

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: Committee Rooms A/B, Civic Centre, Neath.

On: Friday, 18 March 2016

Time: 11.00 am

AGENDA

	Page No.
1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests.	
3 Minutes. To approve as a correct record the Minutes of the West Glamorgan Archives Committee meeting held on 18 December 2015.	1 - 3
4 2016/17 Revenue Budget.	4 - 7
5 Report of the County Archivist.	8 - 17



Patrick Arran
Head of Legal & Democratic Services
Thursday, 10 March 2016

Contact: Gareth Borsden - 01792 636824

WEST GLAMORGAN ARCHIVES COMMITTEE

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

Councillors

Labour Councillors: 3

Elliott J King	Ceinwen Thomas
Robert V Smith	

Independent Councillor: 1

Keith E Marsh

Liberal Democrat: 1

Paul M 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

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 5, GUILDHALL, SWANSEA. ON FRIDAY,
18 DECEMBER 2015 AT 11.00 AM

PRESENT: Mr D B Lewis (Chair) Presided

Representatives of the City and County of Swansea

Councillors

E J King
R V Smith

Councillor

K E Marsh

Councillor

P M Meara

Neath Port Talbot County Borough Council Representatives:

Councillor

D W Davies

Councillor

P A Rees

Representatives of the Associated Organisations:

Mr A Dulley	-	Diocese of Swansea & Brecon
Mrs C Hodgson		Diocese of Llandaff
Dr L Miskell	-	University of Swansea
Mrs J L Watkins		Neath Antiquarian Society

Officers

K Collis	-	County Archivist
T McNulty	-	Head of Cultural Services
G Borsden	-	Democratic Services Officer

Apologies for Absence

Councillors J Dudley & A Wingrave and Mr D Michael

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

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

14 **MINUTES.**

RESOLVED that the Minutes of the West Glamorgan Archives Committee Meeting held on 18 September 2015 be approved as a correct record.

15 **REPORT OF THE COUNTY ARCHIVIST.**

The County Archivist presented a report which outlined the work of the Archive Service during the period September - November 2015.

Archive Service Budget 2016/17.

The County Archivist and Head of Cultural Services reported and outlined the proposed budget reduction planned for the service in financial year 2016/17 of £36,000, based on the Sustainable Swansea budget proposals 2016-2019. The implications of this for the reduction of opening hours at the Neath service point were detailed.

Members from Neath Port Talbot CBC expressed their disappointment regarding the lack of consultation on the effects of the proposed budget cut.

South West Wales Partnership

The County Archivist reported on the current position relating to the proposals for a joint service for the Swansea Bay City Region. A consultant will start work in the new year to progress the proposals. .

Discussion took place around the project risks and mitigations, including the demonstration of support required for the project from Swansea University.

The Chair indicated he would informally approach the University to establish their commitment to the project.

Use of the Service

The County Archivist reported on the use of the Service for the quarter.

Service Outreach

The County Archivist reported on the various areas of work that staff have been involved with during the quarter.

Service Income Streams

The County Archivist reported on the progress relating to the digitisation of the collections by Ancestry and Findmypast and outlined the potential income stream for the Service.

He also detailed the Revised Fees and Charges for 2016 for the service.

AGREED that the Revised Fees and Charges be endorsed.

Staff Changes

The County Archivist reported that the Archive Trainee for 2015/16 is Robert Hillman.

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.

The meeting ended at 12.07 pm

CHAIR

Agenda Item 4

Report of the Director of Place

West Glamorgan Archives Committee – 18 March 2016

2016/2017 REVENUE BUDGET

Purpose:	To give details of the Joint Archive Service revenue budget for 2016/2017 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 2016/2017 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2016/17

- 2.1 The budget for 2016/2017 before removal of the required saving for the *Sustainable Swansea: Fit for the Future* programme is expected to be £313,400, compared with the 2015/2016 budget of £302,100. In line with the City and County of Swansea's budget assumptions a 1% pay award which covers 2016/2017 has been included and uplift has been applied for the increase in employer's contributions for National Insurance, but no other price increases have been assumed in the non-salaries budget. The detailed budget before the application of the saving is shown in Appendix A.

