teesside Archives	Various	Reports about Teesside economy and development inc. One North East and Tees	2000-2010		7918												
GB20	Teesside Archives	Ian Buttress	Acklam Hall Grammar School - What Old Boys Did After Leaving School	2021		7919												
GB20	Teesside Archives	Various	Photographs of Middlesbrough including some of conservation area and aerial im	1960s-2000s		7920												
GB20	Teesside Archives	Ian Stubbs	Photographs of St Agnes' Church, Easterside	2022		7921												
GB20	Teesside Archives	Tees Conservancy	River Tees Conservancy Plan 1859 and High Ford at Ailsby to outside bar and de	1852-1859		7922												
GB20	Teesside Archives	S. Lazarus, Dispen	Poisons Register and Prescription Books	1931-1973		7923												
GB20	Teesside Archives	Grangefield Old Gir	Minutes and photographs	1965-2022		7924			Y									
GB20	Teesside Archives	ICI	ICI material kept by John Wheeler inc, Norton Hall	1919-2014		7925			Y									
GB20	Teesside Archives	ICI	Papers on the history of Wilton Castle and Wilton Castle Club (ICI)	1946-2000		7926			Y									
GB20	Teesside Archives	Middlesbrough Cot	Book of Condolence for Queen Elizabeth II from Middlesbrough Town Hall	2022		7927												
GB20	Teesside Archives	Dorman Long	Plans of a Pipe Bridge at ICI Synthetic Ammonia and Nitrates, Billingham drawn b	1929		7928												
GB20	Teesside Archives	Thrive Teesside	Books - 'Echoes of the Unheard' and 'Thriving Teesside'	2020		7929</												

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DATE	ACTIVITY	AUDIENCE	AGE	EVENT	AUTHORITY	NO's	INCOME	STATUS
2022								
28 and 29		General						
Jan 2022	TA Roadshow drop in event	Public/MIMA staff		Chemical Cities exhibition at MIMA (ICI)	R&C	25		Delivered
02/02/22	Class workshop	Linthorpe Primary	Yr 3	Industrial Revolution/Map exercise	M'bro	25		Delivered
09/02/22	Online Talk	Tuesday Talks Peter Sotheran		William Gileard Brown talk	S'ton	66	£ 30.00	Delivered
10/02/22	Class workshop	Linthorpe Primary	Y3	Industrial Revolution/Map exercise	M'bro	50	£ 90.00	Delivered
17/02/22	Oral History meeting	General public		Stockton Townscape project	S'ton	4		Delivered
09/03/22	Workshop	Hart Gables Adult support group	Aged 18+	Time Capsule Project	M'bro	20		Delivered
10/03/22	Talk	Kirkleatham Museum		The Nature of Archives (Lost Words exhibit)	R&C	5	£ 30.00	Delivered
23/03/22	Talk	Commerce House		HSHAZ events programme; Intro to Archives	M'bro	10	£ 250.00	Delivered
12/04/22	Drop in session	Hartlepool Baptist Church		Hartlepool Headland Local History Society	H'pool	30		Delivered
20/04/22	Family activity	Albert Park		General public	M'bro	300		Delivered
27/04/22	Talk	Seaton Library	Aged 65+	Introduction to Teesside Archives	H'pool	18		Delivered
27/04/22	Workshop	Saltburn Scouts hut		Saltburn Cubs group	R&C	17		Delivered
28/04/22	Oral History recording	Stockton library		Stockton Townscape project	S'ton	5	£ 150.00	Delivered
03/05/22	Drop in session at archives	General public		Local History Month	Tees Valley	27		Delivered
04/05/22	Drop in session at archives	General public		Local History Month	Tees Valley	16		Delivered
05/05/22	Drop in session at archives	General public		Local History Month	Tees Valley	16		Delivered
05/05/22	Heritage Hike guided walk	General public		Upleatham Circular	R&C	11	£ 30.00	Delivered
06/05/22	Workshop	Rossmere Youth Centre	Youth Group	Hart Gables Youth Group	H'pool	15		Delivered
11/05/22	Guided walk	Saltburn 1st Cubs		Saltburn heritage	R&C	20		Delivered
12/05/22	Guided walk	General public		Stockton Townscape Project	S'ton	15		Delivered
15/05/22	Guided walk	General public		Stockton Townscape Project	S'ton	13		Delivered
16/05/22	Presentation	Teachers		Primary History Network	Tees Valley	10		Delivered
25/05/22	Official Opening				Tees Valley	40		Delivered
26/05/22	Heritage Hike guided walk	General public		Saltholme Circular	H'pool/S'ton	12	£ 36.00	Delivered

26/05/22	Conservation advice drop in	General public		HSHAZ/Local History Month	M'bro	6			Delivered
05/06/22	Platinum Picnic in the Park	General public		Zetland Park, Redcar	R&C	330			Delivered
15/06/22	Guided walk in M'bro	Hart Gables group		M'bro	M'bro	10			Delivered
		Hopefields							
23/06/22	School visit to archives	Education	KS3&4	Thornaby in the 60s	S'ton	7			Delivered
26/06/22	Love Local Fair	General public		Ormesby Hall	R&C	150			Delivered
		Hopefields							
28/06/22	School visit to archives	Education	KS3&4	Thornaby in the 60s	S'ton	6			Delivered
04/07/22	Saltburn themed Presentati	Group members		Saltburn & District Retired Men's Group	R&C	25	£	30.00	Delivered
		Linthorpe Primary							
		School Gifted and							
08/07/22	Archive visit	talented group	KS2	Research skills	M'bro	10	£	90.00	Delivered
09/07/22	Normanby LHS anniversary	General public		Normanby Methodist Church	R&C				Cancelled
12/07/22	Coach tour of Old Middlesb		Yr6	Industrial Middlesbrough	M'bro	90			Delivered
		Tuesday Talks Peter							
19/07/22	Online Talk	Sotheran		Introduction to Teesside Archives	Tees Valley	58	£	30.00	Delivered
02/08/22	Workshop	General public		Bridge Building	Hartlepool	20			Delivered
		Globe Theatre							
17/08/22	Visit to archives	Volunteers		Stockton related material and archive intro	S'ton	10			Delivered
		Carer's Together							
24/08/22	Guided walk	group		Carer's Together group in Redcar	R&C	3	£	150.00	Delivered
		Tees Women's							
25/08/22	Archive Visit	Poets		Archive Project	Tees Valley	10			Delivered
26/08/22	Family walk	General public		Kirkleatham Museum/Wild Wander and st	R&C	14	£	150.00	Delivered
August 2022	Workshop	General public		Bridge Building	Hartlepool	58			Delivered
10/09/22	Heritage Open Day	General public		Archive material	Tees Valley				Cancelled
		Cleveland Retired							
14/09/22	Talk	Men's Forum		Introduction to Teesside Archives	R&C	15	£	30.00	Delivered
		Hart Gables support							
21/09/22	Guided walk	group		St Mary's to the Transporter	M'bro	5			Delivered
		Hart Gables support							
21/09/22	Workshop	group		Time Capsule Project	M'bro	15			Delivered

23/09/22	Talk	Walking Forest Workshop			Middlesbrough Suffragettes	M'bro	5			Delivered
24/09/22	Info stall at Festival of Thrift public	Festival of Thrift/general			Linked to museum handling collection	R&C	30			Delivered
03/10/22	Talk	Guisborough Retired Men's Forum			William Gileard Brown talk	R&C	30	£	30.00	Delivered
07/10/22	Talk	Hartlepool U3A Hopefields			Introduction to Teesside Archives	Hartlepool	47	£	50.00	Delivered
11/10/22	School visit to archives	Education	KS3&4		Thornaby in the 60s	S'ton	10			Delivered
11/10/22	WW2 workshop	Sunnyside Primary (yr 5/6)	Yr 5/6		WW2 air raid reports	M'bro	85			Delivered
13/10/22	Middlesbrough map worksh	Linthorpe Primary	Yr 3		Middlesbrough maps	M'bro	90			Delivered
14/10/22	Archive Visit	Middlesbrough College	Adult Ed		WW1	M'bro	5	£	100.00	Delivered
20/10/22	Black Path Heritage Hike	General public			Discover Middlesbrough event	M'bro and RCB	11	£	33.00	Delivered
22/10/22	Open day at the archives	General public			Discover Middlesbrough event	M'bro	204			Delivered
28/10/22	Open day at the archives	General public			Discover Middlesbrough event	M'bro	40			Delivered
09 and 10/11/2022	WW2 workshop	Linthorpe Primary	Yr 6		WW2 air raid reports	M'bro	90			Delivered
14/11/22	Talk	Guisborough Retired Men's Forum			Introduction to Teesside Archives	R&C	50	£	30.00	Delivered
16/11/22	Workshop	Howletch Lane Primary School	KS2		KNEX Bridge Building	Other	52			Delivered
22/11/22	Online talk	Carer's Together support group			Intro to archives and Redcar material	R&C	7			Delivered
24/11/22	Drop in community event	General public			Kirkleatham Walled Garden	R&C	25			Delivered
25/11/22	WW2 workshop	Ayresome Primary	Yr 6		WW2 air raid reports	M'bro	90			Delivered
25/11/22	Group visit	Normanby Local History Group			Ward Jackson Diaries and conservation stu	R&C	6			Delivered
20/11/22	WW2 workshop	Normanby Primary	Yr 6		WW2 air raid reports	R&C	68			Delivered

03/12/22	Xmas Fair	General Public Cleveland Retired	Xmas themed info stall and display	R&C	90	Delivered
07/12/22	Talk	Men's Group Middlesbrough	William Gileard Brown talk	R&C		Cancelled
15/12/22	Workshop	College	KNEX A66 Building	M'bro	22	Delivered

Total 2669 £ 1,339.00

2023

04/01/23	Talk	Middlesbrough U3A	Sisterhood - Herstory in the Archives	M'bro	43	£ 50.00	Delivered
12/01/23	Talk	Wolviston Court WI	Introduction to Teesside Archive	S'ton	25	£ 50.00	Delivered
18/01/23	Drop in community event	General public Cleveland Retired	Kirkleatham Walled Garden	R&C	10		Delivered
08/02/23	Talk	Men's Forum Middlesbrough Scout Active	The Nature of Archives	R&C	20	£ 30.00	Delivered
15/02/23	Talk	Support Unit Tuesday Talks Peter	Introduction to Teesside Archives	M'bro	20	£ 50.00	Delivered
28/02/23	Online Talk	Sotheran Assist Women's	Sisterhood - Herstory in the archives	Tees Valley		£ 30.00	Planned
03/03/23	Event	Network	International Women's Day	Tees Valley			Planned
11/03/23	Workshop	General Public Stokesley & District	Beneath the Waves; Seaton Carew Wreck	Hartlepool			Planned
21/03/23	Talk	PROBUS Club	William Gileard Brown	Tees Valley		£ 30.00	Planned
25/03/23	Talk	Teesside Federation WI Annual Meeting	Introduction to Teesside Archives	Tees Valley			Planned
13/04/23	Talk	Hartlepool U3A St Edward's RC	History of Hartlepool Workhouse	Hartlepool		£ 50.00	Planned
18/04/23	School workshop	Primary Tuesday Talks	M'bro maps	M'bro			Planned
25/04/23	Talk	(Peter Sotheran)	Nature of Archives	Tees Valley		£ 30.00	Planned

