

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: Committee Room A/B, Civic Centre, Neath.

On: Friday, 14 March 2014

Time: 11.00 am

AGENDA

Page No.

- | | | |
|----------|---|---------------|
| 1 | Apologies for Absence. | |
| 2 | Minutes.
To approve and sign the Minutes of the West Glamorgan Archives Committee held on 12 December 2013 as a correct record. | 1 - 3 |
| 3 | Disclosures of Personal and Prejudicial Interests from Members. | |
| 4 | 2014/15 Revenue Budget. (For Information) | 4 - 6 |
| 5 | To consider the Report of the County Archivist. | 7 - 18 |

Note: Following the conclusion of the Meeting, Members of the Committee are invited to attend a Site Visit to the Neath Antiquarian Society Archives at the Mechanics Institute.



Patrick Arran
Head of Legal, Democratic Services & Procurement
Friday, 7 March 2014

Contact: Gareth Borsden - 636824

Agenda Item 2

CITY AND COUNTY OF SWANSEA
NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

HELD AT SWANSEA CIVIC CENTRE ON THURSDAY 12 DECEMBER 2013
AT 11.00 A.M.

PRESENT: Mr D B Lewis (Lord Lieutenant) presided

Representatives of the City and County of Swansea:

Councillor(s):

K E Marsh

Councillor(s):

J A Raynor

Councillor(s):

C Thomas

Representatives of Neath Port Talbot County Borough Council:

Councillor(s):

D W Davies

Representatives of the Associated Organisations:

Dr. L Miskell - University College, Swansea
Mrs J L Watkins - Neath Antiquarian Society

Officers:

K Collis, W John and G Borsden

24. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P M Meara, R V Smith, A Wingrave, Canon Ryan and Venerable Williams.

25. **DISCLOSURES OF INTERESTS**

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

26. **MINUTES**

The Minutes of the Meeting of the Archives Committee held on 13 September 2013 were agreed and signed as a correct record by the Vice-Chair.

27. **REPORT OF THE COUNTY ARCHIVIST**

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

28. **SERVICE ISSUES**

The County Archivist reported on the proposed budget measures identified as part of the global budget review process in Swansea and outlined their potential impact on the service as a whole. It was anticipated that there would be staffing reductions.

He indicated that there is an outstanding issue to be resolved with the extent of the budget savings identified from the Archives budget.

Members of the Committee were supportive of the need to resolve the budgetary issues identified by the County Archivist.

The future provision of the service at Neath Mechanics Institute was discussed. It was indicated that the building had been taken out of the recent review of grants to the third sector but will be transferred to a review of corporate building assets. Neath Port Talbot Council are still to make a final decision on retaining the building and the continuing provision of an Archives service point in Neath.

29. **PURCHASE OF THE NEATH ABBEY IRONWORKS COLLECTION**

The County Archivist reported that the collection had been purchased on 16 September. The acquisition of the collection had been highlighted in the recent UK-wide 'Explore your Archive' campaign and he indicated that he intended to nominate the collection for the UK register of the UNESCO Memory of the World programme.

30. **SERVICE PERFORMANCE**

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

Committee discussed the involvement of the Service in the forthcoming commemorations of the centenary of the outbreak of World War I. A selection from the exhibition panels which the service has produced and which will be displayed during 2014 were on display at the meeting. The exhibition links in with the development of an archives education module for the Key Stage 3 pupil curriculum.

Minutes of the Meeting of the West Glamorgan Archives Committee
(12.12.2013) Cont'd

31. **SERVICE OUTREACH**

The County Archivist reported that the launch of the Bernard Morris Memorial Volume had taken place on 19 October and that sales in the first months had already recouped three quarters of the cost of publication.

He also detailed the visits undertaken by schools, talks to groups undertaken by staff and the various external events attended by the Service.

32. **STAFF**

The County Archivist reported on the local history and professional meetings attended by staff during the quarter.

33. **ACCESSIONS OF ARCHIVES**

The County Archivist reported on the various accessions received by the Service during the last quarter.

