

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: Committee Rooms 1 & 2, Civic Centre, Port Talbot.

On: Friday, 18 September 2015

Time: 11.00 am

AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interests.**
- 3 **Minutes.** 1 - 4
To approve the Minutes of the West Glamorgan Archives Committee meeting held on 19 June 2015.
- 4 **To Consider the Report of the County Archivist.** 5 - 15
- 5 **Dates of meetings for 2015-2016.**
Meetings will take place at 11 a.m. on the following dates: -
 - 18 December 2015 (Committee Room 5, Guildhall, Swansea);
 - 18 March 2016 (Rooms A & B, Civic Centre, Neath).



Patrick Arran
Head of Legal, Democratic Services & Procurement
10 September 2015

Contact: Gareth Borsden - 01792 636824

WEST GLAMORGAN ARCHIVES COMMITTEE (5)

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

Councillors

Labour Councillors: 4

Elliott J King	Ceinwen Thomas
Robert V Smith	

Independent Councillor: 1

Keith E Marsh

Liberal Democrat: 1

Paul Meara

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

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

NON VOTING ADDITIONAL MEMBERS

Charlotte Hodgson	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 6, GUILDHALL, SWANSEA ON FRIDAY 19
JUNE 2015 AT 11.00 A.M.

PRESENT:

Representatives of the City and County of Swansea:

Councillor(s):	Councillor(s):	Councillor(s):
E King K E Marsh	R V Smith	C Thomas

Neath Port Talbot County Borough Council Representatives:

Councillor(s):	Councillor(s):
D W Davies	P A Rees

Representatives of the Associated Organisations:

Mr A Dulley	-	Diocese of Swansea and Brecon
Dr L Miskell	-	Swansea University
Mrs J L Watkins	-	Neath Antiquarian Society

ALSO PRESENT:

Councillor P M Meara - City and County of Swansea

Officers:

T McNulty	-	Head of Cultural Services
K Collis	-	County Archivist
W John	-	County Librarian (Neath Port Talbot CBC)
J Parkhouse	-	Democratic Services Officer

1. **ELECTION OF VICE-CHAIRS FOR THE 2015-2016 MUNICIPAL YEAR**

RESOLVED that Councillors D W Davies and R V Smith be elected Vice Chairs of the Committee for the 2015-2016 Municipal Year.

(Councillor R V Smith, Vice-Chair presided)

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr D B Lewis (HM Lord Lieutenant), and Mrs C Hodgson.

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

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

4. **MINUTES**

RESOLVED that the Minutes of the West Glamorgan Archives Committee Meeting held on 13 March 2015 be approved as a correct record.

5. **TO CONSIDER THE REPORT OF THE COUNTY ARCHIVIST**

The County Archivist presented a report which outlined the work of the Archive Service during the period March to May 2015.

Planning for the Future

It was outlined that the Archive Service was in the initial stages of preparation for a period of profound transformation which would see the most significant alteration for more than two decades to the way in which the service was delivered. The current challenge was to understand and integrate each factor forcing change on the Archive Service and to produce a mutually agreed vision and forward plan which maintained service quality and was financially sustainable in the long-term. It was added that the factors necessitating change were threefold: impending Welsh Local Government reorganisation; the generic remodelling of the way Local Authority Cultural Services were delivered; proposed sale of Swansea Civic Centre. It was added that the anticipated deadline for Council services to vacate Swansea Civic Centre was approximately 5 years which provided a timeframe for the Archive Service to plan for its relocation of over 600 sq. metres. of historic records from the Swansea Civic Centre basement.

Reference was made to discussions between Swansea University, the City and County of Swansea, Neath Port Talbot County Borough Council and Carmarthenshire Council to explore whether it was possible to develop together a shared vision for archive provision in South West Wales. These talks had been attended by Welsh Government and facilitated by an external consultant. It was added that a fact finding tour of the Keep, a shared archive facility in Brighton, took place in early May 2015.

RESOLVED that a more detailed report regarding the fact finding tour of the Keep in Brighton be provided to the next scheduled meeting.

Statistics for March 2015 to May 2015

Statistics for March 2015 to May 2015 were detailed in the report, which showed further reductions across a number of performance indicators. The County Archivist informed the Committee that the service was planning to publish collections for family historians on-line which would be available on a pay-per-view basis. This could further reduce visits to the Archive Service but was a necessary source of income. It was also noted that the central library had also had a reduction in visits due to a variety of reasons which were outlined to the Committee.

