



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, 15 September 2023

Time: 10.00 am

Chair: Louise Fleet

Watch Online: <https://bit.ly/3KOSRjn>

Agenda

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2 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
3 Election of Vice Chairs for the Municipal Year 2023-2024.	
4 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 3
5 Report of the County Archivist.	4 - 13

Next Meeting: Friday, 15 December 2023 at 10.00 am (Swansea)

Huw Evans
Head of Democratic Services
Friday, 8 September 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	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

Chris Saunders	Head of Culture, Leisure, Heritage and Tourism
Clare Davies	Library Services Manager

Agenda Item 4



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Friday, 16 June 2023 at 10.00 am

Present: Louise Fleet (Chair) Presided

Councillor(s) - Swansea

J E Pritchard

Councillor(s) – Neath Port Talbot

W Carpenter

S Renkes

C Phillips

Associated Organisations

Andrew Dulley

Diocese of Swansea & Brecon

Janet Watkins

Neath Antiquarian Society

Officer(s)

Gareth Borsden

Democratic Services Officer

Kim Collis

County Archivist

Craig Griffiths

Head of Legal - NPT

Chris Saunders

Head of Culture, Leisure, Heritage and Tourism - NPT

Apologies for Absence

Councillor(s) - P M Black, L R Jones, E J King, R Mizen & R V Smith and Dr L Miskell & T McNulty

1 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by both Authorities, the following interest was declared:

Andrew Dulley – Item 5 – personal.

2 Welcome/Thanks.

The Chair indicated that following a revision to portfolio responsibility in NPT Council, Craig Griffiths had indicated he would be attending his final meeting today.

She thanked him for his contributions and advice to the committee over the years.

She also welcomed Chris Saunders, Head of Culture, Leisure, Heritage and Tourism to his first meeting.

3 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 24 March 2023 be approved as a correct record.

4 Election of Vice Chairs for the Municipal Year 2023-2024.

Resolved that the election of the Vice Chairs be deferred to the next meeting.

5 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period March – May 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 use of the service is steadily rising following the pandemic and the various lockdowns.

He outlined that the Wales Broadcast Archive is due to be launched on July 11th, and he would look to arrange a visit for committee members to view the facility at the civic centre in due course.

He outlined a breakdown of the statistics of where people are from that use the service, which is obtained via the Archives Card reader tickets.

He referred to IT issues that have been experienced at the Mechanics Institute due to the age of the computers there, which had to be replaced due to potential security issues. This should be rectified very soon, and new machines installed.

Following a question from Janet Watkins regarding the usage statistics, he indicated he would happy to include the visitor numbers at the mechanics institute for when the facility is open and staffed by the Antiquarian Society's volunteers. These would though have to be recorded separately from when archives staff are present due to reporting regulations.

The issue of the decline in family history enthusiasts attending both the Civic Centre and Mechanics Institute was discussed along with the factors affecting the issue.

Outreach and Educational Activity

He referred to the publication of the service's annual report which went online at the end of May.

It can be found at <https://www.swansea.gov.uk/countyarchivistannualreport>

The number of schools to whom staff have delivered educational sessions was outlined.

Several sessions were also held for Swansea University students, and staff also delivered talks to various different groups during the quarter.

Relocation of the Archives to the City Centre Hub

He detailed that work remains ongoing and continues to evolve the design of the new facility in Swansea city centre to ensure it complies with British Standard 4971.

He detailed the input of both Welsh Government and the specialist external advisor Chris Woods which have led to the installation of 2 additional pieces of equipment, namely one to remove excess humidity and another around an automatic cooling system.

He referred and detailed the Accreditation process the service will have to go through at the new facility.

Staff

He outlined that the service had lost 2 members of staff in recent months, which has affected the ability to deliver a full service in both Swansea and Neath.

He outlined that the process of recruiting replacement staff is ongoing.

Professional Meetings and Training

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

Accessions of Archive Collections

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

The meeting ended at 10.47 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 - 15 September 2023

Report of the County Archivist

The purpose of this report is to
outline the work of the
Archive Service during the period
June to August 2023

1. Use of the Service

Statistics for June to August 2023

The number of members of public using the Service on-site, June to August 2023, was **455** and the total number reached by the Service on and off-site was **560**.

