

JOINT ARCHIVES COMMITTEE

Date: Wednesday 2nd October, 2024
Time: 3.00 pm
Venue: Spencer Room

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Joint Archives Committee - 6th March 2024 3 - 6
4. Teesside Archives Executive Report including Future Service Development 7 - 14
5. Teesside Archives Budget 15 - 18
6. Any other urgent items which in the opinion of the Chair, may be considered

Charlotte Benjamin
Director of Legal and Governance Services

Town Hall
Middlesbrough
Tuesday 24 September 2024

MEMBERSHIP

Councillors C Male (Chair), S Nelson, C Richardson and P Storey

Assistance in accessing information:

Should you have any queries on accessing the Agenda and associated information please contact Claire Jones, 01642 729112, claire_jones@middlesbrough.gov.uk

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JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on Wednesday 6 March 2024.

PRESENT: Councillors S Nelson, P Brown and P Gavigan

OFFICERS: R Horniman, G Kirby, J McNally, T Connor and M Ramsey

APOLOGIES FOR ABSENCE: R Hobbins, L Case, A Brook and P Storey

23/27 **DECLARATIONS OF INTEREST**

Name of Councillor	Type of Interest	Item/Nature of Interest
Councillor Steve Nelson SBC	Non-Pecuniary	Agenda Item 4 & 5 Member of TVCA Overview and Scrutiny Board

23/28 **MINUTES OF THE JOINT ARCHIVES COMMITTEE - 19 OCTOBER 2023**

The minutes of the Joint Archive Committee held on 19 October 2023 were submitted and approved as a correct record.

23/29 **TEESSIDE ARCHIVES EXECUTIVE REPORT**

The Creative and Programmes Partnership Manager was in attendance and presented the Executive report to the committee.

The report outlined the following:

- Collections
- Public Access and Outreach
- Conservation and Preservation
- Digital Preservation
- Marketing and Communication
- KPIs
- Future Development of the Service

The Creative and Programmes Partnership Manager highlighted the following from the report:

Public Access and Outreach

The service continued to be very busy, and sessions had been developed to cover a wider area.

The Archivist is on the organising committee for the Assist Women’s Network International Women’s Day event on 1 March. This is part of the wider Sisterwood project the Archivist is heavily involved with. It was advised that collaborative projects are in development with Stockton ARC and Periplum.

The Community Engagement Officer and Conservator had a very successful ‘Teesside Archives on Tour’ event at Stockton Reference Library. It is hoped that this can be rolled out across the partner authorities with discussions already ongoing with Hartlepool.

Recent Heritage Hikes, delivered by the Community Engagement Officer and Archives volunteers, included a Black Path walk at the end of September 2023, a Story Stroll walk around Marske for the Carers Together charity in October and a circular walk around Stewart Park and Ormesby Hall.

Conservation and Preservation

It was advised that work is ongoing with Restore to ensure the environmental storage and transportation is as safe as possible for records including environmental monitoring recorded both for the Dorman and Restore sites. The Conservator is continuing a programme of repackaging items that have been recalled where necessary to safeguard the long-term preservation of the archives.

Digital Preservation

Members heard a meeting with Information & Governance Managers took place in December to discuss procedures for which appropriate records are transferred going forward to fulfil the duties of partner authorities under the Public Records Act. This included a discussion of what categories of records should be deposited, retention schedules and formats for deposit. It was advised that work is ongoing with records managers to agree a shared policy.

Marketing & Communication

Members heard that work is progressing on the 'Treasures of Teesside Archives' exhibition at the Dorman Museum, which celebrates the services' 50th birthday this year. The service will be hosting a birthday party on Friday 5th April 2024. A formal invite will be sent to elected members.

KPI's

The Creative and Programmes Partnership Manager advised that the KPI's were all moving in the right direction, there had been improvements in engagement activity across all of the local authority areas.

Future Development of Service

Members heard that a response from Tees Valley Combined Authority (TVCA) to the proposal for the Combined Authority to become a partner in the Archives Service had been received on 22 February 2024. The TVCA requested a proposed figure for an appropriate contribution from TVCA. Following discussions with the Lead Officers, two options were proposed, option one calculated as 10% and option two calculated as 15% of the Local Authority contributions respectively, plus a 1/5 share of the support costs. A decision is awaited.

