



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Committee Room 1/2 Civic Centre, Port Talbot/Remotely via Microsoft Teams

On: Friday, 24 March 2023

Time: 10.00 am

Chair: Louise Fleet

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

Agenda

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1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
3 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 3
4 2023/2024 Revenue Budget.	4 - 6
5 Report of the County Archivist.	7 - 16

Huw Evans
Head of Democratic Services
Friday, 17 March 2023

Contact: Gareth Borsden - 01792 636824

West Glamorgan Archives Committee Membership

Louise Fleet (Chair)	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

Agenda Item 3



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Friday, 16 December 2022 at 10.00 am

Present: Louise Fleet (Chair) Presided

Councillor(s) - Swansea

P M Black	L R Jones	R V Smith
E J King	J E Pritchard	

Councillor(s) – Neath Port Talbot

W Carpenter	R Mizen	S Renkes
N Jenkins		

Associated Organisations

Janet Watkins	Neath Antiquarian Society
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Officer(s)

Gareth Borsden	Democratic Services Officer
Kim Collis	County Archivist
Craig Griffiths	Head of Legal - NPT
Wayne John	County Librarian - NPT
Tracey McNulty	Head of Cultural Services

Apologies for Absence

A Dulley & L Miskell

6 Election of Neath Port Talbot Vice Chair for the Municipal Year 2022-2023.

Resolved that Councillor Wayne Carpenter be elected Neath Port Talbot Vice Chair of the committee for 2022-2023.

7 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by both Authorities, no interests were declared.

8 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 30 September 2022 be approved as a correct record.

9 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period September - November 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.

The figures relating to the online usage for 2021 would be circulated following the meeting.

He indicated that unfortunately the problem with the broadband at the Mechanics Institute remains ongoing. He outlined that he has a meeting with Officers in NPT next week to try and progress the issue.

Ancestry staff had attended Swansea Civic Centre during the quarter to re-digitise in high definition and colour the parish registers held by the service, this will improve the online provision for the public. Volunteers from the Glamorgan Family history Society had also returned for the first time since the pandemic to continue their indexing of records held by Archives.

National Broadcast Archive

He outlined that progress on the project remains slow, some of the hardware has been installed at Swansea Civic Centre but the facility is unlikely to be open to the public until possibly next summer due to the delays from the National Library for Wales.

Outreach and Educational Activity

He outlined that 2 of the bids for funding had been successful, unfortunately the digitisation project relating to Wales' link to the slave trade had not proved successful.

School visits had re-commenced for the first time since the pandemic with four visits being undertaken.

He outlined that Archives staff have been involved with discussions with the regional education body Partneriaeth regarding the use of information and documents held by the service as part of the new curriculum for Wales that is being introduced.

Professional Meetings and Training

He outlined the various professional groups and meetings that he had attended during the quarter.

Relocation of the Archives

He indicated that the design for the new archives facility is currently at RIBA stage 4. This stage relates to the technical design and the key important factor is that the new facility conforms to BSI 4971.

Some amendments have been made to the design relating to the cavity wall around the storeroom since the last meeting following input from the National Conservation Service. A dehumidifier will also now be installed.

Further updates on the progress of the scheme will be provided at future meetings.

Accessions of Archive Collections

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

The meeting ended at 10.41 am

Chair

Agenda Item 4



Report of the Director of Place

West Glamorgan Archives Committee – 24 March 2023

2023/2024 Revenue Budget

Purpose:	To give details of the Joint Archive Service revenue budget for 2023/2024 and the reserves held by the Joint Archive Service
Policy Framework:	None.
Report Author:	Peter Keys
Reason for Decision:	For Information Only.

1.0 Introduction

- 1.1 The Archive Service is jointly funded by both the City and County of Swansea (CCS) and Neath Port Talbot County Borough Council (NPTCBC). Each authority is responsible for agreeing their level of contribution as part of their respective budget processes, always in the ratio of 68% (CCS) and 32% (NPTCBC).
- 1.2 This report includes the detailed 2023/2024 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2022/23

- 2.1 The budget for 2023/24 is expected to be £330,750, compared with the 2022/23 budget of £311,150. In line with the City and County of Swansea's budget assumptions an approximate increase for the Pay Award of 7% has been included. No other price increases have been assumed.
- 2.2 The increase of £19,600 is as a result of the Pay Award. The intended use of the Archives Training Reserve to fund a new trainee post is also included in the increase of salary costs. The detailed budget is shown in Appendix A.

