

## **JOINT ARCHIVES BOARD**

### **MINUTES OF MEETING HELD ON MONDAY 16 JANUARY 2023**

**Present:** Cllrs Laura Beddow, Richard Biggs, Simon Christopher, Lesley Dedman and Marion Le Poidevin

**Apologies:** Cllrs Beverley Dunlop

**Also present:** Carola Campbell (Chairman Dorset Archives Trust)

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

Lisa Cotton (Corporate Director for Customer and Cultural Services), Matti Raudsepp (Corporate Director Customer and Business Delivery, BCP Council), George Dare (Senior Democratic Services Officer), Joshua Kennedy (Apprentice Democratic Services Officer) and Sam Johnston (Service Manager for Archives and Records)

**14. Declarations of Interest**

There were no declarations of interest to report.

**15. Minutes**

The minutes of the last meeting were confirmed.

**16. Public Participation**

There was no public participation.

**17. Questions from Councillors**

There were no questions from councillors.

**18. Urgent Items**

There were no urgent items.

**19. Budget 2023/24 and Service Reserves**

The Service Manager for Archives and Records informed the committee that the meeting was being held to address the budget deficit and reserve funds that were discussed at the previous meeting.

There were no substantial changes made to the report and it was largely the same as the report presented in November's meeting. The Service Manager explained that there was a £44,000 uplift required to the service's budget, due

to inflationary pressures driven largely by the local government pay award and rising energy costs and recommended that the committee approve the uplift as per their preference stated at the previous meeting.

The Service Manager also summarised the committee's options regarding the service's reserve funds. The report gave 4 options for the committee to choose from with varying levels of reserve funds retained, from £20,000 to the full amount of £143,000. Following advice received from senior officers within both councils he recommended that the committee choose option 2, to retain £50,000 of reserve funds and return the excess back to both councils proportionally.

In response to questions from members, the Service Manager reassured the committee that, although having a larger amount of reserve funds was preferable, a reserve fund of £50,000 was sufficient to offer a reasonable buffer for future projects and help address the current budgetary constraints of both councils.

It was explained to the committee that this reserve fund had largely been accumulated through vacancy savings, in addition to careful budget management of the service.

Proposed by Cllr Biggs and seconded by Cllr Le Poidevin.

Decision:

That the suggested uplift of £44,000 for the 2023/24 JAS (Joint Archives Service) budget be approved.

Proposed by Cllr Dedman and seconded by Cllr Christopher.

Decision:

That £50,000 of the current reserve be retained and the remainder given back to both councils.

## 20. **Exempt Business**

There was no exempt business.

**Duration of meeting:** 2.00 - 2.20 pm

**Chairman**

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