

CITY AND COUNTY OF SWANSEA
NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE WEST GLAMORGAN ARCHIVES
COMMITTEE

HELD AT THE CIVIC CENTRE, NEATH ON FRIDAY 14 MARCH 2014
AT 11.00 A.M.

PRESENT: D W Davies (Vice-Chair) presided

Representatives of the City and County of Swansea:

Councillor(s): **Councillor(s):**

K E Marsh

R V Smith

Representatives of Neath Port Talbot County Borough Council:

Councillor(s):

J Dudley

Representatives of the Associated Organisations:

Canon S J Ryan - Diocese of Llandaff
Dr L Miskell - University College, Swansea
Mrs J L Watkins - Neath Antiquarian Society

Officers:

K Collis, D Michael, W John and G Borsden

35. **APOLOGIES**

Apologies for absence were received from Mr D B Lewis (Lord Lieutenant), Councillors P M Meara, J A Raynor, C Thomas, P A Rees, A Wingrave and Venerable R Williams.

36. **MINUTES**

The Minutes of the meeting of the Archives Committee held on 12 December 2013 were agreed as a correct record.

37. **DISCLOSURES OF INTERESTS**

In accordance with the Code of Conduct adopted by both Authorities the following interests were declared:

Mr D Michael - Neath Antiquarian Society Committee member.

38. **2014/2015 REVENUE BUDGET**

Mr Kim Collis, County Archivist presented a summary of the Joint Service Revenue Budget for 2014/2015.

Associated staffing and service issues relating to the budgetary cuts and subsequent pressures on the service provision were outlined and discussed.

AGREED that the Revenue Budget 2014/15 be noted.

39. **REPORT OF THE COUNTY ARCHIVIST**

Mr Kim Collis, County Archivist reported on the following matters:

40. **SERVICE ISSUES**

The County Archivist reported that following confirmation of grant funding the service in the Mechanics Institute will be retained for the forthcoming financial year.

He outlined the works undertaken at the Institute during the last quarter to replace the central heating radiators in the ground floor public area. He indicated that a guided tour of the Institute had been arranged to take place after the conclusion of the meeting.

He detailed changes to the way the service for family historians will be provided at Port Talbot Library as a result of the budget reduction.

He outlined the revised fees and charges for the service for 2014-2015 and a list of publication price reductions to below cost price

AGREED

1) that the proposed fees and charges for 2014-15 and the list of price reductions (with the addition of one item, 'Guide to the Archive Service Collections' reduced from £7 to £5) be approved.

2) that the service to schools would continue to be provided free of charge with the exception of a charge for preparing a locality study for an individual school.

41. **SERVICE PERFORMANCE**

The County Archivist reported on the statistics for the last quarter relating to the usage of the Archive Service facilities.

It was noted that more detailed information relating to the web pages viewed would be a useful tool for the Committee.

42. **SERVICE OUTREACH**

The County Archivist reported on the progress of the application for enrolment of the Neath Abbey Ironworks Collection on the UK Register of the UNESCO Memory of the World programme.

Detailed discussion around the format, content success and staff involvement in the school sessions was undertaken. The potential for Councillors to attend sessions when their local schools were involved was discussed and confirmed.

The County Archivist indicated he would circulate background information on the school sessions to all Members of the Committee.

Canon Ryan reported on the success of the 'Jewish Refugees in South Wales 1933-1945' exhibition held in St. David's Church in Neath. The possibility of having the Neath Abbey Ironworks exhibition at the Church was also outlined.

43. **PROFESSIONAL MEETINGS AND PARTNERSHIP WORKING**

The County Archivist reported on the various meetings and events attended by staff during the quarter.

44. **ACCESSIONS OF ARCHIVES**

The County Archivist outlined the accessions of archives received by the service during the last quarter.

The meeting ended at 12 Noon

CHAIR