Members were advised of the continued dispute with Restore regarding their proposal to increase charges mid-contract. Middlesbrough Council's Legal team had advised that there is no provision within the contract or the wider framework for Restore to increase costs within the 5-year contract period. This has been communicated in writing to Restore and we are awaiting an official response.

In terms of future planning, the Restore Contract ends 31 July 2026 and we have the following options:

- End the contract at 31 July 2026 – No notice period is required, but an exit plan will need to be in place. The contract makes provision for charges to be made by Restore for removal of our items.
- Extend the contract – option to extend the contract by 12 months at a time for up to a further 5 years.

This would require an agreement on terms and conditions for the new period and is almost certainly likely to result in fee increases. These options will be considered in more detail, alongside the outcomes of the Heritage Feasibility Study, to develop a plan for the Archives Service beyond July 2026.

AGREED: That the report be noted

the report, a current proposal, an option with 10% contribution from TVCA and an option with 15% contribution from TVCA. It was advised that the proposal included a 3% pay award for staff and a 10% increase for charges from Restore it was advised that this figure would reduce if Restore can not legally increase the current charges. It was advised that the budget would be revised if Restore can not impose the increase legally and if TVCA approves a contribution.

AGREED- that the proposed current budget for 2024-25 be approved.

23/31

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

None

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Teesside Archives: Executive Report to JAC, 2 Oct 2024

1. Collections

This has been a steady period with regard to receiving new deposits, Whilst we haven't received any large deposits, the service did recently take in significant records of Women's Institute Teesside Federation, as they had to unexpectedly vacate their premises. Other interesting deposits have included:

- Deeds from SBC including plans for Thornaby Aerodrome
- Cricket Club material from Hartlepool and Wolviston
- Sketch books by Baker Hudson; librarian and curator of Dorman Museum (1889-1920's)
- Records from Guisborough Town Hall including title deeds from Brotton Estates

A full list of deposits in the period March-August 2024 can be viewed in **Appendix A**.

The service is supporting Hartlepool Museum with their funding bid for the Queer Heritage Collections Network creative projects and supporting Tees Women Poets with their funding bid for the NLHF Women's History project. A PhD student will be commencing work on a collaborative PhD with the Archives Service, MIMA and Teesside University, working on our collections relating to art in the area.

The dispute with Restore over their proposed increase in charges for storing and transporting our archive collection has now been resolved. Middlesbrough Council have paid the outstanding invoices and Restore have issued credit notes for the additional charges, for which there was no provision in the contract.

2. Public Access & Outreach

The service has continued to be very busy, and has worked to develop sessions that cover a wider area. Better links with libraries have been developed, notably with R&CBC where their Engagement Officer has linked the service with community groups at libraries (e.g. local history, friends) and activities are being booked in. Jamie Kelly (HBC) has approached the service for support/ideas as they are looking for funding at Seaton Carew and good links with Stockton have been well established.

Appendix B provides full details of the outreach sessions held between March – August 2024. Figures are summarised in the KPI's below.

3. Conservation & Preservation

Conservation and preservation of the collections continues. There are always several items or collections from the four boroughs being treated at the same time due to the nature of the repairs.

Some of the archives which have been cleaned, packaged and repaired include:

- ICI Billingham Nylon works photographs
- Large collection of W.I. records covering the whole region
- U/BLM photographic collection covering mostly Middlesbrough
- U/GTH early parchment documents with two examples of Royal seals from the Guisborough area
- Redcar and Cleveland Planning Department photographic collection
- Original building plans for The Crown in Middlesbrough
- West Hartlepool building plans

We were lucky to be given 22 very rare large full plate glass negatives which were from Furness Shipbuilding Co. Ltd (Haverton Hill). After conservation, digitising and safe packaging, one of our volunteers showed great interest in the pictures of the luxury yacht, T.S.M.Y 'The Princess'. Since then, a fascinating story of the yacht has emerged and our Community Engagement Officer will be posting blogs and presenting a talk on the project in November. The glass plates and the blueprints will be on show in the Conservation Studio.

