



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, 15 December 2023
Time: 10.00 am
Chair: Louise Fleet

Watch Online: <http://tiny.cc/WGAC12>

Agenda

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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 - 4
4 Archive Relocation - Update of Design Team. (Verbal)	
5 Report of the County Archivist.	5 - 12

Next Meeting: Friday, 15 March 2024 at 10.00 am (Port Talbot)

Huw Evans
Head of Democratic Services
Friday, 8 December 2023

Contact: Gareth Borsden - 01792 636923

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	Cen 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 3



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

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

Friday, 15 September 2023 at 10.00 am

Present: Louise Fleet (Chair) Presided

Councillor(s) - Swansea

P M Black

L R Jones

R V Smith

Councillor(s) – Neath Port Talbot

W Carpenter

R Mizen

C Phillips

N Jenkins

Associated Organisations

Andrew Dulley

Diocese of Swansea & Brecon

Janet Watkins

Neath Antiquarian Society

Officer(s)

Gareth Borsden

Democratic Services Officer

Kim Collis

County Archivist

Clare Davies

Library Services Manager - NPT

Apologies for Absence

Councillors E J King and Renkes and T McNulty & C Saunders

6 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 4 – personal.

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

Resolved that Councillors R V Smith and C Phillips be elected Vice – Chairs of the Committee for 2023-2024.

8 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 16 June 2023 be approved as a correct record.

9 Matters Arising

The County Archivist reported that unfortunately the launch of the Wales Broadcast Archive had been further delayed for various issues.

He outlined that the likely launch date will now be in October, and the Clip Corner situated in the Archive Service in the Civic Centre, Swansea is likely open at the same time as the facility in the South Wales Miners Library in Swansea University.

10 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 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. The factors around this had been discussed and debated at many previous meetings.

Staff

He reported that since the last meeting Anne-Marie Gay had been promoted to the part time Archivist post and Peter Neville had been appointed to the part-time Archive Assistant position.

The service is looking to recruit a further Archive Assistant which bring the service back up to a full complement of staff and enable the lunchtime re-opening in Swansea and the two day a week opening in Neath. This will return the opening hours of the service to 46 hours from 36 per week.

He outlined that online access to the 1921 Census will shortly be provided at the Mechanics Institute in Neath as well as in the searchroom in Swansea.

Outreach and Educational Activity

Staff delivered an educational session to one school during the quarter.

Monthly sessions were also held with the Glamorgan Family History Society Swansea Branch who now meet regularly in the Family History Centre.

Grant Awards Relating to the Move

He outlined that preparation continues towards the 14-point removal plan agreed with Welsh Government and the external advisor from the National Conservation Service.

He detailed the work ongoing in the 8 main areas that Archives staff are pursuing in preparation for the move, including increased environmental monitoring; pest monitoring; carrying out a preservation assessment survey; improving the storage of the audio and film collections; and digitisation of the glass slide collections.

He outlined the grants from Welsh Government that the service has received towards the achievement of certain elements of the work.

Relocation of the Archives to the City Centre Hub

He outlined that work continues on the design of the new archive storage area in the City Centre Hub towards achieving BS 4971 standard, which has recently been given the name "Y Storfa".

RIBA Stage 4 has now been passed, but a number of revisions have been made to the project since the last meeting following a value engineering exercise, which is standard practice on large schemes now to look at inflationary pressures, building costs etc.

A number of proposals and modifications to the original scheme resulting from the exercise are still being considered and evaluated by both Welsh Government and the National Archives. The process of dialogue and clarification on the revisions is ongoing currently between the contractors and the two bodies above.

The main revisions are that the searchroom has been relocated to the first floor and a staff lift would be used to transfer documents between the searchroom and strongroom. A strategy to overcome any issues with this is currently being developed and isn't anticipated to cause any operational problems.

The other main change is that the plenum or cavity around the strongroom, which was planned to be cooled/heated as necessary has been removed. Direct intervention in the strongroom via air conditioning is now planned. He outlined both his concerns and those of the expert from the National Conservation Service regarding these proposals, particularly an issue relating to humidity control, which it is proposed would be manually controlled.

