



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 - CR1/2 Civic Centre, Port Talbot / MS Teams
On: Friday, 15 March 2024
Time: 10.00 am
Chair: Louise Fleet

Watch Online: <http://tiny.cc/WGA153>

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 Report of the County Archivist.	4 - 12

Huw Evans
Head of Democratic Services
Friday, 8 March 2024

Contact: Gareth Borsden - 01972 636824

West Glamorgan Archives Committee Membership

Louise Fleet (Chair)	H M Lord Lieutenant
-------------------------------	---------------------

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**

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

L R Jones

E J King

R V Smith

Councillors – Neath Port Talbot

W Carpenter

R Mizen

C Phillips

S Renkes

Associated Organisations

Louise Miskell

Swansea University

Officer(s)

Gareth Borsden

Democratic Services Officer

Kim Collis

County Archivist

Becky Jones

Facilities Manager

Tracey McNulty

Head of Cultural Services

Chris Saunders

Head of Culture, Leisure, Heritage and Tourism - NPT

Also present

Andrew Gardner

Kier Construction

Luc Blackmore

Kier Construction

Apologies for Absence

C Davies, A Dulley and J Watkins

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 5th 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

Agenda Item 4

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 March 2024

Report of the County Archivist

The purpose of this report is to
outline the work of the
Archive Service during the period
December 2023 to February 2024

1 Use of the Service

Statistics for December 2023 to February 2024

The number of members of public using the Service on-site, December 2023 to February 2024, was **643** and the total number reached by the Service on and off-site was **780**.

Number of on-site visits at Swansea and Neath: 643 (505) (figures in brackets represent the same quarter last year), comprising:

Swansea	323	(282)
Neath	166	(31)
Group visits	154	(192)
Number in audiences for off-site visits	137	(81)
Number of pupils reached by the Education Service	136	(208)
Numbers reached at special events (including exhibitions)	0	(80)
Total numbers reached on and off-site	780	(666)
Number of documents issued in Swansea	1,289	(1,292)
Number of documents issued in Neath	54	(48)
Number of post and email enquiries dealt with	590	(485)
Number of hits to the Archive Service website	1,007	(2,024)
Number of hits to the online catalogue	877	(n/a)
Number of hits to WGAS catalogues on Archives Hub	88,997	(16,946)
Number of hits to NAS catalogues on Archives Hub	3,031	(1,079)
Number of page views on Ancestry	77,059	(115,509)

Additionally, during the quarter a further 105 people attended the Neath Mechanics Institute at sessions run by the NAS including on Thursday mornings.

2. Outreach and educational activity

Service to schools

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

Cwmrhydyceirw
Pentre'rgraig (Morryston)

The Service has also been involved in a collaborative group with the Teacher Education department at Swansea University, Richard Burton Archives, South Wales Miners Library and Partneriaeth to produce some easy access archival resource packs for teachers. Several meetings have taken place of the group during the quarter.

Talks to groups

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

NPT Heritage Forum

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

3. Wales Broadcast Archive

The Wales Broadcast Archive Clip Corner was launched on 15th January with a small ceremony hosted by the National Library of Wales. Although the Clip Corner will only be located there for the time that the Archive Service remains in Swansea Civic Centre, there will be a new Clip Corner incorporated into Y Storfa in the space occupied by the South Wales Miners Library.

4. Issues regarding the Archives online catalogue

The primary means by which customers are able to search the Archive Service catalogue (and that of Neath Antiquarian Society Archives) is provided online on the Swansea Council website. The online catalogue stopped working in October 2023 due to a software upgrade problem. Work is ongoing with the Swansea Council IT department to find a solution but progress has been slow. Our catalogues are also available in their entirety on the Archives Hub, so the Archive Service website has been changed to direct users to this as an interim measure.

5. Digital preservation

As has been reported previously, the Archive Service has been a strong supporter of a consortium approach to the issue of digital preservation (the archiving and permanent preservation of born digital and digitised records). The consortium which has taken shape in the past months consists of West Glamorgan, Glamorgan, Gwent, Conwy and North East Wales Archives plus Cardiff and Swansea Universities and the University of Wales Trinity St David (UWTSD). Provision has been made in the budget to pay for the annual subscription to the commercial provider of these services.