2.2 The increase of £11,300 is as a result of the following amendments:

	£
1% Pay Award and NI contribution increase	8,900
Single Status increase in costs	<u>2,400</u>
Net Increase	11,300

It should be noted that there are savings for the Archive Service put forward for 2016/2017. We are currently awaiting final confirmation of the *Sustainable Swansea* savings, part of whose proposals is a reduction of £36,000 allocated to the Archive Service. As this is a joint service, the reduction in each partner's contribution will be apportioned as follows – CCS £24,000 NPTCBC £12,000.

An amount has been allocated for single status which includes an element for increments and a small amount for gainers.

2.3 The required contributions from the two partners are:

	2016/2017
	£
City and County of Swansea	211,600
Neath Port Talbot County Borough Council	101,800
Total	313,400

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archive Reserves as at the 31st March 2016. The only expected use of the Training Reserve during 2015/2016 and 2016/2017 is in respect of the Trainee post.

Reserve	Estimated Balance 31/03/16	Budgeted Use 2016/2017	Estimated Balance 31/03/17
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	106,863	-19,400	87,463
	135,564	-19,400	116,164

Background Papers: None.

Appendices: Appendix A – Detailed original Archives Budget 2016/2017.

Appendix B – Detailed Archive Budget showing savings 2016/2017.

Appendix A

Archives Budget 2016/2017

Original Budget 2015/2016	Account Code	Account Description	Original Budget 2016/2017
221,700	41118 00001 00000	Salaries Basic Pay	225,700
16,600	41118 00002 00000	Salaries NI	23,000
48,800			
500	41118 00003 00000	Salaries Pension	49,700
	41118 000171 00000	Professional Fees	500
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
289,800		EMPLOYEES	301,100
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
341,500		GROSS EXPENDITURE	352,800
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-11,000	41118 800001 00000	Fees & Charges	-17,000
-9,000	41118 800212 83215	Sales Income	-3,000
-39,400		GROSS INCOME	-39,400
302,100		NET EXPENDITURE	313,400
205,500		City and County of Swansea	211,600
96,600		Neath Port Talbot Borough Council	101,800

19/02/2016

Appendix B

Archives Budget with Saving 2016/2017

Original Budget 2015/2016	Account Code	Account Description	Original Budget 2016/2017
221,700	41118 00001 00000	Salaries Basic Pay	202,200
16,600	41118 00002 00000	Salaries NI	14,900
48,800			
500	41118 00003 00000	Salaries Pension	45,300
	41118 000171 00000	Professional Fees	500
1,000	41118 000313 00000	Staff Training	1,000
1,200	41118 000499 00000	Insurance Employers	1,200
289,800		EMPLOYEES	265,100
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
341,500		GROSS EXPENDITURE	316,800
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
-11,000	41118 800001 00000	Fees & Charges	-17,000
-9,000	41118 800212 83215	Sales Income	-3,000
-39,400		GROSS INCOME	-39,400
302,100		NET EXPENDITURE	277,400
205,500		City and County of Swansea	187,600
96,600		Neath Port Talbot Borough Council	89,800

19/02/2016

Agenda Item 5

**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 March 2016**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2015 to February 2016**

1. Archive Service budget 2016/17

As outlined at the December meeting and detailed above in the 2016/17 Revenue Budget report, in line with the programme *Sustainable Swansea: Fit for the Future*, a reduction of £36,000 has been made in the 2016/17 budget on that of 2015/16 which equates operationally to the loss of one assistant archivist post and that of a part-time paraprofessional.

The consequences of the loss of the two posts above are that the West Glamorgan Archive Service staffing contribution to the Neath Antiquarian Society Archives will reduce from its current level of four days to two days a week. The precise details of how the reduced WGAS contribution will affect the opening hours at the facility remain to be discussed with the Neath Antiquarian Society.

The 2016/17 budget cut will leave the Service with a staff complement of 8.0 FTE covering 47 hours of public opening per week in Swansea and Neath. A further cut to the budget in 2017/18 of £24,000 will see the non-salaries budget cut by 50%, one consequence being that the Archive Service will no longer have a core budget to carry out repair or conservation work to its collections other than by grant application to external funders.