We have continued to accept new deposits which need to be checked for mould, insects, excessive dirt and general condition. Recently, some archives were quarantined, air dried and cleaned under controlled conditions to control the mould. Previous poor storage of archives can lead to pests and dirt being transferred to our collections so we have to be vigilant. All the staff are trained to recognise such problems and pass them to the Conservator for stabilising and treatment. After cataloguing they are packaged, processed and collected by Restore for off-site storage. Stabilising and protecting the archives before being sent off site is crucial when trying to protect collections for long term preservation.

The Conservator continues to monitor the environment for temperature and relative humidity both at the Dorman and at the Restore storage sites. Any problems can then be addressed if readings are abnormally too high or low.

For a number of years, the Conservator has been selected by the Institute of Conservation to be a reader for the CPD accreditation system. Submissions from fellow Conservators are marked and given feedback drawing on her years of experience.

In April we launched our 50th Birthday celebration and exhibition at the Dorman Museum - 'Treasures of Teesside Archives'. The conservator was involved with the planning and work for the display by creating bespoke book cradles and supports for all the original archives.

In April and June two full days of conservation training took place for Stockton Library staff, developing practical skills and knowledge so that they can look after their collections safely.

We have been working as a team to update our Procedural Manual and the Disaster Plan for the Museum and Archives has been updated. These help us to work towards our Accreditation Review.

4. Digital Preservation

A way forward with respect to Digital Preservation was discussed at the Archives Lead Officers meeting on 24 July. It was agreed that there are three key actions for the Archives Service to progress:

1. To provide LA's with clarity on what records needs to be transferred to the Archives – Archives team to lead.
2. To agree a plan for how long-term digital preservation is done across the four LA's – Suggest that this is picked up by the different options being considered by the Heritage Feasibility Study.
3. To decide if the Archives Service is committed to doing born-digital preservation, and then to do it properly, or not do it at all – This again should come through the Feasibility work.

5. Marketing & Communications

The service celebrated its 50th birthday on Friday 5 April with an event at the Dorman to which all heads of service and elected members were invited. The event received some press coverage and was attended by 3 of the 4 Teesside mayors as well as a representative from the Arts Council.

6. KPI's

In person visits to the archives from April – August 2024

Please note: The service was closed between January – March 2024 due to building works at The Dorman Museum.

Local Authority	No. of Visitors	% of total
Hartlepool	24	3.7%
Middlesbrough	269	41.8%
Redcar & Cleveland	77	12%
Stockton	77	12%
Other UK	189	29.4%
Rest of the world	7	1.1%
TOTAL	643	100%

Total number of document issues (April – August 2024): 1,739

Total number of enquiries (April – August 2024): 1,327

Total number of volunteer hours (April – August 2024): 794

Engagement Activity delivered by Local Authority from March – August 2024

Local Authority	No. of People	% of total people
Hartlepool	3	0.2%
Middlesbrough	332	21.9%
Redcar & Cleveland	372	24.6%
Stockton	316	20.9%
Tees Valley	306	20.2%
Other	185	12.2%
TOTAL	1,514	100%

7. Future Development of the Service

The Archive Service Accreditation application was completed in time for the July deadline and all policies and procedures have been reviewed and updated. The Accreditation validation visit took place at the Dorman on 6th September and the outcome will be revealed after the November panel meeting. The visit seemed to go as well as could be expected, and we anticipate receiving 'provisional' accreditation status due to questions over our future accommodation, etc. It is hoped the report will be read in conjunction with the feasibility study when considering future options for the service.

The Heritage Feasibility Study, commissioned by TVCA, is progressing and members of the Archives team have been involved in focus group sessions and as part of the wider stakeholder group to inform the future vision and strategy for the Archives Service. In the next stage of work, Focus (lead consultant) will hold 1:1 conversations at a senior level with each Local Authority partner to ensure a strong understanding of the particular contexts that each Local Authority is working in, with regard to priorities, structures, budgets, staffing, governance etc. These 1:1s will build on the conversations held at the start of the project. The talking points for these sessions are as follows:

- Organisational priorities and status of the heritage service within future plans
- Financial model and position of the heritage service / assets
- Property ownership / leasing
- Live / pipeline funding bids
- Capital needs / plans
- Workforce
- Challenges & possible mitigations
- Future ambitions

The timetable for the completion of the feasibility work has shifted and the final report is now expected in November, however, TVCA have advised that the Archives proposals may be available earlier than that. We are waiting to hear more regarding the timetable for this.