RESOLVED that the contents of the report be noted.

Education Service

The County Archivist provided details of sessions provided by the Service to schools during the last quarter. It was added that the Service had rationalised the offer to schools to make some of the less popular sessions available as teachers' resource packs only, and concentrate on providing the most popularly requested subjects for Key Stages 2 and 3. In addition the range of Key Stage 3 sessions had been extended to include a session dealing with the Holocaust and Jewish Refugees in South Wales.

Fees and Charges

RESOLVED that the fees and charges for 2015/16 provided at Appendix 1 of the report be approved.

Service Outreach

The County Archivist referred to an event which took place on 14 March 2015 at Sandfields Community Centre Port Talbot showcasing an exhibition by pupils of Sandfields Comprehensive School facilitated by the Service and Swansea University about the history of the estate. He added that the exhibition had been displayed in Port Talbot and Sandfield Libraries and had been well received. It was due to return to

Minutes of the West Glamorgan Archives Committee (19.06.2015) Cont'd

Sandfields Comprehensive School for a special event prior to being forwarded to the Tata Steel Visitor Centre in July 2015. A related exhibition was currently on display at the National Waterfront Museum.

He indicated that a new exhibition on the history of the Townhill Estate in Swansea was in preparation. He also referred to the project 'Cynefin: Mapping Wales Sense of Place' which is a three year project to digitise the tithe maps of Wales which was now at its halfway point. The Cynefin local project 'Exploring Gower's Ancient Woodland' had seen significant volunteer activity during the last quarter from a range of individuals and environmentalist groups.

In addition, the County Archivist referred to the recent publication of the Archive Service 2014/15 Annual Report which was published in May..

Professional Meetings and Partnership Working

The County Archivist referred to the professional meetings and training attended by staff during the last quarter.

Accession of Archives

The County Archivist detailed the various accessions received by the Service.

6. **DATE OF MEETINGS FOR 2015-2016**

NOTED the dates of meetings for 2015-2016 at 11.00 a.m. on the following dates:

- 18 September 2015 (Committee Rooms 1 and 2, Port Talbot);
- 18 December 2015 (Committee Room 5, Guildhall, Swansea);
- 18 March 2016 (Rooms A and B, Civic Centre, Neath).

The meeting ended at 12.02 p.m.

CHAIR

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
18 September 2015

The purpose of this report is to
outline the work of the
Archive Service during the period
June to August 2015

1. South West Wales Partnership

A further meeting took place on 20th July between Swansea University and Swansea, Neath Port Talbot and Carmarthenshire Councils to explore the development together of shared archive provision for south west Wales. The outcome of the meeting was the statement which is attached at Appendix 1, drafted with the aid of archival consultant Elizabeth Oxborrow-Cowan. Each partner in the group is seeking approval for this statement from its governing committee and (in the case of West Glamorgan Archive Service) from each of its parent authorities.

Members are requested to approve the use of Archive Service reserves to make the appropriate contribution towards consultancy fees to further investigate joint service options with Swansea University and Carmarthenshire County Council. It is anticipated that a one-third share will cost the Service approximately £5,000.

2. Use of the Service

Statistics for June to August 2015

The number of members of public using the Service on-site, June to August 2015, was **1,927** and the total number reached by the Service on and off-site was **2,188**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,927 (1,907) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,193	(1,297)
Neath	648	(534)
Port Talbot	24	(22)

Group visits	62	(54)
Number in audiences for off-site visits	261	(0)
Number of pupils reached by the Education Service	201	(29)
Numbers reached at special events	0	(50)
Total numbers reached on and off-site	2,188	(1,957)
Number of documents issued in Swansea and Neath	2,282	(2,189)
Number of post and email enquiries dealt with	260	(292)
Number of hits to the Archive Service website	3,514	(1,869)

Education Service

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

Cefn Hengoed
Gors
Townhill

Commercial digitisation of the collections

It has been agreed in principle with the two major family history website companies, Ancestry and Findmypast, that Swansea electoral registers 1839-1925 will be licensed on a non-exclusive basis to each of them. This decision was reached on the premise that the Archive Service already possesses digital images of these records. For other unfiled records where commercial exploitation would involve company staff on-site to film them and hence an element of service disruption, it has been agreed to offer exclusive rights to one of the two companies. The decision is still subject to scrutiny by Swansea Council's Procurement section.