34. **POLICIES AND STRATEGY FOR APPROVAL**

The County Archivist detailed the following three documents for consideration - Oral History Collection and Management Policy, Collections Information Policy and Fundraising Strategy.

AGREED that the above policies and strategy be approved.

The meeting ended at 12.10 p.m.

CHAIR

Report of the Director of Place

West Glamorgan Archives Committee – 14 March 2014

2014/2015 REVENUE BUDGET

Purpose:	To give details of the Joint Archive Service revenue budget for 2014/2015 and the reserves held by the Joint Archive Service
Policy Framework:	None.
Reason for Decision:	For Information Only.
Report Author:	Sarah Willis

1.0 Introduction

- 1.1 The Archives Service is jointly funded by both the City and County of Swansea (CCS) and Neath Port Talbot County Borough Council (NPTCBC). Each authority is responsible for agreeing their level of contribution as part of their respective budget processes, always in the ratio of 68% (CCS) and 32% (NPTCBC).
- 1.2 This report includes the detailed 2014/2015 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2014/2015

- 2.1 The budget for 2014/2015 is expected to be £293,200, compared with the 2013/2014 budget of £331,300. In line with the City and County of Swansea's budget assumptions a 1% pay award for 2013/2014 and 2014/2015 has been included, but no other price increases have been assumed. The detailed budget is shown in Appendix A.

2.2 The decrease of £38,100 is as a result of the following amendments:

	£
1% Pay Award for two years	5,900
Single Status increase in costs	2,500
Staff, efficiency and income savings	-46,500
Net Decrease	-38,100

It should be noted that the Single Status adjustment for 2014/15 hasn't yet been finalised, and will partly depend on the actual implementation date. Subject to appeals, the cost to the Archives Service is expected to reduce from 2015/16 onwards, as protection ends.

2.3 The required contributions from the two partners are:

	2014/2015
	£
City and County of Swansea	199,400
Neath Port Talbot County Borough Council	93,800
Total	293,200

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2015. The only expected use of the Training Reserve during 2013/2014 and 2014/2015 is in respect of the Trainee post. During 2013/14 £20,000 from the Documents Fund, together with £30,000 of grant funding, was used to purchase the Neath Abbey Ironworks Collection.

Reserve	Estimated Balance 31/03/14	Budgeted Use 2014/15	Estimated Balance 31/03/15
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	122,848	-19,400	103,448
	151,549	-19,400	132,149

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2014/2015.

Appendix A

Archives Budget 2014/15

Original Budget 2013/14	Account Code	Account Description	Original Budget 2014/2015
238,700	41118 000001 00000	Salaries Basic Pay	214,900
17,800	41118 000002 00000	Salaries NI	16,000
52,700	41118 000003 00000	Salaries Pension	47,300
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
311,400		EMPLOYEES	280,400
1,000	41118 100001 00000	Fixtures & Fittings Purchase	500
1,600	41118 100499 00000	Insurance Premises	1,600
200	41118 190023 00000	CBS Recharges	200
2,800		PREMISES	2,300
1,500	41118 200070 00000	Car Allowances	1,500
1,000	41118 200071 00000	Staff Transport Other	1,000
200	41118 290022 00000	Vehicle Hire Recharges	200
2,700		TRANSPORT	2,700
1,100	41118 300046 30433	IT Consumables	1,100
2,500	41118 300047 00000	IT Hardware Purchase/Lease	2,500
2,700	41118 300050 00000	IT Networking	2,700
500	41118 300051 00000	IT Software Purchase/Lease	500
4,000	41118 300052 00000	IT Hardware & Software Maintenance	4,000
500	41118 300091 30603	Staff Expenses	500
300	41118 300096 00000	Advertising	300
1,500	41118 300099 00000	Telephone Rentals/Charges	1,500
1,600	41118 300109 00000	Postage & Carriage	1,000
600	41118 300129 00000	Books & Publications	600
200	41118 300129 31002	Books & Publications - Documents	200
1,000	41118 300171 00000	Stationery	1,000
1,000	41118 300212 31003	Items For Resale	1,000
1,800	41118 300234 00000	Equipment Maintenance	1,800
5,000	41118 300235 00000	Equipment Purchase	5,000
300	41118 300256 00000	Materials Purchase	300
19,500	41118 300256 00000	Conservation Services	19,000
700	41118 300413 00000	Subscriptions	700
500	41118 300433 00000	Miscellaneous Expenses	500
5,000	41118 390150 00000	Printing Recharges	2,500
500	41118 400131 00000	Third Party Payments (Grants)	0
50,800		SUPPLIES AND SERVICES	46,700
367,700		GROSS EXPENDITURE	332,100
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-9,000	41118 800001 80253	Fees & Charges	-10,500
-8,000	41118 800212 83215	Sales Income	-9,000
-36,400		GROSS INCOME	-38,900
331,300		NET EXPENDITURE	293,200
Funded By			
225,300		City and County of Swansea	199,400
106,000		Neath Port Talbot Borough Council	93,800