END

8024	07-Feb-24	Tees Valley Museum Group Oral Histories, 2023-2024	Deposits will be ongoing	3 files, 1.1 GB
8025	22-Feb-24	Photographs of ICI Nylon plants at Billingham and Wilton, 1940s-1980s		
8026	05-Mar-24	Long Newton & Elton WI Records including minutes, attendance registers, programmes and financial material		1 box
8027	06-Mar-24	Copy of Stockton Corporation Act and associated plans, 1938. Land on the Stockton side of the Tees and the approach road to the Transporter Bridge 1884-1949		2 envelopes
8028	25-Mar-24	Nunthorpe Hall, Nunthorpe Village, Middlesbrough,NGR: NZ 54072 13219, strip, map and record, undertaken between 13/09/23- 15/09/23 and 14/1/24-19/1/24. Period: Pos- medieval and Modern		
8029	26-Mar-24	Company records of Flanges Ltd.		3 boxes
8030	27-Mar-24	Brochures and manuals from the Teesworks site (British Steel) 170s-20002 includes material relating to Redcar Blast Furnace		2 boxes
8031	11-Apr-24	Records from Guisborough Town Hall. Title deeds from Brotton Estates. Also Westerdale, #Middlesbough, Boosbeck, Lingdale and Skelton. 17 th -20 th cent.	Documents had got wet and some disposed of prior to deposit	
8032	18-Apr-24	Deeds from Stockton area including Thornaby Cemetery, William IV Hotel, Gas Hotel etc		2.5 boxes
8033	24-Apr-24	Final church council minutes and deeds from Yarm Road Methodist Church, Stockton		2 envelopes
8034	25-Apr-24	Documents relating to maritime history of Tees Ports (related to Peter Barton Material U/BSH)		4 items
8035	01-May-24	Whole plate negatives taken by Furness Shipyard Official photographer	With Helen for conservation	3 boxes
8036	07-May-24	Artist's Portfolio for Genevieve Glatt, Creator of dinosaurs at Teessaurus Park	Digital deposit with physical to follow	
8037	08-May-24	Thornbay aerodrome, Holy Trinity Church, Cleveland Terrace, 9 Mandale Road, St Mark's Mission Hall, Chapel Street Thornaby		
8038	23-May-24	Book - Norton Sports Complex. The History 1878-2021 by Jake Stephen Millner		1 item
8039	24-May-24	ICI Wilton Works Postcards, c. May 1970		1 envelope
8040	29-May-24	Grinkle Park Estate Catalogue with plan 1946. Also, a photocopy of an earlier sale 1919		1 item
8041	04-Jun-24	Acklam Hall School, photos etc	deposit form not returned	1 box, 1 outsize package
8042	10-Jun-24	Photographs of ships built on the River Tees, 1950s		1 envelope
8043	12-Jun-24	Deeds and documents from solicitors firms that became Jacksons Law, c1860-1969		1 box
8044	13-Jun-24	Acklam Hall Estate Auction Catalogue, 1928		1 envelope
8045	17-Jun-24	The Tees Newport Bridge, The Untold Story of a Steel River Landmark, by Tosh Warwick, 2024		1 volume
8046	25-Jun-24	Coathamian Magazines 1938-1970s		1 box
8047	27-Jun-24	Methodist Records relating to Moorsholm Women's Fellowship 1970-2017 and Loftus/Staithe's circuit records and Register of Baptisms 1967-2006		1 box
8048	01-Jul-24	Documents from Expanded Metal Company, Hartlepool - catalogue 1954 and planned maintenance scheme 1969		1 envelope
8049	03-Jul-24	Transporter Bridge approach road, 1910-1931 and Victoria bridge, 1883-4 and earlier photocopy		2 envelopes
8050	04-Jul-24	Sketch books by Baker Hudson, librarian and curator of Dorman Museum, 1889-1920s, show local scenes in area around Middlesbrough, mainly watercolours.		3 volumes
8051	04-Jul-24	Middlesbrough Rugby Club Programmes 2022-2024 and Keldholme School Brochure 1984		4 envelopes
8052	08-Jul-24	Parish Magazine, St Cuthert's Middlesbrough, Oct 1955 and Marske with St Thomas, New Marske, Jun 1934		2 items
8053	11-Jul-24	Dad's Army' Home Guard Platoon at the Ayrton Works in Middlesbrough, c.1940		1 item
8054	12-Jul-24	Additional Theatre documents from Middlesbrough Theatre 1990-2016		6 boxes
8055	17-Jul-24	Yarm Methodist Church - AGM and Church Council Minutes 2013-2018		2 envelopes
8056	22-Jul-24	Site plans of developments of housing in Middlesbrough, 19th century		1 envelope
8057	22-Jul-24	St Barnabas, Linthorpe records inc PCC mins, Mothers Union Mins, newscuttings, photos, conveyancing info, 19th-20th cent.		2 boxes
8058	01-Aug-24	Official Racecard Stockton Racecourse, 28th October 1980. Greater Nunthorpe News, 2020-2024		2 envelopes
8059	05-Aug-24	Photographs of a performance of St. Joan at Wynyard Hall teacher training college, taken by Forrest Wompra c. 1958		7 photos
8060	07-Aug-24	Thorpe Thewles History Group Newsletters 2009-2024	Deposits will be ongoing	17 files, 37.5MB
8061	07-Aug-24	3 Wages Ledgers, Pybus Grocers 1906-1918		3 volumes
8062	15-Aug-24	Records of Wolviston Cricket Club (additional) 2010s-2023	needs some weeding	3 boxes
8063	22-Aug-24	Bowsfield Lane School Logbooks 1881-1915, building alteration plans and attendance certificates		3 volumes and 1 roll
8064	23-Aug-24	Score books and photographs of Paragonian Cricket Club, Hartlepool	With Helen for conservation	
8065	28-Aug-24	Book - 'Description of the works of Dorman Long & Co. Limited and Bell Brothers Limited, Middlesbrough 1901		1 volume
8066	29-Aug-24	Records of the Teesside Federation WI, Minutes, photos, finance, events etc.		

