



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 June 2023
Time: 10.00 am
Chair: Louise Fleet

Agenda

	Page No.
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 Election of Vice Chairs for the Municipal Year 2023-2024.	
5 Report of the County Archivist.	4 - 13

Next Meeting: Friday, 15 September 2023 at 10.00 am (Port Talbot)

Huw Evans
Head of Democratic Services
Friday, 9 June 2023

Contact: Gareth Borsden - 01972 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	Ceri Phillips
Nia Jenkins	Susanne Renkes
Rhidian Mizen	

Members of Associated Organisations

Vacancy	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
	County Librarian

The table in the report showed the estimated position of both the Collections and Archive Training reserves as at 31 March 2023.

Members noted the report.

13 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period Dec 2022 - Feb 2023.

Use of the Service

He reported on the figures relating the use of the service via its various platforms both in person and online.

He outlined that the online figures were not available yet, due to a staff absence in IT, but could be circulated when received.

He detailed the progress made with regard to the lack of internet provision at the Mechanics Institute in Neath. He outlined that further discussions have taken place with the various companies involved and that a new router was due to be installed on Monday which should hopefully end the problems.

He outlined his gratitude to Craig Griffiths and his staff for their help and assistance in progressing the matter.

Outreach and Educational Activity

He outlined the sessions delivered by the school service during the quarter.

Fees and Charges for 2023/24

He referred to the table of fees and charges for the Service and detailed the percentage rise that will apply from 1 April 2023.

Resolved that the fees and charges for 2023/24 be approved.

Relocation of the Archives to the City Centre Hub

He outlined that work continues towards RIBA Stage 4. Actual works on site have yet to commence.

Modifications have been made to the design of the strongroom, mainly around the cooling of the space and the fact that dehumidifiers will also now be installed in order to assist the process of achieving BS 4971, which is a key issue to retain the ability to store certain public records.

He referred to the setting up of a feasibility study to assess and examine the potential 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.

Staff

He detailed that Bethany Amos has been appointed to the post of Archive Trainee on an initial 6 month contract, with the potential of an extension to this in September.

He referred with great sadness to the passing of Rosemary Davies, a long-serving member of staff who passed away suddenly in January.

Members of the committee warmly welcomed the appointment of the new Trainee and asked that the County Archivist pass on their deepest condolences to Mrs Davies family.

Professional Meetings and Training

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

He outlined that the Service has taken delivery of a dedicated PC for training in digital preservation. This will be a hugely important area going forward given the move away from paper to electronic records.

The service will have to adapt and progress their ability to store electronic records in the future.

Accessions of Archive Collections

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

14 Thanks

The Chair indicated that Sarah Perons had indicated she would be finishing on the committee, as she had resigned from her post in the Llandaff Diocese.

She thanked her for her contributions to the committee.

The County Archivist reported that Wayne John would shortly be retiring from his post of County Librarian in NPT.

The Chair and all present thanked Wayne for his contributions to the committee over many years, and asked that their best wishes be passed to him.

The meeting ended at 11.00 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

West Glamorgan Archives Committee - 16 June 2023

Report of the County Archivist

**The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2023**

1. Use of the Service

Statistics for March to May 2023

The number of members of public using the Service on-site, March to May 2023, was 718 and the total number reached by the Service on and off-site was 876.

Number of on-site visits at Swansea and Neath 718 (364) (figures in brackets represent the same quarter last year), comprising:

Swansea	444	(344)
Neath	34	(20)
Group visits	240	(0)
Number in audiences for off-site visits	158	(0)
Number of pupils reached by the Education Service	309	(0)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	876	(364)
Number of documents issued in Swansea	1,560	(2,095)
Number of documents issued in Neath	88	(71)
Number of post and email enquiries dealt with	513	(799)
Number of hits to the Archive Service website	1,922	(1,378)
Number of hits to the online catalogue	10	(906)
Number of hits to WGAS catalogues on the Archives Hub	19,353	(n/a)
Number of hits to NAS catalogues on the Archives Hub	1,065	(1,538)
Number of page views on Ancestry	111,521	(110,925)

The usage figures for 2022/23 are now available and are as follows:

Swansea	1,424
Neath	131
Group visits	407
TOTAL	1,962

Numbers using the archives in Swansea and Neath have continued to recover but are nowhere near the 4,957 recorded in 2019/20 immediately before the pandemic. However the 2022/3 figure is almost triple the previous year's figure of 679, (when social distancing was in place).

If we extrapolate this quarter's figures to estimate the 23/24 likely outcome, then we can anticipate a further rise to around 2,800.

Analysis of our Archives Card reader's ticket system allows us to analyse statistics of visits of those who have a reader's ticket (i.e. all users of original documents). Looking at the provenance of our researchers, for 2022/23 this comprises residents of:

Swansea	42%
Neath Port Talbot	16%
Rest of Wales	19%
England	20%
Overseas	3%

2. Outreach and educational activity

The Archives annual report for 2022/23 went online at the end of May at <https://www.swansea.gov.uk/countyarchivistannualreport> Local history articles were contributed by a number of staff and by Catrin Stevens of Women's Archive Wales.

