

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: Committee Room 5, Guildhall, Swansea.

On: Friday, 18 December 2015

Time: 11.00 am

AGENDA

Page No.

- 1 Apologies for Absence.
- 2 Disclosures of Personal and Prejudicial Interests.
- 3 **Minutes.** 1 - 3
To approve and sign as a correct record the Minutes of the previous meeting.
- 4 **Report of the County Archivist.** 4 - 12

Date of Next Meeting.

Friday 18 March 11.00am – Neath Civic Centre.



Patrick Arran
Head of Legal and Democratic Services
Thursday, 10 December 2015

Contact: Gareth Borsden - 01792 636824

WEST GLAMORGAN ARCHIVES COMMITTEE (5)

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 ROOMS 1 & 2, CIVIC CENTRE, PORT TALBOT
ON FRIDAY, 18 SEPTEMBER 2015 AT 11.00 AM

PRESENT: Mr D B Lewis (Chair) Presided

Representatives of the City and County of Swansea

Councillor(s)

R V Smith

Neath Port Talbot County Borough Council Representatives:

Councillor(s)

J Dudley

Councillor(s)

P A Rees

Councillor(s)

A Wingrave

Representatives of the Associated Organisations:

Mrs C Hodgson - Diocese of Llandaff
Mrs J L Watkins - Neath Antiquarian Society

Officers:

K Collis - County Archivist
W John - County Librarian (Neath Port Talbot CBC)
G Borsden - Democratic Services Officer

7 **WELCOME.**

The Chairman and Members of the Committee welcomed Mrs Charlotte Hodgson to her first meeting of the Committee. Mrs Hodgson has replaced Canon Stephen Ryan as the representative from the Diocese of Llandaff.

8 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors EJ King, KE Marsh, PM Meara, C Thomas and DW Davies, Mr A Dulley and Dr L Miskell.

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

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

10 **MINUTES.**

RESOLVED that the Minutes of the West Glamorgan Archives Committee Meeting held on 19 June 2015 be approved as a correct record.

11 **REPORT OF THE COUNTY ARCHIVIST.**

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

South West Wales Partnership

The County Archivist reported and updated Committee on the discussions undertaken and progress made since the last meeting regarding the potential for a partnership with Swansea University and Carmarthenshire Council.

He detailed a summary statement prepared by Elizabeth Oxborrow-Cowan an independent archive consultant, and referred to further work and research needed to progress the development of a partnership arrangement, along with a business plan for this.

He also reported and gave feedback to Committee on the visit made to The Keep in Brighton, which is home to a similar service to the one being discussed between the Local Authorities and the University. The benefits and disadvantages of a shared service were outlined and discussed.

RESOLVED that the use of Archive Service reserves to make an appropriate contribution of circa £5,000 towards consultancy fees to further investigate joint service options with Swansea University and Carmarthenshire County Council be approved.

Use of the Service

The County Archivist reported on the use of the Service for the quarter and detailed the number of school sessions undertaken.

He also outlined the ongoing negotiations over commercial digitisation of selected collections by the two major family history website companies, Ancestry and Findmypast. The possible anticipated income stream from this relationship was discussed.

Service Outreach

The County Archivist reported on the various areas of work that staff have been involved with, in particular a scheme in Townhill, Swansea which will result in the holding of a "History Day" at the Phoenix Centre.

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.

Anniversary of the Swansea Blitz

The Chairman asked whether any exhibition was planned for 2016 to commemorate the 75th Anniversary of the Swansea Blitz.

The County Archivist indicated that he would update the exhibition created for the 70th anniversary. This could again then be exhibited at various locations throughout the two authorities.

Thomas Horner Watercolour Collection

The County Archivist reported that he had been contacted by the Glamorgan Archivist regarding the Thomas Hornor album 'Views of a Tour through the Vales of Glamorganshire' which had been a longstanding issue from the break up of the joint Glamorgan Archive Service in 1992. He outlined for information that the Committee had previously agreed to its transfer to the National Museum Wales where it could be more appropriately displayed on occasion. He requested that the Committee confirm its earlier decision to support the donation of the album to the National Museum Cardiff.

The Committee reconfirmed its previous decision. (Minute 33 of 7th October 2005)

12 **DATES OF MEETINGS FOR 2015-2016.**

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

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

The meeting ended at 12.05 pm

CHAIR

Agenda Item 4

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 December 2015

The purpose of this report is to
outline the work of the
Archive Service during the period
September to November 2015

1. Archive Service budget 2016/17

In the face of a significant and long-term financial shortfall, Swansea Council faces budget cuts which, together with transformation of the way it delivers services, forms the backbone of the programme *Sustainable Swansea: Fit for the Future*. All non-protected services in the Council are currently working to a 50% reduction in their revenue budget over the period 2016-2019, including all Cultural Services. There are a number of strategies being developed to mitigate the impact, including testing the market for not-for-profit partner organisations, establishing new Trust models and Community Action, where existing or new community groups and organisations take on greater responsibility or assets to maintain a service.

