

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: Committee Room 1, Civic Centre, Swansea.

On: Friday, 13 June 2014

Time: 11.00 am

AGENDA

Page No.

- 1 Election of Vice Chairs.
- 2 Apologies for Absence.
- 3 **Minutes.** 1 - 3
To approve and sign as a correct record the Minutes of the meeting of the West Glamorgan Archives Committee held on 14 March 2014.
- 4 **Disclosures of Personal and Prejudicial Interests.**
- 5 **To consider the Report of the County Archivist.** 4 - 14
- 6 **Date of Meetings for 2014/15.**
12th September(Port Talbot), 12th December(Swansea) & 13th March(Neath)
All Fridays at 11.00am.



Patrick Arran
Head of Legal, Democratic Services & Procurement
Thursday, 5 June 2014

Contact: Gareth Borsden - 636824

WEST GLAMORGAN ARCHIVES COMMITTEE (

Byron Lewis (Chair)	H M Lord Lieutenant
------------------------------	---------------------

City & County of Swansea Councillors

Labour Councillors: 3

Nick J Davies	Ceinwen Thomas
Robert V Smith	

Independent Councillor: 1

Keith E Marsh

Liberal Democrat: 1

John Newbury

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

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

NON VOTING ADDITIONAL MEMBERS

Canon Stephen J Ryan	Diocese of Llandaff
Venerable Robert Williams	Diocese of Swansea & Brecon
Dr Louise 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 David Michael	Head of Legal
Mr Wayne John	County Librarian

Total copies – 28

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.

Minutes of the Meeting of the West Glamorgan Joint Archives Committee
(14.03.2014) Cont'd

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

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
13 June 2014**

**The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2014**

1. Service issues

The Archive Service business improvement action plan for 2014-16 is attached at Appendix 1 and will be detailed further in the meeting.

The service changes required to meet the agreed 2014/15 budget, which were described in the last report, have been implemented. The public service in Neath has continued without change and without any interruption of service. The service to family historians which we provide in Port Talbot is now run alternately with Neath Port Talbot Libraries and Heritage staff on a fortnightly rather than a weekly basis. Senior Archivist Rosemary Davies is taking voluntary redundancy at the end of this month after fourteen years with the Archive Service.

2. Service performance

Members can obtain a fuller picture of the Archive Service's performance in 2013/14 from the Annual Report of the County Archivist, which was published during the last quarter and is available as an e-publication on the Archive Service website. One statistic recorded there is that there were 9,531 individual and group visits to the Archives in 2013/14, which is almost exactly the same figure as in 2012/13 (9,526).

Using the statistics collected by the Chartered Institute of Public Finance and Accountancy, and measured by the number of individual visits, it has been calculated that the Service was the 14th most visited archive service in the UK in 2012/13 out of a total of 126 services which responded (up from 17th in 2011/12) and it is still the busiest of the 13 local authority services in Wales by a factor of more than 50%.

Statistics for March to May 2014

The number of members of public using the Service on-site, March to May 2014, was **2,214** and the total number reached by the Service on and off-site was **2,531**.

Number of on-site visits at Swansea, Neath and Port Talbot 2,214 (2,429) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,412	(1,494)
Neath	621	(667)
Port Talbot	34	(92)
Group visits	147	(176)
Number in audiences for off-site visits	317	(51)
Total numbers for on and off-site visits	2,531	(2,480)
Number of pupils reached by the Education Service	302	(172)
Numbers reached at events	0	(n/a)
Number of documents issued in Swansea and Neath	2,920	(3,183)
Number of post and email enquiries dealt with	237	(313)
Number of web-hits (Dec 2013-Feb 2014)	n/a	(n/a)

3. Service outreach

For the second year running, the Service has won the Archives Wales Marketing Innovation Award, this time for developing teaching resources for the Foundation Phase, a project which ran during 2012/13. The award was presented by Welsh Assembly Culture Minister John Griffiths during a visit to Richard Burton Archives, Swansea University, referred to below.

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. I am pleased to report that the collection has been accepted for inscription and the award will be made at a reception in Edinburgh on 19 June, at which point a press release will be issued.