03/05/23	Talk	Middlesbrough U3A	The Nature of Archives	M'bro	£	50.00	Planned
10/05/23	Talk	Redcar WI	Introduction to Teesside Archives	R&C	£	50.00	Planned
		Guisborough					
		Retired Men's					
22/05/23	Talk	Forum	The history of Hartlepool Workhouse	R&C	£	35.00	Planned
7-9 July 2023	Tall Ships Race at Hartlepoo	General public	Maritime related display and family activity	Hartlepool			Planned
		Guisborough					
		Retired Men's					
31/07/23	Talk	Forum	Bridging the World: the archives of Dormar	R&C	£	35.00	Planned
		Stokesley & District					
19/09/23	Talk	PROBUS Club	Introduction to Teesside Archives	Tees Valley	£	30.00	Planned
04/10/23	Talk	Middlesbrough U3A	William Gileard Brown	M'bro	£	50.00	Planned
10/10/23	Talk	Loftus WI	Sisterhood - Herstory in the Archives	R&C	£	50.00	Planned
		Guisborough					
		Retired Men's					
06/11/23	Talk	Forum	Sisterhood - HerStory in the Archives	R&C	£	35.00	Planned
Total to date					118	£	655.00

Income pp £ 0.50

DATE	ACTIVITY	AUDIENCE	AGE
2022			
02/08/22	Workshop	General public	
August 2022	Workshop	General public	
07/10/22	Talk	Hartlepool U3A Hartlepool Headland Baptist Church	
12/04/22	Drop in session	Church	
27/04/22	Talk	Seaton Library Rossmere Youth Centre	Aged 65+ Youth Gro
06/05/22	Workshop	Centre	Youth Gro
26/05/22	Heritage Hike guided walk	General public	
02/02/22	Class workshop	Linthorpe Primary	Yr 3
10/02/22	Class workshop	Linthorpe Primary Hart Gables Adult support group	Y3 Aged 18+
09/03/22	Workshop	support group	Aged 18+
23/03/22	Talk	Commerce House	
20/04/22	Family activity	Albert Park	
26/05/22	Conservation advice drop in	General public	
15/06/22	Guided walk in M'bro	Hart Gables group Linthorpe Primary School Gifted and talented group	KS2 Yr6
08/07/22	Archive visit		KS2
12/07/22	Coach tour of Old Middlesb		Yr6
21/09/22	Guided walk	Hart Gables support group	
21/09/22	Workshop	Hart Gables support group Walking Forest	
23/09/22	Talk	Workshop Sunnyside Primary	
11/10/22	WW2 workshop	(yr 5/6)	Yr 5/6
13/10/22	Middlesbrough map worksh	Linthorpe Primary Middlesbrough	Yr 3
14/10/22	Archive Visit	College	Adult Ed
22/10/22	Open day at the archives	General public	
28/10/22	Open day at the archives	General public	
09 and			
10/11/2022	WW2 workshop	Linthorpe Primary	Yr 6
25/11/22	WW2 workshop	Ayresome Primary Middlesbrough	Yr 6
15/12/22	Workshop	College	
20/10/22	Black Path Heritage Hike	General public Howletch Lane	
16/11/22	Workshop	Primary School	KS2
28 and 29		General	
Jan 2022	TA Roadshow drop in event	Public/MIMA staff Kirkleatham	
10/03/22	Talk	Museum	
27/04/22	Workshop	Saltburn Scouts hut	

05/05/22	Heritage Hike guided walk	General public	
05/06/22	Platinum Picnic in the Park	General public	
26/06/22	Love Local Fair	General public	
04/07/22	Saltburn themed Presentati	Group members	
09/07/22	Normanby LHS anniversary	General public	
		Carer's Together	
24/08/22	Guided walk	group	
26/08/22	Family walk	General public	
		Cleveland Retired	
14/09/22	Talk	Men's Forum	
		Festival of	
		Thrift/general	
24/09/22	Info stall at Festival of Thrift	public	
		Guisborough	
		Retired Men's	
03/10/22	Talk	Forum	
		Guisborough	
		Retired Men's	
14/11/22	Talk	Forum	
		Carer's Together	
		support group	
22/11/22	Online talk		
24/11/22	Drop in community event	General public	
		Normanby Local	
25/11/22	Group visit	History Group	
20/11/22	WW2 workshop	Normanby Primary	Yr 6
03/12/22	Xmas Fair	General Public	
		Cleveland Retired	
07/12/22	Talk	Men's Group	
11/05/22	Guided walk	Saltburn 1st Cubs	
		Tuesday Talks Peter	
09/02/22	Online Talk	Sotheran	
17/02/22	Oral History meeting	General public	
28/04/22	Oral History recording	Stockton library	
12/05/22	Guided walk	General public	
15/05/22	Guided walk	General public	
		Hopefields	
23/06/22	School visit to archives	Education	KS3&4
		Hopefields	
28/06/22	School visit to archives	Education	KS3&4
		Globe Theatre	
17/08/22	Visit to archives	Volunteers	
		Hopefields	
11/10/22	School visit to archives	Education	KS3&4
03/05/22	Drop in session at archives	General public	
04/05/22	Drop in session at archives	General public	
05/05/22	Drop in session at archives	General public	
16/05/22	Presentation	Teachers	
25/05/22	Official Opening		
		Tuesday Talks Peter	
19/07/22	Online Talk	Sotheran	

25/08/22	Archive Visit	Tees Women's Poets
10/09/22	Heritage Open Day	General public

2023

04/01/23	Talk	Middlesbrough U3A Middlesbrough Scout Active
15/02/23	Talk	Support Unit
18/01/23	Drop in community event	General public Cleveland Retired
08/02/23	Talk	Men's Forum
12/01/23	Talk	Wolviston Court WI

EVENT	AUTHORITY	NO's	INCOME	STATUS	
Bridge Building	Hartlepool	20		Delivered	
Bridge Building	Hartlepool	58		Delivered	
Introduction to Teesside Archives	Hartlepool	47	£ 50.00	Delivered	
Hartlepool Headland Local History Society	H'pool	30		Delivered	
Introduction to Teesside Archives	H'pool	18		Delivered	
Hart Gables Youth Group	H'pool	15		Delivered	
Saltholme Circular	H'pool/S'ton	12	£ 36.00	Delivered	Hartlepool
Industrial Revolution/Map exercise	M'bro	25		Delivered	
Industrial Revolution/Map exercise	M'bro	50	£ 90.00	Delivered	
Time Capsule Project	M'bro	20		Delivered	
HSHAZ events programme; Intro to Archives	M'bro	10	£ 250.00	Delivered	
General public	M'bro	300		Delivered	
HSHAZ/Local History Month	M'bro	6		Delivered	
M'bro	M'bro	10		Delivered	
Research skills	M'bro	10	£ 90.00	Delivered	
Industrial Middlesbrough	M'bro	90		Delivered	
St Mary's to the Transporter	M'bro	5		Delivered	
Time Capsule Project	M'bro	15		Delivered	
Middlesbrough Suffragettes	M'bro	5		Delivered	
WW2 air raid reports	M'bro	85		Delivered	
Middlesbrough maps	M'bro	90		Delivered	
WW1	M'bro	5	£ 100.00	Delivered	
Discover Middlesbrough event	M'bro	204		Delivered	
Discover Middlesbrough event	M'bro	40		Delivered	
WW2 air raid reports	M'bro	90		Delivered	
WW2 air raid reports	M'bro	90		Delivered	
KNEX A66 Building	M'bro	22		Delivered	
Discover Middlesbrough event	M'bro and RCB	11	£ 33.00	Delivered	Middlesbrough
KNEX Bridge Building	Other	52		Delivered	Other
Chemical Cities exhibition at MIMA (ICI)	R&C	25		Delivered	
The Nature of Archives (Lost Words exhibit)	R&C	5	£ 30.00	Delivered	
Saltburn Cubs group	R&C	17		Delivered	

Upleatham Circular	R&C	11	£	30.00	Delivered	
Zetland Park, Redcar	R&C	330			Delivered	
Ormesby Hall	R&C	150			Delivered	
Saltburn & District Retired Men's Group	R&C	25	£	30.00	Delivered	
Normanby Methodist Church	R&C				Cancelled	
Carer's Together group in Redcar	R&C	3	£	150.00	Delivered	
Kirkleatham Museum/Wild Wander and st	R&C	14	£	150.00	Delivered	
Introduction to Teesside Archives	R&C	15	£	30.00	Delivered	
Linked to museum handling collection	R&C	30			Delivered	
William Gileard Brown talk	R&C	30	£	30.00	Delivered	
Introduction to Teesside Archives	R&C	50	£	30.00	Delivered	
Intro to archives and Redcar material	R&C	7			Delivered	
Kirkleatham Walled Garden	R&C	25			Delivered	
Ward Jackson Diaries and conservation stu	R&C	6			Delivered	
WW2 air raid reports	R&C	68			Delivered	
Xmas themed info stall and display	R&C	90			Delivered	
William Gileard Brown talk	R&C				Cancelled	
Saltburn heritage	R&C	20			Delivered	R&C
William Gileard Brown talk	S'ton	66	£	30.00	Delivered	
Stockton Townscape project	S'ton	4			Delivered	
Stockton Townscape project	S'ton	5	£	150.00	Delivered	
Stockton Townscape Project	S'ton	15			Delivered	
Stockton Townscape Project	S'ton	13			Delivered	
Thornaby in the 60s	S'ton	7			Delivered	
Thornaby in the 60s	S'ton	6			Delivered	
Stockton related material and archive intro	S'ton	10			Delivered	
Thornaby in the 60s	S'ton	10			Delivered	Stockton
Local History Month	Tees Valley	27			Delivered	
Local History Month	Tees Valley	16			Delivered	
Local History Month	Tees Valley	16			Delivered	
Primary History Network	Tees Valley	10			Delivered	
	Tees Valley	40			Delivered	
Introduction to Teesside Archives	Tees Valley	58	£	30.00	Delivered	

Archive Project	Tees Valley	10			Delivered	
Archive material	Tees Valley				Cancelled	Tees Valley
Total		2669	£	1,339.00		
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Sisterhood - Herstory in the Archives	M'bro	43	£	50.00	Delivered	
Introduction to Teesside Archives	M'bro	20	£	50.00	Delivered	Middlesbrough
Kirkleatham Walled Garden	R&C	10			Delivered	
The Nature of Archives	R&C	20	£	30.00	Delivered	R&C
Introduction to Teesside Archive	S'ton	25	£	50.00	Delivered	Stockton
Delivered to Date	Total	118	£	180.00		

194	£ 68.00	£ 0.35
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1183	£ 563.00	£ 0.48
52	£ -	£ -

921	£ 480.00	£ 0.52
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142	£ 198.00	£ 1.39
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177	£ 30.00	£ 0.17
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63	£ 100.00	£ 1.59
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30	£ 30.00	£ 1.00
25	£ 50.00	£ 2.00

Future Development of Teesside Archives

Introduction:

Teesside Archives was created in 1974 under Cleveland County to collect, catalogue, preserve and make accessible records and documents relating to the areas of Middlesbrough, Stockton, Hartlepool, and Redcar & Cleveland. The Archives mission is to celebrate and protect the area's rich heritage by using our collections to engage with local, national and international audiences.

Middlesbrough Council acts as the lead authority, employing the archive staff, whilst administration and finances are managed jointly between the four authorities via the Joint Archives Committee.

Records held in Teesside Archives relate a wide variety of subjects including:

- businesses and companies - including British Steel, ICI, Head Wrightson, Furness Shipbuilding etc., as well as many smaller firms
- churches, parishes, and other religious groups
- courts
- estate records - including the Pennyman Family of Ormesby Hall
- hospitals
- land ownership and deeds - including owners of the Middlesbrough Estate
- local councils and their predecessors – e.g. Cleveland County Council
- local organisations including charities, sports clubs, political parties, entertainment, etc.
- schools
- shipping

The collection comprises a range of record types including:

- correspondence files
- deeds
- financial records
- maps
- minutes
- oral histories
- photographs and negatives
- plans
- publications

The earliest record in the archive dates from the 12th century, but the bulk of the records date from the 18th, 19th, and 20th centuries. The archive continues to collect records up to the modern day.