This is the context for a proposed £36,000 reduction in the Archive Service budget in 2016/17 which necessitates reduction in opening hours of the service point at the Neath Mechanics Institute. Talks have commenced with the Neath Antiquarian Society on this matter and preliminary notification given to Welsh Government Museums Archives and Libraries Division.

2. South West Wales Archives Partnership

West Glamorgan Archive Service hosted a meeting of the South West Wales Archives Partnership on 2 October which outlined a way forward for the group to further investigate a co-located archive service. Confirmed by subsequent meetings in both parent authorities, the Partnership will employ a consultant in early 2016 to carry out further work on the location of a shared archives facility, its governance and funding arrangements.

3. Use of the Service

Statistics for September to November 2015

The number of members of public using the Service on-site, September to November 2015, was **1,813** and the total number reached by the Service on and off-site was **2,800**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,813 (2,118) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,102	(1,360)
Neath	559	(590)
Port Talbot	25	(17)
Group visits	127	(151)
Number in audiences for off-site visits	665	(763)
Number of pupils reached by the Education Service	361	(683)
Numbers reached at special events	322	(270)
Total numbers reached on and off-site	2,800	(3,141)
Number of documents issued in Swansea and Neath	2,883	(2,645)
Number of post and email enquiries dealt with	346	(274)
Number of hits to the Archive Service website	5,567	(2,544)
Number of hits to the online catalogue	1,918	(1,607)

4. Service outreach

Blaenymaes and Penlan Community Museums

West Glamorgan Archive Service is playing a part in a project to create small community museums in Blaenymaes and Penlan Swansea, led by the Swansea Creative Learning Partnership. To support its contribution to the project, the Archive Service applied for, and was awarded, a grant from Welsh Government of £1,038 to work with the local community and schools to create panels about some of the hidden history of the area now comprising the Blaenymaes and Penlan estates in Swansea. The Archive Service took part in the opening of the Blaenymaes museum and has begun its outreach work with Cadle, Portmead and Blaenymaes Schools alongside the National Waterfront Museum.

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:

Blaenymaes
Cadle
Casllwchwr
Cefn Hengoed
Craigfelen
Gwyrosydd (2)
Mayals
Penclawdd

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

Glamorgan-Gwent Archaeological Trust staff and volunteers
Gowerton Library local history group
Swansea Library open event on black history
Swansea Valley History Society
Ystradgynlais Family History Society

Additionally, several sessions have been held with students from both Swansea University and the University of Wales Trinity St David. These have included assisting with the Swansea University undergraduate history module 'The Practice of History'.

'Explore Your Archive': use of social media

The Service took part in the UK 'Explore Your Archive' campaign during the week of 14-22 November, a nationwide campaign to raise the profile of archives. The focus of efforts this year was on using social media to promote the Service, which was carried out mostly through a programmed campaign on Twitter and also through the new Archives Facebook page. The regular posts and tweets during the week gained 590 Facebook likes and 38 new Twitter followers. Some of the work featuring short excerpts from films in the Archives proved exceptionally popular, one short film excerpt of the post-war building of Kingsway in Swansea attracting approximately 30,000 views.

5. Service income streams

Commercial digitisation of the collections

The Service has awarded contracts during the quarter to genealogy website companies Ancestry and Findmypast for the commercial digitisation and web publication of selected record series which will be of interest to family historians on a pay-per-view basis. The collections to be made available online from 2017 comprise electoral registers, prison registers and poor law records. It is anticipated that this will create an income stream from royalty payments of around £5,000 per annum.

Fees and charges

Members are advised of the table of revised fees and charges for 2016 attached at Appendix 1.

6. Staff changes

The Archive Trainee for 2015/16 is Robert Hillman, who holds a BA in Economics from Swansea University.

7. Professional meetings and partnership working

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

- Archives and Records Council Wales
- Archives and Records Council Wales Best Practice Forum
- Archives and Records Council Wales Marketing Group
- Digital Preservation workshop for archives and records management
- Glamorgan Family History Society Executive
- South Wales Record Society
- Swansea Archives Libraries Museums Co-operative Group
- Swansea Creative Learning Partnership
- Welsh Government funded training on business continuity planning
- Welsh Government funded training on mould and pest infestation

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

- Archives and Records Council Wales Cynefin Project Board (digitisation of the tithe maps of Wales)
- 'Pride in Penderry', community museums for Blaenymaes and Penlan

The Service had stands at the following events:

- Glamorgan Family History Fair
- Glamorgan History Society Day School
- Swansea Local History Bookfair
- Opening of the Blaenymaes community museum

