

# CITY AND COUNTY OF SWANSEA

## NOTICE OF MEETING

You are invited to attend a Meeting of the

## WEST GLAMORGAN ARCHIVES COMMITTEE

**At:** Committee Room 1/2, Civic Centre, Port Talbot.

**On:** Friday, 12 September 2014

**Time:** 11.00 am

## AGENDA

Page No.

**1 Apologies for Absence.**

**2 Disclosures of Personal and Prejudicial Interests.**

**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 13 June 2014.

**4 To consider the Report of the County Archivist.**

**4 - 12**

**5 Date of Meetings for 2014/15.**

12<sup>th</sup> December 2014(Swansea) & 13<sup>th</sup> March 2015(Neath)  
All Fridays at 11.00am.



**Patrick Arran**

**Head of Legal, Democratic Services & Procurement**

**Thursday, 4 September 2014**

**Contact: Gareth Borsden - 636824**

## WEST GLAMORGAN ARCHIVES COMMITTEE (5)

### Councillors

#### Labour Councillors: 4

N J Davies	Ceinwen Thomas
Robert V Smith	

#### Independent Councillor: 1

Keith E Marsh
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#### Liberal Democrat: 1

John Newbury
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### 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
Kim Collis	County Archivist
Legal	
Gareth Borsden	Democratic Services
Archives	1 Copy

#### Neath Port Talbot County Borough Council

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

**Total copies – 30**

## **CITY AND COUNTY OF SWANSEA**

### **MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE**

**HELD AT COMMITTEE ROOM 1, CIVIC CENTRE, SWANSEA ON  
FRIDAY, 13 JUNE 2014 AT 11.00 AM**

**PRESENT:** Mr D B Lewis (H M Lord Lieutenant) (Chair) presided

#### **Representatives of the City and County of Swansea:**

<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
N J Davies	J Newbury	R V Smith

#### **Representatives of Neath Port Talbot County Borough Council:**

<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
J Dudley	P A Rees	A Wingrave

#### **Representatives of the Associated Organisations:**

Mrs J L Watkins - Neath Antiquarian Society

#### **Officers:**

D Michael - Head of Legal, Neath Port Talbot County Borough Council  
K Collis - County Archivist  
W John - County Librarian, Neath Port Talbot County Borough Council  
J Parkhouse - Democratic Services Officer

#### **1 ELECTION OF VICE CHAIRS.**

**AGREED** that Councillors D W Davies and R V Smith be elected Vice Chairs of the Committee for the 2014/2015 Municipal Year.

#### **2 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Canon S J Ryan and Councillor D W Davies.

#### **3 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

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

4 **MINUTES.**

**RESOLVED** that the Minutes of the meeting of the West Glamorgan Archives Committee held on 14 March 2014 be approved as a correct record subject to the following amendment:

Add Councillor A Wingrave and delete Councillor J Dudley from the list of Representatives of Neath Port Talbot County Borough Council present.

Add Councillor J Dudley to the list of apologies and remove Councillor A Wingrave.

5 **REPORT OF THE COUNTY ARCHIVIST.**

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

**SERVICE IMPROVEMENT**

The County Archivist reported on the Service Business Improvement Action Plan (BIAP) for 2014/2016.

He detailed progress on the refinement and development of teacher's resources relating to the Wales Curriculum at Key Stage 2 and Key Stage 3 on the subjects of Victorian Health, the First World War and World War II Refugees. He outlined that the Archive Service will be applying for Archives Accreditation in the near future and informed members that the Richard Burton Archives, Swansea University, had been the first service in Wales to receive accreditation.

He commented on the progress to improve the physical care of the archive collections held in Neath Mechanics Institute and referred to the recent upgrade undertaken to the heating system.

The Chair expressed his thanks and appreciation to Mrs Rosemary Davies who was retiring after 15 years with the Archive Service. He wished her a long, happy and healthy retirement.