The opinion of the expert from National Conservation Service on this revision was related to the committee. He outlined that the decision on the proposed revisions would ultimately be for Welsh Government and the National Archives and not the service, and that decisions made now may affect our re-application for full Accreditation.

The Chair and Members asked questions and made comments around the revised proposals and outlined their concerns relating to the issues raised around the integrity of strongroom and its potential implications on the accreditation for the service going forward.

He outlined that the feasibility study for a new regional archives facility as discussed in previous meetings has now been finalised and will be presented shortly to the City Regeneration Team initially, who are the body that commissioned the work. The study will hopefully be available for the committee to view in the future.

Professional Meetings and Training

He outlined 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. He reported that the discovery of a mortuary file dating from the time of the Second World War and the Blitz on Swansea had been featured in a recent Wales Online article.

The meeting ended at 10.51 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
15 December 2023

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

1. Use of the Service

Statistics for September to November 2023

The number of members of public using the Service on-site, September to November 2023, was **548** and the total number reached by the Service on and off-site was **987**.

Number of on-site visits at Swansea and Neath: 548 (534) (figures in brackets represent the same quarter last year), comprising:

Swansea	364	(379)
Neath	123	(40)
Group visits	61	(115)
Number in audiences for off-site visits	439	(0)
Number of pupils reached by the Education Service	363	(108)
Numbers reached at special events	100	(100)
Total numbers reached on and off-site	987	(634)
Number of documents issued in Swansea	1,874	(2,130)
Number of documents issued in Neath	62	(32)
Number of post and email enquiries dealt with	617	(575)
Number of hits to the Archive Service website	2,492	(2,034)
Number of hits to WGAS catalogues on Archives Hub	n/a	(21,654)
Number of hits to NAS catalogues on Archives Hub	n/a	(1,170)
Number of page views on Ancestry	76,243	(105,052)

Additionally, during the quarter a further 105 people attended the Neath Mechanics Institute at sessions run by the NAS including on Thursday mornings. Following recruitment of a new member of staff, WGAS will restart the full day Thursday opening in collaboration with NAS volunteers on Thursday 14th December.

2. Outreach and educational activity

Service to schools

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

Tirdeunaw Primary School
Pentregraig Primary School

Sessions have also been run for undergraduate and postgraduate history students of Swansea University and for art students at University of Wales Trinity St David.

Talks to groups

Talks were also delivered to the following groups during the quarter:

Rich History, Port Talbot
The Oddfellows Society
Pennard Men's Society

The County Archivist spoke during a UWTSD symposium panel session '*Capturing the Moment: Swansea's Stained Glass Archives*' and at an introduction to the work of the British Association for Local History held by the BALH for the Swansea University History Society. He also attended a celebration of the life of Jen Wilson, founder of Jazz Heritage Wales; the book launch of the Neath Antiquarian Society's latest book, '*The Neath Antiquarian, Volume 4 Centenary edition*' and the National Waterfront Museum's 18th birthday celebration.

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

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

3. Relocation of the archives to the City Centre Hub and other project work

Work continues on the finalisation of the drawings for the new archives facility to be situated in the City Centre Hub (the building is to be called Y Storfa when open). As reported in the last meeting, it was previously agreed that the document lift would be replaced by the use of a staff lift with an appropriate security strategy for its use put in place. This switch entailed moving the

archives public area within the first floor layout and a valuable side-effect of this was the allocation of increased space for the archive searchroom, allowing for extra public PCs to be located there. This will allow the Service to implement its digital strategy (providing access to digital and digitised content onsite) and will also allow family historians using archive material to access related online material in the searchroom rather than they have to go out to use a PC and come back in again. The layouts before and after revision are shown for comparison in Appendix 1.

The National Conservation Service attended in November and provided training on how to better care for our photographic collections. Meanwhile, the Archives' glass slide collection has gone to a specialist company for digitisation. The Wales Broadcast Archive Clip Corner is now due to launch on 15th January.

4. Staff

Ffion Kidwell has been recruited as Archive Assistant and started work on 5th December. As referred to above, filling this post will allow the Service to resume its full two day-a-week service in Neath.