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Date	Event	School/Group	Project/Topic	Participant		Notes
				LA	Numbers Income	
01/03/24	Event	Assist Women's Network	International Women's Day	Tees Valley	106 No charge	Lara working with Assist Women's Network
05/03/24	Talk	Longnewton WI	History of Hartlepool Workhouse	S'ton	20 £50	Lara
13/03/24	Workshop	Tilery Primary	River Tees historic maps	S'ton	15 £60	Chris in partnership with Canal and River Trust and Drake Bookshop
18/03/24	Talk	Levendale WI	Introduction to Teesside Archives	S'ton	42 £50	Lara
18/03/24	Talk	Gt Broughton Local History Society	River Tees	Other	50 £50	Chris
19/03/24	Archive visit	Teesside University	Introduction to Teesside Archives	Tees Valley	8	Ruth with Louise
21/03/24	Talk	Land of Iron Tom Leonard Lectures	Bridging the World: the archives of Dorman Long and Cleveland Bridge	R&C	25 £50	Lara
05/04/24	Celebration event	Assorted	50th birthday of Teesside Archives	Tees Valley	75	Whole team
10/04/24	Event	Assist Women's Network	Sisterwood Series: Mo Mowlam	Tees Valley	37	Lara working with Assist Women's Network
11/04/24	Skills Sharing	Volunteers	The Masham	M'bro	7	Lara
15/04/24	Talk	G'bro Retired Men's Assoc	River Tees	R&C	55 £40	Chris
16/04/24	Talk	Stokesley and District Probus group	William Gileard Brown	Other	30 £50	Chris
23/04/24	Walk	Carers Together	Guisborough	R&C	10 £150	Chris
24/04/24	School workshop	Acklam Green Primary	M'bro maps	M'bro	93 £90	Chris
29/04/24	Talk	Saltburn Retired Men's group	All at Sea talk	R&C	27 £30	Chris
16/05/24	Story Stroll	General public	Acklam Amble Story Stroll	M'bro	7 £21	Chris and vols
18/05/24	Online talk	CTLHS	All at Sea	Tees Valley	25 £50	Chris
22/05/24	Talk	General public	Stockton Workhouse	S'ton	30 No charge	Chris and Donna (Stockton Library)
23/05/24	Walk and workshop	Carers Together	Redcar/Middlesbrough	R&C	11 £150	Chris
29/05/24	Walk	Hart Gables	LGBTQIA+ History	M'bro	3 No charge	Lara with Chris and Paul Boden supporting
30/05/24	Event	Teesside University	Intersectional Pride	Tees Valley	30 No charge	Lara
03/06/24	Talk	Wolviston Village WI	Introduction to Teesside Archives	S'ton	29 £50	Lara
12/06/24	Bus tour	Linthorpe Primary School	Old Middlesbrough	M'bro	90 £120	Chris and Seven Architecture/LisaMcFarlane/Old Town Hall project
20/06/24	Talk	Durham University Researchers	Introduction to Teesside Archives	Other	10	Lara
20/06/24	Heritage Hike	General public	Loftus Circular	R&C	6	Chris and vols £5 pp for lunch at village hall (given to village hall
22/06/24	Love Local Fair at Ormesby Hall	General public	Teesside Archives stall and activity	R&C	200	Chris and Steve (vol)
22/06/24	Event	General public	Pride in the Archives	Tees Valley	10	Lara & Ruth
25/06/24	Walk	Volunteers	Linthorpe Cemetary	M'bro	6	Morbid with Grant supporting
27/06/24	School workshop	Breckon Hills Primary	Middlesbrough Maps	M'bro	90 £90	Chris
03/07/24	School workshop	Lockwood Primary	Middlesbrough in Maps	R&C	18 £30	Chris
03/07/24	Session	Rekindle Group	Historic Middlesbrough	M'bro	17	Cori
07/07/24	Nature Exhibition	General public	River Tees	Other	95	Chris
08/07/24	School workshop	Holy Trinity Rosehill Primary	Local history day	S'ton	180 No charge	Chris
17/07/24	Guided walk	BAME group (Old Town Hall project)	St Hilda's and old town hall	M'bro	8 No charge	Chris supporting Seven Architecture
19/07/24	Event	General public	Industrial Heritage	R&C	20	Lara
20/07/24	Walk	Assist Women's Network	Park to Park (Stewart Park/Ormesby Hall)	M'bro	11 Funds raised go to AWN (£5 per person)	Chris and vols (Steve and Pat)
01/08/24	Talk	Trinity Holistic Centre Support Group	Introduction to Teesside Archives	Tees Valley	15 £50	Lara
22/08/24	Seaton Carew Story Stroll part 2	General public	Seaton Carew stories	Hartlepool	3 £3 each	Chris with volunteers
					1514	