**SERVICE PERFORMANCE**

The County Archivist reported on the number of visits to the Archives during 2013/14, which was almost exactly the same as in 2012/13. It was added that the Service was the fourteenth most visited archive service in the UK in 2012/13 out of a total of 126 services that responded to the CIPFA survey and was still the busiest of the 13 local authority services in Wales by a factor of more than 50%.

**SERVICE OUTREACH**

The County Archivist referred to the recent publication of the Annual Report of the County Archivist for 2013-14.

**AGREED** that the link to the electronic version of the Annual Report be forwarded to all Councillors.

The Chair referred to the marketing award won by the Archive Service for the second year running and congratulated the County Archivist and his staff. The County Archivist outlined a UNESCO award in respect of the Neath Abbey Ironworks collection and further details were provided.

He also detailed the work carried out in relation to the centenary of the commencement of the First World War and Members commented that the celebrations should retain a local perspective.

Images of potential Christmas cards for the Service were circulated for comment.

**AGREED** that the two Christmas cards for 2014 be the views showing Mumbles Railway and Neath Castle.

### **ACCESSIONS OF ARCHIVES**

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

### **6 DATE OF MEETINGS FOR 2014/15.**

The dates of the meetings of the Committee for the remainder of the Municipal Year were noted.

The meeting ended at 11.56 a.m.

**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**

**Report of the County Archivist  
West Glamorgan Archives Committee  
12 September 2014**

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

## **1. Service issues and service performance**

In June the Service once again took part in the Public Service Quality Group's 'Survey of Visitors to UK Archives', a benchmarking tool for measuring the customer satisfaction of those who visit the UK's archives in person. The results will be published later in the year.

On 27 August, officers from Welsh Government agency CyMAL: Museums Archives Libraries Wales visited to discuss an application for Archives Accreditation for the archive repository in Swansea Civic Centre. Archives Accreditation offers a badge of external recognition and endorsement of the Service and achieving it is an important target in our 2014-16 business plan. Accreditation replaces The National Archives' *Standard for Record Repositories* and its self-assessment programme for local authority archives in England and Wales, to both of which the Service previously subscribed. It is anticipated that the application will be ready to submit by March or July 2015, provided all the supporting documentation and evidence is in place.

Archive Service Accreditation is central to the UK and Welsh Government strategy document '*Archives for the 21st Century*' which has as its priority the development of larger and more effective services with increased sustainability within the sector. On 27 August, Welsh Government also hosted preliminary discussions between West Glamorgan Archive Service, the Richard Burton Archives Swansea University and Carmarthenshire County Council on improving regional co-operation and the possibility of integrating our services at some future point.

On 19 June, the Neath Abbey Ironworks Collection was formally inscribed on the UK register of the UNESCO Memory of the World programme, the third collection from

Wales to be so inscribed and the first collection from Wales which is held outside the National Library of Wales. The reception took place in the Bryce Hall at the Scottish Headquarters of the Lloyds Banking Group and was hosted by Lady Susan Rice, Managing Director of Lloyds Banking Group Scotland with guest Fiona Hyslop MSP, Cabinet Secretary for Culture and External Affairs in the Scottish Government. A second award ceremony will take place in October in Bath.

### ***Statistics for June to August 2014***

The number of members of public using the Service on-site, June to August 2014, was **1,907** and the total number reached by the Service on and off-site was **1,957**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,907 (2,144) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,297	(1,366)
Neath	534	(649)
Port Talbot	22	(67)
Group visits	54	(62)
Number in audiences for off-site visits	0	(259)
Total numbers for on and off-site visits	1,957	(2,403)
Number of pupils reached by the Education Service	29	(198)
Numbers reached at events	50	(280)
Number of documents issued in Swansea and Neath	2,189	(2,386)
Number of post and email enquiries dealt with	292	(293)
Number of web-hits (Dec 2013-Feb 2014)	not available	(9,552)

## **2. Service outreach**

During the quarter, we facilitated filming for the programme on Swansea in the new BBC series '*Welsh Towns at War*', narrated by Eddie Butler. The programme was broadcast on 26 August on BBC1.