Number of on-site visits at Swansea and Neath 455 (408) (figures in brackets represent the same quarter last year), comprising:

Swansea	406	(384)
Neath	40	(24)
Group visits	9	(0)
Number in audiences for off-site visits	105	(0)
Number of pupils reached by the Education Service	105	(0)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	560	(408)
Number of documents issued in Swansea	1476	(1,023)
Number of documents issued in Neath	67	(29)
Number of post and email enquiries dealt with	691	(562)
Number of hits to the Archive Service website	n/a	(2,178)
Number of hits to the online catalogue	n/a	(20)
Number of hits to WGAS catalogues on the Archives Hub	15,394	(20,893)
Number of hits to NAS catalogues on the Archives Hub	851	(990)
Number of page views on Ancestry	100,053	(86,300)

Additionally, a further 104 people attended the Neath Mechanics Institute during the quarter at sessions run by the NAS outside of the Monday WGAS opening.

2. Outreach and educational activity

Service to schools

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

Birchgrove Comprehensive School Swansea

Talks to groups

The Service continues to deliver a monthly session for the Glamorgan Family History Society Swansea branch.

There have been no other talks to groups during the quarter, which is traditionally a quiet one because of the summer break.

3. Relocation of the archives to the City Centre Hub

Work continues on the design of the new archive storage area to ensure that the City Centre Hub facility meets British Standard 4971 and can achieve the Accreditation Standard. As part of the process of Value Engineering, a number of revisions have been made to the design which are yet to be approved by Welsh Government and The National Archives. A meeting around this was held on 7th September, with another meeting scheduled shortly addressing points made by WG and TNA during that meeting.

The feasibility study for a regional archive facility referred to in previous meetings was completed in August and the report has been finalised. It will be presented in the first instance to members of the City Regeneration Team who commissioned the work.

4. Grant awards relating to the move

Preparation for the move of premises is proceeding according to a 14-point plan agreed with Welsh Government and our external advisor from the National Conservation Service. Eight of the actions are ones which the Archives team can pursue in preparation for the move. They are:

1. Increase environmental monitoring in order to be able to synchronise environmental conditions in the old and new strongrooms
2. Increase pest monitoring to ensure that no insects are transferred between strongrooms
3. Carry out a Preservation Assessment Survey to assess the current physical state of the collections and develop an improvement action plan
4. Carry out an exercise with Benchmarks 3: Conservation Planning Tool
5. Improve the packaging for audio and film material originals with more suitable (sealed airtight) boxes
6. Improve the packaging for all photographic material, and arrange for the digitisation of the glass slide collection

7. Identify and centralise all the digital (and digitised) material held in the archives
8. Obtain a revised valuation for the collection prior to arranging insurance for its move

With regard to 3. above, WGAS obtained a 90% grant from Welsh Government to carry out a preservation assessment survey, which was carried out in August.

With regard to 6. above, WGAS has obtained a 50% grant from Welsh Government to digitise the glass slide collection (comprising just under 7,000 slides). This digitisation work will start shortly,

Work on 8., the valuation of the collection, and 5., the repackaging of the audio and film collection will also start in the autumn.

5. Staff

In terms of staff resource, the Archive Service is a small service of 7.5 FTE staff, hence any loss of staff has a more than average effect on the ability of the Service to meet its commitments. The two vacancies reported on in June have been filled in the last quarter. Anne-Marie Gay was promoted from Archive Assistant to the vacant post of part-time Archivist (leaving another gap). Peter Neville was redeployed from the Test Trace and Protect Team to the vacant post of part-time Archive Assistant.

The Service is now almost back to full strength and is looking to recruit one more Archive Assistant before restoring lunchtime opening in Swansea and its two-day-a-week opening hours in Neath. This will bring the weekly opening hours in two locations back from 36 to 46 hours per week.

5. Professional meetings and training

Archive staff have attended a number of professional working groups and undertaken training during the quarter (all meetings online) as follows:

Archives and Records Council Wales
Chief Archivists in Local Government Group Executive
Wales Broadcast Archive project team
Welsh Digital Preservation Consortium

'Developing audiences for archive services' (training hosted by The National Archives)

Along with the Head of Leisure, Tourism, Heritage and Culture and other NPT officers, the County Archivist attended a tour of the Mechanics Institute and the NAS archive collections given by officers of the Neath Antiquarian Society.

6. Accessions of archive collections

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

Interesting items sometimes turn up amongst material received some time ago which had not been processed and this has been the case this quarter in clearing out a basement storeroom in Swansea Guildhall used for archive material awaiting transfer to the main strongroom. The newly-rediscovered file contains completed forms recording the distinguishing features of unidentified corpses recovered during clearing up operations after Second World War air raids on Swansea prior to their transfer to the mortuary. It is an unusual if gruesome addition to our resources on this traumatic period in the city's history.

