

Local Member Interest
N/A

**STAFFORDSHIRE AND STOKE-ON-TRENT JOINT ARCHIVES  
COMMITTEE - 16th June 2011**

**Joint Report of the Director of Finance and the City Director of Central  
Services**

**JOINT ARCHIVE SERVICE – OUTTURN 2010/11**

1. Purpose of Report
  - 1.1 To present the final outturn for the Joint Archive Service for 2010/11.
2. Summary
  - 2.1 The Joint Archive Service budget for 2010/11 was underspent by £33,860. The General Reserve has a balance of £99,204 of which £42,000 has already been earmarked.
  - 2.2 The Archive Acquisition Reserve has a balance of £66,114.
3. Recommendations
  - 3.1 That the report be received.
  - 3.2 That approval be given to the request for earmarked sums from the General Reserve, specified at paragraph 5.3.
4. Final Outturn 2010/11
  - 4.1 The outturn for the Joint Archives Service is set out in Appendix 1. The service has spent £1,122,690 compared with an approved budget of £1,156,550. This gives an underspend of £33,860 which was transferred to the General Reserve at the end of the financial year.
  - 4.2 The County has underspent by £21,302 due to savings on flexible retirement and reductions in research staffing costs.
  - 4.3 The City Council has underspent by £12,558 due to savings from staff vacancies and the receipt of a reimbursement for Future Jobs Funds.
5. Reserves
  - 5.1 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 2.

- 5.2 The General Reserve has a balance of £99,204. Of this the following sums have already been earmarked.

Alterations/Environmental controls at Stoke	£30,000
Staff reduction costs	£ 9,000
Exhibition costs – Staffordshire Hoard	£ 3,000

- 5.3 Approval is sought to earmark an additional sum of £25,000 to progress preparatory work and associated costs for improvements to Stoke's basement strongroom.
- 5.4 The current balance on the second reserve, the Archive Acquisition Reserve, is £66,114. This reserve enables the Archive Service to purchase collections for the benefit of archive users in the County and the City.

6. Capital Budget 2010/11

- 6.1 There is no capital budget.

7. Personnel and Equal Opportunities

- 7.1 This report has been prepared in accordance with the policies of the County Council and the City Council on personnel and equal opportunities.

Paul Simpson  
Director of Central Services

Andrew Burns  
Director of Finance

Background Documents

Public: Staffordshire and Stoke on Trent Joint Archives  
Committee 16<sup>th</sup> March 2010 (Report on Proposed  
Revenue and Capital Budgets 2010/11)

Non Public: Joint and Other Archive Services 2010/11Files

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