The Archive Service exhibition '*1914-1918: Some Things we Forgot to Remember*' was displayed in Neath Civic Centre from 4-18 August alongside artefacts from the Neath Museum collection. Simultaneously, several panels from the main exhibition '*1914-1918: Remembering our Heroes*' were displayed in Pontardawe Community Centre and Pontardawe Library.

One school visited the Archives during the last quarter before the end of the summer term, namely Pennard Primary School.

## **3. Professional meetings and partnership working**

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

Archives and Records Council Wales  
 Archives and Records Council Wales, Cynefin Project Board  
 Josef Herman Art Foundation Cymru project group 'Mining Josef Herman'

We hosted a meeting of the Archives and Records Association Wales Conservators Group on 16 June.

We have also been involved in the following projects:

Digital preservation: trial of Preservica software  
The County Archives Research Network reader's ticket development group

#### **4. Staff changes**

Senior Archivist Rosemary Davies took voluntary redundancy at the end of June as part of Swansea Council's *Sustainable Swansea: Fit for the Future* programme, the responsibilities of the post being shared between the County Archivist and the Assistant County Archivist. To date we have been able to maintain service during our advertised hours of public opening, although volunteers from the Neath Antiquarian Society had to step in to maintain the service in Neath on two occasions in August. The loss of this post has also had an effect on our capacity for outreach and education work.

The Archive Trainee for 2014/15 is Rachel Brown. She has a BA in English and History from the University of Hull and intends to apply for postgraduate training in archives management for 2015/16.

#### **5. Accessions of archives**

A comprehensive list of archives received during the period June to August 2014 is attached at Appendix 1. An item of particular interest is a photograph album celebrating the 150<sup>th</sup> anniversary of the Mumbles Railway in 1954, together with the typescript of the speech given at the official dinner to mark the closure of the railway in 1960. These have come to us through the good offices of the National Waterfront Museum Swansea.

Contact Officer: Kim Collis, County Archivist  
Tel: 01792 636760  
Email: [kim.collis@swansea.gov.uk](mailto:kim.collis@swansea.gov.uk)



**ACCESSIONS OF ARCHIVES****June-August 2014**

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<b><i>Creator/originator</i></b>	<b><i>Description</i></b>	<b><i>Dates</i></b>	<b><i>Extent</i></b>	<b><i>Reference number</i></b>
Private deposit	Images of Gower Tithe maps transposed onto the 1884 6" OS maps with field names and colour coding for land use	2014	2 CDs	D/D Z 586/2-3
Resolven Community Council	Minutes	2004 - 2007	2 ring binders	P/214/20-21
City and County of Swansea, Committee Clerks' Section	City and County of Swansea committee minutes	2012-2013	2.5 linear metres	
Ebenezer Welsh Independent Church, Gorseinon	Sunday School records, records relating to members' contributions and miscellaneous records	1901-2013	35 items	D/D Ind 25/132-166
Swansea Registrars	Marriage registers from Ebenezer Gospel Hall, Cockett; Gendros Baptist Church, Brynhyfryd Baptist Church, Babell Pontarddulais, and Swansea St Matthew's	1901-2011	12 vols	D/D FC 2/1-3; D/D Bap 57/2; D/D W/Bap 36/9/1-6; D/D W/Bap 37/1/4; P/323/CW/25
Private deposit	Posters for dances held at the Welfare Hall, Waunarlwydd	1938-1939	4 posters	D/D Z 946/1-4
Private deposit	Bacon's map of Swansea, 1897; cloth copy of Swansea tithe map, 1843; listing of RISW papers by R.L. Bowen	19th cent -c1965	3 items	
Private deposit	Lecture notes of D. M. M. Davies from West Glamorgan Institute of Higher Education	1960s-1990s	1 large box	
Swansea Seventh Day Adventist Church	Building survey prior to redevelopment	2014	1 file, 1 CD rom	D/D SDA/S