Contact Officer: Kim Collis, County Archivist

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ACCESSIONS OF ARCHIVES
June-August 2023

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Sketty Ecclesiastical Parish	Marriage registers	1984-2015	3 vols	P/316/CW/290-292
The Lord Mayor of the City and County of Swansea	Programme for the inauguration of Councillor Graham Thomas as Lord Mayor of Swansea.	19 May 2023	1 booklet	CC/S CE 11
City and County of Swansea	Plans of the Quadrant development, town centre, aerial photographs of Gower	1940s-2000s	2 bundles	CC/S NC 3a-g (aerials); CC/S PI 8/35-38
Royston Kneath Collection	Three glass slides of a blitzed Holy Trinity and an unidentified building, c.1941; large backed photograph of the Head Department of the National Shell Factory, Landore, c.1916	c.1916-1941	3 glass slides; 1 photograph	
Private deposit	Deed of property, no. 2 Hall Terrace, Goitre Road, Dunvant	1916	1 parchment file	D/D Z 1171/1
Private donation	Personal research papers, copies of documents, publications and personal appointment diaries of the donor, relating to his research interests and published articles, and to his career as an Anglican clergyman	1950s-2020s	1 carload	
Private donation	Programmes for cymanfaoedd canu taking place in Pontarddulais	mid-late 20th century	1 bag	D/D Z 1180/1-67
St John-juxta-Swansea ecclesiastical parish	Register of services	1987-2007	1 vol.	P/106/CW/105

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Records relating to Rachel Ellen Jones, Swansea pharmacist. Including her certificate of qualification, photographs in the Swansea Hospital pharmacy, biographical notes written by Richard Jones and facsimile copies of House Committee minutes of the recruitment of her role at Swansea Hospital.	1900-1952	1 envelope	D/D Z 1093/6-10
Private donation	Diary and letters of Derek Harper	1940s-2000s	1 vol; 1 bundle; 2 papers	D/D Z 1084/16-18
Llanrhidian Higher Community Council	Minutes and Agendas	May-June 2023	1 bundle	Add to P/111/45
Private Donation	West Glamorgan Presbytery collection fund for the poor of the world and induction service for Aenon English Baptist Church	1955-1971	1 bundle	D/D Z 1172/1-2
Swansea Library	Maps of Swansea, including Harbour and Docks	1827-1919	16 plans	SL PI 1-16
Swansea Library Collection	Records from the rare books cupboard. Detailed list attached to paperwork	1795-2000	1 box	SL 65/1-19
Private Donation	Clych mam a'i Phlentyn a Chylch Chwarae Casllwchwr, scrapbooks of the group including photographs of activities, financial papers and news articles and a selection of calendars of old Loughor and Gorseinon.	1980-2001	2 files and 1 envelope	D/D MM 1/1-2
The Gower Society	Minutes, Programmes, and Newsletter	May 2022-October 2023	1 bundle	D 56/18/1
Landore ecclesiastical parish	Newsletters 1970-1980; parish history 2003	1970-2003	1 bundle	P/309/CW/77

Creator/originator	Description	Dates	Extent	Reference number
Neath Port Talbot Mayor's Parlour	Book of Condolence: HRH The Prince Philip, Duke of Edinburgh, 2021; The Queens Platinum Jubilee Book of Celebration: HM The Queen Elizabeth II, 2022; Book of Condolence: HM The Queen Elizabeth II, 2022; and associated tributes left at Neath, Port Talbot and Pontardawe, 2022	2021-2022	1 box	CB/NPT M 1-2
Private donation	Cassette tapes of local choirs	1980s-1990s	23 cassette tapes; 1 VHS	D/D Z 1183/1-18. All cassette tapes are also available as digital recordings in MP3 format
Private Donation	Papers of Jack and Gwyneth Davies relating to RISW, Pennard Church, other Swansea related documents	20th century	1 box	
City and County of Swansea, Planning Department	Definitive Map and Statement	2023	23 plans, 1 vol.	
Private donation	Miscellaneous printed ephemera	1889-1924	4 items	D/D Z 1166/3-7
Private Donation	Memorial plaques St. Marks Church Waun Wen	1920-1929	2 brass plaques	
Royal Institution of South Wales	RISW newsletter	2023	1 booklet	RISW X 2/4
Private donation	Photographs of workers at Middle Banks works; "The Story of Old Middle Bank Works, Upper Bank and White Rock by T. H. Williams, 1951; handwritten and typescript copies of speeches given by T. H. Williams to Pentrechwyth Congregational Church Young People Guild on musical life in Pentrechwyth, 1953 and 1954.	c1920s-1954	1 bundle	D/D Z 1174

