



City and County of Swansea

## Minutes of the **West Glamorgan Archives Committee**

**Multi-Location Meeting - Gloucester Room, Guildhall / MS**

**Teams**

**Friday, 15 December 2023 at 10.00 am**

**Present:** Louise Fleet (Chair) Presided

### **Councillors - Swansea**

P M Black  
R V Smith

L R Jones

E J King

### **Councillors – Neath Port Talbot**

W Carpenter  
S Renkes

R Mizen

C Phillips

### **Associated Organisations**

Louise Miskell

Swansea University

### **Officer(s)**

Gareth Borsden  
Kim Collis  
Becky Jones  
Tracey McNulty  
Chris Saunders

Democratic Services Officer

County Archivist

Facilities Manager

Head of Cultural Services

Head of Culture, Leisure, Heritage and Tourism - NPT

### **Also present**

Andrew Gardner  
Luc Blackmore

Kier Construction

Kier Construction

### **Apologies for Absence**

C Davies, A Dulley and J Watkins

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## **11 Disclosures of Personal and Prejudicial Interests.**

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

## **12 Minutes.**

**Resolved** that the Minutes of the West Glamorgan Archives Committee meeting held on 15 September 2023 be approved as a correct record.

### **13 Archive Relocation - Update of Design Team.**

Andrew Gardner and Tracey McNulty verbally updated Committee on the current position relating to the new Y Storfa facility which is being developed in Swansea City Centre.

The aim is that the new facility will open in spring 2025 and the contractors are currently on site and involved in the strip out/demolition phase of the project.

They outlined that Chris Woods of the National Conservation Service has been involved at each stage of the development and design of the archive aspects of the building and has given expert advice on a wide range of topics including physical and electronic security, fire and environmental conditions.

The issues and timescales around the aim of achieving the BSI standards and the aim of getting the service reaccredited were detailed. Staff would be given the appropriate training to oversee the efficient operation of the strongroom.

The amendments and revised layout of the searchroom and proposed management arrangements relating to the issues around the monitoring of the strongroom were explained and outlined in detail.

Members of the Committee asked various questions of the officers regarding the update and the proposals for the building who responded accordingly.

A site visit to the facility would be arranged for all members of the Committee in due course.

The Chair thanked the officers for their updates and outlined that a site visit would be welcomed.

### **14 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 2023.

#### Relocation of the Archives to the Y Storfa - City Centre Hub and Other Project Work

Further to the verbal update provided earlier in the meeting, the County Archivist provided an update on the revised plans for the searchroom following agreement to remove the document lift.

The revised plans were displayed to the Committee.

He outlined that he believed the new revised layout was a great improvement on the previous version as it is now larger in size and incorporates increased numbers of PCs, a coat/bag storage area and room for a small sales outlet.

He detailed the amendments made regarding the redesigning of the searchroom and relating to the use of the staff lift between searchroom and strongroom. He indicated that management arrangements agreed so that only archives staff would be in the lift when transporting documents to and from the strongroom.

Tracey McNulty concurred that the new design is an improvement and should add value to Y Storfa. The new searchroom, in association with the other facilities in the building like the new library, citizens advice, meeting rooms etc should hopefully increase both footfall and 'dwell' time.

The County Archivist also outlined that the National Conservation Service had provided training to staff relating to the photographic collections held by the Service.

#### Use of the Service

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

#### Outreach and Educational Activity

He reported that two schools have received sessions during the quarter and sessions have also been run for students of both Swansea University and University of Wales Trinity St David.

Staff have also provided talks to three groups and organisations during the quarter.

He had attended various different events during the quarter and outlined that the service continues to run a monthly session for the Glamorgan Family History Society, Swansea Branch.

#### Staff

He reported that the new Archives Trainee Ffion Kidwell had started on 5<sup>th</sup> December. The filling of the post has allowed the service to resume its two day opening at the Mechanics Institute in Neath alongside volunteers from the Neath Antiquarian Society.

#### Professional Meetings and Training

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

#### Accessions of Archive Collections

The County Archivist detailed the various archives received by the Service during the quarter.

The meeting ended at 11.07 am

**Chair**