



**City and County of Swansea**

## **Notice of Meeting**

You are invited to attend a Meeting of the

### **West Glamorgan Archives Committee**

**At:** Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams  
**On:** Friday, 16 December 2022  
**Time:** 10.00 am  
**Chair:** Louise Fleet

Watch Online: <http://bit.ly/3GQObrU>

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#### **Agenda**

	<b>Page No.</b>
<b>1 Election of Vice Chair for the Municipal Year 2022-2023.</b>	
<b>2 Apologies for Absence.</b>	
<b>3 Disclosures of Personal and Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
<b>4 Minutes.</b> To approve & sign the Minutes of the previous meeting(s) as a correct record.	<b>1 - 3</b>
<b>5 Report of the County Archivist.</b>	<b>4 - 12</b>

**Next Meeting:** Friday, 24 March 2023 at 10.00 am

**Huw Evans**  
**Head of Democratic Services**  
**Friday, 9 December 2022**

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**Contact: Gareth Borsden - 01792 636824**

## West Glamorgan Archives Committee Membership

Louise Fleet ( <b>Chair</b> )	H M Lord Lieutenant
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### **City and County Of Swansea**

Peter Black CBE	Jess Pritchard
Lyndon Jones MBE	Robert Smith
Elliott King	

### **Neath Port Talbot County Borough Council**

Wayne Carpenter	Rhidian Mizen
Jeremy Hurley	Susanne Renkes
Nia Jenkins	

### **Members of Associated Organisations**

Sarah Perons	Diocese of Llandaff
Andrew Dulley	Diocese of Swansea & Brecon
Dr Louise Miskell	Swansea University
Janet Watkins	Neath Antiquarian Society

### **Officers:**

#### **City and County of Swansea Council**

Tracey McNulty	Head of Cultural Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services

#### **Neath Port Talbot County Borough Council**

Craig Griffiths	Head of Legal
Wayne John	County Librarian



#### **4 Matters Arising.**

The County Archivist indicated that despite changing Internet Service Providers there unfortunately remain issues with the broadband connection at Neath Mechanics Institute. This continues to prohibit access to family history websites for members of the public. He would be seeking assistance from the IT department in NPT to try and resolve the issue.

He outlined that he had received approval to advertise for the Archives Trainee post. Updates on the appointment would be given at the next meeting.

He referred to the statement made in good faith at the last meeting which stated that the archive collections would not be moved from the Civic Centre until the strongroom had environmental recordings in line with BS4971. Unfortunately this was not correct as the collections have to be in situ in order to monitor the humidity level correctly and hence no such assurance could be given.

He indicated that the additional briefing session for members had not yet been arranged. He asked for Members to submit any views or questions on what additional information they would like to receive at another session, if it was still required.

#### **5 Report of the County Archivist.**

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period June - August 2022.

##### Use of the Service

He reported on the figures relating the use of the service via its various platforms both in person and online. The numbers using the service continue to rise slowly.

##### National Broadcast Archive

He outlined that work on the installation of the 'Clip Corner' at Swansea Civic Centre has been delayed until October at the request of the National Library of Wales, who are leading the project. Further updates would be given at the next meeting.

He outlined that following discussions with the National Library and further to queries raised by Members at the last meeting regarding possible 'community' screenings of footage held under the scheme, he confirmed that this would be possible in the future under a licence agreement, and outreach events could be held.

##### Outreach and Educational Activity

He referred to the publication of the service's annual report in June. The report can be found at <https://www.swansea.gov.uk/article/6226/Annual-Report-of-the-County-Archivist>

He also detailed the service's part in an all-Wales bid for funds from the Anti-racist Wales Culture Heritage and Sport Fund, a bid which consists of three potential workstreams.

One of these workstreams is the digitisation and web-mounting of archival material relating to Wales' links to the historic transatlantic slave trade, a potential project which had been the subject of previous discussion by the Committee.

#### Professional Meetings and Training

He outlined the various professional groups attended by staff during the quarter.

#### Relocation of the Archives

He indicated that, since the report was submitted before the postponement of this meeting, things had moved on. He outlined that the request in the report to utilise Archives reserves is no longer needed, as the feasibility study will now be fully funded by Swansea Council.