2.3 The required contributions from the two partners are:

	2023/2024
	£
City and County of Swansea	224,000
Neath Port Talbot County Borough Council	105,850
Total	330,750

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2023. Due to the pandemic and efficiencies, the trainee post budgeted use of £19,400 was not required in 22/23. However, this has been reinstated for 23/24.

3.2 As above, the trainee post funded from the Reserve has been budgeted for the next Financial Year. The balances are:

Reserve	Estimated Balance 31/03/22	Budgeted Use 2022/2023	Estimated Balance 31/03/23
Archives Document Fund	20,943	0	20,943
Archives Training Reserve	295,663	0	295,663
	316,606	0	316,606

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2023/24.

Archives Budget 2023/24

Original Budget 2022/23 £	Account Code			Account Description	Original Budget 2023/24 £
210,400	41118	000001	00000	Salaries Basic Pay	246,500
19,300	41118	000002	00000	Salaries NI	20,200
49,550	41118	000003	00000	Salaries Pension	51,650
500	41118	000171	00000	Professional Fees	500
700	41118	000313	00000	Staff Training	700
800	41118	000499	00000	Insurance Liability	700
281,250				EMPLOYEES	320,250
500	41118	100001	00000	Fixtures & Fittings	500
1,500	41118	100499	00000	Insurance Premises	1,500
200	41118	190023	00000	CBS Recharges	200
2,200				PREMISES	2,200
1,400	41118	200070	00000	Car Allowances	1,400
1,000	41118	200071	00000	Staff Transport Other	1,000
100	41118	290022	00000	Vehicle Hire Recharges	100
100	41118	290045	00000	Vehicle Fuel Recharges	100
2,600				TRANSPORT	2,600
1,100	41118	300046	30433	IT Consumables	1,100
2,500	41118	300047	00000	IT Hardware Purchase/Lease	2,500
2,700	41118	300050	00000	IT Networking	2,700
500	41118	300051	00000	IT Software Purchase/Lease	500
4,000	41118	300052	00000	IT Hardware & Software Maintenance	4,000
500	41118	300091	30603	Staff Expenses	500
300	41118	300096	00000	Advertising	300
1,500	41118	300099	00000	Telephone Rentals/Charges	1,500
600	41118	300129	00000	Books & Publications	600
200	41118	300129	31002	Books & Publications	200
1,000	41118	300150	31201	Printing Services	1,000
1,000	41118	300171	00000	Stationery	1,000
1,000	41118	300212	31003	Items For Resale	1,000
1,800	41118	300234	00000	Equipment Maintenance	1,800
4,000	41118	300235	00000	Equipment Purchase	4,000
1,000	41118	300235	31625	Equipment Purchase	1,000
3,300	41118	300256	00000	Materials Purchase	3,300
700	41118	300413	00000	Subscriptions	700
500	41118	300433	00000	Miscellaneous Expenses	500
500	41118	300499	00000	Insurance General	500
2,000	41118	390150	00000	Printing Recharges	2,000
500	41118	390150	31003	Printing Recharges	500
15,000	41118	400089	00000	Local Authorities	15,000
332,250				GROSS EXPENDITURE	371,250
0	41118	750061	00000	Transfer from Reserves	-19,400
-17,940	41118	800001	00000	Fees & Charges	-17,940
-3,160	41118	800212	83215	Sales Income	-3,160
-21,100				GROSS INCOME	-40,500
311,150				NET EXPENDITURE	330,750
211,550				City and County of Swansea	224,900
99,600				Neath Port Talbot Borough Council	105,850

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

West Glamorgan Archives Committee - 24 March 2023

Report of the County Archivist

The purpose of this report is to
outline the work of the
Archive Service during the period
December 2022 to February 2023

1. Use of the Service

Statistics for December 2021 to February 2022

The number of members of public using the Service on-site, December 2022 to February 2023, was **505** and the total number reached by the Service on and off-site was **666**.

