

JOINT ARCHIVES COMMITTEE

<p>Date: Wednesday 12th October, 2022 Time: 11.00 am Venue: Oberhausen room</p>
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AGENDA

1. Welcome and evacuation procedure
2. Apologies for Absence
3. Declarations of Interest
To receive any declarations of interest.
4. Minutes of the Joint Archives Meeting held on 29 March 2022 3 – 4
5. Joint Archives Budget- 2022/23 5 - 10
The budget for 2022/23 will be presented to the Committee.
6. Joint Archives Update 11 - 24
The Archives Manager will provide a verbal update in relation to the Joint Archives.
7. Joint Archives- Future developments
The Committee will be provided with information on future developments for the Joint archives.

Charlotte Benjamin
Director of Legal and Governance Services

Town Hall
Middlesbrough
4 October 2022

MEMBERSHIP

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

Assistance in accessing information

Should you have any queries on accessing the Agenda and associated information please contact Susie Blood- 01642 729645, Susie_blood@middlesbrough.gov.uk.

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on Tuesday 29 March 2022.

PRESENT: Councillors Councillor Stephen Hill, J Beall (Vice-Chair), V Nicholson and M Wilson

PRESENT BY INVITATION: Councillors

ALSO IN ATTENDANCE: L Case and M Freeman

OFFICERS: Susie Blood, Richard Horniman, Ruth Hobbins and Leanne Littlewood

APOLOGIES FOR ABSENCE: L Westbury

15 **APOLOGIES FOR ABSENCE**

16 **DECLARATIONS OF INTEREST**

17 **MINUTES- JOINT ARCHIVES- 27 OCTOBER 2021**

The minutes of the Joint Archives Committee held on 27 October 2021, were agreed and approved as a correct record.

AGREED- That the minutes be approved.

18 **JOINT ARCHIVES BUDGET- 2022-23**

The Finance Business Partner provided an overview of the Joint Archives Budget for 2022-23. The purpose of the report was to update members on the outturn of the 2021-22 revenue budget for Teesside Archives and seek approval for the proposed budget for 2022-2023.

AGREED-

- That the expenditure on the 2021-22 budget be noted.
- That the proposed budget for 2022-23 (Appendix A) be approved.

19 **SERVICE LEVEL AGREEMENT- VERBAL UPDATE**

The Archives Manager advised that the service level agreement for Joint Archives was a 5 year agreement and was currently up for renewal.

The Deputy Head of Culture confirmed that there was an intention for the Head of Culture to take the service level agreement to the Head of Service meeting to discuss any changes. Once this had been agreed, the service level agreement would be circulated to the committee for information.

AGREED- That the position be noted.

20 **COMMUNITY ENGAGEMENT OFFICER**

The Archives Manager had provided a briefing paper to provide the committee with an overview of the role of the community engagement officer and examples of work undertaken.

AGREED- That the briefing paper be noted.

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

Archives opening- Dorman Museum

The Director of Regeneration advised the committee that the Dorman Museum was currently closed as the Archives service was moving into its new home.

There was a penciled date of 25 May 2022 for an opening, however this date would be confirmed and formal invitations sent out.

Report of:	Richard Horniman, Director of Regeneration Executive Member for Culture and Communities
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Submitted to:	Joint Archives Committee – 12 th October 2022
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Subject:	Budget Report
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Summary

Proposed decision(s)
That the Committee notes the position of the 2023-202 budget.

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

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

Ward(s) affected
N/A

What is the purpose of this report?

To update members on the outturn of the 2022-23 revenue budget for Teesside Archives

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

The budget for the current financial shows the position to date. The budget looks to be on target, although there has been some expenditure on staffing to work on archives rescued from the blast furnace, this will be covered by a grant agreed with the South Tees Development Corporation. This money should also cover the conservation costs. There has been a vacant post that has recently been filled, but we have paid the Community Engagement Officer additional hours.