Date	Event	School/Group	Project/Topic	LA	Participant Numbers	Income	Notes
2023							
22/08/24	Seaton Carew Story Stroll part 2	General public	Seaton Carew stories	Hartlepool	3	£3 each	Chris with volunteers
					SUB-TOTAL	3	
11/04/24	Skills Sharing	Volunteers	The Masham	M'bro	7		Lara
24/04/24	School workshop	Acklam Green Primary	M'bro maps	M'bro	93	£90	Chris
16/05/24	Story Stroll	General public	Acklam Amble Story Stroll	M'bro	7	£21	Chris and vols
29/05/24	Walk	Hart Gables	LGBTQIA+ History	M'bro	3	No charge	Lara with Chris and Paul Boden supporting
12/06/24	Bus tour	Linthorpe Primary School	Old Middlesbrough	M'bro	90	£120	Chris and Seven Architecture/LisaMcFarlane/Old Town Hall project
25/06/24	Walk	Volunteers	Linthorpe Cemetary	M'bro	6		Morbid with Grant supporting
27/06/24	School workshop	Breckon Hills Primary	Middlesbrough Maps	M'bro	90	£90	Chris
03/07/24	Session	Rekindle Group	Historic Middlesbrough	M'bro	17		Cori
17/07/24	Guided walk	BAME group (Old Town Hall project)	St Hilda's and old town hall	M'bro	8	No charge	Chris supporting Seven Architecture
20/07/24	Walk	Assist Women's Network	Park to Park (Stewart Park/Ormesby Hall)	M'bro	11	Funds raised go to AWN (£5 per person)	Chris and vols (Steve and Pat)
					SUB-TOTAL	332	
21/03/24	Talk	Land of Iron Tom Leonard Lectures	Bridging the World: the archives of Dorman Long and Cleveland Bridge	R&C	25	£50	Lara
15/04/24	Talk	G'bro Retired Men's Assoc	River Tees	R&C	55	£40	Chris
23/04/24	Walk	Carers Together	Guisborough	R&C	10	£150	Chris
29/04/24	Talk	Saltburn Retired Men's group	All at Sea talk	R&C	27	£30	Chris
23/05/24	Walk and workshop	Carers Together	Redcar/Middlesbrough	R&C	11	£150	Chris
20/06/24	Heritage Hike	General public	Loftus Circular	R&C	6		Chris and vols £5 pp for lunch at village hall (given to village hall
22/06/24	Love Local Fair at Ormesby Hall	General public	Teesside Archives stall and activity	R&C	200		Chris and Steve (vol)
03/07/24	School workshop	Lockwood Primary	Middlesbrough in Maps	R&C	18	£30	Chris
19/07/24	Event	General public	Industrial Heritage	R&C	20		Lara
					SUB-TOTAL	372	
05/03/24	Talk	Longnewton WI	History of Hartlepool Workhouse	S'ton	20	£50	Lara
13/03/24	Workshop	Tilery Primary	River Tees historic maps	S'ton	15	£60	Chris in partnership with Canal and River Trust and Drake Bookshop
18/03/24	Talk	Levendale WI	Introduction to Teesside Archives	S'ton	42	£50	Lara
22/05/24	Talk	General public	Stockton Workhouse	S'ton	30	No charge	Chris and Donna (Stockton Library)
03/06/24	Talk	Wolviston Village WI	Introduction to Teesside Archives	S'ton	29	£50	Lara
08/07/24	School workshop	Holy Trinity Rosehill Primary	Local history day	S'ton	180	No charge	Chris
					SUB-TOTAL	316	
01/03/24	Event	Assist Women's Network	International Women's Day	Tees Valley	106	No charge	Lara working with Assist Women's Network
19/03/24	Archive visit	Teesside University	Introduction to Teesside Archives	Tees Valley	8		Ruth with Louise
05/04/24	Celebration event	Assorted	50th birthday of Teesside Archives	Tees Valley	75		Whole team
10/04/24	Event	Assist Women's Network	Sisterwood Series: Mo Mowlam	Tees Valley	37		Lara working with Assist Women's Network
18/05/24	Online talk	CTLHS	All at Sea	Tees Valley	25	£50	Chris
30/05/24	Event	Teesside University	Intersectional Pride	Tees Valley	30	No charge	Lara
22/06/24	Event	General public	Pride in the Archives	Tees Valley	10		Lara & Ruth
01/08/24	Talk	Trinity Holistic Centre Support Group	Introduction to Teesside Archives	Tees Valley	15	£50	Lara
					SUB-TOTAL	306	
18/03/24	Talk	Gt Broughton Local History Society	River Tees	Other	50	£50	Chris
16/04/24	Talk	Stokesley and District Probus group	William Gileard Brown	Other	30	£50	Chris
20/06/24	Talk	Durham University Researchers	Introduction to Teesside Archives	Other	10		Lara
07/07/24	Nature Exhibition	General public	River Tees	Other	95		Chris
					SUB-TOTAL	185	
					TOTAL	1514	

