

JOINT ARCHIVES BOARD

MINUTES OF MEETING HELD ON MONDAY 5 FEBRUARY 2024

Present: Cllrs Laura Beddow (Chairman), Simon Christopher, Lesley Dedman, Marion Le Poidevin and Andy Martin

Apologies: Cllrs Richard Biggs

Also present: Carola Campbell (Dorset Archives Trust)

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

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

33. **Apologies**

Apologies for absence were received from Cllr Biggs.

34. **Declarations of Interest**

There were no declarations of interest.

35. **Minutes**

The minutes of the last meeting held on 8 November 2023 were confirmed.

36. **Public Participation**

There were no public questions.

37. **Questions from Councillors**

There were no questions from members.

38. **Urgent Items**

There were no urgent items.

39. **Budget and Update Report**

The Service Manager for Archives and Records presented the budget update report, which had been produced following on from the previous meeting of the board. The report recommended a standstill budget as had been previously outlined.

The board were also informed of an update on the Capital Project, with the Service Manager outlining that the Lottery Heritage Fund would consider a match funding contribution of 10% rather than the previously stated 40%, allowing for a new bid to be made. This contribution had been secured from Dorset Council and an approach would be made in the near future to the Heritage Fund.

The Service Manager also noted the success of the recent two-week closure period, which had allowed staff and volunteers and the Joint Archives Service to address the backlog of work. In response to a question from a member of the board, the Service Manager explained that there had not been any negative feedback from service users in regard to the closure period. Members indicated their approval for the closure period to become an annual event in the service's calendar.

Members provided positive comments about the recent work by the service and the Capital Project update and expressed their support of the standstill budget that had been presented.

Decision: That the Joint Archives Board support the JAS's 2024/25 draft budget for adoption by both funding councils.

40. **Exempt Business**

There was no exempt business.

Duration of meeting: 11.00 - 11.19 am

Chairman

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