

CITY AND COUNTY OF SWANSEA

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

HELD AT COMMITTEE ROOM 1, CIVIC CENTRE, SWANSEA ON
FRIDAY, 12 DECEMBER 2014 AT 11.00 AM

PRESENT: Councillor R V Smith (Vice Chair) Presided

Representatives of the City and County of Swansea:

Councillor(s):

K E Marsh

Representatives of Neath Port Talbot County Borough Council:

Councillor(s):

D W Davies

Councillor(s):

J Dudley

Councillor(s):

P A Rees

Representatives of the Associated Organisations:

Mr A Dulley - Diocese of Swansea & Brecon

Mrs J L Watkins - Neath Antiquarian Society

Officers:

K Collis - County Archivist

D Michael - Head of Legal, Neath Port Talbot County Borough
Council

G Borsden - Democratic Services Officer

14 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Mr DB Lewis (Lord Lieutenant),
Councillors J Newbury, C Thomas, TM White and Canon S Ryan.

15 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

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

16 MINUTES.

RESOLVED that the minutes of the meeting of the West Glamorgan Archives
Committee held on 12 September 2014 be agreed as a correct record.

17 **MATTERS ARISING.**

The Chair welcomed Mr Andrew Dulley to his first meeting as the representative of the Diocese of Swansea & Brecon.

The County Archivist reported that the results of the Customer Survey undertaken earlier in the year had not yet been published, so would be reported to the March meeting of this Committee.

18 **REPORT OF THE COUNTY ARCHIVIST.**

SERVICE ISSUES AND SERVICE PERFORMANCE

The County Archivist reported that he had attended a ceremony in Bath in October where an award had been presented to mark the inscription of the Neath Abbey Ironworks Collection on the UK register of the UNESCO Memory of the World Programme.

The award and accompanying certificate were shown to the Committee. The County Archivist will discuss with relevant officers in Neath Port Talbot about further publicising the awards amongst staff there and loaning the awards for display in NPT civic offices..

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

He referred to an issue associated with the Accreditation process for the facility at the Civic Centre, Swansea which would cause some delay to the application.

Committee discussed the potential sale of the Civic Centre, the possible implications of such a sale on the future delivery of the service, potential areas of improved joint/regional working and collaboration in the future.

AGREED that the Chair and Vice Chairs meet as soon as is practicable with the relevant Cabinet Member in Swansea to discuss the future provision of the Archive Service.

SERVICE OUTREACH

The County Archivist reported on the 'Sandfields:a Community Built on Steel' project that the Service had been involved in with children from Sandfields Comprehensive in Port Talbot. He indicated that the exhibition of the children's work will be displayed at the National Waterfront Museum in April 2015 and will also be displayed at the School and Sandfields Community Centre.

He outlined the potential to expand the World War One education sessions with schools, particularly those in the Neath Port Talbot areas.

PROFESSIONAL MEETINGS AND PARTNERSHIP WORKING

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

ACCESSIONS OF ARCHIVES

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

ARCHIVE SERVICE PRESERVATION POLICY

The County Archivist outlined the draft policy.

AGREED that the draft policy be approved.

19 **DATE OF MEETINGS FOR 2014/15.**

The date of the remaining meeting of the Committee for the Municipal Year was noted.

The meeting ended at 11.55 am

CHAIR