Service to schools

Archive staff have delivered education sessions to the following schools during the quarter:

Bryn Tawe
Glyncollen
St Thomas
Townhill

Several sessions have also been run for students of Swansea University.

Talks to groups

Archive staff have delivered talks to the following groups during the quarter:

Pantygwydr Baptist Church
Renew Mind Centre
Twentieth Century Society

The Glamorgan Family History Society, Swansea branch, have moved their monthly meetings to the Family History Centre. Archive staff have delivered talks to the group about family history resources available in the archives.

3. 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 and can achieve the Accreditation Standard. Detailed discussions for the storage area are underway, with Welsh Government and The National Archives, to resolve all outstanding concerns.

The feasibility study for a regional archive facility has proceeded during the quarter, with an initial report being presented on 31st March. The second phase of the study is due to end in mid-July.

4. Staff

Don Rodgers retired from the post of Archives Assistant at the end of March and David Morris, Archivist, resigned in order to take early retirement in April. The Service is therefore carrying several vacancies and this has hampered efforts to return to our pre-covid opening hours, which involve restoring lunchtime opening in Swansea and increasing opening hours in Neath.

5. Professional meetings and training

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

Archives and Records Council Wales
South Wales Record Society Committee
Wales Broadcast Archive project team
Welsh County Archivists Group

Anti-racism and Black history in the Curriculum for Wales
'Dig where you Stand': a case study of curating collections to explore the historic presence of Black people in British society
Introduction to digital preservation
Improving the user experience for web pages

6. Accessions of archive collections

A comprehensive list of archives received during the period March to May 2023 is attached at Appendix 1.

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

ACCESSIONS OF ARCHIVES
March-May 2023

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Port Eynon ecclesiastical parish	Register of Marriages, St. Cattwg's Church, Port Eynon.	1997-2016	1 volume	P/119/CW/105
Clydach and Ystalyfera ecclesiastical parishes	Register of Services, Eglwys y Ddrindod, Ystalyfera, 1938; Register of marriages St. Michael and All Angels Trebanos, 2006-2019 and Register of marriages St. Mary's Clydach, 2014-2019.	1938-2019	3 volumes	P/329/CW/40; P/302/CW/94-95
Private donation	Photograph of Swansea and District Shiplovers' Society dinner held in the Merchant Navy Hotel, St Helen's Road, Swansea, 22 May 1955. Includes event speaker Captain William Storm Harrison, second from right, in the nearest row facing the camera. Also includes copy South Wales Evening Post articles about the occasion, and another naming several prominent society members, 3 June 1954.	1954-1955	1 photograph, 2 papers	D/D Z 817/7/1-3
Llanrhidian Higher Community Council	Minutes and Agenda	March 2023	1 items	P/111/45

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Bequest from the estate of Brian Simpson. Includes photographs of staff at Lloyds Bank, Wind Street/Temple Street; photographs of Swansea Chamber of Commerce members; bundle of notes relating to Private R A Simpson; bundle of papers relating to Richards Turpin (Shipping) Ltd.; bundle of miscellaneous papers.	1916-1990	1 large bundle	D/D Z 1114/73-84
Ecclesiastical parish of Rhossili	Marriage register	1997-2011	1 vol.	P/121/CW/34
City and County of Swansea Finance: Pensions	Stock certificates; Stock Registers; correspondence.	1974-1983	2 vols; 2 small bundles	
Merched Y Wawr Pontarddulais a'r Cylch	Minutes, agendas, correspondence, accounts	1975-2020	1 crate	WAW 48/1/1-48/3/1
Neath Port Talbot County Borough Council Electoral Services Section	Register of Electors 2023	2023	2 files	CB/NPT RE 46-47
Private donation	Records relating to Swansea Metropolitan University. Including research notes and finished project on the history of SMU and all the colleges and institutions that made up the university's history.		1 box, 1 file and 1 bag	
Private donation	Three photograph albums of Communication Workers Union Swansea at meetings, rallies and parties.	c. 1970s-2007	3 albums	

Creator/originator	Description	Dates	Extent	Reference number
City and County of Swansea, Natural Environment Section	Designation map and order of the Gower AONB, 1956, management plans 1973-2006 and history 2005	1956-2006	1 box	CC/S NE 1/1-9
Llanrhidian Higher Community Council	Minutes	Mar. 2023	1 file	P/111/45
Penrice ecclesiastical parish	Marriage register	1971-2007	1 vol.	P/118/CW/17
Ystalyfera ecclesiastical parish	Registers of baptisms, banns, services and confirmations	1955-2022	5 vols	P/329/CW/41-45
Private donation	Waunarlwydd Coronation Festivities Souvenir Programme for the Coronation of King George VI and Queen Elizabeth	May 12th 1937	1 leaflet	D/D Z 1156/1
City and County of Swansea, Planning Department	Slides of Kilvey and Lower Swansea Valley construction work	1970s-1990s	1 file	CC/S PI 11/1
Private depositor	Transit and Commerce - antiquarian book with references to the Mumbles Railway	1907	1 vol.	D/D Z 839/19
Private deposit	Photographs of Grove House, Alexandra Road (1960s); the Strand [c.1930s]	1960s-1930s?	2 items	
Private donation	Correspondence relating to property in Alfred Street, Neath and Mr Morgan Reynolds Morgan.	1922-1927	4 papers	D/D Z 1137/2
Port Eynon Parish Council	Minute book	1894-1936	1 vol.	P/119/2a
Private donation	Photographs of staff and pupils at Clevedon College, Swansea, and bundle of deeds of properties in	1857-1973	1 bundle, 1 envelope	D/D Z 1159/1-4
High Sheriff of West Glamorgan	Declarations and warrants of Alan Brayley as Sheriff and Andrew Meech as Under Sheriff of West Glamorgan	2023	4 papers	HS/W 50/1-4