In 2022, the archive moved out of its former premises in Exchange House, Middlesbrough, to a new home at the [Dorman Museum](#) just outside the town centre. Due to the limited space available in the museum, the bulk of the archive collection is temporarily held off-site by a third party ([Restore](#)) and recalled on demand. The current arrangement is only intended to run for five years (ending FY 2026/27), and therefore a longer-term plan for the future of Teesside Archives is required.

Teesside Archives will celebrate its 50th birthday in 2024.

What is the Purpose and Value of Archives Today?

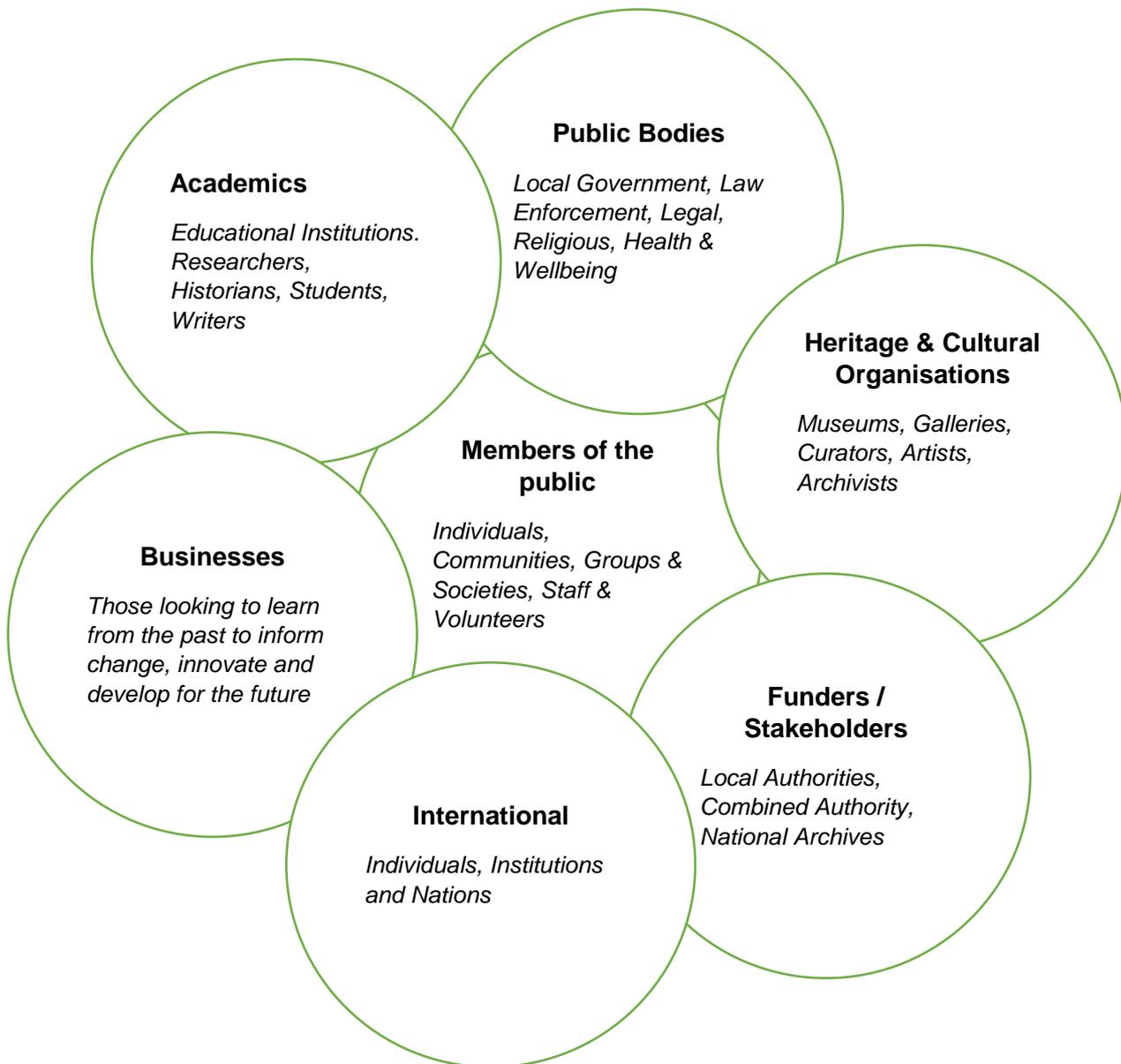
Why are Archives important?

“Archives aren’t just about things already past; they will capture the histories of the present and the future.” National Archives

<p>Archives encourage a sense of identity, place and community by:</p> <ul style="list-style-type: none">• Supporting the recollection & sharing of memories• Helping people discover more about their lives; past and present• Promoting pride through learning about past achievements• Giving value to people and events who have shaped our lives today• Helping us to understand who we are• Inspiring creativity and collaboration	<p>Archives preserve the past for current and future generations so that:</p> <ul style="list-style-type: none">• Records can be called upon to research, learn, make decisions, answer questions and settle disputes• Unique records are not lost• People can access them• The history of people and places is recorded and conserved• We can engage with the past to inform our future
<p>Archives strengthen democracy and legal accountability by:</p> <ul style="list-style-type: none">• Providing a true record of what’s gone before• Fulfilling the statutory responsibilities of our public organisations• Holding organisations and individuals to account•	<p>Archives create opportunities for learning by:</p> <ul style="list-style-type: none">• Offering new ways to learn about the world around us• Promoting a culture of knowledge• Enabling research which supports change, innovation and efficiency• Reflecting the rich diversity of society• Creating excellent user-experiences• Signposting to other opportunities for learning & discovery

Who are Archives important to?

'Archives provide evidence of activities which occurred in the past, they tell stories, document people and identity and are valuable sources of information for research.' National Archives



What impact do Archives have?

'Archives have the power to change people's lives.' National Archives

PEOPLE	ORGANISATIONS	THE ECONOMY
<ul style="list-style-type: none">• Are more understanding of each other• Have a greater sense of identity, community, pride and place• Live enriched lives by discovering subjects of interest• Feel more connected• Positively change perceptions• Are inspired to question, learn and create• Gain valuable knowledge• Experience improved wellbeing• Feel a sense of justice• Have trust in institutions	<ul style="list-style-type: none">• Make better / evidential decisions• Are more resilient• Rely on true records• Provide justice and/or reconciliation• Harness heritage to: better connect with local communities;• raise their profile; and develop products & services• Are more accountable• Have improved governance systems	<ul style="list-style-type: none">• Is boosted by an improved visitor offer and positive perceptions of place

National Context

Statutory Responsibilities

Local Government Act 1972

The Local Government Act 1972 is the principal statutory obligation that underpins the archives service. Section 224 of the Act requires that "a principal council shall make proper arrangements with respect to any documents that belong to or are in the custody of the council or any of their officers". Guidance on what constitutes proper arrangements was issued by the then DETR in 1999 and was issued to all local authorities running archive services. The guidance is essentially based on the provisions of:

- PAS198:2012 Specifications for Managing Environmental Conditions for Cultural Collections
- BS4971:2017 Conservation and Care of archival Collections
- BSEN 16893:2018 Conservation of Cultural Heritage- New sites and Buildings Intended for the Storage and Use of Collections)
- Standards for Record Repositories by the Historical Manuscripts Commission
- Standards set by The National Archives
- A national code of ethics – Institute of Conservation's Professional Standards 2020 is followed in all aspects of collections care and conservation

Since the guidance was issued, the latter two documents have been superseded by the TNA *Standard for Record Repositories* and then by the Accreditation standard. Teesside Archives achieved provisional accreditation in 2018, and this is now due for review.

Parochial Records and Registers Measure 1978 (as amended)

Teesside Archives is a Diocesan Record Office. The position is complicated because the service mainly holds parish material for the South Tees area (formerly Yorkshire) with some registers for Yarm and Thornaby. An agreement is in place with Find My Past and Ancestry that is a key income driver for the service.

The Public Records System

Under the [Public Records Act 1958](#) (PRA), the Secretary of State for Digital, Culture, Media and Sport has responsibility for public records and the operation of the overall system. The PRA established the Public Record Office, now **The National Archives**. It sets out the delegated responsibilities of the Keeper of Public Records to safeguard and preserve public records and maintain the utility of the archive.

The PRA places responsibility for the safekeeping, selection and transfer of public records on the body that creates or holds them. It placed a duty on the Keeper to guide, supervise and coordinate the management of public records held by bodies subject to the PRA. In practice, the Keeper issues formal guidance such as the Records Collection Policy and promotes good practice in a variety of ways. The National Archives collects and publishes data on compliance and reports to the Secretary of State.

Access to Public Records

Until January 2005, access to public records was governed by the [Public Records Act 1958](#), and the [Public Records Act 1967](#). The [Freedom Of Information \(FOI\) Act](#) came fully into force in January 2005 and replaced those parts of the PRA which related to access to records.

Members of the public can ask to see information held by public authorities as soon as it has been created. The FOI Act gave people two new rights of access:

- the right to be told whether the information is held by the public authority
- the right to be provided with the information

Places of Deposit

Places of Deposit for public records are appointed to hold specific record classes in agreement with their parent authority under Section 4 (1) of the Public Records Act (1958). The most typical reasons for such an appointment are that:

- the records are of strong local interest and are best made available through a local archive service
- or the creating institution is the most appropriate location for ongoing use and access to the records and so they are retained there.

Places of deposit fall into three main categories:

- local record offices (usually borough or county archive services)
- government (e.g. research establishments or national museums)
- specialist (e.g. university or military archives)

In a small number of cases, specialist records (in subject matter or in format) are held within appropriate Places of Deposit.

The National Archives appoints Places of Deposit after inspection to ensure suitable arrangements are in place for the preservation of the records and access to them. We use the [Archive Service Accreditation](#) programme to ensure that Places of Deposit are maintaining standards.

Strategic Vision - Archives Unlocked

Archives Unlocked is the Government's strategic vision for releasing the potential of archives. Our ambition is that archives inspire trust, enrich society and people's lives, and are open to all. Launched in 2017, [the vision document](#) explores what our core values and ambitions of **Trust**, **Enrichment** and **Openness** mean for archives. In summary:

Trust: People and institutions trust in the authenticity of archive records, and how they are preserved and presented

- Democracy and society are strengthened by scrutiny of the archival record, holding institutions and individuals to account.
- Archive users have confidence in the integrity and authenticity of records, and in the professionals who support their research.
- Services embrace the opportunities of technological change, ensuring confidence in both digital and physical records

Enrichment: Archives enhance and enrich our society intellectually, culturally and economically

- Our culture of knowledge and learning expands through new ways to discover and use archive material.
- Value in businesses grows through the use of archive material to support change, innovation and efficiency.
- People's lives are enhanced through their engagement with archive collections.

Openness: Archives cultivate an open approach to knowledge and are accessible to all

- Archives deliver an excellent user experience, enabling people to find, access and interpret archive records, whether digital or physical.
- The rich diversity of society is reflected in our archives' collections, users and workers.
- Archives are networked globally to maintain excellent practice and open new possibilities for institutions and users.

Regional & Local Context

Tees Valley Combined Authority – Framework for Investment in Heritage

TVCA is currently developing a framework for investment into heritage to drive economic growth within the Tees Valley.

Under the working title of ‘Our Ordinary is Extraordinary’, the framework seeks to support a sub-regional approach to celebrating the shared and connected heritage of our remarkable place, utilising TVCA’s existing investment pillars to develop a heritage offer worthy of national and international recognition.