	Current Budget Full Year	Current Budget Year To Date	Actual Year To Date As at Q1	Projected for Remainder of Year	Full Year Projected Outturn	Full Year Variance	Notes/Comments
	£		£	£	£	£	
Income							
4190017 Depart for Digital, Culture Media & Sport	- 15,100		0		-	15,100	Money which can be drawn down from New Burdens if required at the end of the year.
4191100 Other Local Authorities Contributions	- 231,400		0	223,243	223,243	8,157	Contributions are based on forecast expenditure as at Q1. This may change over the course of the year.
4192200 Fees & charges	- 18,000		-1,600	9,269	10,869	7,131	This includes 5K Income from the Courts / £1269 from New Burdens Fund and general fees and charges.
4192100 Sales / Income			-159		159	159	
4192160 Capita Credit Card a/c			815		815	815	
4195011 Cost Transfers to Grants			0		-	-	
4192350 Rent Income			-100		100	100	
Total Income	- 264,500	-	-1,043	-232,512	-233,555	30,945	
Employees							
5120150 Local Gov. Services Pay	161,700		38,530	139,851	178,381	16,681	All staffing, overtime, NI & pension costs are included this line's forecast to the end of the year.
5120154 Local Gov. Services - Overtime			88		88	88	
5120158 Local Gov. Services NI (ers)	14,600		3,488		3,488	11,112	
5120159 Local Gov. Services PEN (ers)	18,600		4,633		4,633	13,967	
5120801 Other Payroll Costs	1,500		-169		169	1,669	
5120808 NI(ers) on other payroll costs			-18		18	18	
5120809 PEN(ers) on other payroll costs			4		4	4	
5131400 Car Allowances			103		103	103	
5192240 Other Recoverable Charges			0		-	-	
6116690 Exam & Course fees			0		-	-	
			0		-	-	
Total Employees	196,400	-	46,659	139,851	186,510	9,890	
Premises							
6124000 Rents	13,100		0	13,100	13,100	-	
6128200 Shared Service costs (Premises)	2,000		0		-	2,000	
Total Premises	15,100	-	0	13,100	13,100	2,000	
Transport							
6130350 Equipment	-		0		-	-	
6132000 Public Transport - general	-		0		-	-	
Total Transport	-	-	0	-	-	-	
Supplies and Services							
6130150 Vehicles Repairs & Maint			0		-	-	
6140020 Equipment Purchase			145		145	145	
6144820 Stationery			0		-	-	
6144700 Office Expenses			0		-	-	
6140100 Materials - general			25		25	25	
6143000 Clothing & Uniforms			0		-	-	
6144800 Printing			0		-	-	
6145140 Professional, commission & membership fees	4,800		0		-	4,800	As of end of Q1, not expecting to spend this year, but may be subject to change.
6146000 Computer Costs			0		-	-	
6146200 Telephones Charges			0		-	-	
6148000 Cost Transfers to Grants Supplies and Services			0		-	-	
6148200 Shared Service Costs (Supplies)			0		-	-	