25 February 2014

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
14 March 2014

The purpose of this report is to
outline the work of the
Archive Service during the period
December 2013 to February 2014

1. 2014/5 budget and service issues

Following confirmation that the grant support to operate and maintain the Mechanics Institute will be retained for the coming financial year, the 2014/15 budget has been compiled on the basis that the Archive Service will continue, in partnership with the Neath Antiquarian Society, to provide a public service at the Neath Mechanics Institute for family historians and users of the Neath Antiquarian Society archive collections. During the last quarter, the central heating radiators on the ground floor have been replaced, remedying the previously reported issue of poor heating in the public area. In order that members can better acquaint themselves with the building and the service provided in Neath, **an optional site visit to the Neath Mechanics Institute has been arranged after the meeting concludes.**

One consequence of the staff savings required as part of the 2014/15 budget is that from the beginning of April the Service will reduce its weekly Monday service for family historians in Port Talbot Library. By agreement with Neath Port Talbot Libraries we will henceforth provide this service monthly, with Port Talbot Library stepping in to maintain this as a weekly service for family historians.

In December the Service was audited by Swansea Council's Internal Audit Section. Based on the audit testing undertaken, the majority of areas tested proved satisfactory. As a result, an Assurance Level of 'Substantial' was given (the second level of four possible levels), this

indicating that there is generally a sound system of internal control but there is some scope for improvement.

A table of revised fees and charges for 2014/15 is attached. **Members are asked to approve the Archive Service fees and charges for 2014/15 as outlined in Appendix 1.**

Also, following a recommendation arising out of the recent audit, **members are requested to authorise the price reductions on the Archive Service publications listed at Appendix 2** which have been reduced to below their cost price in order to help shift old stock.

3. Service performance

Statistics for December 2013 to February 2014

The number of members of public using the Service on-site, December 2013 to February 2014, was **2,083** and the total number reached by the Service on and off-site was **2,882**.

Number of on-site visits at Swansea, Neath and Port Talbot 2,083 (2,131) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,178	(1,167)
Neath	610	(554)
Port Talbot	43	(96)
Group visits	252	(314)
Number in audiences for off-site visits	709	(645)
Total numbers for on and off-site visits	2,882	(2,776)
Number of pupils reached by the Education Service	652	(723)
Numbers reached at events	ca 90	(n/a)
Number of documents issued in Swansea and Neath	2,380	(2,752)
Number of post and email enquiries dealt with	229	(397)
Number of web-hits (September/October/November)	n/a	(9,506)

4. Service outreach

In January, the Service applied for enrolment of the Neath Abbey Ironworks Collection on the UK Register of the UNESCO Memory of the World Programme. A result is expected in June.

In February, the Service put in two applications for the Welsh Libraries and Archives Marketing Innovation Awards 2014.

Archive staff undertook an oral history recording session with Welsh speakers in Pontardawe during the quarter.

Education Service

The Service held sessions for the following schools during the last quarter (statistics of numbers reached as above):

Baglan
Clun
Cwmglas
Glyncorrwg
Grange, West Cross
Mayals
St Helen's
Tarigwaith
Trallwn

The recently purchased whiteboard was used for the first time in February during the Clun School visit.