3. Service outreach

We have given a short series of talks for family historians introducing them to the basic resources in the Archives.

We carried out a community engagement project in Townhill Swansea recording the history of the estate, involving Gors and Townhill Primary Schools.

The Service has joined a project to create community history displays for Blaenymaes and Penlan in Swansea and is seeking Welsh Government funding targeted at Pioneer Areas in Wales.

During August, we put out a request in the press and social media to help a Warsaw family seeking to contact descendants of a long-lost relative last known to be living in Swansea in 1947. The extent of press and social media coverage of this story and the public response was considerable. We have used the opportunity to ask people for other reminiscences of Displaced Persons resettled in West Glamorgan after the Second World War, including the DP resettlement camp at Penllergaer.

4. Professional meetings and partnership working

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

We hosted a training course 'Basic Archive Skills' for archive, library and museum staff in south Wales
Archives and Records Council Wales, Cynefin Project Board
Archives and Records Association, CARN ticket working group

During the last quarter, we have played a part in local, regional and national projects of varying types including:

Professional advice on the digitisation and institutional deposit of the Josef Herman Art Foundation Cymru collection, Ystradgynlais
Temporary loan to WGAS by Cardiff Library of the diaries of Richard Glynn Vivian for digitisation as part of the preparation for the re-opening of the Glynn Vivian Art Gallery
Creative Learning Partnership project to create a community museum in Penlan, Swansea
Digitisation of the tithe maps of Wales (the Cynefin project)
The development of a UK national archive reader's ticket

5. Accessions of archives

A comprehensive list of archives received during the period June to August 2015 is attached at Appendix 2.

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PARTNERSHIP MODELS FOR WEST WALES ARCHIVE SERVICE DELIVERY

Elizabeth Oxborrow-Cowan, Consultant Archivist

June 2015

SUMMARY

Strategic Context

Archive provision in the Swansea Bay City Region is currently delivered through three services: Richard Burton Archives (Swansea University), Carmarthenshire Archive Service (Carmarthenshire County Council), and West Glamorgan Archive Service (a joint service of the City and County of Swansea and Neath Port Talbot County Borough Council).

The parent bodies of all three services have strong strategic and operational drivers providing a common need for innovative development of their archive operations. These needs include accommodation issues, audience development aspirations, funding constraints, and the ambition to exploit effectively the opportunities offered by digital technologies.

The strategic environment and successful examples of existing joint working in the archive sector make this a good time to explore partnership working as a means of addressing these needs. Partnerships can offer a range of benefits, including pooling of resources, access to new audiences and funding, and the opportunity to innovate in responding to key challenges.

To explore the potential for partnership in the delivery of archive services in West Wales the Welsh Government provided support for this initial research. The full report looks at the requirements and development needs of the potential partners, reviews existing partnership models, and appraises partnership options that will:

- enable the local authorities to meet their statutory duties in relation to archive provision;
- enable development to meet the needs of service constituencies and take into account new ways of working and delivering services;
- maximise service efficiency and effectiveness;
- ensure any resulting partnership is positioned to achieve the Archive Service Accreditation standard.

Report findings

The research found that the services all have core strengths that must be protected and built on in any future developments, but that they also face some significant issues. These are summarised below.

STRENGTHS
<p><i>Collections</i></p> <ul style="list-style-type: none"> • Unique collections which provide a rich information, evidential and historical resource • Potential for reaching out to a wide range of audiences
<p><i>Staff / service</i></p> <ul style="list-style-type: none"> • Very capable staff with unmatched collection knowledge / strong core professional skills • Good reputation amongst local communities where known • Very high levels of customer satisfaction
<p><i>Support</i></p> <ul style="list-style-type: none"> • Strong support from key agencies including the Welsh Government, through its Museums Archives and Libraries Division and The National Archives
ISSUES
<p><i>Sustainability</i></p> <ul style="list-style-type: none"> • Long-term sustainability in doubt due to constraints on local government funding • Audience development
<p><i>Accommodation</i></p> <ul style="list-style-type: none"> • Carmarthenshire Archive Service and West Glamorgan Archive Service both require new accommodation providing environmentally controlled archive storage, and appropriate public facilities • Richard Burton Archives would benefit from additional operating space to expand use and undertake key operational work
<p><i>Perpetuation of traditional service models and user base</i></p> <ul style="list-style-type: none"> • Limited capacity to reach wider audiences particularly local communities, hard-to-reach groups, and education audiences, working as individual services • Lack of skills and capacity to address digital development and preservation needs

The recommendations of the report, following an appraisal of the partnership options, are that the partners explore developing a joint service together on a single site in the Swansea Bay City Region.

