

## **JOINT ARCHIVES BOARD**

### **MINUTES OF MEETING HELD ON WEDNESDAY 13 NOVEMBER 2024**

**Present:** Cllrs Laura Beddow, Lesley Dedman, Scott Florek, Ryan Hope and Marion Le Poidevin

**Present remotely:** Cllrs Andy Martin

**Also present:** Christine Fowler (Chair of Dorset Archives Trust)

**Officers present (for all or part of the meeting):**

Lisa Cotton (Corporate Director for Customer and Cultural Services), Sam Johnston (Service Manager for Archives and Records) and Joshua Kennedy (Democratic Services Officer)

**41. Apologies**

There were no apologies for absence.

**42. Appointment of Chair**

The BCP Portfolio Holder was entitled to Chair the Joint Archives Board as per the procedure rules, however Cllr Martin didn't wish to be Chair at this time, so it was proposed that Cllr Hope be appointed Chair.

Proposed by Cllr Beddow and seconded by Cllr Florek.

Decision: That Cllr Hope be appointed as Chair of the Joint Archives Board, until either May 2026 or the BCP Portfolio Holder wishes to Chair the meeting again.

**43. Appointment of Vice-Chair**

Proposed by Cllr Hope and seconded by Cllr Le Poidevin.

Decision: That Cllr Martin be appointed as Vice-Chair.

**44. Declarations of Interest**

There were no declarations of interest made at the meeting.

**45. Minutes**

The minutes of the last meeting held on 05 February 2024 were confirmed and signed.

46. **Public Participation**

There were no public questions.

47. **Questions from Councillors**

There were no questions from Councillors.

48. **Joint Archives Service Development Plan (2021 - 26) Monitoring Report**

The Service Manager for Archives and Records provided a verbal summary of the report to the board. He listed the key points of the report including the work that had been achieved since the last Joint Archives Board meeting and the upcoming priorities for the service.

In response to members questions the Service Manager for Archives and Records provided the following replies:

- Should the Capital Project not be completed, the options would have to be reevaluated, and third-party storage options would have to be explored, although that would be more costly in the long-term in comparison with expanding the current building.
- The JAS's contract with Ancestry.com would be up for renewal in 2025 and the service was currently deciding how best to re-negotiate the contract to ensure the best return for the service.
- The current contract with Preservica was set to expire in June 2027 and leading up to that, alternative software providers would be considered in line with procurement rules.
- The service has close relations with colleagues in the Russel Coates Museum and Poole Museum and the JAS has worked on cataloguing the collections of Bournemouth Borough Council and Borough of Poole in the past.
- Work had been done to contact the Jewish community in Bournemouth to support the cataloguing of their collection, which was currently not recorded.

Proposed by Cllr Beddow and seconded by Cllr Florek.

Decision:

1. The Joint Archives Board endorsed the implementation of the 2021-2026 service plan appended to this report as demonstrating the quality, variety and value for money provided by the JAS;
1. The Joint Archives Board supported the JAS's ongoing work to ensure the safe and effective transfer of appropriate physical and digital records from both BCP and Dorset Councils to ensure the preservation of the corporate memory and to deliver council efficiencies;

3. The Joint Archives Board noted the commitment by Dorset Council to £540k of capital match funding to support a renewed bid to the National Lottery Heritage Fund in 2025.

**49. Joint Archives Service: Review of Fees and Charges**

The Service Manager for Archives and Records presented the report for the proposed fees and charges for 2025/26. It was explained that the service had benchmarked their fees and charges against other services of a similar size and location, in order to ensure that they were fair for users and also that the service was maximising potential income. Dorset Council had recommended an increase of 2.5% on fees and charges overall and the service had generally followed that advice.

Members were in agreement that a small uplift in some of the charges were appropriate and expressed that the charges in general were fairly modest.

Proposed by Cllr Dedman and seconded by Cllr Beddow.

Decision: That the revised fees and charges as set out in the report be recommended to the executive bodies of the two funding councils for implementation from 1 April 2025.

**50. Joint Archives Service: Budget Monitoring and Budget 2025/26**

The Service Manager for Archives and Records presented the budget monitoring report to the board. It was noted that the service had worked on a standstill budget for 8 out of the last 10 years and that generally the service had worked to increase external income. It had been calculated that an uplift of approximately £16,000 was needed to the service's budget to maintain current levels, mainly due to rising costs of staff and energy.

Members agreed that it was important to fund the JAS so that it could continue to provide the same levels of service.

Proposed by Cllr Dedman and seconded by Cllr Hope.

Decision: That the Joint Archives Board recommend the budget uplift from each council as detailed in the draft budget proposals for 2025/26.

**51. Urgent Items**

There were no urgent items.

**52. Exempt Business**

There was no exempt business.

**Duration of meeting:** 2.30 - 3.28 pm

**Chairman**

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