The centenary of the First World War is a significant anniversary which the Service will mark over the next four years. During the last quarter, we have enabled filming and provided pictorial and documentary material for the following TV programmes and online resources:

- ITV Wales series, 'Wales and the Great War', programme 1, 'The Lost Generation' (14th July transmission). In which the pupils of Glan Afan School Port Talbot investigate the stories behind the names on their school war memorial.
- BBC Wales series, 'Welsh Towns at War', a programme on Swansea during the Great War narrated by Eddie Butler (autumn transmission)
- BBC website, 'World War One at Home', picture for a story relating to Sir Alfred Mond <http://www.bbc.co.uk/programmes/p01nhwgx>
- Independent website 'On the Record' working with Campaign Against the Arms Trade for their project 'Arming all Sides: The Arms Trade and the First World War',

pictures for a story relating to women munitions workers in Briton Ferry <http://on-the-record.org.uk/projects/selling-to-both-sides/>

Together with Richard Burton Archives, the Service has been awarded a grant under Welsh Government's 'Changing Cultures' fund for museums, archives and libraries. The fund is targeted at reducing child poverty and social deprivation. Sixty Year 9 pupils from Sandfields Comprehensive School Port Talbot will be given teaching sessions by archives and museum staff at the National Waterfront Museum, the outcome of which will be an exhibition created by them on the history of the Sandfields estate and its connection to the steelworks. This exhibition will be shown in several venues, principally at a drop-in open day for the community to be held in Sandfields Community Centre. The open day will be an opportunity for the residents of Sandfields and Port Talbot to share memories about their community and their working lives.

A second grant has been awarded under the same scheme to create an exhibition on the subject of Townhill Swansea, which estate celebrates its centenary in 2014. This exhibition will be displayed in the Phoenix Centre and Swansea Civic Centre. Further Welsh Government funds have been set aside to develop the project further and resubmit it.

Education Service

On 21 May, we trialled a new education session on the subject of the First World War for a total of fifty Year 9 Pupils at Cefn Hengoed School Swansea. After the lesson, the pupils cleared a patch of ground at the front of the school and planted poppy seeds provided free by Swansea Council. The teacher's feedback on the session was highly complimentary and next year the session has been re-booked for the entire Year 9 intake at Cefn Hengoed. Based on this success, we will advertise this session next academic year to schools in Swansea and Neath Port Talbot.

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

Blaenhonddan
Cefn Hengoed
Mayals
Melin
Newton
Wauanceirch

Talks

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

Clydach Historical Society
Pennard Men's Group
Swansea Valley History Society

An Open Day was held in Swansea on 14 April, which attracted 57 people. Additionally, several introductory talks for new users have taken place in the archive searchroom.

Publications

Members are requested to choose two designs for the 2014 Christmas cards from the images circulated at the meeting, one design from each local authority area.

4. Professional meetings and partnership working

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

‘Cynefin: Exploring Gower’s Ancient Woodland’ steering group and training
‘Mining Josef Herman’ project steering group

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

A Welsh Assembly ministerial presentation of the first Archives Accreditation award in Wales to the Richard Burton Archives, Swansea University
Archives and Records Council Wales
Chief Archivists in Local Government Group AGM
Glamorgan County History Trust
South Wales Record Society
Swansea Museums Libraries and Archives co-operation group

5. Accessions of archives

A comprehensive list of archives received during the period March to May 2014 is attached at Appendix 2.

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

BUSINESS IMPROVEMENT ACTION PLAN 2014-2016

Joint Service:

Archive Service

Manager:

Kim Collis

Date Completed:

28/02/2014

Last Updated:

30/05/2014

Having completed the business plan please ensure all identified actions are cascaded into the action plan below for monitoring and completion. Please note that an audited version of the 2013-2014 business plan is attached at Appendix 1.

BIP Ref	Source	Link to aim	Action	Due Date	RO	Resources	Milestones	PI Measure / Target	Action Status
1	2011 SIP 1	To provide opportunities for lifelong learning across the service	Increase overall use of the service by developing the education service for schools		AD	Existing revenue budget	1a. Refine and develop teacher's resources relating to the Wales curriculum at KS2 and KS3 on the subjects of Victorian Health (KS2) the First World War (KS2 and 3) and WW2 refugees (KS3), by Mar 2015	CTA8	
2	2011 SIP 2	To achieve a high level of customer satisfaction	Increase overall use of the service by purchasing and developing resources for family historians		KC	Existing revenue budget	Digitise selected NPT cemetery registers/indexes, by Mar 2015 Investigate ways to encourage better care of family papers by family historians, by Mar 2015	CTA5	Carried over
3	2011 SIP 3	To maintain and achieve all quality and professional standards	Meet statutory requirements for the Archive Service		KC/ AD	Existing revenue budget	Complete business continuity plan, by Mar 2015 Apply for Archives accreditation, by Mar 2015	Archives Accreditation standard	Carried over