Proposed Investment Framework for Heritage

		← Priorities →			
Investment Pillars	Sector Growth & Sustainability	Networks, Skills & Pathways	Strengthened business models		
	Destination Product Development	Connected narratives: exhibitions, wayfinding and public realm	Enhanced visitor experience	Contemporary and distinctive offer, enhanced by digital	High quality infrastructure
	Festivals & Events	Celebrated landmark moments	Embedded stories of place		
	Profile Raising	(Inter)nationally relevant offer	Landmark sites / collections	Itineraries & packages	

Within the early iterations of the framework, Teesside Archives is envisioned to be central to a ‘hub and spoke’ model of heritage discovery, with a new and sustainable archives facility sitting at the heart of a re-imagined visitor offer sending people out across the region to discover more.

Local Authorities – Funding Pressures

With increasing budget pressures on the four Local Authorities which currently fund Teesside Archives, without a plan for development, there is a real risk of the archives service standing still or being reduced. Within the current operating model, questions are being asked about the return on investment within each Local Authority area and there’s a real sense that the service will struggle to be supported long-term without some kind of fundamental change.

Teesside Archives SWOT

<p>Strengths</p> <p>We hold internationally important collections</p> <p>Our collections are nationally accredited</p> <p>Our industrial heritage and building plan collections are a real strength</p> <p>Records are well catalogued</p> <p>Staff are knowledgeable, skilled & passionate</p> <p>Public engagement is an area of growth and is engaging new audiences</p> <p>Our conservation facilities at the Dorman Museum are of a good quality</p> <p>Our conservation and preservation processes safeguard and enable safe access to vulnerable records enabling us to tell the stories of our region</p> <p>We have a dedicate team of volunteers who support the service</p> <p>We benefit from access to the facilities at the Dorman Museum</p> <p>We collaborate with other museums across the Tees Valley</p> <p>Professional development including Cori's HAD in Curating</p>	<p>Weaknesses</p> <p>There are gaps in our collections</p> <p>No current system for digital preservation (born digital records)</p> <p>Staff resource has reduced over time and restricts development of the service</p> <p>Historic lack of investment in the service</p> <p>Absence of a fundraising strategy</p> <p>Lack of development plan for the service</p> <p>The value of the service isn't full understood / recognised within the local authorities who fund it</p> <p>We are missing opportunities to engage due to funding constraints</p> <p>The cost of the service is increasing including off-site storage as we continue to add to the collection</p> <p>There is minimal space to hold/store/give access to collections at the Dorman</p> <p>Perceived lack of support from senior management within the local authorities</p>
<p>Opportunities</p> <p>Further develop audiences through public engagement, services to business and marketing (including online presence)</p> <p>Generate income from in-house digitisation and e-commerce opportunities</p> <p>Do more in collaboration with the Tees Valley Museums Group</p> <p>Potential to lead of collections management for all TV Museums & Archives</p> <p>Work with more diverse groups</p> <p>Increase our modern collecting</p> <p>Democratise our collections</p> <p>Use 2024 (50th birthday of the archives) and 2030 (Middlesbrough bicentenary) as levers to secure funding for development of the service</p> <p>Develop the service in support of the emerging heritage framework</p> <p>Increase advocacy of the service and change people's perceptions about the value of archives</p> <p>Engage Central Library audiences during their capital development</p>	<p>Threats</p> <p>Budget pressures within Local Authorities and uncertainty over future funding for the service</p> <p>Service not developing due to budget constraints</p> <p>Staff leaving</p> <p>Not having a robust plan for March 2026</p> <p>Increasing costs (including Restore)</p> <p>Risk to collection from storing off-site and transportation when recalled</p> <p>Digital black hold if we don't progress with digital preservation</p> <p>Impact on the Local Authorities / Archives service of local government reorganisation</p> <p>Impact on the Archives of senior management restructure and any Culture Service review in Middlesbrough.</p>

<p>Use of funding from National Archives for Digital Preservation</p> <p>Develop a conservation and preservation outreach programme to support to care of other collections in the region.</p>	
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Our Vision for Teesside Archives

Thoughts from a visioning session with Teesside Archives Staff, February 2023:

*A hub for heritage in the Tees Valley and home to the **stories of our place**.*

***Everything in one place** (archives, exhibitions, education space, local history library, full equipped conservation studio)*

*A modern, interactive, digital, exciting and inspiring **visitor destination** which engages people and communities with their heritage*

*Individuals, institutions and businesses have access to collections which are truly **representative of the communities we serve**; managed in a modern facility and available in person or remotely*

*A place to understand our past and how it connects with us today; a dynamic, colourful, challenging and enlightening place where **people visit to discover and share stories***

***Radiating stories of our place**, connecting people and their stories and embracing heritage as a means to valuing our sense of identity, community and place*

Timeline / Roadmap

DATE	ACTIVITY / MILESTONE	STAKEHOLDERS
2023	Articulate a vision for the Archives Service & secure stakeholder buy-in (including value of archives piece of work).	4 x Local Authorities (JAC & Lead Officers) TVCA National Archives Archives Team Users of the Service Partners e.g. TVMG
	Agree new SLA for the Joint Archives Committee (JAC).	4 x Local Authorities (JAC & Lead Officers)
	Secure commitment and timescale to deliver digital preservation.	4 x Local Authorities (JAC, Lead Officers & governance / ICT teams) TVCA National Archives Archives Team
	Secure investment for feasibility work on the future development of the archives.	4 x Local Authorities (JAC & Lead Officers) TVCA National Archives Archives Team Other 3 rd party funders
2024	Complete feasibility work for the future development of the archives	
	Secure further investment for business planning (link to 50 th birthday)	
	Develop new business plan	
	Develop fundraising strategy	
	Develop audience development plan	
	Confirmation of preferred location for new Archives	
2025	Digital Preservation system is live	
	Commence fundraising for major development project – linked to 2030	
2026	Agree any extension to Restore contract or plan for alternative arrangements	
2027	Secured necessary investment for the major development project	
	LA access to born-digital records is live	
	Secure all permissions (including planning for new build)	
2028	New build commences	
2029		
2030	Public access to born-digital records	
	Showcase for Middlesbrough Bicentenary	
	Monitoring of new facility	
	Move to new facility	
2031	Public opening of new Archives facility	
	Project Evaluation	

Report of:	Richard Horniman, Director of Regeneration and Culture Executive Member for Culture and Communities
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Submitted to:	Joint Archives Committee – 1 st March 2023
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Subject:	Budget Report
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Summary

Proposed decision(s)
That the Committee notes the position of the 2022-2023 budget. That the Committee approves the budget for 2023-2024.

Report for:	Key decision:	Confidential:	Is the report urgent? ¹
Decision	Yes	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 2022-23 revenue budget for Teesside Archives and seek approval for the proposed budget for 2023-24.

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.

Report Background

An updated budget for the service in 2022/23 is provided as Appendix D.

A proposed budget for the service in 2023/24 is provided as Appendix E.

The 2023/24 budget reflects the increased costs of providing the archives service, due to received and expected staff pay awards and third-party storage charges from Restore.

We have consulted with each of the Local Authorities in preparing this budget and made savings where possible. The proposed budget reflects an understanding reached in these meetings that it is fair and reasonable for the increase in salary costs to be shared by all four authorities. However, we have offset any further increases to the overall budget by committing additional income in the form of either an investment from TVCA (our preferred option) or applying a portion of the New Burdens funding. This has been done in order to try to maintain the commitments from each Local Authority at an acceptable level.

It is worth noting that managing the proposed storage/retrieval budget at £76K for the year is likely to require stricter controls in terms of items accessioned to the collection, as well as less frequent recall of items. The volume of collections currently stored with Restore will cost £63K a year if we don't add to it. This leaves just over £1K a month for any additional storage and for recalling items for customers, outreach, essential conversation, etc.

In the contributions proposed from each Local Authority, 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 2022-23 budget (Appendix D).
That members approve the proposed budget for 2023-24 (Appendix E)

Why is this being recommended?

In order to set the budget for the 2023-24 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

D: Teesside Archives budget outturn 2022/23

E: Teesside Archives proposed budget 2023/24

Background papers

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

Contact: Gaye Kirby

Email: gaye_kirby@middlesbrough.gov.uk

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	Budget 2022-2023	Actual to date	Projected	Projected Outturn Q3
	£	£	£	£
Income				
4191100 Other Local Authorities Contributions	- 190,600	14,937	204,363	189,426
4192100 Sales / Income	-	464	-	464
4192160 Capita Credit Card a/c	-	1,795	-	1,795
4192200 Fees & charges	- 21,200	40,177	5,000	45,177
4192300 Sponsorship & Donations	-	277	-	277
Total Income	- 211,800	24,185	209,363	233,548
Employees				
5120150 Local Gov. Services Pay	137,217	100,773	43,500	144,273
5120154 Local Gov. Services - Overtime	-	1,182	-	1,182
5120158 Local Gov. Services NI (ers)	10,800	10,049	-	10,049
5120159 Local Gov. Services PEN (ers)	15,400	11,693	-	11,693
5120801 Other Payroll Costs	-	284	-	284
5120808 NI(ers) on other payroll costs	-	30	-	30
5120809 PEN(ers) on other payroll costs	-	12	-	12
5131400 Car Allowances	-	497	-	497
5192240 Other Recoverable Charges	-	-	-	-
6116690 Exam & Course fees	-	93	-	93
Total Employees	163,417	123,987	43,500	167,487
Premises				
6124000 Rents	12,000	-	-	-
6124100 Rates	-	-	-	-
Total Premises	12,000	-	-	-
Transport				
6130350 Equipment	-	1,095	-	1,095
6132000 Public Transport - general	-	159	-	159
Total Transport	-	1,254	-	1,254
Supplies and Services				
6140020 Equipment Purchase	5,100	-	-	-
6140100 Materials - general	-	44	-	44
6144800 Printing	5,000	13	-	13
6145140 Professional, commission & membership fees	-	13,500	-	13,500
6146000 Computer Costs	5,100	248	2,080	2,328
6146200 Telephones Charges	-	265	170	435
6148000 Cost Transfers to Grants Supplies and Services	-	12,000	-	12,000
6148200 Shared Service Costs (Supplies)	-	108	-	108
6149000 Other supplies & services	-	2,772	6,200	8,972
6149001 Delivery costs	-	524	-	524
6149010 Removals/relocations/storage	63,000	2,605	-	2,605
6149330 Conservation costs	6,200	8,164	-	8,164
6152000 Other Local Authorities	-	17,417	17,417	0
7149000 Call Off Other supplies & services	-	49,795	16,680	66,475
Total Supplies and Services	84,400	72,622	42,547	115,060
Total Expenditure	259,817	197,863	86,047	283,801
TOTAL TRANSACTIONS	48,017	173,677	123,316	50,253

Variance	Variance at Q2	Notes/Comments
£	£	
1,174 -	2,139	See invoicing tab
- 464 -	220	
1,795	450	
- 23,977 -	11,935	Excludes £97k from National Archives (New Burdons). Includes £15k from STDC for a consultant and conservation materials for Teesworks Waiting on £1,980 from Teesside Magistrates Court (Ruth is looking at increasing this as costs haven't been increased for a long time) Forecast £3k general income for remainder of year
- 277 -	277	
- 21,748 -	14,120	
7,056 -	5,110	
1,182	546	
- 751	1,493	
- 3,707 -	503	
- 284 -	364	
- 30 -	42	
12	16	
497	682	Estimate for remainder of the year based on average so far of £57 per month
-	10,000	
93	60	
4,070	6,779	
- 12,000	-	Rent on Row 48 below. Actual cost of share of Dorman Museum running costs is £47,036.36
-	0	
- 12,000	0	
1,095	-	
159	6	
1,254	6	
- 5,100 -	4,100	
44	44	
- 4,988 -	4,000	
13,500	13,500	Consultant £150 for 30 days to be funded by STDC
- 2,772 -	2,772	
435	403	Daisy monthly charges - £4 per month, internal recharges £30 per month
12,000		
8,972	2,772	£2,772 spent on Calm software
524	15	
- 60,395 -	60,395	Also see row 55.
1,964 -	2,200	
- 0 -	0	
66,475	66,116	Restore - based on average so far of £5,560 per month. NB Jan Invoice £6,164 (net).
30,660	9,383	
23,984	16,167	
2,236	2,047	