The budget works differently in that we pay monthly for the storage and the costs associated with retrieval and delivery of documents. This is different to the previous arrangement where we paid fixed rent and rates for Exchange House.

We should receive additional income from Ancestry in quarter 3 and also a large grant from the National Archives which will need to be ring-fenced for digital preservation.

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 A)

Why is this being recommended?

N/A

Other potential decisions and why these have not been recommended

N/A

Impact(s) of recommended decision(s)

Legal

N/A

Financial

N/A

Policy Framework

N/A

Equality and Diversity

N/A

Risk

N/A

Actions to be taken to implement the decision(s)

N/A

Appendices

A: Archives Budget Working Papers- (papers to follow)

Background papers

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

Contact: Ruth Hobbins

Email: ruth_hobbins@middlesbrough.gov.uk

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Account	Account(T)	Current Budget	Actuals*	Projected to March 2022	Projected Outturn March 2022	Notes
4191100	Other Local Authorities Contributions	- 190,600	14,937 -	207,676 -	192,739	Actuals is the amount owed by OLA partners following reconciliation of the 21/22 accounts £192.4k Contribution to running costs of the Archives service £15.3k Contribution to Support Services
4192100	Sales / Income	- -	220	- -	220	
4192160	Capita Credit Card a/c	-	450	-	450	
4192200	Fees & charges	- 21,200 -	4,155 -	28,980 -	33,135	Income expected from Ancestry UK, South Tees Development Corporation, Teesside Magistrates Court and general income for retrieval requests
4192300	Sponsorship & Donations	- -	277	- -	277	
Total Income		- 211,800	10,735 -	236,656 -	225,920	
5120150	Local Gov. Services Pay	134,200	51,417	87,673	139,090	Added an additional £10k for expected cost of 22/23 pay award, original budgets assumed 2% pay award
5120154	Local Gov. Services - Overtime	-	546	-	546	
5120158	Local Gov. Services NI (ers)	10,800	5,085	7,208	12,293	
5120159	Local Gov. Services PEN (ers)	15,400	5,968	8,929	14,897	
5120801	Other Payroll Costs	- -	124 -	241 -	364	
5120808	NI(ers) on other payroll costs	- -	14 -	27 -	42	
5120809	PEN(ers) on other payroll costs	-	7	9	16	
5131400	Car Allowances	-	283	399	682	
6116690	Exam & Course fees	-	60	-	60	
Total Employees		160,400	63,228	103,950	167,179	
6124000	Rents	12,000	-	12,000	12,000	The actual cost of the Archives' contribution to the Dorman Museum running costs is £47,036
Total Premises		12,000	-	12,000	12,000	
6132000	Public Transport - general	-	6	-	6	
Total Transport		-	6	-	6	
6140020	Equipment Purchase	5,100	-	1,000	1,000	Reduced from previous projection to bring overall costs closer to budget.
6140100	Materials - general	-	44	-	44	
6144700	Office Expenses	5,000	-	1,000	1,000	Reduced from previous projection to bring overall costs closer to budget.
6145140	Professional, commission & membership fees	-	4,500	9,000	13,500	Consultant costs, funded by income from South Tees Development Corporation
6146000	Computer Costs	5,100	-	2,328	2,328	
6146200	Telephones Charges	-	103	300	403	
6149000	Other supplies & services	-	2,772	-	2,772	Calm cataloging software annual support. Previous submission included costs for shelving, these will be capitalised to bring overall costs closer to budget.
6149001	Delivery costs	-	15	-	15	
6149010	Removals/relocations/storage	63,000	2,605	-	2,605	Costs associated to the move from Exchange House
6149330	Conservation costs	6,200	150	3,850	4,000	
6152000	Other Local Authorities	- -	17,417	17,417 -	0	Sums owed to OLA partners following reconciliation of 20/21 accounts, this was carried forward at the end of 21/22
7149000	Call Off Other supplies & services	-	27,546	38,570	66,116	Costs for Restore are sat in this line. Restore are increasing their prices by 9.9% from October, however this is being challenged by our Legal department so this is not included in the projection. The average monthly cost is currently £5,510
Total Supplies and Services		84,400	20,317	73,465	93,782	
Total Transactions		45,000	94,286 -	47,240	47,046	