BIP Ref	Source	Link to aim	Action	Due Date	RO	Resources	Milestones	PI Measure / Target	Action Status
4	2011 SIP 4	To achieve a high level of customer satisfaction	Extend, develop and promote use of the oral history and film collections held by the Archive Service		AD	Existing revenue budget	Deposit remaining film and video material with the National Screen and Sound Archive of Wales, by Mar 2015	CTA5	Carried over
5	2011 SIP 9	Improve the way the service is planned and delivered; To maintain and achieve all quality and professional standards	Create a policy and develop capacity for the preservation of digitised and born-digital records, by working in partnership with the Archives and Records Council Wales (ARCW) Digital Preservation Group		KC	Existing revenue budget	Write WGAS digital preservation policy, by Mar 2015 Take part in the second phase of the ARCW digital preservation project, to define and produce a checklist for a trusted digital repository, by Mar 2015	Archives Accreditation standard	Carried over
6	2011 SIP 10	Improve the way the service is planned and delivered Provide facilities which are well-maintained and welcoming	Improve the physical care of the archive collections held in Neath Mechanics Institute		AD/ KC	Existing Archives and NPTCBC revenue budgets	Investigate further and carry out measures to stabilise strongroom environment at the Neath Mechanics Institute, by Mar 2015 Produce new premises and security guidelines, by Mar 2015	TNA inspection report on NAS collections	Carried over

BIP Ref	Source	Link to aim	Action	Due Date	RO	Resources	Milestones	PI Measure / Target	Action Status
7	2012 BIAP 10	To maintain and achieve all quality and professional standards	Improve the physical care of the archive collections held in Swansea Civic Centre		AD	Existing revenue budget	Continue a programme for the boxing of loose volumes, by Mar 2015 Relocate to intended destination and box all rolled maps transferred to temporary storage from the Guildhall, by Mar 2015	Archives Accreditation standard	
8	2012 BIAP 12	To raise awareness in the community amongst potential users	To hold outreach events aimed at extending use of the Service by groups and individuals	Mar 2015	KC/AD	Existing revenue budget	To continue our programme of commitments for talks and events, through to Mar 2015 Publicise and display our exhibition to mark the centenary of the outbreak of World War I To carry out two community engagement projects in Townhill and Sandfields Port Talbot	CTA5	

ACCESSIONS OF ARCHIVES
March-May 2014

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Women's Gas Federation	Photograph albums	1990s-2000s	5 vols, 1 envelope	D/D WGF 9-14
Skewen & District Industrial Heritage Society	Photographs of Skewen and Neath Abbey - churches, chapels, social events etc.	20th-21st cent	1 large box	D/D SIH 4-6
Private deposit	Aerial photographs of Neath area and of Gower; engravings of Neath Abbey and the Vale of Neath; OS 1:1250 maps of Neath	19th-20th cent	1 bag	D/D Z 939/1-14
South West Wales Industrial Archaeology Society	<i>Bulletin</i> – magazine of the South West Wales Industrial Archaeology Society	1972-2013	5 vols	Searchroom library
Private deposit	Souvenir History of Kenfig Factory, Photograph of Richard Branson's yacht in Swansea's Marina,	20th century	1 folder	
Private deposit	Llanrhidian Higher parish council minutes and accounts	1960s-1980s	1 bundle	P/111/43-49
Private deposit	Plan of Main Collieries No 4 Level (Skewen), 1880s; Plan of Cadoxton, Gellia and Torcefn Steam Coal workings, 1871; Plan of Cadoxton and Aberdulais Collieries, 1856	1856-1880s	3 plans	
British Federation of Women Graduates, Swansea	Correspondence files	Late 20 th century	1 carload	D/D BFWG
City and County of Swansea	Inspector's reports for various Swansea primary and comprehensive schools	1997-2010	1 bundle	CC/S Ed 3/1-23
Gower Society	Photographs; aerial photographs; programmes; newspaper cuttings; minutes, agendas and financial papers; also an aerial photograph to be added to the P/PR collection	1948-2014	1 box	D 56
Neath Port Talbot County Borough Council	Register of Electors	2014	2 vols	CB/NPT RE 36-37