T	TransNo	Trans.date	Period	Account	Cat	TC	Text	Amount	Ap/Ar ID (T)	InvoiceNo	OrderNo
B	80226869	19/05/22	202202	4191100	12221	0	ACCREGKEA023 - Joint Archives Arrangement Balance owed by J	3,261.14		Acc.reverse 80213318	0
B	80226869	19/05/22	202202	4191100	12221	0	ACCREGKEA023 - Joint Archives Arrangement Balance owed by S	6,896.05		Acc.reverse 80213318	0
B	80226869	19/05/22	202202	4191100	12221	0	ACCREGKEA023 - Joint Archives Arrangement Balance owed by F	4,779.97		Acc.reverse 80213318	0
				4191100 Total				14,937.16			
B	7102010	04/08/22	202205	4192100	12221	IB	VG0153 ER12221/100940169 Photocopying	-169.54		ER12221/100940169/4/1	0
B	7102010	04/08/22	202205	4192100	12221	IB	VG0154 ER12221/100940169 Photographs	-50.42		ER12221/100940169/5/1	0
B	7102925	08/09/22	202206	4192100	12221	IB	VG0153 ER12221/100940172 Photocopying	-41.04		ER12221/100940172/1/1	0
B	7102925	08/09/22	202206	4192100	12221	IB	VG0154 ER12221/100940172 Photographs	-16.25		ER12221/100940172/2/1	0
B	7103760	11/10/22	202207	4192100	12221	IB	VG0153 ER12221/100940177 Photocopying	-37.50		ER12221/100940177/2/1	0
B	7103760	11/10/22	202207	4192100	12221	IB	VG0154 ER12221/100940177 Photographs	-4.17		ER12221/100940177/3/1	0
B	7104405	03/11/22	202208	4192100	12221	IB	VG0153 ER12221/100940179 Photocopying	-57.50		ER12221/100940179/3/1	0
B	7104405	03/11/22	202208	4192100	12221	IB	VG0154 ER12221/100940179 Photographs	-8.33		ER12221/100940179/4/1	0
B	7105187	02/12/22	202209	4192100	12221	IB	VG0153 ER12221/100940182 Photocopying	-45.21		ER12221/100940182/1/1	0
B	7105998	09/01/23	202210	4192100	12221	IB	VG0153 ER12221/100940184 Photocopying	-29.96		ER12221/100940184/1/1	0
B	7105998	09/01/23	202210	4192100	12221	IB	VG0154 ER12221/100940184 Photographs	-4.17		ER12221/100940184/2/1	0
				4192100 Total				-464.09			
B	7099382	09/05/22	202202	4192160	12221	A9	CPC ER12221/100940164 Online payment for Teesside Archives a	15.00		ER12221/100940164/2/1	0
B	7100112	30/05/22	202202	4192160	12221	A9	CPC ER12221/100940165 Online to Teesside Archives 10th May	15.00		ER12221/100940165/2/1	0
B	7100112	30/05/22	202202	4192160	12221	A9	CPC ER12221/100940165 Online to Teesside Archives 17th May	30.00		ER12221/100940165/3/1	0
B	7100112	30/05/22	202202	4192160	12221	A9	CPC ER12221/100940165 Online to Teesside Archives 18th May	10.00		ER12221/100940165/4/1	0
B	7100112	30/05/22	202202	4192160	12221	A9	CPC ER12221/100940165 Online to Teesside Archives on 18th Ma	15.00		ER12221/100940165/5/1	0
B	7100112	30/05/22	202202	4192160	12221	A9	CPC ER12221/100940165 Online to Teesside Archives on 23rd Ma	15.00		ER12221/100940165/6/1	0
B	7100112	30/05/22	202202	4192160	12221	A9	CPC ER12221/100940165 Online to Teesside Archives on 25th Ma	10.00		ER12221/100940165/7/1	0
B	7100774	23/06/22	202203	4192160	12221	A9	CPC ER12221/100940166 Online to Teesside Archives on 13th Jur	15.00		ER12221/100940166/2/1	0
B	7100774	23/06/22	202203	4192160	12221	A9	CPC ER12221/100940166 Online to Teesside Archives on 22nd Ju	15.00		ER12221/100940166/3/1	0
B	7100774	23/06/22	202203	4192160	12221	A9	CPC ER12221/100940166 Online to Teesside Archives on 22nd Ju	15.00		ER12221/100940166/4/1	0
B	7101416	15/07/22	202204	4192160	12221	A9	CPC ER12221/100940167 Online to Teesside Archives 1st July	100.00		ER12221/100940167/2/1	0
B	7101416	15/07/22	202204	4192160	12221	A9	CPC ER12221/100940167 Online to Teesside Archives 5th July	30.00		ER12221/100940167/3/1	0
B	7101416	15/07/22	202204	4192160	12221	A9	CPC ER12221/100940167 Online to Teesside Archive 6th July	15.00		ER12221/100940167/4/1	0
B	7101416	15/07/22	202204	4192160	12221	A9	CPC ER12221/100940167 Online to Teesside Archives 11th July	15.00		ER12221/100940167/5/1	0
B	7101825	29/07/22	202204	4192160	12221	A9	CPC ER12221/100940168 To Teesside Archives 21st July	30.00		ER12221/100940168/2/1	0
B	7101825	29/07/22	202204	4192160	12221	A9	CPC ER12221/100940168 To Teesside Archives 23rd July	15.00		ER12221/100940168/3/1	0
B	7101825	29/07/22	202204	4192160	12221	A9	CPC ER12221/100940168 To Teesside Archives 27th July	10.00		ER12221/100940168/4/1	0
B	7101825	29/07/22	202204	4192160	12221	A9	CPC ER12221/100940168 To Teesside Archives 27th July	10.00		ER12221/100940168/5/1	0
B	7102280	18/08/22	202205	4192160	12221	A9	CPC ER12221/100940170 Online to Teesside Archives	15.00		ER12221/100940170/2/1	0
B	7102280	18/08/22	202205	4192160	12221	A9	CPC ER12221/100940170 Online to Teesside Archives	5.00		ER12221/100940170/3/1	0
B	7102443	24/08/22	202205	4192160	12221	A9	CPC ER12221/100940171 Online To Teesside Archives 19/8/22	30.00		ER12221/100940171/2/1	0
B	7102443	24/08/22	202205	4192160	12221	A9	CPC ER12221/100940171 Online to Teesside Archives 22/8/22	15.00		ER12221/100940171/3/1	0
B	7102443	24/08/22	202205	4192160	12221	A9	CPC ER12221/100940171 Online to Teesside Archives 23/8/22	5.00		ER12221/100940171/4/1	0
B	7103210	21/09/22	202206	4192160	12221	A9	CPC ER12221/100940173 Teesside Archives on 25th Aug 22	15.00		ER12221/100940173/2/1	0
B	7103210	21/09/22	202206	4192160	12221	A9	CPC ER12221/100940173 Teesside Archives on 1st Sept 22	5.00		ER12221/100940173/3/1	0
B	7103210	21/09/22	202206	4192160	12221	A9	CPC ER12221/100940173 Teesside Archives on 4th Sept 22	5.00		ER12221/100940173/4/1	0
B	7103210	21/09/22	202206	4192160	12221	A9	CPC ER12221/100940173 Teesside Archives on 13th Sep 22	10.00		ER12221/100940173/5/1	0
B	7103210	21/09/22	202206	4192160	12221	A9	CPC ER12221/100940173 Teesside Archives on 15th Sept 22	5.00		ER12221/100940173/6/1	0
B	7103210	21/09/22	202206	4192160	12221	A9	CPC ER12221/100940173 Teesside Archives on 20th Sep 22	10.00		ER12221/100940173/7/1	0
B	7103276	23/09/22	202206	4192160	12221	A9	CPC ER12221/100940174 Teesside Archives on 21st Sept 2022	40.00		ER12221/100940174/2/1	0
B	7103756	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940175 To Teesside Archives online 22/9/22	15.00		ER12221/100940175/2/1	0
B	7103756	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940175 To Teesside Archives online 27/9/22	15.00		ER12221/100940175/3/1	0
B	7103756	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940175 To Teesside Archives online 28/9/22	100.00		ER12221/100940175/4/1	0
B	7103756	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940175 To Teesside Archives online 28/9/22	100.00		ER12221/100940175/5/1	0
B	7103756	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940175 To Teesside Archives online 28/9/22	45.00		ER12221/100940175/6/1	0
B	7103758	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940176 To Teesside Archives online 3/10/22	5.00		ER12221/100940176/2/1	0
B	7103758	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940176 To Teesside Archives online 4/10/22	5.00		ER12221/100940176/3/1	0
B	7103758	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940176 To Teesside Archives online 6/10/22	5.00		ER12221/100940176/4/1	0
B	7103758	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940176 To Teesside Archives online 6/10/22	5.00		ER12221/100940176/5/1	0
B	7103758	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940176 To Teesside Archives online 7/10/22	10.00		ER12221/100940176/6/1	0
B	7103758	11/10/22	202207	4192160	12221	A9	CPC ER12221/100940176 To Teesside Archives online 10/10/22	50.00		ER12221/100940176/7/1	0
B	7104101	26/10/22	202207	4192160	12221	A9	CPC ER12221/100940178 To Teesside Archives 11/10/22	5.00		ER12221/100940178/2/1	0
B	7104101	26/10/22	202207	4192160	12221	A9	CPC ER12221/100940178 To Teesside Archives 12/10/22	15.00		ER12221/100940178/3/1	0
B	7104101	26/10/22	202207	4192160	12221	A9	CPC ER12221/100940178 To Teesside Archives 13/10/22	100.00		ER12221/100940178/4/1	0
B	7104101	26/10/22	202207	4192160	12221	A9	CPC ER12221/100940178 To Teesside Archives 13/10/22	100.00		ER12221/100940178/5/1	0
B	7104101	26/10/22	202207	4192160	12221	A9	CPC ER12221/100940178 To Teesside Archives 13/10/22	45.00		ER12221/100940178/6/1	0
B	7104101	26/10/22	202207	4192160	12221	A9	CPC ER12221/100940178 To Teesside Archives 13/10/22	15.00		ER12221/100940178/7/1	0
B	7104101	26/10/22	202207	4192160	12221	A9	CPC ER12221/100940178 To Teesside Archives 12/10/22	15.00		ER12221/100940178/8/1	0
B	7104413	04/11/22	202208	4192160	12221	A9	CPC ER12221/100940180 To Teesside Archives 30/10/22	45.00		ER12221/100940180/2/1	0
B	7104413	04/11/22	202208	4192160	12221	A9	CPC ER12221/100940180 To Teesside Archives 30/10/22	75.00		ER12221/100940180/3/1	0
B	7104413	04/11/22	202208	4192160	12221	A9	CPC ER12221/100940180 To Teesside Archives 31/10/22	100.00		ER12221/100940180/4/1	0
B	7104413	04/11/22	202208	4192160	12221	A9	CPC ER12221/100940180 To Teesside Archives 3/11/22	100.00		ER12221/100940180/5/1	0
B	7104413	04/11/22	202208	4192160	12221	A9	CPC ER12221/100940180 To Teesside Archives 3/11/22	20.00		ER12221/100940180/6/1	0
B	7104994	28/11/22	202208	4192160	12221	A9	CPC ER12221/100940181 Teesside Archives on 16/11/22	15.00		ER12221/100940181/1/1	0
B	7104994	28/11/22	202208	4192160	12221	A9	CPC ER12221/100940181 Teesside Archives on 9/11/22	60.00		ER12221/100940181/2/1	0
B	7104994	28/11/22	202208	4192160	12221	A9	CPC ER12221/100940181 Teesside Archives on 20/11/22	60.00		ER12221/100940181/3/1	0
B	7104994	28/11/22	202208	4192160	12221	A9	CPC ER12221/100940181 Teesside Archives on 21/11/22	60.00		ER12221/100940181/4/1	0
B	7105666	21/12/22	202209	4192160	12221	A9	CPC ER12221/100940183 Online to Teesside Archives 30th Nov	10.00		ER12221/100940183/2/1	0
B	7105666	21/12/22	202209	4192160	12221						