*Actuals as at 02/09/2022

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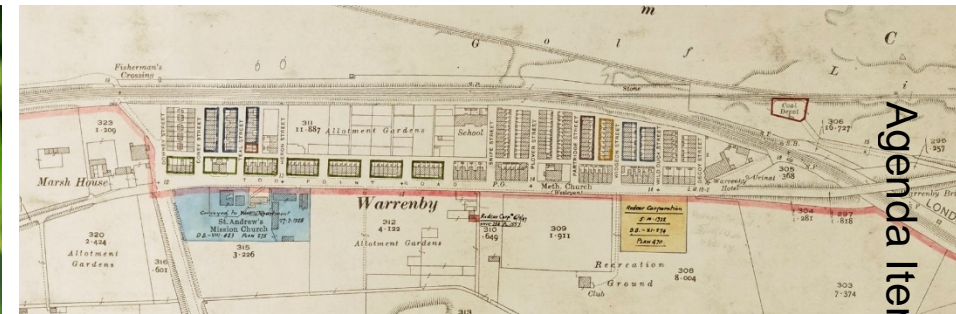
Teesside Archives

Page 11

Community Engagement

Chris Corbett

Community Engagement Officer



The story so far.....

Agenda Item 22/6



Community Engagement Officer

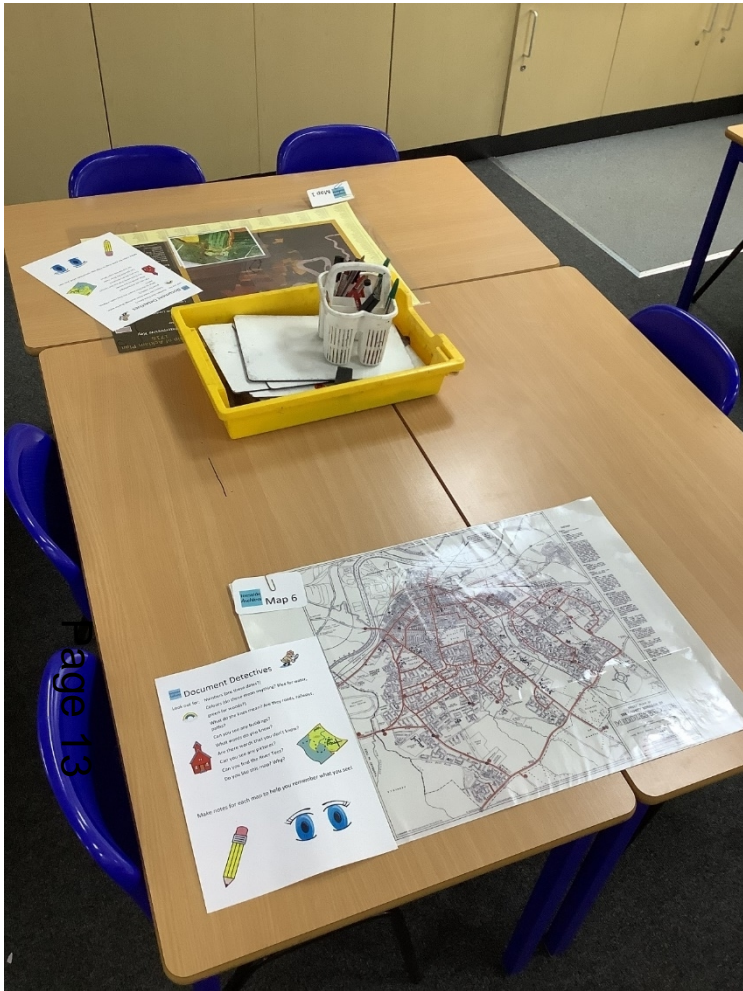
Began role in January 2020

21 hours per week (over 3 days)