Tracey McNulty noted that the feasibility study will be match funded by Swansea Council's Place Directorate but the main funding is coming from Welsh Government's regeneration schemes. It will build on previous work carried out and will look further at the potential for a regional archives facility. On a point of correction, she pointed to a statement in the County Archivist's report and outlined that a more accurate description of the reason for this study is that the Council does not believe that the City Centre Hub would be the best location for a regional archive of this sort. This was because it would need large-scale secure storage and access to multiple collections owned by a range of bodies and this aspiration does not accord with a 'high street' location in need of regeneration and footfall drivers.

She referred to an email she circulated prior to the meeting which sought to give the Committee further background information, additional clarity and context over some of the issues raised, in particular the support from both Welsh Government and the Council for the relocation of the West Glamorgan Archive to the Community Hub.

#### Accessions of Archive Collections

He detailed on the archives received by the Service during the quarter.

The meeting ended at 10.42 am

**Chair**

# Agenda Item 5

City and County of Swansea  
*Dinas A Sir Abertawe*

and

Neath Port Talbot County Borough Council  
*Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot*

## Report of the County Archivist

West Glamorgan Archives Committee - 16 December 2022

The purpose of this report is to  
outline the work of the  
Archive Service during the period  
September to November 2022

### 1. Use of the Service

#### *Statistics for September to November 2022*

The number of members of public using the Service on-site, September to November 2022, was **534** and the total number reached by the Service on and off-site was **634**.

Number of on-site visits at Swansea, Neath and Port Talbot 534 (175) (figures in brackets represent the same quarter last year), comprising:

Swansea	379	(175)
Neath	40	(0)
Port Talbot	0	(0)
Group visits	115	(0)
Number in audiences for off-site visits	0	(138)
Number of pupils reached by the Education Service	108	(138)
Numbers reached at special events	100	(0)
Total numbers reached on and off-site	634	(313)
Number of documents issued in Swansea	2,130	(1,263)
Number of documents issued in Neath	32	(0)
Number of post and email enquiries dealt with	575	(656)
Number of hits to the Archive Service website	2,034	(n/a)
Number of hits to the online catalogue	7	(n/a)
Number of hits to WGAS catalogues on Archives Hub	21,654	(n/a)
Number of hits to NAS catalogues on Archives Hub	1,170	(n/a)
Number of page views on Ancestry	105,052	(163,543)

As will be seen from the above table, use of the Service onsite in Swansea has more than doubled since the same quarter last year, which is encouraging. Perhaps most encouraging

has been the return of school group visits to the searchroom for education sessions onsite. However, the total usage figure onsite is still only 50% of use in the same quarter in 2019.

In the archives sector, WGAS is not alone in struggling to recover its pre-2020 user base and the consensus amongst colleagues in England and Wales appears to be that family historians are the group least likely to return to use archives, given that the majority of family history resources are now available online on a subscription or pay-per-view basis and many more people took out subscriptions during the lockdowns.

Improving on an existing online resource, the website company Ancestry were at the archives during the autumn to re-digitise our parish registers in higher definition and full colour. Mention should also be made of volunteers from the Glamorgan Family History Society who have returned after a gap of two years to continue their indexing of some of our other name-rich archives of interest to genealogists (in this case school records).

The figures for use of the Neath Mechanics Institute have been badly affected by the continuing lack of broadband which has meant in particular that there is no service there for family historians. Sessions run by the Neath Antiquarian Society on Thursday mornings have recorded a further 53 users, together with 39 volunteer visits.

## **2. National Broadcast Archive**

Work has barely progressed on the National Broadcast Archive during the last quarter (now known as the Wales Broadcast Archive), which has caused some frustration both at this end and at the National Library of Wales. The cabling is in place for the area but the hardware to view the TV archive has not yet been delivered.

## **3. Outreach and educational activity**

As reported last quarter, WGAS joined in an all-Wales bid for funds from the Anti-racist Wales Culture Heritage and Sport Fund, a bid which consisted of three potential projects. While two of these projects achieved funding, the one which was put forward by WGAS (the digitisation of archival material relating to Wales' links to the historic transatlantic slave trade) was not successful.

