

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, Neath

On: Friday, 13 March 2015

Time: 11.00 am

AGENDA

| | Page No. |
|---|----------|
| 1 Apologies for Absence. | |
| 2 Disclosures of Personal and Prejudicial Interests. | |
| 3 Minutes To approve and sign as a correct record the Minutes of the meeting of the West Glamorgan Archives Committee held on 12 December 2014. | 1 - 3 |
| 4 Report of the Director of Place 2015/2016 - Revenue Budget (for information only) | 4 - 6 |
| 5 To consider the Report of the County Archivist. | 7 - 17 |



Patrick Arran
Head of Legal, Democratic Services & Procurement
6 March 2015

Contact: Democratic Services (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 | "Spilling the Ink": 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 | |

| Creator/originator | Description | Dates | Extent | Reference number |
|--------------------------------|--|--------------|-----------------|---|
| 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 |