2. Commissioning

As part of the *Sustainable Swansea* programme, Swansea Council is implementing a number of savings-producing strategies over the next three years, including assessing services for commissioning and in-house transformation to meet financial and service demands with reduced resources.

On 23 February, the Council issued a prior information notice (PIN) for its cultural and leisure services. Interest is being sought from third parties, including not-for-profit and community-based companies and organisations, to work in partnership with Swansea Council. The Archive Service has been included in the marketplace testing, following consultation with senior officers and members from Neath Port Talbot Council. Both parent authorities will consider the next steps to be taken for the Archive Service once the deadline for response has passed, which may include some form of non-profit distributing organisation, a cross-sectoral partnership or transformation in-house.

2. West Wales Regional Archives Partnership

A further piece of consultancy work is currently taking place to develop the West Wales Regional Archives Partnership proposal to RIBA Stage 0. This work has been funded through a Welsh Government grant. A provisional report will be made available to the partners by the end of March.

3. Ancestry website

A contract with major family history website company Ancestry to digitise name-rich archive collections and make them available on a pay-per-view basis on the Ancestry website was signed in December. The records to be imaged include electoral registers, prison and poor law records.

The company has recruited a camera operator locally and filming is due to start on 8 March. The work will last approximately three months with an expected publication date on the Ancestry website of April 2017.

4. Use of the Service

Statistics for December 2015 to February 2016

The number of members of public using the Service on-site, December 2015 to February 2016, was **1,619** and the total number reached by the Service on and off-site was 2,087.

Number of on-site visits at Swansea, Neath and Port Talbot 1,619 (1,386) (figures in brackets represent the same quarter last year), comprising:

Swansea	956	(911)
Neath	521	(283)
Port Talbot	17	(11)
Group visits	125	(180)
Number in audiences for off-site visits	418	(180)
Number of pupils reached by the Education Service	415	(62)
Numbers reached at special events	50	(0)
Total numbers reached on and off-site	2,087	(1,566)
Number of documents issued in Swansea and Neath	2,422	(1,935)
Number of post and email enquiries dealt with	267	(194)
Number of hits to the Archive Service website		(3,548)
Number of hits to the online catalogue		(1,390)

5. Service outreach

Exhibitions and outreach

An exhibition was displayed in Swansea Civic Centre foyer to commemorate the 75th anniversary of the Swansea Blitz.

An exhibition on the history of Townhill in Swansea in Townhill Library formed part of the 15th birthday celebrations of the Phoenix Centre.

The Service is a partner in the new University-led project entitled '*Visions of Steel*' to work with various communities in Port Talbot (including Sandfields Comprehensive School) on a newly-discovered set of historic glass slides from the Abbey Steelworks.

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:

Bishopston
Blaenymaes
Cefn Hengoed
Mayals
Portmead
Whitestone
Ysgol Gyfun Ystalyfera

Members of staff have given talks to the following adult groups, delivered either on or off-site:

Clydach Historical Society
DACE, Swansea University
Ethnic Youth Support Team
Glamorgan Family History Society
Gowerton Library local history group
Murton Methodist Ladies Guild

Additionally, one session has been held with students from Swansea University on local sources for researching the history of medicine. Two sessions have been held to train online volunteers working on the Cynefin project (Welsh tithe map digitisation)

Marketing awards

The Archive Service won the all-Wales archives marketing excellence award for a third time in four years, in an award scheme sponsored by Welsh Government for Welsh museums, archives and libraries to demonstrate innovation and good marketing. The award was for the creation and marketing of the digital resource '*Swansea in 1852*'. The *Cynefin* project to digitise the tithe maps of Wales won the award for joint marketing project of the year (WGAS chairs the Project Board).

