

DINAS A SIR ABERTAWE

HYSBYSIAD O GYFARFOD

Fe'ch gwahoddir i gyfarfod

PWYLLGOR ARCHIFAU GORLLEWIN MORGANNWG

Lleoliad: Ystafell Bwyllgor A/B, Castell-nedd

Dyddiad: Dydd Gwener, 13 Mawrth 2015

Amser: 11.00 am

AGENDA

Rhif y Dudalen

- 1 Ymddiheuriadau am absenoldeb.
- 2 Datgeliadau o fuddiannau personol a rhagfarnol.
- 3 **Cofnodion** 1 - 3
Derbyn bod cofnodion cyfarfod Pwyllgor Archifau Gorllewin Morgannwg a gynhaliwyd ar 12 Rhagfyr 2014 yn gofnod cywir.
- 4 **Adroddiad y Cyfarwyddwr Lleoedd 2015/2016 - Cyllideb Refeniw (er gwybodaeth yn unig)** 4 - 6
- 5 **Ystyried adroddiad archifydd y sir.** 7 - 17



Patrick Arran
Pennaeth Gwasanaethau Cyfreithiol, Democrataidd a Chaffael
6 Mawrth 2015

Cyswllt: Gwasanaethau Democrataidd (01792) 636820

WEST GLAMORGAN ARCHIVES COMMITTEE (5)

Mr D B Lewis (HM Lord Lieutenant) (Chair)

Councillors

Labour Councillors: 4

Robert V Smith	T M White
Ceinwen Thomas	

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 S J Ryan	Diocese of Llandaff
Andrew Dulley	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
Tracey McNulty	Head of Culture Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services
Archives	1 Copy

Neath Port Talbot County Borough Council

Mr H Jenkins	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, 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

Agenda Item 4

Report of the Director of Place

West Glamorgan Archives Committee – 13 March 2015

2015/2016 REVENUE BUDGET

Purpose:	To give details of the Joint Archive Service revenue budget for 2015/2016 and the reserves held by the Joint Archive Service
Policy Framework:	None.
Reason for Decision:	For Information Only.
Report Author:	Aimee Dyer

1.0 Introduction

- 1.1 The Archive 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 2015/2016 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2015/16

- 2.1 The budget for 2015/2016 is expected to be £302,100, compared with the 2014/2015 budget of £293,200. In line with the City and County of Swansea's budget assumptions a 2.2% pay award which covers 2014/2015 and 2015/2016 has been included, but no other price increases have been assumed. The detailed budget is shown in Appendix A.

2.2 The increase of £8,900 is as a result of the following amendments:

	£
2.2% Pay Award for two years	3,500
Single Status increase in costs	<u>5,400</u>
Net Increase	8,900

It should be noted that there are no additional savings for the Archive Service put forward for 2015/2016. An amount has been allocated for single status which includes an element for protection until it ceases in 2016/2017, increments and a small amount for gainers.

2.3 The required contributions from the two partners are:

	2015/2016
	£
City and County of Swansea	205,500
Neath Port Talbot County Borough Council	96,600
Total	302,100

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2016. The only expected use of the Training Reserve during 2014/2015 and 2015/2016 is in respect of the Trainee post.

Reserve	Estimated Balance 31/03/15	Budgeted Use 2015/2016	Estimated Balance 31/03/16
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	108,416	-19,400	89,016
	137,117	-19,400	117,717

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2015/2016.

Appendix A

Archives Budget 2015/2016

Original Budget 2014/2015	Account Code	Account Description	Original Budget 2015/2016
214,900	41118 000001 00000	Salaries Basic Pay	221,700
16,000	41118 000002 00000	Salaries NI	16,600
47,300	41118 000003 00000	Salaries Pension	48,800
0	41118 000171 00000	Professional Fees	500
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
280,400		EMPLOYEES	289,800
500	41118 100001 00000	Fixtures & Fittings Purchase	500
1,600	41118 100499 00000	Insurance Premises	1,600
200	41118 190023 00000	CBS Recharges	200
2,300		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
1,000	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
19,000	41118 300256 00000	Conservation Services	19,000
700	41118 300413 00000	Subscriptions	700
500	41118 300433 00000	Miscellaneous Expenses	500
2,500	41118 390150 00000	Printing Recharges	2,500
46,700		SUPPLIES AND SERVICES	46,700
332,100		GROSS EXPENDITURE	341,500
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-10,500	41118 800001 80253	Fees & Charges	-11,000
-9,000	41118 800212 83215	Sales Income	-9,000
-38,900		GROSS INCOME	-39,400
293,200		NET EXPENDITURE	302,100
Funded By			
199,400		City and County of Swansea	205,500
93,800		Neath Port Talbot Borough Council	96,600