Number of on-site visits at Swansea and Neath: 505 (187) (figures in brackets represent the same quarter last year), comprising:

Swansea	282	(187)
Neath	31	(0)
Group visits	192	(0)
Number in audiences for off-site visits	81	(135)
Number of pupils reached by the Education Service	208	(68)
Numbers reached at special events (including exhibitions)	80	(0)
Total numbers reached on and off-site	666	(322)
Number of documents issued in Swansea	1292	(897)
Number of documents issued in Neath	48	(0)
Number of post and email enquiries dealt with	485	(679)
Number of hits to the Archive Service website	2,024	(1378)
Number of hits to the online catalogue	N/A	(906)
Number of hits to WGAS catalogues on Archives Hub	16,946	(21,457)
Number of hits to NAS catalogues on Archives Hub	1,079	(1,072)
Number of page views on Ancestry	115,509	(143,038)

The service at Neath, which has been badly affected by the lack of access to the internet since it reopened post-pandemic, has remained in this unfortunate

situation throughout the quarter, although a resolution of the situation now appears very close, with a new contract with our internet service provider and with Neath Port Talbot Council offering to provide replacement IT equipment for the outdated public PCs.

ICT equipment and cabling has now been installed ready for the opening of the Wales Broadcast Archive Clip Corner in the Swansea searchroom.

2. Outreach and educational activity

Service to schools

During the quarter the Archive Service has engaged with 208 pupils and teachers from the following primary schools, mostly in searchroom visits

Clydach
Cwmrhydyceirw Primary School (3 visits)
Pen-y-Bryn Special School
Tirdeunaw (2 visits and one remote session)

Although NPT schools have been much slower than Swansea schools to re-engage with the service post-pandemic, curriculum teams from both authorities are working with the Service to create content for the 'cynefin' element of the new Curriculum for Wales.

Exhibitions

The Service lent original items to Swansea Museum for their exhibition on Twentieth Century Swansea, due to open shortly. It has also lent items on Dylan Thomas' acting career for an exhibition at the Dylan Thomas Centre.

The portable exhibition banners 'Jewish Refugees in South Wales 1939-1945' were loaned out for the official Swansea council commemorations on Holocaust Memorial Day.

The Service is preparing an online exhibition for release in May recalling the way past royal coronations were celebrated locally.

3. Fees and charges for 2023/24

At the request of Swansea Council, all fees have been uplifted for the coming year by approximately 15%, as part of the savings target for the Council. Some rationalisation of charges has occurred across Swansea Council's cultural venues. **Members are asked to approve the table of fees and charges attached at Appendix 1.**

4. Relocation of the archives to the City Centre Hub

Work continues on the design of the new archive storage area at RIBA Stage 4 to ensure that the City Centre Hub facility meets British Standard 4971. A study has also commenced to assess the feasibility of bringing together a number of archive collections, research and learning facilities, in one 'fit for purpose' repository, able to house multiple partners that together secure access to our heritage and long-term benefits for current and future generations. The contract has been awarded to the National Conservation Service.

5. Staff

After a gap of several years, a new Archive Trainee, Bethany Amos, was appointed with a start date of 7 March. Longer-serving members of the Archives Committee will recall Mrs Rosemary Davies, who served as Principal Archivist for many years and who sadly died suddenly in January.

6. Professional meetings and training

Archive staff have attended a number of professional working groups and undertaken training during the quarter as follows:

Neath Port Talbot Heritage Group
Wales Broadcast Archive Project Team

Andrew Dulley took part in the Practice of History lecture at Swansea University. The County Archivist was interviewed as part of the consultation for a proposed national recognition scheme in Wales for culturally significant collections. Several Archive staff have undertaken training in diversity awareness, anti-racism and Black history in the new Curriculum for Wales.

The Service has taken delivery of a stand-alone PC for training in digital preservation. Given that the world has for the most part shifted from paper to digital as the preferred format for recordkeeping, the archives of the future are likely to be almost exclusively digital in format and the Service must adapt to this new reality through having both capable and trained staff in digital preservation and the facility to store digital records permanently.

6. Accessions of archive collections

A comprehensive list of archives received during the period December 2022 to February 2023 is attached at Appendix 2.