External funding is expected to be available to support a short-term post to assist with the process of setting up the digital repository and this Service has been in discussion with Swansea University and UWTSD about submitting a joint application for such funding. The anticipated match-funding requirement is expected to be in the region of circa £5K.

Members are requested to permit the potential use of the Training reserve to support such an application, in the region of expenditure indicated, should such an application be made and be successful.

6. Staff

Members are also requested to permit the use of the Training reserve to fund an Archive Trainee for 2024/25 on a one year contract.

Katie Millien, Archivist, left the Service in January in order to take up a post with Carmarthenshire Archive Service, with special responsibility for setting up a service to that county's schools. Katie had been a valued member of the team for over sixteen years and her contribution to the work of the Service, particularly in setting up our own service to schools, is immeasurable. The post has been advertised and will hopefully be filled shortly.

As I outlined at the last meeting, this will be my last report to this Committee before my impending retirement. I would like to take this opportunity to thank the Committee for their interest and support over the past twenty years and can assure members that procedures are also in place to recruit my successor, as a full-time post.

7. Professional meetings and training

Archives staff have attended the following training in the past quarter:

'An Introduction to Mould', a Welsh Emergency Planning Network event
Conservation Management Planning for Archives
'Queer People and Policies: Searching LGBTQIA Records'

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

NPT Heritage Forum
Wales Broadcast Archive project team
Welsh Digital Preservation Consortium

The County Archivist has also provided advice to Swansea Council on a number of heritage-related issues, including the naming of the new coastal park after Amy Dillwyn.

8. Fees and charges for 2024/25

It is a requirement of Swansea Council's Internal Audit section that the Service's fees and charges are approved annually by the joint Archives Committee.

Members are requested to approve the table of fees and charges in Appendix 1

9. Accessions of archive collections

A comprehensive list of archives received during the period December 2023 to February 2024 is attached at Appendix 2.

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



FFIOEDD A THALIADAU O EBRILL 2024 FEES and CHARGES FROM APRIL 2024

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	30p
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 2023-February 2024

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Llanrhidian Higher Community Council	Minutes	2023	1 bundle	P111/58
Private donation	Correspondence and notebook relating to renovation work on Bethesda Chapel, Swansea.	1882	3 papers; 1 booklet	
Private donation	Design for a memorial window for St. Johns Church Hafod, Swansea	c. 1914-1918	1 image backed onto card	
Private donation	Swansea Grammar School magazines	1936-1937	1 bundle	
Private donation	The memoirs of Jeremiah Thomas Jeremiah (1894-1965)	1965	6 papers	D/D Z 1073/6
City and County of Swansea: Revenues and Benefits, Finance Department	Valuation lists	1973-1990	24 vols	
Royal Institution of South Wales	Annual General Meeting, Agenda and Newsletter	2023	2 booklets	
Private deposit	Glynneath and District Gardening Club Account Books	2005-2015	2 volumes	D/D GHS 2/2, 4/1
Private deposit	Diaries of George P. Body, 1940-1946; autograph book belonging to George P. Body; bundle of mounted photographs of amateur dramatic productions, one image is labelled as being the Swansea YMCA Players; two formal photographs of unknown women; two BBC scripts in an envelope addressed to George Kennedy with him also listed as an actor.	c1940s	1 bundle	D/D Z 6125