Talks

Members of staff have given talks to the following groups during the last quarter:

DACE, Swansea University
Friends of Margam Abbey
Llansamlet History Society
'Mining Josef Herman' Project Training and Practice Workshop
Swansea University Key Heritage Skills lecture programme
Swansea Writers Circle

Additionally, there have been several of the regular introductory talks to the Archives given by Senior Archivist Rosemary Davies.

Exhibitions

The exhibition 'Jewish Refugees in South Wales 1933-1945' was displayed in St David's Church Neath during the last week in January. It has now resumed touring local museums in Wales courtesy of the National Waterfront Museum, which arranges bookings for us. As a result of the exhibition's popularity in other parts of Wales, the NWM is arranging for a second copy of the exhibition to be made for temporary loan.

5. Professional meetings and partnership working

Members of staff have attended the following local history meetings during the last quarter:

British Association for Local History annual conference,
'Experiences of World War I: Strangers, Differences and Locality'

Members of staff have attended the following professional meetings and training during the last quarter:

‘Making Social Media Work for You’, a CyMAL-funded course
‘Planning for Accreditation’, a CyMAL-funded course
South Wales Record Society Committee
Swansea Libraries Museums and Archives Co-operation Group

The County Archivist wrote a report for the Chief Archivists in Local Government Group on the way forward for archive reader’s tickets in the UK.

The County Archivist visited DVLA Swansea on behalf of The National Archives to assess the records received there following the closure of DVLA’s UK local offices.

6. Accessions of archives

A comprehensive list of archives received during the period December 2013 to February 2014 is attached at Appendix 3.

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



ARCHIVE SERVICE CHARGES FROM FROM APRIL 2014

Research	
Commissioned research- individuals	£30 per hour (£15 per half hour)
Commissioned research- companies	£40 per hour
Family History training session	£10 per hour
Photocopies	INCLUSIVE OF VAT
A3 and A4 photocopies from documents/printout from microform	60p
Printout from PC	15p
A3 or A4 scan (printout, sent by email or placed on supplied memory stick) (orders sent by post)	£1.50 per image £1.50 per image, £5 minimum charge
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	60p per sheet, £5 minimum charge
Printouts from <i>The Cambrian</i> newspaper (orders sent by post)	£1.00 per sheet, £5 minimum charge
Certified copies	£6.00 minimum charge
Special or bulk orders: prices available on request	
Reproduction fees: publication	INCLUSIVE OF VAT
Non-commercial publications, articles for journals, theses	No charge, but a free copy of the publication will usually be requested
Books and periodicals- b/w- world rights	£40.00
Books and periodicals - colour- world rights	£80.00
Books and periodicals - b/w- English language rights	£22.00
Books and periodicals - colour- English language rights	£40.00
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Rostrum filming in the searchroom	£70 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV (Licensed for re-use over 5 years)	£5.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£7.00 per second
For more complex broadcast orders, our terms and rates follow those of the National Screen and Sound Archive of Wales.	
Swansea Hereditary Freedom certificates	
A3, supplied only to freemen	£35 (INCLUSIVE OF VAT)

APPENDIX 2

PRICE REDUCTIONS ON ARCHIVE SERVICE STOCK TO AT OR BELOW THE COST PRICE

The following publications are proposed to be sold at a retail price either at or lower than the cost price in order to help clear all remaining stock.