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private deposit	DVD interview with the late Myer Joseph, former member of the Swansea Hebrew Congregation	Late 20th cent	1 DVD	
Private deposit	Further records relating to John Oliver Watkins, including declaration of the signing of the Armistice	1916-1920s	2 items	D/D Z 429/6, 19-21
Steel Company of Wales	Photographs taken during the fitting-out of the Velindre Tinplate Works, near Swansea	1955	7 photos	
Private deposit	Festival of Britain brochure for Wales 1951, engraving of the Crypt, Neath Abbey, by H. Gastineau c. 1836, and geological and economic map of Glamorgan, early 20th cent.	c. 1836-1951	3 items	D/D Z 939/15-16
Private deposit	Maps of administrative boundaries in South Wales; bound volume of the Cambrian, 1805-1808	1805-late 20th cent.	1 vol., 1 roll	N/Cam 67
Private deposit	DVD entitled "Voices of Conscience - Lleisiau Cydwybod"- short films of personal experiences of war, conscientious objection and peace-making, including material on John Oliver Watkins of Swansea	2014	1 DVD	
Private deposit	Swansea Hebrew Congregation: copy of photographs of Swansea Talmud Torah Cheder classes; copy of photograph of Harry Glass and Mr Barer in motorcar at Parkmill	1908-1920s	3 images	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private deposit	DVD of Visuals Swansea Festival of Transport at Swansea City Centre, Sunday 15 June 2014	2014	1 DVD	D/D Z 717/30
Soar Independent Chapel, Blaendulais	Adroddiad blynyddol (annual report)	2010	1 booklet	D/D Ind 26/190/6a
Private deposit	OS 25" maps of Waunarlwydd and Morriston		1 bundle	
Private deposit	Miscellaneous documents relating to the King George VI Memorial Club, Taibach	c1930s-1996	1 envelope	
Soroptimist International Neath	Minute books and other administrative records	1960-2010	1 shelf	D/D SIN 1/24-28, 2/8-10, 3/2, 4/1-5/2
Private deposit	Miscellaneous records relating to the Alexandra Towing Co., Swansea	c1920-2000	1 bag	
Private deposit	Shipping chart entitled 'England West Coast Sheet III: Bristol Channel outer part'.	1832	1 map	
Photographic material	Photographs - Ynystawe School 1908, miscellaneous postcards of Swansea and Bishopston, and a guide book to St David's Priory Church, Swansea	20th century	11 items	
Photographic material	Photograph of guests and dignitaries at the 25th anniversary of the opening of the Mond Nickel Works, Clydach	1925	1 photograph	D/D Z 954/1
Skewen and District Industrial Heritage Association	DVD by the depositor entitled "Looking back: Neath Abbey and Skewen"	2014	1 DVD	D/D SIH 1/6
Women's Archive of Wales	Records of Minority Ethnic Women's Network (MEWN) Swansea	1996-2013	1 box	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Gowerton ecclesiastical parish	PCC and Easter Vestry minutes, records relating to the premises, and parish magazines	1980-2012	2 boxes	
Private deposit	Plan of Danygraig Welsh Congregational Chapel, Alltwen, Pontardawe	1909	1 plan	D/D Ind 43/8/1
Ebenezer Gospel Hall, Heol y Gors, Cockett	Marriage register	1972-1998	1 vol.	D/D FC 5/4
Moriah Welsh Baptist Chapel, Ynystawe	Records, photographs, chapel history relating to the chapel	19th-21st cent.	1 box, 1 bag	D/D Bap 48/14-20
Oral history recording	Digital copy of a cassette recording of a BBC programme "How it was", recorded at Penuel Chapel, Cwmafan, consisting of recordings of reminiscences of local residents	1985	1 CD	T 36/1a-b
Private deposit	"'Theirs not to reason why': the communities of Penclawdd, Gwernffrwd, Llanmorlais, Crofty and Penuel in the Great War, 1914-1918' by Anne Roberts; Order of service for the unveiling of Memorial Stone at Memorial gardens, Penclawdd	2014	2 items	P/111/ and searchroom library
City and County of Swansea	Design documents for Phase 1 and 2 of County Hall, Swansea including 12 photographs of the newly-completed building	1976-1984	1 folder	WGCC/C 1/3
Swansea County Borough Council, vehicle licensing division	Registers of registration and licences for road vehicles	1921-1922	6 vols.	D/D PRO/VL/S 5/1-6
City and County of Swansea, Lord Mayor's Secretary	DVDs of inauguration ceremonies of Lord Mayors of Swansea, and other promotional material	2003-2010	5 DVDs, 1 CD	CC/S CE 10/1-6

