

Local Member Interest	Nil
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## **STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE**

**21st November 2013**

### **JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2013/14**

#### **Recommendation(s)**

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2013/14 is received and noted.
2. That the request to use £50,000 from the general reserve be considered and approved.

#### **Joint report of the Director of Finance & Resources and the City Director of Corporate Services**

#### **Reasons for Recommendations**

3. The Joint Archive Service budget for 2013/14 is predicted to be underspent by £4,256. The General Reserve has a balance of £86,003 and the Archive Acquisition Reserve has a balance of £62,342.

#### **Background**

4. The predicted outturn for the Joint Archives Service is set out in Appendix 2. It is expected that the service will spend £663,924 compared with an approved budget of £668,180. This gives an underspend of £4,256 which will be transferred to the General Reserve at the end of the financial year.
5. The County is anticipating an underspend of £2,122 due to savings on salary oncosts. The City Council is anticipating an underspend of £2,134 due to savings on staffing costs.
6. There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balance of these reserves is set out in Appendix 3. The General Reserve has a balance of £86,003. Of this £12,000 has already been earmarked for the shelving project at Stoke.
7. Permission is sought to allocate £50,000 of the general reserve towards the relocation project. The project will be considered at Property Board this month and a HLF application is being prepared.

8. The current balance on the second reserve, the Archive Acquisition Reserve, is £62,342. This reserve enables the Archive Service to purchase collections for the benefit of archive users in the County and the City.

## **Appendix 1**

### **Equalities implications:**

No significant implications.

### **Legal implications:**

The Joint Agreement budget is subject to an annual small bodies audit.

### **Resource and Value for money implications:**

The Joint Agreement budget is monitored regularly throughout the year.

### **Risk Implications:**

No significant implications.

### **Climate Change Implications:**

No significant implications.

### **Health Impact Assessment screening:**

No significant implications.

### **Report author:**

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### **List of Background Papers**

Staffordshire and Stoke on Trent Joint Archives Committee 21st February  
2013 (Report on Proposed Revenue and Capital Budgets 2013/14)

Joint and other Archive Services 2013/14 files