Background;

- Environment
- Community engagement
- Events and activities
- Education and families
- Managing and working with volunteers

Teesside
Archives



Outreach visits
 Map workshops
 WW2 workshops (air raid reports)

Schools and colleges

Guided walks/site visits
 E.g. Industrial Middlesbrough coach tour



Supporting school activity delivered by partners





Page 14

Community Events

2-day drop in roadshow in partnership with MIMA January 2022

Linking to Chemical Cities exhibition



Images courtesy of MIMA and Rachel Deakin

Teesside Archives

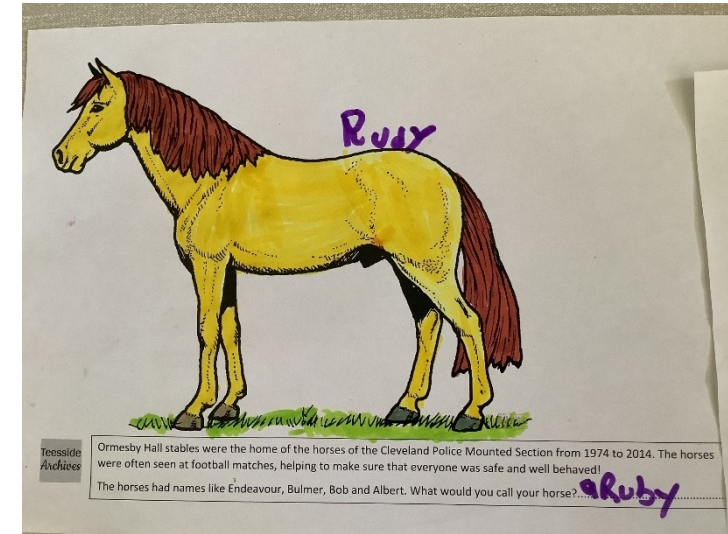