Potential 'Vision' and 'Mission' for a new joint service

Representatives of the services and their parent bodies have identified an initial joint Vision for a partnership service:

'Connecting global and local audiences with the documentary heritage of our areas in Wales, to enrich lives and communities by inspiring learning, research, discovery and identity.'

The Mission:

'By 2020 we will create an innovative combined archive service for Carmarthenshire Archive Service, Richard Burton Archives and West Glamorgan Archive Service. It will be located in

a purpose-built facility in the Swansea Bay City Region and will be a focus for civic pride. The new service will be known and valued by diverse audiences, bringing together our local and academic communities to foster opportunities for research and exchange. This service will professionally manage, employ and develop the totality of our rich collections to meet stakeholders' needs and ensure the ongoing curation of the region's documentary heritage, celebrating its cultural and linguistic diversity. It will radically exploit digital and analogue technologies to create a range of relevant amenities and products for audiences ranging from the local to the international. This will be a high profile organisation, grounded in excellence, with a strong service ethos and a culture of innovation from which others can learn. It will be funded from a diverse range of income streams and will be creative in how it accesses and uses resources.'

Next steps

The partners are seeking approval from their governing bodies to develop a Memorandum of Understanding as the basis for more detailed work to explore the development of a joint service.

This work would comprise a detailed options appraisal of key factors including:

- Scope of the partnership
- Location for the service
- Governance model and management arrangements
- Investment requirements / costs / funding options
- Options for local service delivery (online provision; local hubs; outreach work)

ACCESSIONS OF ARCHIVES
June – August 2015

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Library Collection	List of artworks in the Deffett Francis Fine Art Collection, and catalogue of the Swansea Library Collection by A. F. Peplow, 1957	1880s-1957	2 items	SL Lib 7/9d and SL Lib 7/14
Penllergare Trust	Penllergare Trust archives and papers	20th -21st century	18 box files	D/D PT 43-60
Swansea Registrar	Marriage registers from Sketty Baptist Church; Noddfa Baptist Church, Garnswllt; Paraclete Congregational Church, Newton and Swansea St Jude's	20th-21st cent.	15 vols	D/D Bap 60/2-9; D/D W/Bap 39/1/1-5; D/D E/Cong 3/4; P/320/CW/132
Dunvant Male Choir	Programmes for Christmas carol concerts and annual concerts/patrons' concerts, and copies of the choir magazine	1968-2014	1 carload	D/D DMC 1-4
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	Contributions lists; Sunday School Accounts; Other Accounts, Treasurer's weekly collections	1909-1991	8 vols	D/D Ind 39/3/4-7, 9/1-4
Private deposit	Locus International Art Across the City commission by the artist Colin Priest miscellaneous material relating to the Slip Bridge	2015	2 small boxes	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Copies of photographs of members of the ARP and Ambulance drivers in Swansea during the Second World War; Copies of photographs of members of the National Telephone Company, Swansea; Copies of leaflets relating to Civil Nursing Reserve, ARP for pets and what to do if there is an invasion; Copies of letters relating to the ARP Ambulance Service	1920s-1940s	1 bundle	D/D Z 877/7-8
Parish of Swansea St Jude	Baptism register	1965-2015	1 vol.	P/320/CW/133
Hill United Reformed Church, Mount Pleasant, Swansea	Photographs and other documents relating to the church, including orders of service, centenary items, and compilation of information relating to the church	1901-2009	1 box	D/D E/Cong 10/4-16
Private donation	Ordnance Survey maps (National Grid 1:2500 scale)	1960s-1980s	4 rolls of maps	Added to OS map catalogue.
City and County of Swansea	City and County of Register of Electors	2015	2 vols	
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	4 boxes of assorted papers, receipts, returned cheques; 78 recordings; 1 reel to reel recording	20th cent	4 boxes	
Audio-visual material	Interview with Frank Sullivan-Tovey	2015	1 DVD	D/D Z 717/34
Three Crosses Arts Action	Minutes, posters, correspondence and ephemera relating to the activities of the organisation	1990s-2000s	3 boxes	