5. Professional meetings and training

Archives 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
Wales Broadcast Archive project team
Welsh Digital Preservation Consortium

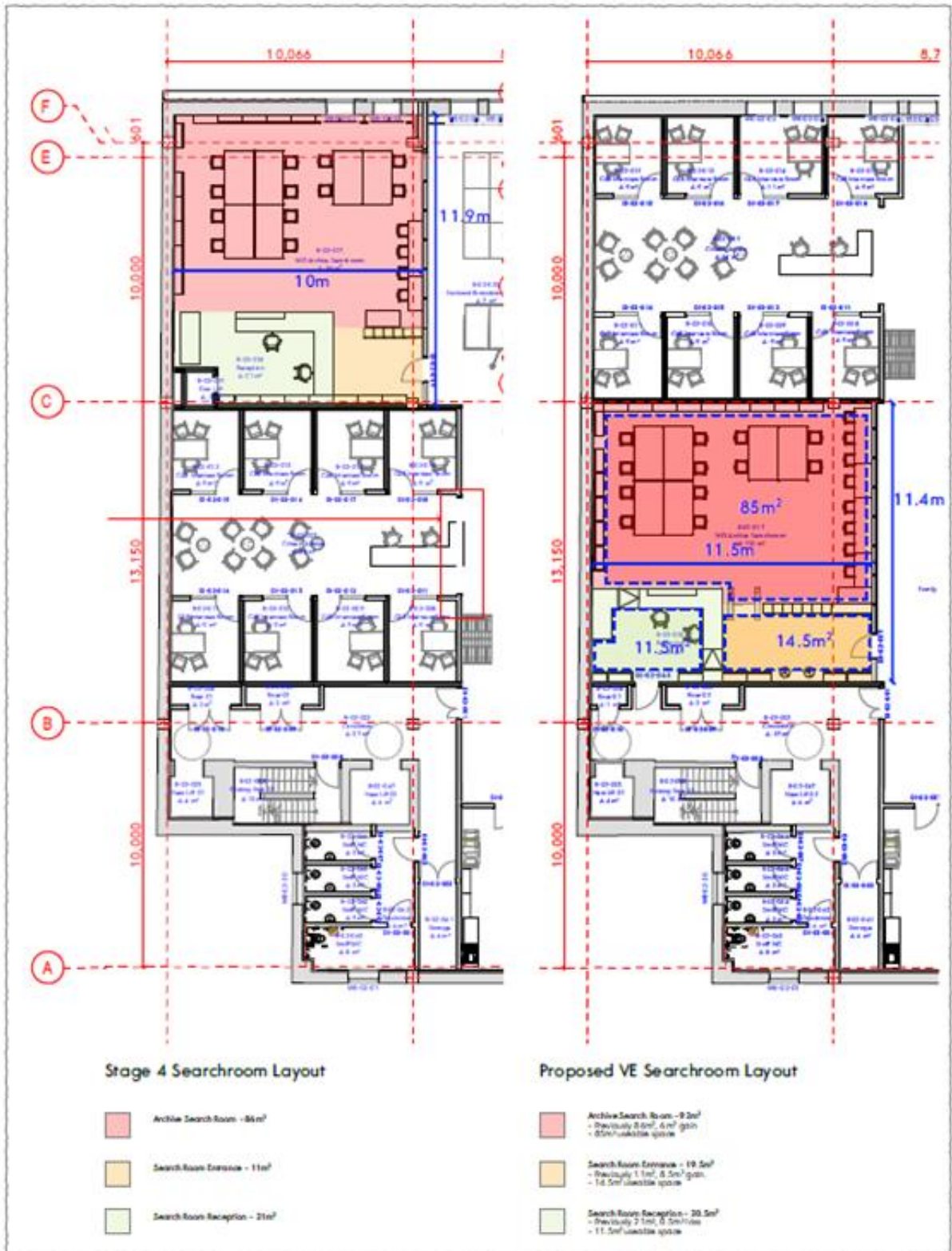
A number of Archives staff attended a Hackathon organised by Welsh Government Culture Division relating to the digital preservation of archival material.

6. Accessions of archive collections

A comprehensive list of archives received during the period September to November 2023 is attached at Appendix 2.