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private deposit	Photograph album of the Pennard Pantomime	1978-1983	1 item	D/D Z 952/1
Bethel and Capel Isaac Independent Churches, Penclawdd	Baptism and death registers, accounts, plans and Sunday School records	1849-2012	1 box file, 5 vols	D/D Ind 46/7/3-46/10/5; D/D Ind 47/1/1-47/2/2
Ystalyfera Community Council	Minutes	2003-2012	1 box	P/329/1-11
Maps and plans	OS 1:10,000 maps of West Glamorgan; boundary map of the Swansea (Communities) Order 1983 and map of Fairwood and Clyne Commons	1960s-1980s	1 bundle	
Swansea Education Committee	Plans of Manselton and Plasmarl Schools	Early 20th century	6 plans	
Hill United Reformed Church, Swansea	DVD of the church organ being played, with notes on its history and the company that built it	2014	1 DVD, 3 papers	D/D E/Cong 10/3
Private deposit	Miscellaneous documents relating to Revd Hugh Owen Jones (formerly of Morriston)	c. 1920s-1979	1 bundle	D/D Z 576/149
Llandeilo Talybont parish	Marriage registers, service and confirmation registers, PCC minutes, churchwardens' accounts, orders of service and parish magazines	1922-2014	1 carload	P/108/CW/47-91
Private deposit	Copy of the Swansea tithe map; sales catalogues, 1963; other miscellaneous pamphlets.	20th cent.	1 bundle; 1 large rolled plan	D/D Z 956/1-14
Private deposit	Records relating to the Mumbles Railway closure.	1960	1 bundle	D/D Z 953/1-6
Llangyfelach parish	Marriage registers	1990-2008	2 vols	P/58/CW/72-73
Private deposit	Copies of images of Miss Ada Fish, munitions worker at Pembrey	1917	4 items	

<b><i>Creator/originator</i></b>	<b><i>Description</i></b>	<b><i>Dates</i></b>	<b><i>Extent</i></b>	<b><i>Reference number</i></b>
Private deposit	Photograph of a charabanc outside the Star Inn, Llansamlet	c. 1910	1 photograph	D/D Z 955/1
Private deposit	Deeds relating to The Ship Public House, Mumbles, and The Horse and Groom Public House, Swansea	1848-1863	1 parchments	D/D Z 951/1-2
Women's Archive of Wales	Notebook containing hand written recipes and 2 newspaper cuttings of wartime recipes. Inscribed G. Hughes (Gertrude Hughes).	1940s	1 vol.	WAW 41/1
Swansea Valley Historical Society	Official guide to Pontardawe RDC, 1965; Pontardawe RDC Byelaws, 1949; Electrical Scheme for Pontardawe RDC, 1925; "Ein Cygnor" Pontardawe RDC Magazine, 1950-1964	1925-1965	1 bundle	
Soar Welsh Independent Church, Blaendulais	Registers of members, list of Cymanfaoedd Canu and letters about the closure of the chapel	1937-2014	2 vols, 3 papers	D/D Ind 26/192-194
Private deposit	Notes relating to the ship the Donna Maria; a copy of a painting of the Donna Maria and a copy photograph of the ships first Captain.	1860s	3 papers	D/D Z 950/1-3