Creator/originator	Description	Dates	Extent	Reference number
The Old Dy'vorian Association	The Old Dy'vorian magazine	2023	1 vol.	E/Dyn Sec X 2/18
Calfaria Welsh Baptist Church, Skewen; Adulum Welsh Baptist Church, Bonymaen; Soar Welsh Independent Church, Loughor	Chapel records, including accounts, membership lists, minutes, photographs	19th-21st cent.	3 boxes; 2 bags and a tray	D/D W/Bap 29/2/1-29/9/4; D/D W/Bap 46/1/1-46/4/2; D/D Ind 57/1/1-57/4/2
Swansea War Library	The Prince of Wales Hospital for Limbless Sailors and Soldiers at Cardiff	1918	1 booklet	
Private donation	Newscuttings book covering local Swansea events and news	1906-1909	1 vol.	
Private donation	Several folders of research, notes and information on the history of regattas and yachting in the Bristol channel. The folders include research notes, newspaper cuttings, regatta programmes, articles. Also a file of Ronald Austin's correspondence regarding the history of yachting.	20th Century	2 boxes	
Private donation	Notes written by Dr R Austin in preparation for his History of Bristol Channel Yacht Club	20th cent.	11 folders	
Swansea Reference Library	A volume of local photographs belonging to "Reverendo Johanni Young", of Bishop Gore School. And a letter inside the volume, signed by Anne Shortland-Jones, dated 26 March 1985 on Eton College headed paper, the volume was presented to her great grandfather Rev. John Young on his retirement.	1895	1 vol.	SL 67/1

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Class photograph of Hafod Secondary Modern School, teachers and pupils are named on reverse.	1970s	1 item	D/D Z 1179/1a-b
R.J. Thomas (solicitor)	Plans of Gwaun-Cae-Gurwen Colliery boundaries and workings, superimposed on OS plans	1900-1926	3 plans	D/D Xdf 1-3
Jazz Heritage Wales	Collection of tape recordings relating to Jazz Heritage Wales	1988-2006	28 cassette tapes	
Private donation	Conveyance of lands, Swansea	1891	1 parchment; 1 paper	D/D Xbt 3
Private donation	Papers relating to Penrice Castle, Gower. New Building Works	n.d.	1 vol; bundle; 1 envelope	D/D Xbt 12/1-6
Private donation	Postcard of Cwmdonkin Park, Swansea; Map of Swansea and the bay	c. 1860-1900	1 postcard; 1 plan	D/D X 84/5-6
Women's Archive Wales	Eunice Stallard, tape and transcript of interview with additional notes and comments, photographs	2020s	1 folder	WAW 51/1-7
Private donation	Lewis and David Foundry, Port Talbot. Photograph of Edward Lewis and W Lewis, foundry owners	n.d.	1 photograph	D/D Z 1177/1
Private donation	Underlease of land at Pentre Estyll, Llangyfelach.	1883	1 parchment	D/D Z Z1147/2
Private donation	Eluned Mair Mackender collection: papers collected by family members including Swansea Field Naturalists and Scientific Society; Swansea Grammar School papers; Neath Abbey postcard	n.d.	1 file	D/D Z 1142/4-9
Private donation	Annual reports of Gellionen and Graig Unitarian Chapels	1914, 1933	2 booklets	D/D Z 1176/1-2
Private donation	Colliery area plan of Briton Ferry	1900	1 plan	D/D Z 1178/1

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Avon Colliery pithead baths plans	n.d.	1 roll of 41 plans	D/D PRO/NCB 2/527
Strick & Bellingham, solicitors	Bunel of pre-registration title deeds relating to various properties in and around Swansea	1858-2003	1 large bundle	D/D SB 32/50-55
Private donation	Photograph of Pentrechwyth AFC	1907-1908	1 photograph	D/D Z 1181/1
Private Deposit	Concert Programmes relating to Tabernacle Chapel Morriston	1905-1976	1 bundle	D/D Z 1154/9-22
Royal Institution of South Wales	Newsletter: Summer; Programme of events	2023	1 booklet; 1 paper	RISW X 2/4; 6/1
Private donation	Research notes and papers relating to sites of geological interest in the Swansea area.	1990s-2000s	1 bundle	
Morriston ecclesiastical parish	Marriages	2014-2018	1 vol.	P/312/CW/115
Private deposit	Waun Anthracite Colliery Company Minute Book	1941-1942	1 volume	
David Ingram & Harvey	Pre-registration title deeds.	1911-2021	1 bundle	
Anonymous deposit	Burial Authority Dulais Higher Parish Council, Bryn-y-bedd Cemetery cash book, 1925-1956; The Colliery Pioneers of the Dulais Valley compiled and written by the Rev. Edmund Davies, Congregational Minister, Seven Sisters, 1923	1923-1956	2 vols	