B	7105666	21/12/22	202209	4192160	12221 A9	CPC ER12221/100940183 Online to Teesside Archives 9th Dec	15.00		ER12221/100940183/4/1	0
B	7105666	21/12/22	202209	4192160	12221 A9	CPC ER12221/100940183 Online to Teesside Archives 19th Dec	15.00		ER12221/100940183/5/1	0
				4192160 Total			1,795.00			
B	80206819	20/04/22	202201	4192200	12221 A9	03-MISC GROUNDWORK NE TEES ARCHIVES 1222	-669.75		BT: 19/04/2022	0
B	5335766	21/04/22	202201	4192200	12221 AB		-4,778.96	C L PROSSER & CO LTD	5335766	30322276
B	80214391	04/05/22	202202	4192200	12221 IB	TA01Teesside Archives	-12.50		BT: 03/05/2022	0
B	7099382	09/05/22	202202	4192200	12221 A9	VG0201 ER12221/100940164 Searches	-15.00		ER12221/100940164/1/1	0
B	80225785	10/05/22	202202	4192200	12221 A9	03-MISC GROUNDWORK NE TEES ARCHIVES 1222 (AIM)	669.75		BT: 09/05/2022	0
B	80225842	11/05/22	202202	4192200	12221 IB	TA01Teesside Archives	-12.50		BT: 10/05/2022	0
B	80225965	12/05/22	202202	4192200	12221 A9	03-MISC TEES ARCHIVES 1222	669.75		BT: 11/05/2022	0
B	80225965	12/05/22	202202	4192200	12221 A9	03-MISC GROUNDWORK NE TEES ARCHIVES 1222	320.00		BT: 11/05/2022	0
B	80225965	12/05/22	202202	4192200	12221 A9	03-MISC GROUNDWORK NE TEES ARCHIVES 1222	509.79		BT: 11/05/2022	0
B	80226630	18/05/22	202202	4192200	12221 A9	03-MISC TEES ARCHIVES 12 EBANKGO01601924	-2,332.03		BT: 17/05/2022	0
B	80226630	18/05/22	202202	4192200	12221 IB	TA01Teesside Archives	-25.00		BT: 17/05/2022	0
B	80227200	19/05/22	202202	4192200	12221 IB	TA01Teesside Archives	-8.33		BT: 18/05/2022	0
B	80227263	20/05/22	202202	4192200	12221 IB	TA01Teesside Archives	-12.50		BT: 19/05/2022	0
B	80227924	24/05/22	202202	4192200	12221 IB	TA01Teesside Archives	-12.50		BT: 23/05/2022	0
B	5339501	28/05/22	202202	4192200	12221 AB	Talk given by Chris Corbett at Kirkleatham Museum	-30.00	REDCAR & CLEVELAND BOROUGH COUNCIL ACCOUNTS PAYABLE	5339501	30325862
B	80228394	28/05/22	202202	4192200	12221 IB	TA01Teesside Archives	-8.33		BT: 25/05/2022	0
B	7100112	30/05/22	202202	4192200	12221 A9	VG0201 ER12221/100940165 Searches	-65.00		ER12221/100940165/1/1	0
B	80233379	14/06/22	202203	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	7100774	23/06/22	202203	4192200	12221 A9	VG0201 ER12221/100940166 Searches	-45.00		ER12221/100940166/1/1	0
B	80235444	23/06/22	202203	4192200	12221 IB	TA01-Teesside Archives	-25.00			0
B	3377835	29/06/22	202203	4192200	12221 IG	R3 POLYGON UK LTD : HELEN CLARE KENDALL : PRIORITY U	300.00		Cashless June 2022	0
B	80238753	04/07/22	202204	4192200	12221 IB	TA01Teesside Archives	-83.33			0
B	80239599	07/07/22	202204	4192200	12221 IB	TA01-Teesside Archives	-37.50			0
B	80241189	12/07/22	202204	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	7101416	15/07/22	202204	4192200	12221 A9	VG0201 ER12221/100940167 Searches	-160.00		ER12221/100940167/1/1	0
B	80243642	21/07/22	202204	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	80244104	22/07/22	202204	4192200	12221 IB	TA01-Teesside Archives	-25.00			0
B	80244986	26/07/22	202204	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	80245424	28/07/22	202204	4192200	12221 IB	TA01-Teesside Archives	-16.67			0
B	7101825	29/07/22	202204	4192200	12221 A9	VG0201 ER12221/100940168 Searches	-65.00		ER12221/100940168/1/1	0
B	7102010	04/08/22	202205	4192200	12221 IB	VG0940 ER12221/100940169 Conservation	-200.00		ER12221/100940169/1/1	0
B	7102010	04/08/22	202205	4192200	12221 A9	VG0074 ER12221/100940169 Fees Charges Norvat	-96.00		ER12221/100940169/3/1	0
B	80248239	09/08/22	202205	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	80248374	11/08/22	202205	4192200	12221 IB	TA01-Teesside Archives	-4.17			0
B	80248833	16/08/22	202205	4192200	12221 A9	03-MISC 03-MISC TEES ARCHIVES 12 EBANKGO01601924	2,332.03			0
B	7102280	18/08/22	202205	4192200	12221 A9	VG0201 ER12221/100940170 Searches	-20.00		ER12221/100940170/1/1	0
B	80249772	22/08/22	202205	4192200	12221 IB	TA01-Teesside Archives	-25.00			0
B	80250101	23/08/22	202205	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	7102443	24/08/22	202205	4192200	12221 A9	VG0201 ER12221/100940171 Searches	-50.00		ER12221/100940171/1/1	0
B	80250580	24/08/22	202205	4192200	12221 IB	TA01-Teesside Archives	-4.17			0
B	80251664	30/08/22	202205	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	80253208	05/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-4.17			0
B	80253216	06/09/22	202206	4192200	12221 A9	Polar Media Teesside Arch	-200.00			0
B	80253226	06/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-4.17			0
B	80253907	13/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	5353588	14/09/22	202206	4192200	12221 A2	Walking Engagement event with Chris Corbett	-150.00	REDCAR & CLEVELAND BOROUGH COUNCIL ACCOUNTS PAYABLE	5353588	30339377
B	5353598	14/09/22	202206	4192200	12221 A2	Guided walk led by Chris Corbett	-150.00	Carers Together	5353598	30339388
B	80253985	14/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-8.33			0
B	80254069	16/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-4.17			0
B	7103210	21/09/22	202206	4192200	12221 A9	VG0201 ER12221/100940173 Searches	-50.00		ER12221/100940173/1/1	0
B	80254532	21/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-8.33			0
B	80254590	22/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-33.33			0
B	7103276	23/09/22	202206	4192200	12221 A9	VG0201 ER12221/100940174 Searches	-40.00		ER12221/100940174/1/1	0
B	80254731	26/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	80255083	28/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-12.50			0
B	80255381	29/09/22	202206	4192200	12221 IB	TA01-Teesside Archives	-204.17			0
B	80255982	04/10/22	202207	4192200	12221 IB	TA01-Teesside Archives	-4.17			0
B	5357061	05/10/22	202207	4192200	12221 A0		-934.00	Ancestry Global Holdings Ltd	5357061	30342745
B	80255985	05/10/22	202207	4192200	12221 IB	TA01-Teesside Archives	-4.17			0
B	7103756	11/10/22	202207	4192200	12221 A9	VG0201 ER12221/100940175 Searches	-275.00		ER12221/100940175/1/1	0
B	7103758	11/10/22	202207	4192200	12221 A9	VG0201 ER12221/100940176 Searches	-80.00		ER12221/100940176/1/1	0
B	7103760	11/10/22	202207	4192200	12221 A9	VG0074 ER12221/100940177 Fees Charges Norvat	-32.00		ER12221/100940177/1/1	0
B	80256406	11/10/22	202207	4192200	12221 IB	TA01-Teesside Archives	-66.67			0
B	80256473	13/10/22	202207	4192200	12221 IB	TA01-Teesside Archives	-16.67			0
B	80256484	14/10/22	202207	4192200	12221 IB	TA01-Teesside Archives	-179.17			0
B	80256549	17/10/22	202207	4192200	12221 IB	TA01-Teesside Archives	-37.50			0
B	7104101	26/10/22	202207	4192200	12221 A9	VG0201 ER12221/100940178 Searches	-295.00		ER12221/100940178/1/1	0
B	80258420	01/11/22	202208	4192200	12221 IB	TA01Teesside Archives	-183.33		31/10/22 00:00	0
B	7104405	03/11/22	202208	4192200	12221 IB	VG0940 ER12221/100940179 Conservation	-100.00		ER12221/100940179/1/1	0
B	7104405	03/11/22	202208	4192200	12221 A9	VG0074 ER12221/100940179 Fees Charges Norvat	-80.00		ER12221/100940179/2/1	0
B	7104413	04/11/22	202208	4192200	12221 A9	VG0201 ER12221/100940180 Searches	-340.00		ER12221/100940180/1/1	0
B	80258435	04/11/22	202208	4192200	12221 IB	TA01-Teesside Archives	-100.00			0
B	5362465	07/11/22	202208	4192200	12221 A2	Conservation training	-960.00	STOCKTON-ON-TEES BOROUGH COUNCIL	5362465	30347704