6. Professional meetings and partnership working

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

- Cynefin Project Board
- Digital preservation strategy for archives in Wales
- South Wales Record Society
- Swansea Archives Libraries Museums Co-operation Group
- Swansea Creative Learning Partnership
- Welsh Government consultation on 2020 local government reorganisation

The Archives hosted a visit from Suzy Davies AM, Peter Black AM and Mike Hedges AM in January. The visit was prompted by the quality of the Service's recent social media which had attracted the attention of Suzy Davies.

7. Archive collections

A comprehensive list of archives received during the period December 2015 to February 2016 is attached at Appendix 1.

The Service has been awarded a grant of £16,600 for conservation work to the Neath Abbey Ironworks collection by the National Manuscripts Conservation Trust with support from Welsh Government. The work will be undertaken by Gwynedd Archives Conservation Unit.

The Service has taken in a number of records from the DVLA for onward distribution to archives across the UK working on behalf of The National Archives.

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

ACCESSIONS OF ARCHIVES
December 2015-February 2016

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Llangennith Women's Institute	Minutes, annual reports, financial records and photographs	1934-2014	5 boxes	
Private donation	A4 colour photographs of Dinas Noddfa Welsh Baptist Chapel, and of the extant gravestones in the chapel cemetery	2 Dec. 2015	1 bundle	D/D Z 992/1
Clun Primary School	Clyne (Clun) primary school log book	1994-2015	1 item	E/N 9/1/4
Private donation	Records from the project 'Swans 100: celebrating and recording the history of Swansea City FC 1912-2012'	2012	3 boxes	D/D S100/A-G
Cwrt Sart Community Comprehensive School	Cwrt Sart Handicraft log book, 1920-1943; Cwrt Sart Comprehensive School admission registers, 1975-1993; Plan of Cwrt Sart Boys & Girls Council School, 1912; Policy documents, 1980s; Booklet of the unveiling ceremony for the School Honours Board, 1996; Folder of photocopies of photographs of Briton Ferry for a local historical investigation, n.d.	1912-1996	4 vols; 1 bundle	E/N CS 1-5
City and County of Swansea, Tourism and Marketing	A set of slides and negatives, covering views of the Swansea area, possibly produced for marketing purposes	1970s-2000s	1 box	

Creator/originator	Description	Dates	Extent	Reference number
Llansamlet Council School, Llansamlet Secondary Modern School and Lonlas School/Ysgol Gynradd Gymraeg Lonlas	Log books, admission registers, photographs and miscellaneous records	1870s-1990s	1 box	
Private deposit	Richard Thomas & Baldwins Ltd. press photographs relating to Swansea and neighbouring works	c. 1960s	1 bundle	D/D Z 993/1/1-7
Private deposit	Old Glanmorians' Association newsletters	1981-1998	1 bundle	
City and County of Swansea	Panoramic view eastwards across Morriston	c. 1975	1 item	
Private deposit	Programme for burial service of Richard Williams of Morriston, 1948; Richard William's birth certificate, 1879; copy of photograph of Banwell Villa, Morriston, c. 1900	c. 1900-1948	3 items	
Gospel Hall, Armine Road, Fforestfach, Swansea	Marriage register	1992-2004	1 vol.	D/D FC 7/1
Anonymous donation	Souvenir of the opening of the new branch of Boots in Swansea	15 Nov. 1952	1 booklet	
Morriston Council of Churches	Minutes, 1987-2015; Treasurer's records, 2008-2015	1987-2015	3 vols	
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	Photographs and commemorative items	19th-20th century	1 box	
Private donation	Copy of 'English Illustrated Magazine' including an article on iron- and steel-making in South Wales (pp. 223-231)	1884-1885	1 vol.	D/D Z 994/1