Creator/originator	Description	Dates	Extent	Reference number
Ysgol Gynradd Gymraeg Cwmgors	School records including log books, admission registers, photographs and ephemera	19th-21st century	5 boxes	E/W 46/1-7
Ysgol Gynradd Gymraeg Gwaun Cae Gurwen	School records including admission and attendance registers and ephemeral material	20th-21st century	1 carload	
Cwmbwrla Primary School	Log book, admission registers, stock books, photographs and ephemera	20th-21st century	1 bundle	
Manselton Primary School	Admission registers and counterfoils of transfer forms	20th century	1 bundle	E/S 12/2/5-6; E/S 12/3/1-2
Ysgol Gynradd Gymraeg Gwaun Cae Gurwen	Additional school administrative records including financial records and school governors' records	late 20th and 21st century	12 boxes	
Bryn Primary School	School log books, admission register, photographs and ephemera	1920s-2015	1 crate	
Tonmawr Primary School	Log books and admission register	1930s-2015	3 vols	
Audio-visual material	DVD of Swansea Air Show 2015 showing Vulcan Bomber, Eurofighter and Delphine L29 Jet	2015	1 DVD	D/D Z 717/35
Private donation	DVD entitled 'Images of the Past with Angharad Thomas' by Viv Griffiths	2015	1 DVD	D/D SIH
Carmel, Eglwys yr Annibynwyr, Gwaun Cae Gurwen	Additional chapel records including correspondence, bills, financial records, orders of service and ephemera	19th-21st century	4 crates	
Manselton School	History of the school 1902-2012, with CD-Rom entitled "A Day in the Life of Manselton Primary School"	2012	1 vol.; 1 CD-Rom	DVD added to E/S 12/3/3; Volume added to SR Library

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Rees and Kirby Limited: for construction, mechanical, heating building & civil engineering brochure, 1969; Team Spirit monthly news sheet including an article on the Science Block at Swansea College of Technology and flats at Dyfatty, 1962	1962-1969	2 vols	D/D Z 967/2-3
Ystalyfera Heritage Society	Photographs from the Ystalyfera Heritage Society	1890s-1980s	4 boxes	
Screen and sound archives	Digital recordings of the memories of three steel workers from Port Talbot	2013	3 digital recordings, WAV format	T 37/1-3
Private deposit	Title deeds for various Swansea properties	20th century	1 box	
Private deposit	Additional records of the Swansea Valley History Society	20th century	1 box, 1 photograph	
City and County of Swansea: GIS Section, Information and Business Change	Plans showing location of retail premises in Swansea, Morriston, Mumbles and other local towns and villages.	1960s-2000s	1 bundle	
Hill United Reformed Church, Swansea	Various documents relating to the history of Hill Chapel, North Hill Road, Swansea.	20th cent.	1 bundle	D/D E/Cong 10/17-19
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	Minute books, 1905-1970; Sunday School Registers, 1950s; Sunday School Accounts, 1897-1904; Account Books, 1880-1926; Annual reports, 1893-1967; Cymanfa Ganu programmes and other records.	1880s-1970s	1 box; 1 poster	
Swansea Pilotage Trust	Minute book, ledger and financial journal	1920s-1940s	3 vols	D/D SPA 1-2

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Photographs of locations in Swansea taken as part of the City of Swansea Heritage Year 1975	1975	6 photographs	D/D Z 979/1-6
Private donation	Printout of a scanned copy of a letter by N. V. Pope to Albert Einstein regarding the clock paradoxon	1954	1 item	D/D NVP 17a
Swansea Library Collection	Parish magazines; School magazines; Non-conformist chapel magazines; and other records	1891-1961	1 large bundle	
Skewen & District Industrial Heritage Association	Photographs of the Skewen & District Industrial Heritage Association	19th-20th cent.	2 boxes	
Private donation	Various papers, photographs and documents relating to Pontardawe and surrounding area	1860-2006	1 box	
Ebenezer Welsh Independent Church, Gorseinon	Orders of service and church magazines	Mid-late 20th century	1 bundle	
Private donation	Funeral cards, letters and photographs relating to the Edwards and Williams families of Gorseinon	1880s-1950s	1 bundle	
Clun Primary School	Admission and attendance registers, log books, punishment books, photographs, plans, centenary booklets, annual returns, staff holiday records	1896-c. 2010	3 boxes	