Community Events

Ormesby Hall Love Local Fair
June 2022

Information stall and children's
activity



Volunteers Stewart and Andrew with stall

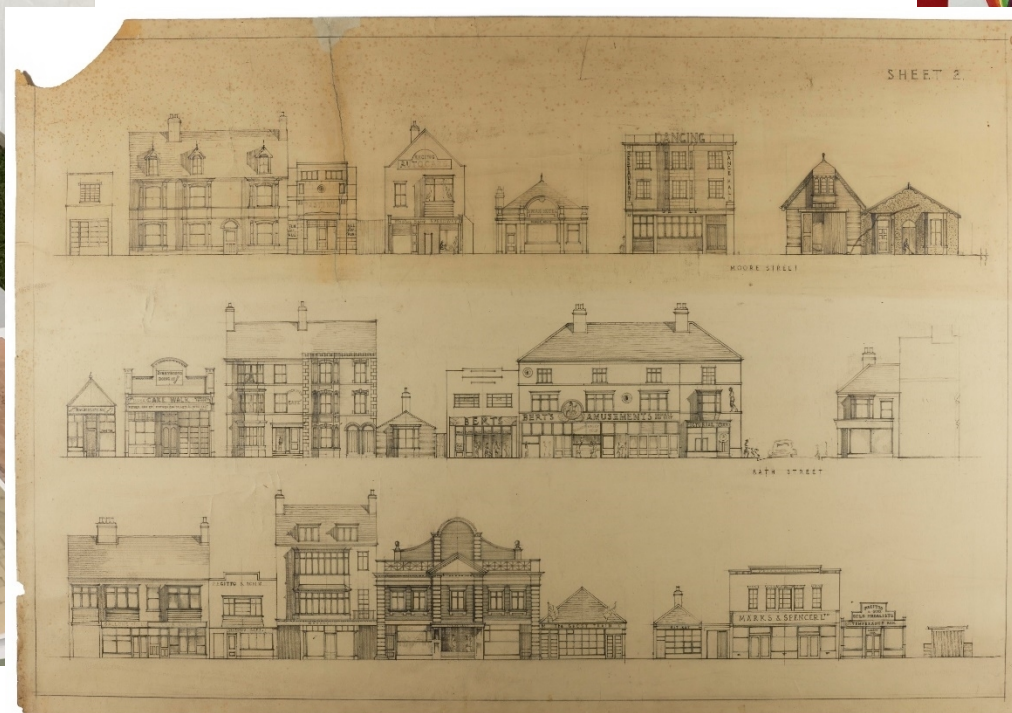
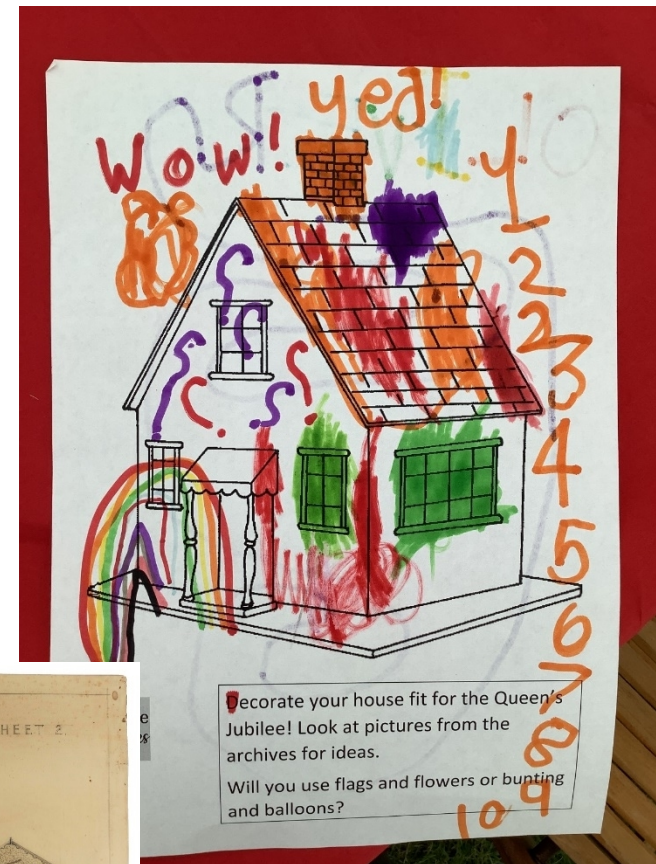


Community Events

Platinum Jubilee Event
June 2022
Zetland Park in Redcar
Information stall and
children's activity



Page 16



Teesside
Archives



Page 17

Heritage Open Day 2021 with general public and Hart Gables

Heritage Hikes

Use of archival material to bring urban and rural landscapes to life



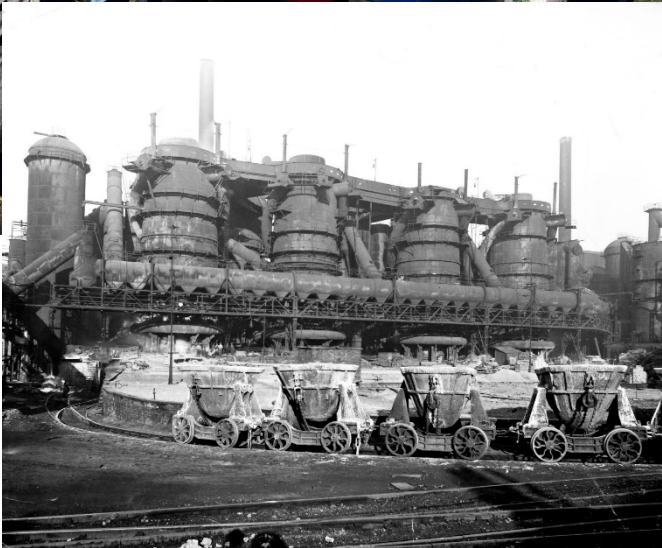
Stockton
Townscape
Heritage
walk May
2022