Contact Officer: Kim Collis, County Archivist
Tel: 01792 636760
Email: kim.collis@swansea.gov.uk

FEES and CHARGES FROM APRIL 2023

Research	INCLUSIVE OF VAT
Commissioned research- individuals	£34 per hour (£17 per half hour)
Commissioned research- companies	£40.00 per hour (exclusive of VAT)
Family History training session	£12.00 per hour
Quick search	£6.00
Photocopies	INCLUSIVE OF VAT
A3 and A4 photocopies from documents/printout from microform	70p
Printout from PC	25p
A3 or A4 scan (printout, sent by email or placed on Dropbox)	£2.75 per image
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	70p per sheet, £7 minimum charge
Certified copies	£12.00
For special or bulk orders: prices available on request	
Reproduction fees: publication	INCLUSIVE OF VAT
Use in journal articles, student theses and non-commercial works of local history	No charge, but a free copy of the publication may be requested in lieu
Print and digital – World rights	£65.00
Print and digital - English language rights	£39.00
Other use	Price on application
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Broadcast of archive film footage or archive stills (licensed for re-use)	£172.50
For more complex broadcast reproduction fees our terms and rates follow those of Swansea Council's Cultural Services Department	
Swansea Hereditary Freedom certificates	INCLUSIVE OF VAT
A3, supplied only to eligible candidates	£57.50
Talks and school sessions	
Speaker fee for talks (evening talks only)	£30.00
School session delivered in the Archives	No charge
School session delivered at the school	£50.00 per class session

ACCESSIONS OF ARCHIVES
December 2022-February 2023

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private donation	Various framed portraits of family members linked to Kilvrough Estate; also certificates	20th cent	6 items	
Bethel Welsh Independent Church, Llansamlet	Additional records including minutes, membership records, seating plans and items relating to the renovation of the organ	19th-21st cent.	2 bags	D/D Ind 12/3/10-11; 12/5/4-6; 12/6/5; 12/7/5; 12/8/7-10; 12/9/17; 12/12/1-2.
Anonymous deposit	Swansea Valley History Society newsletters, Spring/Summer 2022; St Paul's Church, Glais, 1891-1981 Centenary brochure; Official Opening of Ystalyfera County Library, 1966; Cilybebyll Parish Magazine, Oct 1956; Pontardawe RFC Centenary Year Carnival brochure, 1981; copies of articles written by Leonard Mars relating to the Swansea Hebrew Congregation, 1994-1999	1956-2022	1 bundle	D/D An 33/1-5

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Collection of David Evans Department Store papers collected by Cyril Davies including photographs (staff, interior, publicity, parades, celebrities), brochures, staff magazines and ephemera	Mid - late 20th cent	2 boxes and loose art work	
Morrison ecclesiastical parish	Registers of baptisms, marriages, banns, confirmations and services, PCC minutes and annual reports, photographs and accounts	Early 20th cent.- 2018	2 bags	P/312/CW/116-
A. Leslie Evans collection	Box of slides of Port Talbot	c. 1950s-1960s	1 metal box	
Royal Institution of South Wales	AGM agenda and minutes, 2023; Newsletter, Winter 2022	2022	2 booklets	RISW X 2/4; RISW X 5/1
Private deposit	Communication Workers' Union records including cash register, accident register and photograph album	c. 1985-2010	1 bag	
Dynevor School	The Dy'vorian magazine	Winter 2022	1 booklet	E/Dyn Sec X 2/17
Private donation	Class photograph of pupils of Bishopston School	c. 1910	1 photograph	E/W 3/2/2
Morrison Orpheus Choir	Minutes, constitution, photographs, programmes and contribution books; records of the Morrison Orpheus Choir Supporters Association (MOCSA) ; records relating to the Young Welsh Persons of the Year competition including application forms	Late 20th and early 21th cent	16 boxes	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	4 small handwritten diaries by unnamed person, 1910, 1911, 1915, 1920 and a box of black and white photographs from the front during WW2	1910-c1940s	1 box and 4 small diaries	
Parish of Swansea St James	Service register and churchwardens' accounts	1987-2018	3 vols	P/335/CW/67-69
City and County of Swansea, Democratic Services Section	Swansea Council minutes	2017-2021	2 cages-full	CC/S CC 26/13-30/30
Private donation	Lease of Cefn-gorwydd Farm in the parishes of Loughor and Swansea	18 July 1754	1 parchment	
Private donation	Glamorgan County Cricket Club - St Helen's Balconiers, 2017-2020; Swansea Bay Rotary Club foundation documents, 1992; Swansea Rotaract Club minutes, 1991-1996	1991-2020	3 items	D/D Z 560/23-28
Llanrhidian Higher Community Council	Minutes	Jan. 2023	3 files	
Anonymous deposit	Documents relating to Arosfa, Baglan Road, Port Talbot; marriage certificate between James Gwyn Thomas and Lucy Williams, 1906	1906-1947	1 bundle	
Bethania Welsh Baptist Church, Neath	Roll of Honour	n.d., c. 1918	1 item	D/D Bap 55/2/1