17 February 2015

**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 March 2015**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2014 to February 2015**

1. Service issues and service performance

The business action plan for the Service during the period 2015-2017 is attached at Appendix 1 for information. This plan has been developed through consultation and staff teamwork and is aligned with both the business needs of the Service and the corporate priorities of the parent authorities.

During the quarter, discussions have taken place with the two major family history website companies about placing more digitised records from the archive collections online on a pay-per-view basis. This initiative has the potential to increase the existing income stream derived from the parish registers which are currently online on the Find My Past website.

Statistics for December 2014 to February 2015

The number of members of public using the Service on-site, December 2014 to February 2015, was **1,386** and the total number reached by the Service on and off-site was 1,566.

Number of on-site visits at Swansea, Neath and Port Talbot 1,386 (2,083) (figures in brackets represent the same quarter last year), comprising:

Swansea	911 (1,178)
Neath	283 (610)
Port Talbot	11 (43)
Group visits	180 (252)
Number in audiences for off-site visits	180 (709)
Number of pupils reached by the Education Service	62 (652)

Numbers reached at events	0 (90)
Total numbers reached on and off-site	1,566 (2,882)
Number of documents issued in Swansea and Neath	1,935 (2,380)
Number of post and email enquiries dealt with	194 (229)
Number of hits to the Archive Service website	3548 (4041)

2. Service outreach

The project outreach work of the Service in the last quarter has been focused on two ongoing projects funded by external agencies.

Funded by Welsh Government under its 'Changing Cultures' grant scheme for archives, libraries and museums, a project with Sandfields Comprehensive School Port Talbot is drawing to a close. During the quarter, the children have created an exhibition about the history of the Sandfields estate which has been printed and now has been on display at the school since January. The exhibition panels will be used at a community event on Saturday 14 March at Sandfields Community Education Centre and will later be displayed at the National Waterfront Museum Swansea from April to June.

Funded by the Heritage Lottery Fund, the project 'Cynefin: Mapping Wales' Sense of Place' is a three-year project to digitise the tithe maps of Wales which is now at its halfway point. The Archive Service is involved in both the overall project, running a workshop to train online volunteers for transcription and georeferencing work, and one of six local projects across Wales, 'Exploring Gower's Ancient Woodland' which is currently working with the Swansea Council Nature Conservation Team recruiting and organising volunteers to carry out woodland surveys on Gower this spring.

The Service has provided a portfolio of images to the South Wales Evening Post to help the newspaper create and maintain a regular 'Looking Back' feature, which is now published on a weekly basis featuring pictures from the Archive Service.

Members of staff have conducted one or several sessions with the following schools during the last quarter, delivered both on and off-site:

Cefn Hengoed Community School
Ysgol Login Fach

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

Glamorgan Family History Society
Port Talbot Historical Society

3. Professional meetings and partnership working

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

ARCW Cynefin Project Board
Archives Libraries Museums Marketing Excellence awards
South Wales Record Society
Swansea Libraries Archives Museums Co-operation Group
TNA Service Commissioning learning set

4. Accessions of archives

A comprehensive list of archives received during the period December 2014 to February 2015 is attached at Appendix 2.