Item	Cost Price	Proposed Retail Price
Books:		
Glamorgan Estate Maps	£8	£8
Neath's Wicked World	£10	£8
Christmas cards:		
Alderman Davies School Neath (pack of 4)	£1.20	£1
Baglan (pack of 4)	£1.20	£1
Swansea Harbour (pack of 4)	£1.20	£1
Vale of Neath (pack of 10)	£3	£2.50
Vale of Neath (pack of 4)	£1.20	£1
Neath Abbey c. 1830 (pack of 4)	£1.20	£1
Mewslade (pack of 4)	£1.20	£1
Loughor Castle (pack of 10)	£3	£2.50
Jersey Marine (pack of 4)	£1.40	£1
Margam Abbey Almshouses (pack of 10)	£3	£2.50
Margam Abbey Almshouses (pack of 4):	£1.20	£1

ACCESSIONS OF ARCHIVES
December 2013-February 2014

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Papers and ephemera relating to Ystalyfera (teacher's pack)	20th cent	1 folder	
Private deposit	Plan of Ynysmeudwy; plans of Swansea canal; photographs of Swansea Valley people taken by Clive Reed	c. 1890-1990s	2 bundles	
Private deposit	Bacon's map of the docks, railways and tramways of Swansea	c. 1920	1 map	
Private deposit	4 photograph albums showing images in the mid and upper Tawe Valley	19th - 20th cent	4 albums	
City and County of Swansea	Plans, register and papers relating to schools in West Glamorgan	20th cent	1 box	B/S E 55-59
John Francis, Auctioneer and Estate Agent	Pre-registration title deeds and mortgages relating to properties in the West Glamorgan area	19th-20th cent.	4 small boxes; 2 large boxes	
UNIFLOC chemical engineers	Rolled plans	20th cent.	1 bundles	D/D UCE 1/1-77
Skewen & District Industrial Heritage Association	Photographs mainly of Metal Box Factory and its employees; Apprentice's Log Book; Articles of Association of the Eaglebush Tin Plate Co. Ltd., 1890	19th-20th cent.	1 box	D/D SIH 2/1-250; D/D SIH 3/1-3

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	DVD entitled "A Child's Mystical Christmas in Cwmdonkin Park": poetry readings, music and interviews with members of Swansea Little Theatre, Labi Siffre (1970s singer songwriter and poet) and others.		1 DVD	D/D Z 717/29
Ebenezer Welsh Independent Church, Gorseinon	Marriage registers	1912-1983	4 vols.	D/D Ind 25/119-122
Private deposit	Copy of original diary of Evan Jones, a Mormon Missionary, and a transcription of diary by Joseph Soderborg	1893-1895	2 bundles	D/D Z 931/1-2
Swansea County Borough Council	Minutes of the Local Taxation Committee	1932-1971	1 vol.	TC 4/Local Taxation/1a
Swansea Coroner	Inquest files	1995-1996	2 bundles	COR/S 2/23-24
United Reformed Church	Records relating to the following Congregational and United Reformed churches in West Glamorgan: Gnoll Road URC, Ystalyfera URC, St Helen's Road Congregational Church, Swansea, and Ritson Street Congregational Church, Briton Ferry	19th-21st centuries	1 bundle	D/D E/Cong 12/2; D/D E/Cong 7/20; D/D E/Cong 6/37; D/D E/Cong 5/6-8; D/D Ind 18/5

Creator/originator	Description	Dates	Extent	Reference number
Arthur Rees Collection	Margam UDC: annual report of the Inspector of Nuisances and Factories, 1916; Margam Estate: instruction book of the estate agent, 1909-1924; Port Talbot branch of the Women's Gas Federation: scrapbook relating to the history of gas supply and cooking by gas in Port Talbot, c. 1980	1909-c. 1980	2 vols, 1 bundle	D/D XIm 95-97
Penlan Comprehensive School	Class and staff photographs	1970s-1990s	5 photographs	E/PenI Sec 2/1-5
Eastside Historical Society	CD containing images of the Eastside Carnivals	1972-1982	1 CD	D/D EHS 51
Ebenezer Welsh Independent Church, Gorseinon	Marriage register	1984-2005	1 vol.	D/D Ind 25/123
Private deposit	Scanned images saved to CD of the following Collieries: Garngoch Colliery No. 3; Brynlliw Colliery; Morlias Colliery; Mountain Colliery	20th cent	1 CD	D/D Z 933/1-11
Private deposit	Autograph album containing quotes, poems and sketches.	1920s-1930s	1 book	D/D Z 576/145
Private deposit	Photographic negatives of Signodes Factory, war time Swansea, Fairwood races and other miscellaneous scenes	c. 1940s	1 bag	
Private deposit	Three photographs of Oystermouth Castle grounds during a knockout cricket competition showing Cockett Parish men's club team members and supporters	c. 1969	3 photographs	D/D Z 934/1/1-3