Teesside
Archives



Barrage to Bridge

October 2021
Part of Discover
Middlesbrough



Making
connections
and sharing
stories

Teesside
Archives



William Gileard Brown
of Port Clarence



Saltholme Circular

May 2022

Local History Month
and National Walking
Month

Teesside
Archives



Page 20

Upeatham Circular

May 2022

Local History Month and
National Walking Month

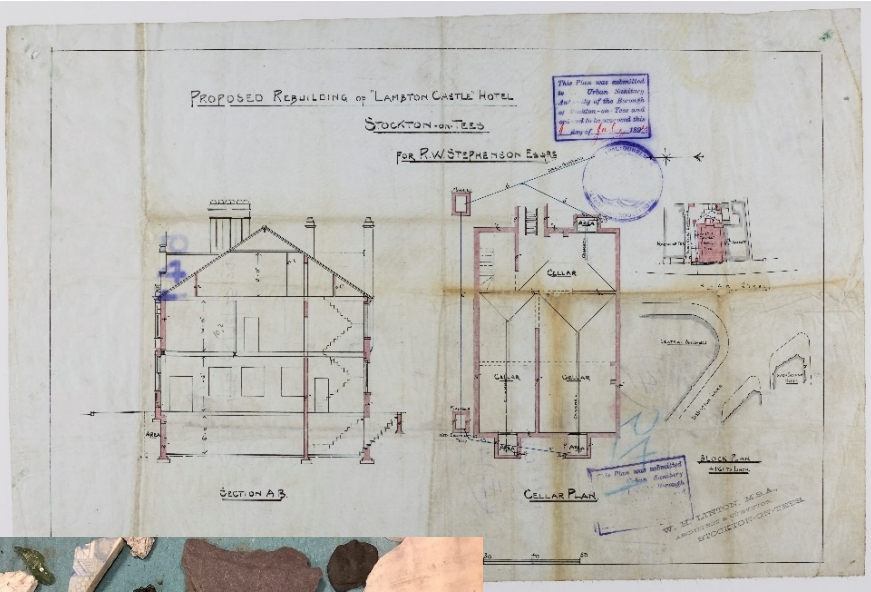


*Ruins of Upeatham Hall, nr. Grinstead
the effect of Ironstone mining
Aug. 22nd 1900*

Lost buildings

Teesside
Archives

Stockton Northern Gateway Townscape Heritage Project



Teesside
Archives



Page 22



Norton Road Congregational Church
1845 - 1972
Norton Road United Reformed Church
1972 - 1973

GENERAL STATEMENT FROM THE CHURCH

(91)

Number of Free Churches (including young) in locality you serve	Present population (roughly) of locality you serve	Members on roll 30/6/65	New members received 1/7/64 to 30/6/65	Adult worshippers: average attendance at one weekly service	Communion Services: average attendance at one monthly service	Scholars average weekly attendance
5	undeveloped because of redevelopment	90	1	55 a.m. or p.m.	50	50

(92) DATE OF LAST REVISION OF CHURCH MEMBERS ROLL: January 1964

(93) List of weekday activities:

Day of week	Particulars	Average weekly attendance	Months not held
Monday	Youth Club	30	
Tuesday	Women's Guild Singing Class G.L.S. clubs Songs	20 12 30	Winter
Wednesday	Department Meeting Singing Class Choir	7 6 14	Months
Thursday	Buddhist Club	20	
Friday	G.L.S.	10	

(94) Progress: Give a brief account of the life of the church and plans for the future:

This has not been an easy year of work. Development work around the church and hall has meant the resettling of families associated with the church elsewhere in the town. The persons we have invited to suffer from the results so readily available despite the upheaval of many families, attendances at worship have been maintained - the morning service given in preference to the evening. Discussions on the re-orientation of our hall and possible rebuilding of the church have been held at many levels. Definite decisions, however, still cannot be made until further information is received from the Corporation.