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Various photographs of family members and local views; booklets relating to local churches	1840s-2000s	1 bundle	D/D Z 1157/1-34
Private donation	Grand Theatre poster	1909	1 paper	D/D Z 1161/1/1
Ecclesiastical parish of Swansea St. Mark	Marriage Register	5 June 1971-4 June 1994	1 vol.	P/106/CW/104
Ecclesiastical parish of St. John-juxta-Swansea	Marriage Register	15 Apr. 1971-21 Apr. 2021	1 vol.	P/322/CW/60
Private donation	Brochure for housing development Ferrara Quay, Swansea Marina. Includes price list, floor plans and general specifications of the properties available.	1987	1 envelope	D/D Z 1158
Swansea Council	Brochure for the Ceremony to mark the Honorary Freedom to Swansea branch of the Merchant Navy Association, held at The Guildhall, 22 July 2022	2022	1 leaflet	CC/S CE 12/8
Messrs Strick and Bellingham, solicitors	Bundles of pre-registration title deeds relating to various properties in Swansea and surrounding area.	1860s-1970s	16 small bundles	D/D SB 32/15-30
Powys County Council	Rhaglen a chofnodion Henaduriaeth Gorllewin Morganwg, Tabernacle, Penclawdd Mehefin 15, 1950; Cyfarfodydd Sefydlu Eglyws Annibynol Danygraig Pontardawe, 13-14/11/1946, published by W. Pugh, Pontardawe.	1946-1950	2 leaflets	D/D Z 12/5-6

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Oral history recordings conducted with residents in Cwmafan; books about, owned by and connected with D. Afan Thomas, and singing culture in the Afan Valley	19th-21st cent.	5 vols.; 1 tape, 1 digital video file	T 36/2-3;
Clive Reed Collection	Documents, photographs, histories associated with the Swansea Canal and industries in the Swansea Valley; video recording of Pontardawe Festival dance team, c.1998; Cassette recording of a lecture by Clive Reed on the development of Pontardawe, 1994.	1982-1994	3 bundles	D/D Z 80/329/1-17
Swansea Labour Left	Minutes	2017-2023	6 bundles	Lab/SLL 1/14-19
Private donation	Order for service of thanksgiving in celebration of the coronation of his Majesty Charles III at St Mary's Church, Swansea	30 Apr. 2023	1 booklet	D/D Z 168/17
John Milner Collection - Afan Valley Project	Reports and maps in relation to the Afan Valley Project, a proposed narrow gauge railway	1980s	5 items	D/D Z 1160/1-5

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Various documents relating to the depositors family. Includes Daily Post leaflet regarding general strike, 1926; War Damage Contribution bill; Civil defence enrolment form; Plasmarl Council Boys School photograph, 1913; information on Mr and Mrs Elias Parry of Canal Cottage Plasmarl; 100 years of Lewis Lewis booklet; photographs and correspondence relating to Catherine Jones; Swansea Empire Programmes; University of Wales Latin and Grammar Matriculation Examination and church and chapel booklets.	1915-1943	1 file	
Strick and Bellingham, Solicitors	Pre-registration title deeds for properties in Swansea	19th-20th century	8 bundles	D/D SB 32/31-38
Private donation	35mm slides taken by G. Elfed Jones of Swansea and the surrounding area. Most slides are identified and dated.	1959-1973	1 small slide box	D/D Z 1142/3
Private donation	Papers relating to Fabian's Bay Congregational Church, Balaclava Street: chapel magazines, financial statements	1951-1995	1 bundle	D/D E/Cong 13/2-4
Private donation	Papers relating to Margaret Excell (later Davies) of 26 Inkerman Street, St Thomas and her work as a midwife: register of cases.	1919-1945	1 bundle	D/D Z 1163
Neath Rural District Council	Minutes	1929-1974	43 vols	NL RD/N 210-252

Creator/originator	Description	Dates	Extent	Reference number
Great Western Railway Engineers' Department, Neath	Boxes of staff record cards	mid-20th century	2 boxes	D/D Z 1164/1
Charles Morgan papers	Watercolour painting by Charles Morgan, showing Penmaen Rectory	c. 1832-1833	1 watercolour painting	
Strick and Bellingham, Solicitors	Pre-registration title deeds of properties in South Wales	1859-2000	11 bundles	D/D SB 32/39-49
Private donation	Negatives for photographs in D/D Z 1142/1		2 items	D/D Z 1142/2