Creator/originator	Description	Dates	Extent	Reference number
Siloh Newydd, Glandwr	Order of service for the closure of the chapel	10 Jan. 2016	1 booklet	D/D Ind 21/6/4
Private donation	Pre-registration title deeds of no. 19, Highmead Avenue, Newton, Swansea	1960-1971	1 bundle	D/D Z 95/127b
Swansea Library Collection	Album of photographs and <i>cartes de visite</i> formerly owned and collected by William Mansel of Swansea.	c. 1880	1 vol; 14 cards	SL WM 3/72-73
Private deposit	Painting showing the main road under Blackpill railway bridge; Copy of painting showing Dall "The Builders Pal" Balloon	20th century	2 items	
Private deposit	Transcripts of the Penlle'rgaer War Memorial and Briton Ferry War Memorial	2015	2 vols	D/D Z 368/50-51
West Glamorgan County Council	Photograph album of the late County Councillor Derek H Cox whilst he was Chairman of West Glamorgan County Council	1987-1988	1 vol.	D/D Z 995/1
Mount Calvary Baptist Church, Danygraig, Swansea	Minute books and financial records	20th cent.	1 box	D/D Bap 67/10-16
Private deposit	Deed of apprenticeship relating to Fred Beck to train as a plumber	1947	1 item	D/D Z 804/7
Private deposit	Proclamation for the encouragement of piety and virtue, and for the preventing, and punishing of vice, profaneness, and immorality	1861	1 item	D/D An 20/1

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	E. R. Rogers Wines & Spirits price list, n.d.; photograph of Scurlage Castle, n.d.; photograph of a double decker bus running to Swansea via Dunvant (possibly taken at Gowerton), n.d.	1950s	1 paper; 2 photographs	
Private deposit	Booklet entitled Save the Welsh Tinplate Area	1941	1 booklet	
Gilbertson Family Papers	Gilbertson Family photograph album, c.1904; photograph of a visit by Moore and Lloyd family members to Neath Abbey, 1893; copies of miscellaneous photographs relating to Charles Geoffrey Gilbertson and his wife etc.; manuscript signed by Arthur Gilbertson, 1886	1886-1904	1 vol; 3 items	D/D Gil 3/1-4
Photographic material	Postcard view of Tymaen, Cwmavon	n.d.	1 postcard	
Photographic material	Photograph of a class from St Helen's Infant School	1909	1 photograph	E/S 25/5/3
Private deposit	Leaflet for HMS Glamorgan, enclosing a 2015 obituary for John Mackenzie, second in command of HMS Glamorgan, who fostered links between the ship and West Glamorgan County Council, 1966.	1986-2015	1 leaflet with newspaper cutting	D/D X 46/153

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Documents relating to Lewis Bros. Mineral Waters, Pontardawe; Specifications for the Rink, Pontardawe, 1909; Eaglesbush Brickworks accounts, 1885-1886 and invoice, 1889; Letter from Mr Paddison relating to repairs at Main Colliery, 1936; recipe book, 1950s (grandmother's); photograph of Clyne Valley WWII pill box; two five-inch tape recordings (part of Swansea Canal Society project), 1988	20th cent	1 box	
Pontardawe Town Council	Minutes	1986-2001	3 files	
Briton Ferry Ironworks	Plans of the ironworks and furnaces, plans of machinery, records relating to workers' housing in Briton Ferry, reports and production records, and a book on the Briton Ferry Ironworks	1860s-1930s	2 boxes	
Private deposit	Photographs of the outside play area at Nelson Terrace Nursery	1935-1936	2 photographs; 2 CDs	
West Glamorgan County Council: County Secretary's Department	West Glamorgan County Council County Secretary's Department. Correspondence	1975-1994	5 files; 1 bundle	WGCC/CS 12/283-288
Parish of St Mary's, Swansea	Programmes and orders of service for events taking place at St Mary's, Swansea	2009-2016	1 bundle	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Women's Archive of Wales - Swansea Women's Centre	Bundle of annual reports, circulars and newsletters relating to the activities of Swansea Women's Centre	1979-1999	1 bundle	
Skewen & District Industrial Heritage Association	Photographs of Skewen and Neath Abbey	19th and 20th cent	2 boxes	
Bethel Chapel, Penclawdd (Annibynwyr)	Further records relating to the chapel	20th cent.	1 box	
City and County of Swansea	Certificate of commitment to the Dublin Declaration issued to Swansea	c. 2016	2 items	
Clive Reed collection	"A Boyhood in Trebanos" by Mr Lewis, c. 1960 and Hanes Ysgol Trebannws, 1984	1960, 1984	2 items	