The first school to visit the archives since the pandemic was Gowerton Primary School which booked four sessions during the quarter.

Archives staff have also been involved in discussions with Partneriaeth about the use of archives to meet the needs of the new Curriculum for Wales in teaching pupils how to research their local area. The first phase of this project will involve selected primary schools using archival resources at WGAS to develop a research question and start their research. WGAS will produce a video for them on how to get started. In the second phase, it is envisaged that the primaries will work with their associated secondary schools to develop a shared understanding of their local area and how it has developed over time. In the third phase, the schools will produce a video or other record of their primary/secondary school collaborative journey.

Undergraduate History students from Swansea University attended a session in the archive searchroom during the quarter.

The Service also had bookstalls at the Swansea Local History Bookfair and the Glamorgan History Society Day School.

#### **4. Professional meetings and training**

Archives staff have attended a number of professional working groups during the quarter as follows:

Archives and Records Council Wales  
Chief Archivists in Local Government Group Executive (CALGG)  
National Broadcast Archive Project Team (tbk as the Wales Broadcast Archive)  
The World Reimagined  
Welsh County Archivists Group

2026 will see the centenary of the first Adoption of Children Act, which made adoptions legal in England and Wales, leading to the setting up of agencies for adoption and later local government involvement. Since the earliest records will also soon be 100 years old, CALGG (referred to above) will be contacting local authorities across the country to investigate the survival and whereabouts of these earliest records and advocate for their deposit in local archives (they will be of interest to future family historians). The success of the project will be very dependent upon the cooperation and support of a wide range of record-keeping and care professionals across local government and the independent sector to ensure that national datasets of adoption records are both full and accurate.

#### **5. Relocation of the archives**

The design for the relocated archives is currently passing through RIBA Stage 4. This stage relates to technical design and the key factor here (as previously discussed) is that the archive storage area should conform to British Standard 4971 in providing for environmental stability within a set parameter of maximum and minimum environmental readings. As the project has progressed during the quarter, a number of technical modifications to the design have been made and a revised thermal model is awaited to see how these impact on the projected temperature and humidity. In this work, WGAS has been ably assisted by the National Conservation Service, who have also helped in preparing a detailed plan for the relocation of the archive collections.

#### **6. Accessions of archive collections**

A comprehensive list of archives received during the period September to November 2022 is attached at Appendix 1.

Contact Officer: Kim Collis, County Archivist  
Tel: 01792 636760  
Email: [kim.collis@swansea.gov.uk](mailto:kim.collis@swansea.gov.uk)