Creator/originator	Description	Dates	Extent	Reference number
Swansea Library	Photograph collection, comprising photographs of Swansea, Gower and the surrounding area, including buildings, churches and chapels, castles, beaches, parks, personalities, aerial views, ships and maritime, transport, schools, Second World War, Eisteddfodau, and of local streets	19th-21st century	31 boxes	SL PIC 1-24
Private donation	(Brian Simpson collection) photographs of past presidents of the Royal Institution of South Wales, and (donor's collection) photographs of Ynystanglws House, near Swansea	1980s-2000s	2 envelopes	
Private deposit	<i>The Gowertonian</i> magazines, 1937-1940; Dynevor School annual prize giving programme, 1970; Swansea Male Voice Choir programmes and tickets, 1970-1971; and admission card for the Prince of Wales' visit to Swansea, 1969	1937-1971	1 envelope	D/D Z 1154/1-8
Capel Gorphwysfa, Skewen	Minutes, accounts, membership records, baptism and marriage registers, annual reports, pictures, cradle rolls and roll of honour	1850-2013	1 carload	D/D CM 19

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Photograph album containing items relating to the life of Katie Irene James (1908-2000), and musical compositions and poetry by Arthur Morris James (1903-1930)	early 20th century	1 vol.; 1 bundle	
Swansea Library	'The Price we Pay' - a poverty profile of Swansea 1997	1997	1 vol	
Records of Strick & Bellingham, solicitors	Papers and deeds relating to the Telfourd and Major families	1856-1902	1 box	
Tabernacle Welsh Baptist Chapel, Cwmrhydyceirw	Roll of Honour for the First World War	1914-1918	1 item	D/D W/Bap 26/3
Private deposit	Swansea War Dead - Second World War Index and lists detailing name, rank, date and cause of death, cemetery and cemetery reference and age. Divided into sections: merchant navy, navy, air force, army and civilians. Compiled by Charles Wilson-Watkins.	2023	1 bundle	Searchroom library
Llanrhidian Higher Community Council	Minutes	2023	1 bundle	
Private donation	The Men of Mumbles Head: a poem by T. Idris Jones, c. 1903; Programme for a Grand Concert at Herbert Road English Baptist Church, Melincrythan, 1900	1900-1903	2 booklets	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Three photographs of Dunvant Junior School football and cricket teams. All have a list attached with the players' names.	1964-1966	3 photographs	D/D Z 1153/4-6
Devon Heritage Centre	3 titles deeds relating to Matthew Street, Swansea; ship's bill of sales; receipts	1829 - 1870s	1 envelope	
National Health Service	Plans for Continuing Care Unit, Morrision Hospital, Swansea	1979	1 bundle	
Merched y Wawr, Cangen Treboeth	Cofnodion cyfarfodydd Merched y Wawr, Cangen Treboeth, 1978-2017; Llyfr Llofion Cystadleuaeth Blwyddyn y Dathlu 50, 2016-2017; Lluniau dathliad Cangen Treboeth yn 50 oed (1970-2020) Lluniau o'r cwilt.	1978-2020	2 vols	
Killay ecclesiastical parish	Marriage registers for St Hillary's, Killay and St Martin's, Dunvant	1973-2021	3 vols.	
Ecclesiastical parishes of Swansea St Mary and Swansea St Matthew	St Mary's Church: marriage registers, 1989-2006 and 2012-2019, and St Matthew's Church: service register, 2000-2010	1989-2019	3 vols.	
Clydach Junior School	Log books	1994-2012	3 vols.	
Private deposit	Additional deposit of Morrision Orpheus Choir records including programmes, photos, subject folders, posters	late 20th - early 21st cent	4 boxes, 1 folder	