B	5362591	10/11/22	202208	4192200	12221	A9	Teesworks archives work	-9,000.00	Tees Valley Combined Authority	5362591	30348060	
B	5362591	10/11/22	202208	4192200	12221	AB	Teesworks archives work	-8,203.68	Tees Valley Combined Authority	5362591	30348060	
B	80258904	10/11/22	202208	4192200	12221	IB	TA01-Teeside Archives	-50.00				0
B	80259747	17/11/22	202208	4192200	12221	IB	TA01-Teeside Archives	-12.50				0
B	80260310	22/11/22	202208	4192200	12221	IB	TA01-Teeside Archives	-100.00				0
B	7104994	28/11/22	202208	4192200	12221	A9	VG0201 ER12221/100940181 Searches	-195.00		ER12221/100940181/5/1		0
B	80263039	01/12/22	202209	4192200	12221	IB	TA01-Teeside Archives	-8.33				0
B	7105187	02/12/22	202209	4192200	12221	A9	VG0074 ER12221/100940182 Group viists	-30.00		ER12221/100940182/2/1		0
B	7105187	02/12/22	202209	4192200	12221	A9	VG0074 ER12221/100940182 Reproduction fees/licences	-20.00		ER12221/100940182/3/1		0
B	80263045	02/12/22	202209	4192200	12221	IB	TA01-Teeside Archives	-25.00				0
B	80264082	12/12/22	202209	4192200	12221	IB	TA01-Teeside Archives	-12.50				0
B	5366359	13/12/22	202209	4192200	12221	AB	Conservation work on Tyne Bridge plans	-200.00	NEWCASTLE CITY COUNCIL	5366359	30351669	
B	5366435	15/12/22	202209	4192200	12221	A9	Teesworks heritage	9,000.00	Tees Valley Combined Authority	5366435	30351580	
B	5366435	15/12/22	202209	4192200	12221	AB	Teesworks heritage	8,203.68	Tees Valley Combined Authority	5366435	30351580	
B	80264358	20/12/22	202209	4192200	12221	IB	TA01-Teeside Archives	-12.50				0
B	7105666	21/12/22	202209	4192200	12221	A9	VG0201 ER12221/100940183 Searches	-70.00		ER12221/100940183/1/1		0
B	5366630	26/12/22	202209	4192200	12221	A9	Work on Teesworks steel archives by Teesside Archives	-13,500.00	Tees Valley Combined Authority	5366630	30351677	
B	5366630	26/12/22	202209	4192200	12221	AB	Work on Teesworks steel archives by Teesside Archives	-8,203.68	Tees Valley Combined Authority	5366630	30351677	
4192200 Total								-40,176.78				
B	7102010	04/08/22	202205	4192300	12221	A9	VG0055 ER12221/100940169 Donations No Vat	-276.50		ER12221/100940169/2/1		0
4192300 Total								-276.50				
B	91041285	30/04/22	202201	5120150	12221	0	202201MA	10,556.94		202201 MA		0
B	91048691	31/05/22	202202	5120150	12221	0	202202MA	10,203.93		202202 MA		0
B	91057936	30/06/22	202203	5120150	12221	0	202203MA	10,215.46		202203 MA		0
B	91062680	31/07/22	202204	5120150	12221	0	202204MA	10,220.49		202204 MA		0
B	91072008	31/08/22	202205	5120150	12221	0	202205MA	10,220.49		202205 MA		0
B	91079339	30/09/22	202206	5120150	12221	0	202206MA	10,212.67		202206 MA		0
B	91086636	31/10/22	202207	5120150	12221	0	202207MA	10,347.11		202207 MA		0
B	91093393	30/11/22	202208	5120150	12221	0	202208MA	11,188.36		202208 MA		0
B	91100114	31/12/22	202209	5120150	12221	0	202209MA	17,607.71		202209 MA		0
5120150 Total								100,773.16				
B	91041285	30/04/22	202201	5120154	12221	0	202201MA	86.91		202201 MA		0
B	91057936	30/06/22	202203	5120154	12221	0	202203MA	260.73		202203 MA		0
B	91062680	31/07/22	202204	5120154	12221	0	202204MA	198.65		202204 MA		0
B	91079339	30/09/22	202206	5120154	12221	0	202206MA	86.91		202206 MA		0
B	91086636	31/10/22	202207	5120154	12221	0	202207MA	186.23		202207 MA		0
B	91093393	30/11/22	202208	5120154	12221	0	202208MA	68.88		202208 MA		0
B	91100114	31/12/22	202209	5120154	12221	0	202209MA	293.63		202209 MA		0
5120154 Total								1,181.94				
B	91041285	30/04/22	202201	5120158	12221	0	202201MA	1,013.28		202201 MA		0
B	91048691	31/05/22	202202	5120158	12221	0	202202MA	997.27		202202 MA		0
B	80236878	28/06/22	202203	5120158	12221	VZ	2022-2023 Apr-Jun AVC NI	6.64		PW003		0
B	91057936	30/06/22	202203	5120158	12221	0	202203MA	1,040.14		202203 MA		0
B	91062680	31/07/22	202204	5120158	12221	0	202204MA	1,021.45		202204 MA		0
B	91072008	31/08/22	202205	5120158	12221	0	202205MA	1,006.37		202205 MA		0
B	80254684	26/09/22	202206	5120158	12221	VZ	2022-2023 Jul-Sep AVC NI	9.96		PW014		0
B	91079339	30/09/22	202206	5120158	12221	0	202206MA	1,013.03		202206 MA		0
B	91086636	31/10/22	202207	5120158	12221	0	202207MA	1,036.54		202207 MA		0
B	91093393	30/11/22	202208	5120158	12221	0	202208MA	972.90		202208 MA		0
B	91100114	31/12/22	202209	5120158	12221	0	202209MA	1,931.09		202209 MA		0
5120158 Total								10,046.67				
B	91041285	30/04/22	202201	5120159	12221	0	202201MA	1,223.55		202201 MA		0
B	91048691	31/05/22	202202	5120159	12221	0	202202MA	1,172.97		202202 MA		0
B	91057936	30/06/22	202203	5120159	12221	0	202203MA	1,202.95		202203 MA		0
B	91062680	31/07/22	202204	5120159	12221	0	202204MA	1,195.81		202204 MA		0
B	91072008	31/08/22	202205	5120159	12221	0	202205MA	1,172.97		202205 MA		0
B	91079339	30/09/22	202206	5120159	12221	0	202206MA	1,182.97		202206 MA		0
B	91086636	31/10/22	202207	5120159	12221	0	202207MA	1,194.39		202207 MA		0
B	91093393	30/11/22	202208	5120159	12221	0	202208MA	1,292.08		202208 MA		0
B	91100114	31/12/22	202209	5120159	12221	0	202209MA	2,055.53		202209 MA		0
5120159 Total								11,693.22				
B	91041285	30/04/22	202201	5120801	12221	0	202201MA	13.87		202201 MA		0
B	91048691	31/05/22	202202	5120801	12221	0	202202MA	-34.36		202202 MA		0
B	91057936	30/06/22	202203	5120801	12221	0	202203MA	-34.36		202203 MA		0
B	91062680	31/07/22	202204	5120801	12221	0	202204MA	-34.36		202204 MA		0
B	91072008	31/08/22	202205	5120801	12221	0	202205MA	-34.36		202205 MA		0
B	91079339	30/09/22	202206	5120801	12221	0	202206MA	-34.36		202206 MA		0
B	91086636	31/10/22	202207	5120801	12221	0	202207MA	-34.36		202207 MA		0
B	91086636	31/10/22	202207	5120801	12221	0	202207MA	-22.50		202207 MA		0
B	91093393	30/11/22	202208	5120801	12221	0	202208MA	-34.36		202208 MA		0
B	91100114	31/12/22	202209	5120801	12221	0	202209MA	-34.36		202209 MA		0
5120801 Total								-283.51				
B	91041285	30/04/22	202201	5120808	12221	0	202201MA	0.70		202201 MA		0
B	91048691	31/05/22	202202	5120808	12221	0	202202MA	-3.88		202202 MA		0
B	91057936	30/06/22	202203	5120808	12221	0	202203MA	-3.67		202203 MA		0
B	91062680	31/07/22	202204	5120808	12221	0	202204MA	-3.71		202204 MA		0

B	91072008	31/08/22	202205	5120808	12221	0	202205MA	-3.91		202205 MA	0
B	91079339	30/09/22	202206	5120808	12221	0	202206MA	-3.79		202206 MA	0
B	91086636	31/10/22	202207	5120808	12221	0	202207MA	-3.74		202207 MA	0
B	91093393	30/11/22	202208	5120808	12221	0	202208MA	-3.57		202208 MA	0
B	91100114	31/12/22	202209	5120808	12221	0	202209MA	-3.94		202209 MA	0
5120808 Total								-29.51			
B	91041285	30/04/22	202201	5120809	12221	0	202201MA	1.36		202201 MA	0
B	91048691	31/05/22	202202	5120809	12221	0	202202MA	1.35		202202 MA	0
B	91057936	30/06/22	202203	5120809	12221	0	202203MA	1.35		202203 MA	0
B	91062680	31/07/22	202204	5120809	12221	0	202204MA	1.36		202204 MA	0
B	91072008	31/08/22	202205	5120809	12221	0	202205MA	1.35		202205 MA	0
B	91079339	30/09/22	202206	5120809	12221	0	202206MA	1.35		202206 MA	0
B	91086636	31/10/22	202207	5120809	12221	0	202207MA	1.35		202207 MA	0
B	91093393	30/11/22	202208	5120809	12221	0	202208MA	1.35		202208 MA	0
B	91100114	31/12/22	202209	5120809	12221	0	202209MA	1.35		202209 MA	0
5120809 Total								12.17			
B	91041285	30/04/22	202201	5131400	12221	0	202201MA	-1.16		202201 MA	0
B	91041285	30/04/22	202201	5131400	12221	0	202201MA	40.20		202201 MA	0
B	91048691	31/05/22	202202	5131400	12221	0	202202MA	-2.70		202202 MA	0
B	91048691	31/05/22	202202	5131400	12221	0	202202MA	94.20		202202 MA	0
B	91057936	30/06/22	202203	5131400	12221	0	202203MA	-1.04		202203 MA	0
B	91057936	30/06/22	202203	5131400	12221	0	202203MA	36.60		202203 MA	0
B	91062680	31/07/22	202204	5131400	12221	0	202204MA	-1.75		202204 MA	0
B	91062680	31/07/22	202204	5131400	12221	0	202204MA	61.80		202204 MA	0
B	91072008	31/08/22	202205	5131400	12221	0	202205MA	-1.64		202205 MA	0
B	91072008	31/08/22	202205	5131400	12221	0	202205MA	58.20		202205 MA	0
B	91079339	30/09/22	202206	5131400	12221	0	202206MA	-1.79		202206 MA	0
B	91079339	30/09/22	202206	5131400	12221	0	202206MA	62.40		202206 MA	0
B	91086636	31/10/22	202207	5131400	12221	0	202207MA	-1.40		202207 MA	0
B	91086636	31/10/22	202207	5131400	12221	0	202207MA	48.60		202207 MA	0
B	91093393	30/11/22	202208	5131400	12221	0	202208MA	-1.06		202208 MA	0
B	91093393	30/11/22	202208	5131400	12221	0	202208MA	37.20		202208 MA	0
B	91100114	31/12/22	202209	5131400	12221	0	202209MA	-2.07		202209 MA	0
B	91100114	31/12/22	202209	5131400	12221	0	202209MA	72.60		202209 MA	0
5131400 Total								497.19			
B	3386634	30/08/22	202205	6116690	12221	V9	EB EXPLORING COLLECTI : RUTH HOBBS :	60.00		Cashless August 2022	0
B	3395383	31/10/22	202207	6116690	12221	IG	EB ALES TRAINING EVEN : RUTH HOBBS :	33.33		Cashless October 2022	0
6116690 Total								93.33			
B	80232408	09/06/22	202203	6124100	12221	0	Internal Business Rates Transfers - Teesside Archives, Exchange H	23,328.25		BT: 00/00/0000	0
B	80255987	06/10/22	202207	6124100	12221	0	Internal Business Rates Refunds Teesside Archives, Exchange Hox	-23,328.25		BT: 00/00/0000	0
6124100 Total								0.00			
B	3393334	17/10/22	202207	6130350	12221	VG	Equipment	795.00	COVERGOLD LTD	164901	8185468
B	3400974	30/11/22	202209	6130350	12221	VG	Equipment	300.00	COVERGOLD LTD	164996	8185468
6130350 Total								1,095.00			
B	3374881	25/05/22	202203	6132000	12221	V2	Travel Expenses (General)	5.50	CLICK TRAVEL LTD	3302700	8177924
B	3387276	31/08/22	202206	6132000	12221	V2	Travel Expenses (General)	138.40	CLICK TRAVEL LTD	3320974	8183018
B	3400681	31/10/22	202209	6132000	12221	V2	Travel Expenses (General)	138.40	CLICK TRAVEL LTD	3331999	8188086
B	3400731	31/10/22	202209	6132000	12221	V0	REFERS TO INV 3320974 TRANS 3387276	-128.40	CLICK TRAVEL LTD	3333424	0
B	3404261	30/11/22	202209	6132000	12221	V2		5.50	CLICK TRAVEL LTD	3338229	8189427
6132000 Total								159.40			
B	3372714	30/05/22	202202	6140100	12221	IG	SP CONSERVATION RESO : HELEN CLARE KENDALL : CONSE	43.74		Cashless May 2022	0
6140100 Total								43.74			
B	3398747	10/11/22	202208	6144800	12221	VG		12.50	NORTH YORKSHIRE COUNTY COUNCIL	330002735	8181066
6144800 Total								12.50			
B	3383975	04/08/22	202205	6145140	12221	V9	Professional Fees	4,500.00	Grace Redpath	TEESWORKSCOLLECTION	8181650
B	3390033	21/09/22	202206	6145140	12221	V9	Professional Fees	4,500.00	Grace Redpath	CATALOGUINGTEESWORKS	8184085
B	3398790	17/11/22	202208	6145140	12221	V9	Professional Fees	4,500.00	Grace Redpath	TEESWORKCOLLECTION17.11.22	8187492
6145140 Total								13,500.00			
B	80263829	07/12/22	202209	6146000	12221	VZ	Internet Charge 2022-2023	248.20		PW022 - ICT Q3	0
6146000 Total								248.20			
B	3368597	27/04/22	202201	6146200	12221	VG	0 - Mobile Call Charges - April 2022 - EE	3.50	EE LIMITED	1287475044	0
B	3372707	30/05/22	202202	6146200	12221	VG	0 - Mobile Call Charges - May 2022 - EE	3.50	EE LIMITED	1287505698	0
B	80236887	28/06/22	202203	6146200	12221	VZ	Telephone charges April 2022	29.28		PW008	0
B	80236887	28/06/22	202203	6146200	12221	VZ	Telephone charges May 2022	29.20		PW008	0
B	80236887	28/06/22	202203	6146200	12221	VZ	Telephone charges March 2022	29.28		PW008	0
B	3379752	12/07/22	202204	6146200	12221	IG	- Mobile phone charges - June 2022	4.49	DAISY CORPORATE SERVICES TRADING LTD	11725184	0
B	3383771	09/08/22	202205	6146200	12221	IG	- Mobile phone charges - July 2022	3.66	DAISY CORPORATE SERVICES TRADING LTD	11755658	0
B	3388467	14/09/22	202206	6146200	12221	IG	- Mobile phone charges - August 2022	4.62	DAISY CORPORATE SERVICES TRADING LTD	11854052	0
B	80254686	26/09/22	202206	6146200	12221	VZ	Telephone charges June - August 2022	87.52		PW014 - ICT Q2	0
B	3391422	06/10/22	202207	6146200	12221	IG	- Mobile phone charges - Sept 2022	4.09	DAISY CORPORATE SERVICES TRADING LTD	11880190	0
B	3396519	07/11/22	202208	6146200	12221	IG	- Mobile phone charges - Oct 2022	4.06	DAISY CORPORATE SERVICES TRADING LTD	11942817	0
B	3401699	07/12/22	202209	6146200	12221	IG	- Mobile phone charges - Nov 2022	4.04	DAISY CORPORATE SERVICES TRADING LTD	12010257	0
B	80263829	07/12/22	202209	6146200	12221	VZ	Telephone charges - Sept/Oct 2022	58.24		PW022 - ICT Q3	0
6146200 Total								265.48			
B	80259742	17/11/22	202208	6148000	12221	0	JNLKEA034 - Archives rent at Dorman Museum 22/23	12,000.00			0
6148000 Total								12,000.00			