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

Original and revised searchroom layouts



ACCESSIONS OF ARCHIVES
September-November 2023

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
South Wales Baptist Association	Chapel histories of the following chapels: Bethany Baptist Church, West Cross; York Place Baptist Chapel; Sketty Baptist Church; Mount Pleasant Baptist Church; Aenon, Morriston	1975-2017	5 booklets	Searchroom Library
Llŵchwr Society	Magazines vols 13 and 15	1989-1991	3 vols	Searchroom Library
Davies, Ingram & Hardy, solicitors	Miscellaneous pre-registration title deeds of properties in West Glamorgan	19th-20th cent.	1 box	D/D DIH 1/2-1/49; D/D DIH 2/1-2/2
Private donation	Photographs (postcards) of staff and patients at Swansea Hospital	May 1920	4 postcards	D/D Z 1184/1-4
Private donation	Dunvant Infants' School Prospectuses and booklet entitled "It's time to move to the reception class"	1996-2001	3 booklets	E/S 7/24/3-6
Private donation	"Chapel Underground - Mynydd Newydd (New Mountain) Colliery - Penlan" by Ivor Williams	2022	1 booklet	Searchroom Library
Llanrhidian Higher Community Council	Minutes and Agenda	September 2023	1 bundle	P/111/45 (part)
Swansea Municipal Secondary School	School magazine	July 1914	1 booklet	E/Dyn Sec X 13/9
Swansea Reference Library	Library books relating to the location of the Guildhall as a Swansea Based Assembly for Wales	1998-2014	8 books	SL PC 10-11

Creator/originator	Description	Dates	Extent	Reference number
South Wales Baptist Association	Photocopies of the following chapel histories: History of Memorial, 1873-1998; Mount Calvary Baptist Church, Danygraig, 1883-1933; St Thomas Baptist Chapel and Mount Calvary Baptist Church, 1881-1981	1933-1998	3 items	Searchroom Library
Private donation	Highway Rate Book for the parish of Loughor	1874	1 vol.	
Private donation	Captain Stephen Henry Piper, 1901-1982: A Swansea Man Remembers	2023	1 vol.	Searchroom Library
Swansea Reference Library	Minutes of a hearing in arbitration between The Swansea Harbour Trustees and The Assessment Committee of the Swansea Union.	25-26 April 1910	2 vol.	
Tafodiaith Nedd ac Afan	Oral history recordings of Welsh dialect speech in the Neath and Afan valleys	n.d., 2000s	11 digital audio files	
Private deposit	Capel Brynteg, Gorseinon, record of purchase of burial plots 1975-2013; ARP sticker book, 1940s	1940s-2013	2 vols.	
Private donation	Photographs taken at a field trip to Gower	1993	1 bundle	

Creator/originator	Description	Dates	Extent	Reference number
Swansea Reference Library	Swansea City Council Local Plan Review, including 10 maps, 1994-1995; Swansea Local Plan (including Waste Policies) Review No.1 1993-2003, deposit draft proposals maps, 1996; A Poverty Profile of Swansea 2008.	1993-2008	3 files	
Gower Conservative Association; Llangennith Parish Council	Records of Gower Conservative Association and branches, 1925-1995; minutes and accounts of Llangennith Parish Council, 1927-1967	1925-1995	16 vols	D/D Cons/G 1/1-4/1; P/109/26-27
Private donation	Notebook taken by student nurse Kate Hopkin during her training at Swansea General and Eye Hospital.	1939-1941	1 volume	D/D Z 1185/1
Private donation	Large photograph of The First Committee of the Pontardawe Public Hall and Institute, 1909; and series of postcards of South Wales scenes, c 1905-1912	1909-1912	1 large print and 6 post cards	
Private donation	Information pack on the life of Daniel James (1848-1920) produced for use at Gwyrasydd Primary School. Accompanied by an animated DVD about his life. English and Welsh versions of the typed document and the DVD. Produced by Treboeth History Society.	2013	2 booklets and 2 DVDs	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Library First World War Museum Collection	Autograph book belonging to a nurse working at Swansea Hospital during the First World War	c 1909-1916	1 volume	SL WL 10/35
Private donation	Papers and photographs relating to Myfanwy Nixon (née Harries) and her time as a midwife in and around Swansea.	1942-1955	1 bundle	
Private donation	Papers relating to South Wales Transport Company Limited	1963-1964	1 small bundle	D/D Z 1186/1-3