6149000 Other supplies & services	9,000	0	9,000	9,000	-	Office expenses/Training/digitilisation	
6149001 Delivery costs		208		208	208		
6149010 Removals/relocations/storage	85,000	0		-	-	85,000 Disaster recovery, softare report, no major expenditure. See line 61 for Restore Storage Charges .	
6149330 Conservation costs	6,500	3,372	3,128	6,500	-		
6152000 Other Local Authorities		-5,544	-	5,544	-	5,544 Overpayment from LA- accrual	
6157000 Partnership Payments		5		5	5		
7149000 Call Off Other supplies & services		-36,713	110,139	73,426	73,426	23/24 6 month restore invoices still not paid as at Q1. This has been resolved subsequently with invoices paid and credit notes issued for the 10% over-charge.	
		0		-	-		
Total Supplies and Services	105,300	-	-38,503	122,267	83,764	-	21,536
Total Expenditure	316,800	-	8,156	275,218	283,374	-	33,426
TOTAL TRANSACTIONS	52,300	-	7,113	42,706	49,819	-	2,481

2024 / 2025 Budget Per Authority

Local Authority	Contribution %	Contribution £	Support Services @ 8%	Total Per Authority		Q1 Projected Net Position
Hartlepool	16.49%	£46,794	£5,676	£52,470	£52,470	50,697.49
Middlesbrough	24.47%	£69,440	£5,676	£75,115		
Redcar & Cleveland	24.17%	£68,588	£5,676	£74,264	£74,264	71,665.88
Stockton	34.87%	£98,952	£5,676	£104,628	£104,628	100,879.67
Total	100.00%	£283,775	£22,702	£306,477	231,362	223,243.04
						273,026.00

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