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

BUSINESS IMPROVEMENT ACTION PLAN 2015-2017

Joint Service: West Glamorgan Archive Service

Manager: Kim Collis

BIAP ref	Values	Link to aim	Action	Due Date	Resources	Milestones
1	Working together	Improving pupil attainment in Swansea and NPT	Increase overall use of the archives education service for schools	Mar 2016	Existing revenue budget	<p>Refine and develop teacher's resources relating to the Wales Curriculum, including introducing education sessions re First World War at KS2 and Copperopolis at KS3 and Welsh Baccalaureate level.</p> <p>Produce a CD teaching resource based on Magna Carta 800th anniversary.</p> <p>Publish the Swansea 1852 Local Board of Health map as an educational resource for schools and the public</p>
2	Innovation	Creating a vibrant and viable Swansea city centre	To maintain and achieve quality and professional standards for the Archives	Dec 2016	Existing revenue budget	<p>Apply for Archives accreditation for Swansea service point, by Dec 2015</p> <p>Progress discussions on regional partnership working, by Dec 2015</p>
3	Innovation	Creating a vibrant and viable Swansea city centre	Extend, develop and promote use of the oral history and film collections	Mar 2016	Existing revenue budget	<p>Deposit remaining film and video material with the National Screen and Sound Archive of Wales, by Mar 2016</p>

BIAP ref	Values	Link to aim	Action	Due Date	Resources	Milestones
4	Innovation	Improve business efficiency	Develop capacity for the preservation of digitised and born-digital records,	Mar 2016	Existing revenue budget Welsh Government grant support	Write WGAS digital preservation policy, by Mar 2015 Continue work on partnership project with the Archives and Records Council Wales Digital Preservation Group
5	Innovation	Improve business efficiency	Improve the physical care of the archive collections held in Swansea Civic Centre and prepare for move of premises	Mar 2016	Existing revenue budget Welsh Government grant	Relocate to intended destination and box all rolled maps transferred to temporary storage from the Guildhall, by Dec 2015 Continue a programme for the boxing of loose volumes, by Mar 2016 Improve the storage of flat plans and maps, by Mar 2016 Apply barcodes to all boxes to allow for stocktake and physical control, by Mar 2016
6	People focus; Working together	Creating a vibrant and viable Swansea city centre; Tackling poverty; improving pupil attainment	To raise awareness in the community with an outreach programme aimed at promoting and extending use of the Service	Mar 2016 Jun 2015 Apr 2015	Existing revenue budget Welsh Government grant HLF grant	To continue our programme of commitments for talks and events, through to Mar 2016, including at least one set of starter talks for family historians To carry out a community engagement project in Townhill Swansea including work with at least one local school To carry out the second phase of the Cynefin Gower project, including piloting work with a junior school

BIAP ref	Values	Link to aim	Action	Due Date	Resources	Milestones
			To complete the Archives publication programme	Dec 2016	Publications reserve	To publish a book on the reconstruction of Swansea 1941-1958; to publish a book on the Farms and Families of Llangyfelach
7	Innovation	Improve business efficiency	To place digitised archives commercially online, thus increasing remote access to the collections and providing an income stream from royalties	Dec 2015	Existing bank of digital images	To place the historic Swansea electoral registers online on a pay-per-view basis, by Dec 2015 To place prison records and crew agreements online on a pay-per-view basis, by Dec 2016
8	Innovation	Improve business efficiency	Develop the Oracle records management application in CCS		Existing revenue budget	Roll out ordering deeds through Oracle to Legal Services, by Mar 2016
9	Innovation	Improve business efficiency:	To rationalise the records management storage areas		Existing revenue budget	To create a records management storage facility for European-funded project filing series, by Jun 2015
9	Working together	Improve business efficiency	To draw up a disaster and business continuity plan for the Records Management Service		Existing revenue budget	DP/BCP written and circulated, by Mar 2016

BIAP ref	Values	Link to aim	Action	Due Date	Resources	Milestones
10	Working together	Improve business efficiency	To transfer all relations with Records Management Service client departments to service level agreements		Existing revenue budget	SLAs drawn up and signed, by Mar 2015

ACCESSIONS OF ARCHIVES
December 2014 – February 2015

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Charity Commission	Horeb Welsh Congregational Church assignment, 1844; Seven Sisters Recreation Ground, 1944	1844-1944	2 bundles	D/D PRO/Ch 71/2 and 82/30
City and County of Swansea: Economic Regeneration and Planning	City Centre Management Partnership Board and Steering Group correspondence, minutes and reports.	2001-2002	2 vols	CC/S E Dev 10/1-2
Private deposit	Photographs of members of the Leyshon family of St Thomas. Also a photograph of the Pastor and Deacons of Canaan Chapel, Foxhole	1900-1940	4 photographs	D/D Z 964
DVD	" <i>Spilling the Ink</i> ": Dylan's return by David Marchant, 2014 (a film commissioned for the Dylan Thomas centenary by Elysium Offsite)	2014	1 item	
Parish of Llandeilo Talybont	Parish magazines, order of service, picture of the church and records relating to the acquisition of extra land	1903-1994	1 bundle	P/108/CW/92-98
Parish of St Luke's, Cwmbwrla	Parish registers, churchwardens' records, PCC and Easter Vestry minutes, records relating to church life and photographs of church members and the church	1890s-2014	1 carload	P/321/CW/41-71