B	80260355	24/11/22	202208	6148200	12221	VZ	First Aid at Work Requalification Christine Corbett 01/09/22	108.00		PW019		0
6148200 Total								108.00				
B	3384048	05/08/22	202205	6149000	12221	VG	Support Costs	2,772.00	AXIELL ALM LIMITED		812270	8180649
B	3398183	16/08/22	202205	6149000	12221	VG	OTHER SUPPLIES & SERVICES	7,200.00	Rackline Ltd		6127871	8179399
B	80256480	14/10/22	202207	6149000	12221	0	JNLKEA021 - Coding Correction - Trans No. 3386183 Rackline Ltd	-7,200.00				0
6149000 Total								2,772.00				
B	3382559	25/07/22	202205	6149001	12221	VG	DELIVERY COST	14.95	PRESERVATION EQUIPMENT LTD		449103	8179741
B	3393641	06/10/22	202207	6149001	12221	VG		170.00	CONSERVATION BY DESIGN LTD	HK182179		8182136
B	3394039	20/10/22	202207	6149001	12221	VG	Delivery costs	325.28	G RYDER & CO LTD	INV-32091		8182444
B	3401403	20/10/22	202209	6149001	12221	VG	DELIVERY CHARGE	14.00	Nilfisk Ltd		3024668349	8183771
6149001 Total								524.23				
B	3369740	30/03/22	202202	6149010	12221	VG	Removals/relocations/storage	320.00	N & N REMOVALS FAO: NEAL SMITHERINGALE		2875	8173556
B	3371617	03/05/22	202202	6149010	12221	VG	Removals/relocations/storage	360.00	N & N REMOVALS FAO: NEAL SMITHERINGALE		2920	8176368
B	3371621	04/05/22	202202	6149010	12221	VG	Removals/relocations/storage	560.00	N & N REMOVALS FAO: NEAL SMITHERINGALE		2921	8176368
B	3371619	06/05/22	202202	6149010	12221	VG	Removals/relocations/storage	560.00	N & N REMOVALS FAO: NEAL SMITHERINGALE		2922	8176368
B	3371620	10/05/22	202202	6149010	12221	VG	Removals/relocations/storage	805.00	N & N REMOVALS FAO: NEAL SMITHERINGALE		2923	8176368
6149010 Total								2,605.00				
B	3382559	25/07/22	202205	6149330	12221	VG		149.60	PRESERVATION EQUIPMENT LTD		449103	8179741
B	3390598	29/09/22	202208	6149330	12221	IG	IZ J HEWIT SONS : HELEN CLARE KENDALL : ARCHIVAL CH	115.91		Cashless September 2022		0
B	3390598	29/09/22	202208	6149330	12221	IG	IZ HARMATAN AND O : HELEN CLARE KENDALL : ARCHIVAL I	52.45		Cashless September 2022		0
B	3392632	19/09/22	202207	6149330	12221	VG	Conservation costs	57.00	Nationwide Conservation Service Ltd	NCS22/227		8184084
B	3394717	21/09/22	202207	6149330	12221	VG		280.20	Bowmer Bond Narrow Fabrics Ltd	SI-122477		8182588
B	3393642	29/09/22	202207	6149330	12221	VG	Conservation costs	500.00	CONSERVATION BY DESIGN LTD	HK180968		8182115
B	3393641	06/10/22	202207	6149330	12221	VG		4,440.00	CONSERVATION BY DESIGN LTD	HK182179		8182135
B	3394719	19/10/22	202207	6149330	12221	VG		280.20	Bowmer Bond Narrow Fabrics Ltd	SI-122888		8182588
B	3394039	20/10/22	202207	6149330	12221	VG	Conservation costs	1,152.00	G RYDER & CO LTD	INV-32091		8182444
B	3394039	20/10/22	202207	6149330	12221	VG	Conservation costs	1,056.00	G RYDER & CO LTD	INV-32091		8182444
B	3400254	29/11/22	202208	6149330	12221	IG	JARREDS OFFICE SUPPLIE : HELEN CLARE KENDALL : PERM	37.67		Cashless November 2022		0
B	3401403	20/10/22	202209	6149330	12221	VG		43.09	Nilfisk Ltd		3024668349	8183771
6149330 Total								8,164.12				
B	80226868	19/05/22	202202	6152000	12221	0	ACCREGKEA022 - RCBC/HBC/SBC Archives Joint Arrangement E	-17,417.03		Acc.reverse 80213317		0
6152000 Total								-17,417.03				
B	3369533	31/03/22	202202	7149000	12221	VG		5,833.49	Restore PLC		1240943	8174496
B	3371173	30/04/22	202202	7149000	12221	VG	Call Off OTHER SUPPLIES & SERVICES	5,268.67	Restore PLC		1251673	8174496
B	3376501	31/05/22	202203	7149000	12221	VG	Call Off OTHER SUPPLIES & SERVICES	5,532.90	Restore PLC		1260639	8174496
B	3379684	30/06/22	202204	7149000	12221	VG	Call Off OTHER SUPPLIES & SERVICES	5,421.90	Restore PLC		1269767	8174496
B	3384302	31/07/22	202205	7149000	12221	VG		5,488.78	Restore PLC		1279193	8174496
B	3388112	31/08/22	202207	7149000	12221	VG		5,748.03	Restore PLC		1288578	8174496
B	3393291	30/09/22	202207	7149000	12221	VG		5,404.83	Restore PLC		1298164	8174496
B	3393030	30/09/22	202207	7149000	12221	VG	REFERS TO INV 1288578 TRANS 3388112	-275.00	Restore PLC		1289433	0
B	3397537	31/10/22	202208	7149000	12221	VG	Call Off OTHER SUPPLIES & SERVICES	5,702.01	Restore PLC		1307496	8174496
B	3402710	30/11/22	202209	7149000	12221	VG	Call Off OTHER SUPPLIES & SERVICES	5,669.70	Restore PLC		1314963	8174496
7149000 Total								49,795.31				
Grand Total								173,677.40				

Teesside Archives Invoicing 22/23

Local Authority	Contribution	Contribution as per Q3 Projection
Hartlepool	16.49%	41,333.83
Middlesbrough	24.47%	61,336.50
Redcar & Cleveland	24.17%	60,584.52
Stockton	34.87%	87,405.14
Total	<u>100.00%</u>	<u>250,660.00</u>
Projected total cost at Q3	250,660.00	
Projected SS recharge at Q3	20,052.80	

Support Service Recharge	Total to invoice
5,013.20	46,347.03
5,013.20	66,349.70
5,013.20	65,597.72
5,013.20	92,418.34
<u>20,052.80</u>	<u>270,712.80</u>
	204,363.10

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Budget Title	Amount
Income	
General Sales	-£18,000
Grant / Investment Income	-£15,100
Total Income	-£33,100
Expenditure	
Salaries	£181,000
Other Payroll	£1,000
Premises	£12,500
Other Premises	£2,000
Storage And Retrieval	£76,000
Supplies And Services:	
Equipment	£2,000
Outreach And Engagement	£2,000
Professional/Membership Fees	£4,000
Conservation costs	£6,200
Other Supplies And Services	£5,800
Total Expenditure	£292,500
Net Budget	£259,400

Proposed Archives Budget 2023 / 2024

Notes

Estimate based on: Conservation: £2.5K, Outreach: £1.5K, FOH: £6K, TVCA (Teesworks): £4.5K, Ancestry: £2K, Find My Past: £0.5K, Donations: £1K

Request to be made to TVCA. If not fully successful, the balance will be made up from the National Archives grant (New Burdens Funding).

Includes pay award for 2022/23 and assumes 3% pay award for 2023/24. One officer has submitted a job evaluation request, if this is successful the budget will be required to increase.

Nominal for car allowances etc.

Contribution to running expenses at Dorman Museum

Nominal budget for repairs and maintenance

Estimated costs for storage, accessioning and retrieval of archived materials (including transportation costs). As at January 23, storage costs are £5,230 a month (c £63K a year) which leaves just over £1K a month for additional storage for accessions and recall of items. This will be closely managed through stricter rules on accessions, seeking to pass on costs of storing large collections (where possible) and reducing the frequency of deliveries from Restore to the Museum.

Includes materials, training, telephones, ICT and printing

2023 / 2024 Budget Per Authority

Local Authority	Contribution %	Contribution £
Hartlepool	16.49%	£42,775
Middlesbrough	24.47%	£63,475
Redcar & Cleveland	24.17%	£62,697
Stockton	34.87%	£90,453
Total	100.00%	£259,400

hority

Support Services @ 8%	Total Per Authority
£5,188	£47,963
£5,188	£68,663
£5,188	£67,885
£5,188	£95,641
£20,752	£280,152