**ACCESSIONS OF ARCHIVES**  
**September-November 2022**

<b><i>Creator/originator</i></b>	<b><i>Description</i></b>	<b><i>Dates</i></b>	<b><i>Extent</i></b>	<b><i>Reference number</i></b>
Private donation	Pre-registration title deeds relating to property at King's Lane, The Strand, Swansea	1839-1885	1 bundle	D/D Z 1137/1
Private donation	Volumes 3 and 4 of a genealogy by Derek Williams relating to families in the West Glamorgan area, especially Llandeilo Talybont and Llangyfelach, replacing earlier versions donated previously	2020	2 vols; 1 CD-ROM	D/D Z 198/11-13
Benefice of Three Cliffs	St Illtyd's, Ilston, treasurer's records and St Mary's, Pennard, PCC records	late 20th cent.- 2020s	4 boxes	
Private deposit	Letters written by Cyril G. Howard while on active service in the Second World War; photographs relating to his military service; photographs of Tonmawr and district	1940s-1990s	1 box	
City and County of Swansea, Commons Registration	Swansea Commons Register Application Forms and Supplemental Maps	1968	10 boxes	CC/S CR
Private Deposit	Minutes and accounts of Glynneath Horticultural Society	1984-2011	1 file, 3 volumes	D/D GHS 1/1-3/1
Private deposit	Photograph album of views of Swansea. Including civic buildings and grounds, training college, Alexandra Road during the Coronation, various works, Morriston, Llangyfelach, tennis matches at St. Helen's and Gower beaches. Photographs taken by G. Elfed Jones, a graduate of UCW Swansea.	1935-1939	1 album	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Peter Hall Video Collection	Biographical, historical and civic films entitled Sir Harry Secombe; PC James Leach Dee; Norway Swansea Connection; A Time of Crime; Wreck of Helvetia Rhosilli; Adelina Patti; John Jones Hewson Actor Singer; Princess Lilian from Swansea; John Talfryn Thomas - Actor Swansea; Roger Beck Swansea Quaker; A Short History of Dylan Thomas; Cardini, Richard Valentine Pitchford Magician; Charlie Cottle Last Mumbles Light House Keeper 1934; A Short History of Mumbles Pier; Guildhall Swansea; Palace Theatre, Swansea; Rees Griffith Richards; the Proclamation Ceremony, Guildhall, Swansea, 11 Sep. 2022.	2022	18 CD-ROMs containing digital videos and photographs in MP4 and JPG format respectively (2.4 GB in total)	D56
Swansea Council	Film showing the visit by Her Majesty the Queen and the Duke of Edinburgh to St Thomas Community Library	7 Mar. 2008	1 CD-ROM containing digital video file in MP4 format, 21.9 MB	CC/S CE 10/7
Private donation	Scanned copies of a collection of photographs of locations in and around Swansea	1979	1 CD-ROM (19 MB), 1 envelope	D/D Z 586/6/19a-b
Cockett Ecclesiastical Parish	Marriage registers	2005-2021	4 vols.	P/325/CW/92-95
Llanrhidian Higher Community Council	Minutes	Sep. 2022	1 file	P/111/45 (part)
City and County of Swansea, Lord Mayor's Secretary	Proclamation of King Charles III in English and Welsh, with covering letter	10 Sep. 2022	3 papers	CC/S LM 2/1
Gower Festival Society	Programme	2022	1 vol.	D 62/2/46
Private donation	Unpublished research work entitled 'Resolven: a timeline'	1838-1910	1 booklet	D/D Z 1148/1