Creator/originator	Description	Dates	Extent	Reference number
Swansea War Museum Library	Miscellaneous propaganda pamphlets relating to the First World War	1914-1918	2 box files	
Morrison Orpheus Choir	Photographs, programmes and letters relating to the Morrison Orpheus Choir left by the late John Williams, ex Choir Marshall and former Yeoman of the Guard	1960s-2023	1 box	D/D MOC 18/1-18/9
Private donation	Notes on the ownership of the Manor of Millwood by T. R. Fearnside, Land Revenue Record Office	1838	1 file	
Swansea Reference Library	Clecs-y-Cwm, Papur Cymraeg Castell Nedd a'r Clych	1986-1992	1 bundle	
Edward Harris collection	Photograph showing John Glyn Rees on his wedding day, with his father standing right of shot	n.d., c. 1930s (to be confirmed)	1 photograph	
Swansea Reference Library	Swansea Castle Defence Committee. Letter discussing the possible demolition of Swansea Castle.	1957	1 paper	
City and County of Swansea, Corporate Services	Digital photographs of various Swansea Council building projects, including the following: Cefn Hengoed school, Guildhall, Glyn Vivian, LC2, Bwrlais school, Gowerton school, Oystermouth Castle, Penyrheol school and Swansea Market.	2011-2015	3 CD:Roms jpeg, GIF, PDF formats	
Dynevorn School	The Dy'vorian school magazine	Winter 2023	1 vol.	
Private donation	Scrapbooks, photographs and programmes of Swansea Amateur Operatic Society. Also includes programmes from Cockett Amateur Operatic Society and Neath Opera Group.	20th Century	1 box	

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Photographs of Swansea and Port Talbot Docks	c. 1860-1995	9 envelopes	
Swansea Reference Library	Books relating to the City and County of Swansea policies and procedures, including Poverty Profile, Bridging the Divide Report, Review of Childrens Social Services, and Education in Wales	1997-2010	7 volumes	
Swansea Reference Library	Volumes relating to plans and reviews of the City and County of Swansea and the Borough of Lliw Valley. Including the Council Constitution, environmental strategy, improvement plan, social services review and community strategy.	1983-2008	7 volumes	
Glynn Vivian Art Gallery	Photocopy of accession register	2005-2023	1 folder	
Private donation	Midwife case book for Swansea Hospital; various school class photographs (Swansea and Morrison schools); photograph of Morryston United Male Voice Choir; calendars showing old pictures of Morryston	c 1919-1988	1 bundle	
City and County of Swansea	Bid for City of Culture 2021	2018	1 digital file, PDF format, 5MB	
Ivor Davies collection	Ivor Davies collection relating to Celtic Studios. Ivor Davies, stained glass craftsman, trained at Swansea School of Art and worked at Celtic Studios.	c. 1950s-1960s	2 files and 1 envelope	

Creator/originator	Description	Dates	Extent	Reference number
Swansea Reference Library	Neath Union Abstract of Accounts including list of paupers 1864; booklets on the Passion Play, Behold The Man, at Margam Park; booklets on BP Baglan Bay; Report on a dispute at the Port Talbot Steelworks; booklet on British Hydrocarbon Chemicals; Newspapers relating to Port Talbot, including Afan Enterprise and Afan News (1970s-1980s)	1864-1999	1 bundle	
Friends of Swansea International Festival	Minutes and other records	20th-21st cent.	1 crate	
City and County of Swansea, Planning Department	Files of records relating to scheduled monuments in Swansea	20th cent.	1 box	
Pontardawe Grammar School	School photograph	1955	1 photograph	
Private Donation	Records relating to Swansea and Port Talbot Docks	1804-2001	13 bundles	
Swansea Reference Library	Annual Reports of the School Medical Officer of Health and School Health Service for Swansea and Swansea Education Committee Handbook	1908-1970 (with gaps)	5 volumes	

Creator/originator	Description	Dates	Extent	Reference number
Research notes and other records belonging to Brian Lodwick	Reverend Brian M. Lodwick's research notes and publications, Annual Reports of the Friends of Llandaff Cathedral, 'Ymlaen' magazines for the parish of Dyffryn Clydach, the 'Nisian' magazine for Neath County Grammar School for Boys, programmes and historical guides relating to churches in the Vale of Neath and surrounding area, material relating to Reverend Brian M. Lodwick's appointments in the Llandaff Diocese, photographs of Church members, documents relating to Neath Abbey, B. M. Lodwick's 1950 scrapbook, Bibles, duplicates of deeds relating to Neath Abbey School, a 1610 roadmap of Llandaff, material relating to the Price and Rees/O'Connor families and correspondence	1610-2023	3 boxes	
Private donation	Miscellaneous ARP booklets; annual reports of Siloh Newydd, Landore	mid 20th century	2 boxes	