Creator/originator	Description	Dates	Extent	Reference number
Parish of Manselton	Parish registers, churchwardens' records, PCC and Easter Vestry minutes, Sunday School minutes and registers and records relating to church life	1920s-2007	17 items	P/311/CW/76-92
Swansea Registrar	Marriage registers for St Mary's Church, Clydach, and for Noddfa Baptist Church, Garnswllt	1989-2014	2 vols	P/302/CW/93 and D/D W/Bap 39/1
Neath Port Talbot County Borough Council	Register of Electors for Neath and Aberavon constituencies	2014-2015	1 vol.	CB/NPT RE 38
Private deposit	Plans, notes and illustrations relating to the history of Swansea collected by Bernard Morris	20th-21st century		
Private deposit	CD-ROM containing notes on the descendants of David Michael, founder of the Swansea Hebrew Congregation	2014	1 CD-ROM	
Private deposit	Programme for the visit of the Prince of Wales and the 1st Queen's Dragoon Guards to Swansea	12th December 2014	1 item	
City and County of Swansea: The Lord Mayor's Office	Programmes for mayor making events, 2003-2005; Programme for the ceremony to mark the affiliation between HMS Scott and the City and County of Swansea, 1998	1998-2005	4 vols	CC/S CE 11-12
Private deposit	Booklet for the Centenary of Canaan Congregational Church, Foxhole, Swansea, 1940	1940	1 booklet	

Creator/originator	Description	Dates	Extent	Reference number
Dyffryn Clydach Community Council	<i>Ymlaen</i> , newsletter of Dyffryn Clydach Community Council	Winter 2014	1 booklet	P/242/12/15
Photographic material	Two photographs of Ynyscedwyn House, Ystradgynlais	1974	2 photographs	
Swansea Salisbury Conservative Club	Records of the Swansea Salisbury Conservative Club	1913-2014	4 boxes	
Swansea Bay Port Health Authority	Annual report	2014	1 booklet	PH 1/1/108
Private deposit	Academic papers of the late Mrs Nansi Hugh Mascetti	Mid-20th Century	2 boxes	
Photographic material	Photograph of Swansea Town Tramways car No. 22 outside the Albert Hall, Cradock Street.	c. 1930	1 photograph	P/PR 86/4
City and County of Swansea Committee Clerks	Committee Minutes	2013-2014	32 files	CC/S CC 22/1-32
Private donation	Illustrated London News - bound volumes	1848-1876	17 vols	N/ILN 54-70
Swansea Salisbury Conservative Club	Minute book	1920-1922	1 vol.	
Swansea Canal Society	Oral history interview tapes	1986-1987	6 tapes	D/D SCS 20/1-5
Freemasons: Morganwg Chapter no. 70	Minutes, attendance registers, petitions registers and other records	1876-2011	2 boxes	
Private deposit	Ty Olwen: list of Vice Presidents, appeal committee and donations	1979	1 item	
Private deposit	<i>Archaeologia Cambrensis</i>	2000-2013	12 vols	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Photographic material	Copy photograph of pupils at Cadle Primary School, 1940 and a copy photograph of topping out at Lower Lliw Reservoir, 1983	1940-1983	2 photographs	P/PR
Swansea Valley History Society	Oral history tape recordings; newspapers; photographs; Pontardawe Cricket Club Minute book; coal mining plan and programmes relating to Trebanos Choir	1903-2010	4 boxes	
Private deposit	Abstract of title of Messrs Hoare & Co., Swansea Brewers	c. 1864	1 item	
Alderman Davies School, Neath	Log books, admission registers, photograph, minutes of staff meetings and scheme for regulation of the school	1911-1990	1 plastic crate	E/N 15/1/6-9; E/N 2/2-6; E/N 15/3/2-3; E/N 15/4/1