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private donation	Lease of Glyn Castle Farm [near Resolfen] in the parish of Llantwit-juxta-Neath	1684	1 parchment	D/D Z 1147/1
Pantygwydr Baptist Church Royston Kneath Collection	Marriage registers; deacons' minutes Photographic negatives (glass and celluloid) by the South Wales Evening Post and Herald of Wales relating to war damage, royal visits and local events	1930-2017 1940s-1960s	8 vols. 2 boxes	D/D Bap 50/149-156
City and County of Swansea	Estyn report on local authority education services for children and young people in Swansea	2013	1 file	CC/S Ed 3/24
Private donation	Publication entitled 'Circling the Square: Cwmbwrla, Coronavirus and Community'	2020	1 vol.	D/D Z 1149/1
Neath Grammar School for Girls, Neath Grammar School for Boys	Neath Grammar School for Girls school magazines 1932-1957; Neath Grammar School for Boys magazines 1966, 1969 and 1973	1932-1973	29 vols.	E/N G Sec 8/1-26; E/N BG Sec
Private donation	Neath Grammar School for Girls: school magazine	1957-1958	1 vol.	E/N G Sec 8/27
Ramboll UK Limited	1 file of photographs, negatives, CDs, notes regarding building work on Oystermouth Castle in 2003 and 2005	2003-2005	1 file.	D/D Z 1150/1
Swansea Library Collection	City and County of Swansea Unitary Development Plan pre-deposit consultation document, 2003; City and County of Swansea Development Plan, adopted 2008 and Lliw Valley Borough Council Northern Lliw Valley Local Plan, 1993.	1993-2008	3 files	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private donation	Sketch entitled "The Lady Suffragette with her Lord and Master", signed "Yours Truly, Abertawe '08. The sketch is initialled with what looks like MD and LD.	1908	1 paper	
Swansea Valley Historical Society	Approximately 38 photographs of Pontardawe RFC teams.	1892-2014	38 photographs	
The Gower Society	Newsletters, 2021-2022; Programmes, 2021-2022; Minutes, agendas, 2021-2022	2021-2022	1 bundle	Add to D56
Swansea Library Collection	South Wales Constabulary Annual Reports, 1970-1989 and 1995-1998; Swansea Chief Constables Reports, 1946-1968; Annual Report of the Watch Committee 1937, 1946; School Medical Office, 1932; South Wales Constabulary Inspection Reports, 1990-2004.	1932-2004	10 volumes	
Parish of Swansea, St James	Baptism, marriage and banns registers	1944-2010	3 vols	P/335/CW/63-65
Private donation	Volume of 24 views of Swansea & Mumbles	19th cent	1 vol.	
Swansea Prison	Nominal register: men, 1883-1884 ; Nominal register: women, 1885-1887	1883-1887	2 vols	
West Glamorgan County Council Education Department	Files relating to Section 12, 13 and 14 notices regarding school mergers and closures	1976-1987	1 box file; 4 files	
Cofnodion Merched Y Wawr, Cangen Lonlas	Minutes, correspondence, financial records	1967-2020	1 box	
West Glamorgan Water Board	Towy Abstraction Scheme, Manoravon Intake. Brochure.	1960s	1 booklet	
Private deposit	Letter from Thomas Greenwood regarding sale of lead	1681	1 paper	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Swansea Registrar	Marriage registers from the following places of worship: Swansea St Thomas, Swansea St James, Swansea St Nicholas-on-the-Hill, Morryston St Teilo-on-the-Clase; York Baptist Church, Swansea; Caersalem Newydd Baptist Church, Treboeth; Trinity CM, Swansea; Presbyterian Church, Swansea Road, Pontarddulais; Gopa CM, Pontarddulais; Tabernacle CM, Penclawdd; Bethel Welsh Independent, Penclawdd; Peniel Green Congregational, Llansamlet; Pentremalwod Assemblies of God Church; St David's Catholic Church, Swansea; Seventh Day Adventist Church, Sketty; Kingdom Halls in Swansea and Ynysforgan; Guru Nanak Sikh Temple, Llansamlet	1899-2021	52 vols	D/D Ind 46/18/1-11; D/D CM 30/1/1-10; D/D W/Bap 45/1/1-10; D/D CM 23/4/1-2; D/D SDA/S 2/1-2; D/D FC 10/1/1; D/D E/Cong 1/7; D/D Bap 30/4/1; D/D JW 2/1/1; D/D JW 3/1/1; D/D CM 31/1/1; D/D CM 15/10; P/326/CW/173; P/335/CW/66; P/312/CW/115; P/336/CW/26.
Bethel Welsh Independent Church, Llansamlet	Minutes, annual reports, membership records, financial records, photographs, commemorative items, tape recordings and church histories	1877-2021	1 carload	D/D Ind 12/1/2-D/D Ind 12/11/4
Private donation	Title deeds of no. 405, Neath Road, Plasmarl, Swansea	1845-1938	1 bundle	D/D Z 1151/1-5
Private donation	Postcard of Langland Bay showing the hotel and beach tents	c. 1920	1 postcard	P/PR/77vii/4/36
Private donation	Script for radio broadcasts in 1927 by W. H. Jones entitled 'Quaint and Curious Customs of Gower Part III' and 'Gower in Legend and Story (no. 8)'	1927	2 bundles	
Llanrhidian Higher Community Council	Minutes and Agenda	17 Nov. 2022	1 bundle	Added to P/111/45

<b><i>Creator/originator</i></b>	<b><i>Description</i></b>	<b><i>Dates</i></b>	<b><i>Extent</i></b>	<b><i>Reference number</i></b>
High Sheriff of West Glamorgan	Declaration of Mr. Stephen High Rogers J.P. as The High Sheriff of West Glamorgan	12th April 2022	1 paper	H/S W 49/4
Clive Reed Collection	Additional papers	19th-20th cent.	1 bundle	
Right Honourable Lord Anderson of Swansea Collection	Swansea Labour Association Annual Reports and other papers	20th cent	1 bundle	