Creator/originator	Description	Dates	Extent	Reference number
Landore parish	Marriage register	2006	1 vol.	P/309/CW/76
Sketty Residents Association	Minutes and correspondence from Sketty Residents Association	1990-2011	2 boxes	D/D SRA 144-165
Oral history recordings	Cassette tapes containing oral history interviews with, and recordings of talks given by, residents of the Pontardawe area	1980s	7 cassette tapes	
Photographic material	Photographs and slides of Brynaman and Swansea	1971-1983	1 vol, with loose photographs and slides	D/D Z 881/12-20
Abercregan Mixed and Infants School	Log book	1913-1968	1 vol.	
Skewen & District Industrial Heritage Society	Photographs of Skewen and Neath Abbey		1 box	D/D SIH 2/261-264
Swansea Bay Port Health Authority	Annual report	2013	1 item	PH 1/1/107
Plasmarl Primary School	Log books, Admission registers, attendance registers, stock books, photographs	1870s-2000s	5 boxes	E/S 41
Swansea County Court	Court registers	1858-2001	1 carload	D/D PRO/CCS 1/1-6/6
Private deposit	Wartime copies of the Llchwyr Gazette and Llandeilo Talybont parish magazine	1914-1941	3 items	D/D Z 935/1-3
Private deposit	Letters of Sergeant David Morgan Phillips from the First World War to his family in Swansea	1915-1918	1 A4 envelope	D/D Z 936/1-6
Private deposit	Miscellaneous brochures and ephemera relating to the Maritime Quarter ; History note about Velindre Tinsplate Works by Meirion Bell	c. 1980s	1 folder	PI 11/22/1-15

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Records relating to Richard Charles Russell of Neath (1893-1971); Photographs of street parties; Records relating to the Mumbles Lifeboat	1915-2003	1 bundle	D/D Z 929
Swansea Festival of Music and the Arts	Minutes of the Executive Committee, 1996-2013; Attendance register, 2006-2013	1996-2013	3 vols	
Bernard Morris Collection	Records relating to Swansea including volume of maps of the Calvert Richard Jones estate in Glamorgan, copy of Duke of Beaufort's estate map, survey of the estate of Swansea Corporation	18 th -20 th century	1 bundle	
British Federation of Women Graduates Swansea	Records of the British Federation of Women Graduates, Swansea including the following: Programmes of local meetings in Swansea; social events; research projects; photographs.	1967-2012	5 vols; 1 bundle	D/D BFWG 1/1-7

WEST GLAMORGAN ARCHIVES COMMITTEE (5)

Byron Lewis (Chair)	H M Lord Lieutenant
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Councillors

Labour Councillors: 3

Jennifer A Raynor	Ceinwen Thomas
Robert V Smith	

Independent Councillor: 1

Keith E Marsh

Liberal Democrat: 1

P M Meara

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Des W Davies	Peter A Rees
Janice Dudley	Annette Wingrave
Mike L James	

NON VOTING ADDITIONAL MEMBERS

Canon S J Ryan	Diocese of Llandaff
Venerable R Williams	Diocese of Swansea & Brecon
Dr L Miskell	University College, Swansea
Mrs Janet L. Watkins	Neath Antiquarian Society
Vacancy	Magistrates Court Committee

Officers:

City & County of Swansea Council:

Phil Roberts	Director of Place
Iwan Davies	Head of Culture and Tourism
Kim Collis	County Archivist
Legal	
Gareth Borsden	Democratic Services
Archives	1 Copy

Neath Port Talbot County Borough Council

Mr S Phillips	Chief Executive
Mr D Davies	Director of Finance & Corporate Services
Mr D Michael	Head of Legal
Mr W John	County Librarian

Total copies – 30