Family church is being discussed and it is hoped that it will be introduced in 1966. Pastoral work on the church has been reviewed + matters such as work with the Presbytery discussed at church meeting. We have joined in United services in the town and representatives to a local Council of churches conference and attempted to play a part on the side of the community.

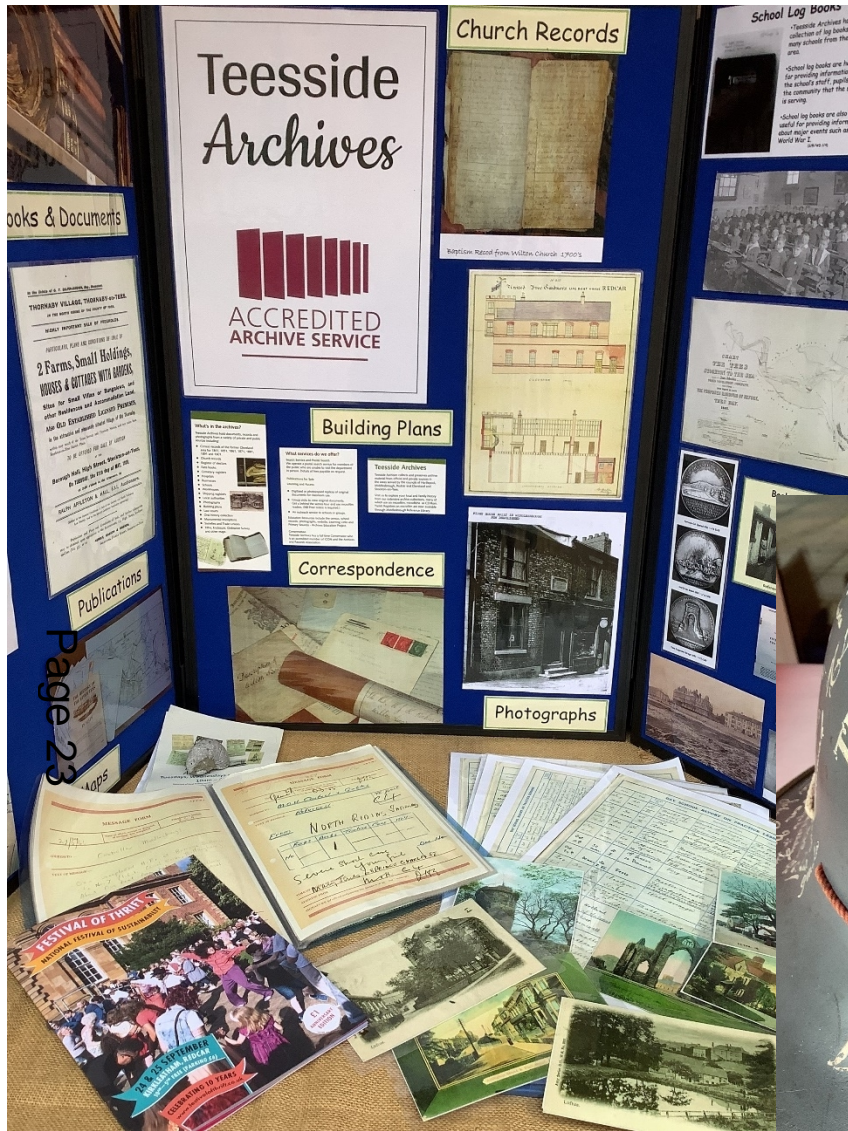
Internal + external questions have caused anxiety and demanded much personal or lay work on the part of members. The Canon has been well passed, but is full of hope, faith and confidence for the future.

ANY GENERAL EXPLANATIONS:

Expanding the collections
Norton Road Congregational Church

Teesside
Archives

Festival of Thrift 2022



Shared stall with
Kirkleatham Museum

Teesside
Archives

Talks and Blogs



Online blog
Developing talk topics



Teesside
Archives