Creator/originator	Description	Dates	Extent	Reference number
Neath Borough Council Legal Services Section	Abstract of title of the Principality Property Co. (Swansea) to property forming parts of the Briton Ferry Estate, 1952; Reviews of electoral arrangements, Local Government Boundary Commission for Wales, 1996 and 2009	1952-2009	3 items	DC/N L
City and County of Swansea, Electoral Registration section	Swansea electoral register	2014	2 vols.	CC/S RE 36-37
Private deposit	Various letters with reference to the end of the First World War to Mr Leaver of Swansea, consul, who lived at Brooklands, Swansea	1918-1953	1 bundle	D/D Z 940/1
Private deposit	Minutes of case in the House of Lords regarding a mineral rights dispute	1892	1 vol.	D/D Z 218/4
Clive Reed Collection	Various records relating to Pontardawe and the Upper Swansea Valley, including photographs and press cuttings	1869-1995	1 bundle	
Swansea St. Marys	Facsimiles of Swansea Parish Messenger , the parish magazine	1889-1900	2 vols	P/123/CW/1345-1346
Private deposit	Testimonials for the application of William Hugh Gibbon for the post of headmaster of the Port Talbot County Schools	c1920	1 file	D/D Z 942/1
Siloh, Landore (Welsh Independent Chapel)	Photographs of ministers and chapel members; annual reports; papers relating to musical events and other ephemera	19th-21st century	1 carload	D/D Ind 21
Private deposit	Royal Institution of South Wales accounts 2006-2013; summaries of accounts, newsletters; St Marys church plans 1953	1953-2014	2 large boxes	RISW X
Merched y Wawr, cangen Treboeth	Llyfr cofnodion ac enwau aelodau	1970-1977	1 cyfrol	WAW 40/1
Private deposit	Hilda Conibear autograph book from Parc Wern hospital containing soldier's signatures, copy of photograph and copy of certificate of service	1916	3 items	D/D Z 941
Gower Festival	Financial records, programmes and general files	1974-2013	1 carload	D 62
Private deposit	Diaries of Dorothy Jones of Morryston, 1930-1932; Letters between Iris Jones and Emlyn Jones, 1930s; Ystalyfera School photograph, 1951	1930s-1950s	1 bundle	D/D Z 576/146-148

Creator/originator	Description	Dates	Extent	Reference number
Orchard Place Baptist Church, Neath	Church records, including photographs, posters, membership records, minutes, financial records, correspondence and plans	1871-1960s	1 carload	D/D Bap 69
Private papers	Scanned copies of photographs, letters, medals and ephemera relating to Sergeant David John Lewis, Royal Welch Fusiliers, killed in action in France, August 1916	1914-1916	1 CD Rom	D/D Z 945
Private deposit	Miscellaneous records including records relating to Baglan Pumping Station, Neath Valley Drainage scheme, Baglan By-Pass	Late 20th Century	1 envelope	D/D Z 943/1-3
City and County of Swansea: Building Services	Plans of the Guildhall heating system	1933	2 bundles	BA 5/1-14
Pontardawe Civic Society	Administrative records, including correspondence and accounts, of the Pontardawe Civic Society	1983-1990s	2 suitcases, 1 bag	D/D PCC 1-3
Resolven School Records	Admission registers, 1878-1921; Punishment book, 1901; photograph, c.1910. Also includes two class photographs of Cymmer School, 1914	1878-1921	3 vols, 3 photographs	E/N 23/3/2-3; E/N 23/4/1; E/N 23/5/1; E/GI 3/2/1-2
Bethel Independent Church, Penclawdd; Ebenezer, Gorseinon; Siloh, Landore	Bethel Chapel records including Sunday School registers, annual reports, programmes and photographs; Ebenezer Chapel records including financial and membership records, and seating plan for Siloh, Landore	19th-20th century	1 carload	D/D Ind 46/1-7; D/D Ind 25/124-131; D/D Ind 21/7
Glan Afan Comprehensive School	Photographs; school programmes and booklets	1950s-2000	1 bundle	E/GAC
Private deposit	Federation of Grocer's Associations, Swansea 1911	1911	1 vol	
Llanrhidian Higher Community Council	Agenda and minutes	April, May 2014	2 items	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Papers of Iorwerth Thomas (d. 2014), formerly chief assistant to the City Estate Agent, Swansea City Council, and later West Glamorgan County Council County Valuer. Includes: school photographs (Clark's College, Swansea and Swansea Grammar School; brochure for unveiling of a plaque, Bishop Gore School; plan of Ystrad Uchaf Farm, Swansea; map of Swansea town centre with valuations for compensation; surveyor's notebook showing plot sizes and land values for town centre properties	1938-1969	1 bundle	
Clive Reed papers	Programme for National Eisteddfod 1934 (Neath); 4 contact prints showing scouting-related events in Pontardawe	c. 1920, 1934	2 items	
Oral history material	Disc package comprising DVD, audio CD and data CD, entitled "Memories of Old Clydach: what do you remember of World War 2 and the 1950s?"	2014	3 discs	
Skewen and District Historical Society	Minutes and newsletters	2013-2014	1 bundle	D/D SHS 1/13 and 2/9-21
Gowerton Primary School	Photographs of school premises, pupils and staff	1950s-1980s	2 boxes	
Port Talbot Historical Society photographs	Slides of Aberavon, Port Talbot, Margam, Baglan, Cwmavon and area, including original slides and copies of original photographs; photograph albums of the Margam Coke Ovens	19th-20th century	1 carload	D/D PTH