8. Accessions of archives

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

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

ARCHIVE SERVICE CHARGES FROM FROM JANUARY 2016

Research	INCLUSIVE OF VAT
Commissioned research- individuals	£30.00 per hour (£15 per half hour)
Commissioned research- companies	£50.00 per hour (exclusive of VAT)
Family History training session	£10.00 per hour
Photocopies	INCLUSIVE OF VAT
A3 and A4 photocopies from documents/printout from microform	60p
Printout from PC	20p
A3 or A4 scan (printout, sent by email or placed on Dropbox)	£2.50 per image
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	60p per sheet, £6 minimum charge
Printouts from <i>The Cambrian</i> newspaper (orders sent by post)	£1.00 per sheet, £6 minimum charge
Certified copies	£10.00 minimum charge
Special or bulk orders: prices available on request	
Reproduction fees: publication	INCLUSIVE OF VAT
Non-commercial publications, articles for journals, theses	No charge, but a free copy of the publication will usually be requested
Books and periodicals- b/w- world rights	£50.00
Books and periodicals - colour- world rights	£100.00
Books and periodicals - b/w- English language rights	£30.00
Books and periodicals - colour- English language rights	£50.00
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Rostrum filming in the searchroom	£100 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV (Licensed for re-use over 5 years)	£6.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£10.00 per second
For more complex broadcast reproduction fees our terms and rates follow those of the National Screen and Sound Archive of Wales.	
Swansea Hereditary Freedom certificates	INCLUSIVE OF VAT
A3, supplied only to eligible candidates	£50

ACCESSIONS OF ARCHIVES
September – November 2015

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Swansea Boy magazine	1880	1 vol.	
Audio-visual material	Video films of Penyrheol School fire and effects on the local community, 2006; the building of Meridian Quays, Swansea, c.2009; 'Making Swansea Proud', an initiative to rebuild houses in Capetown, South Africa	2000s	1 DVD, MPEG-4 format	D/D Z 717/36
Various	Swansea Constabulary PC's notebooks, 1940s; Neath Borough Constabulary notice of applications for position of Chief Constable, 1906; deeds relating to Swansea parishes	1793-1943	3 bundles	1. D/D Con/N 9; D/D Con/S 2. D/D Z 985/1-21
Private donation	Presentation plaque given to Owen John by members of the Independent Order of Oddfellows, Swansea District	1887	1 item	D/D Z 984/1
Sketty Baptist Church	Marriage register	1994-2012	1 vol.	D/D Bap 60/10
Films	Digitised versions of civic films on video held by WGAS as P/Vid 1/1-13 and P/Vid 2/1-12	20th cent.	25 DVDs; MPEG4 format	
Private deposit	Calendar of old Loughor, photographs of Archie Griffiths, artist; photographs of Gorseinon and Loughor	20th century	1 bundle	P/PR/79iv/1/1; 4/2-4; 5/66; P/PR/79vii/4/2-3

Creator/originator	Description	Dates	Extent	Reference number
Films	Digitised versions of miscellaneous films relating to Swansea on video held by WGAS as P/Vid 3/1-13	20th cent	13 DVDs; MPeg4 format	
Mumbles Community Radio	Copies of oral history interviews broadcast on Mumbles Community Radio	1960s-2010s	16 audio files, MP3 format	
Friends of the Swansea Festival of Music and the Arts	Committee minutes, 2006-2013; Chair's correspondence, 2005-2013; Festival arrangements, 2005-2012; Special events and photographs, 2005-2013	2005-2013	4 files	D/D SFPA
Private deposit	Copy of wedding photograph showing Henry and Rosina Hill, 1893; copy of marriage certificate; testimony describing the evangelistic work carried out by Miss Mary Grenfell of Maesteg House	1893-mod 20th century	1 envelope	D/D Z 989/1-3
Private deposit	Miscellaneous photographs including images relating to Ebenezer chapel and Penllergare Lodge	20th cent	6 items	D/D Z 800/3-8
Pennard Women's Institute	Photograph album, 2010-2012; meeting record book, 2007-2009	2007-2012	2 vols	D/D Xno 29/26-29
Pontrhydyfen Primary School	Log book, punishment books, teachers' attendance registers, and pictures of pupils and school activities	1908-2014	1 crate	E/PT 11/1/4; E/PT 11/2/1-2; E/PT 11/3/1-7
Private deposit	Gellionen Chapel sisterhood account book and Trebannos brass bands record book	1915-1978	2 vols	D/D Z 962/2-3

Creator/originator	Description	Dates	Extent	Reference number
Photographic material	Photographs of Northern Division, 1916; employees of Munition Works, 1916; group photograph with shield, 1916; Royal visit to Swansea, 1920	1916-1920	4 photographs	D/D Z 986/1-4
Ebeneser Independent Church, Gorseinon	Photographs of Ebeneser Independent Church, Gorseinon	1910-2009	1 bag	D/D Ind 25/167-175
Oystermouth Historical Association	Further papers of the Owen Family of Newhill Farm, Newton	1920s-1980s	1 bundle	D/D Z 95/107-126; E/Dyn Sec X 13/1-8
Pontrhydyfen Primary School	Attendance registers	1960-2010	2 boxes	
Private deposit	Records relating to steel works at Port Talbot and Margam; papers relating to English Copper Company, Cwmavon	19th-20th centuries	1 crate	
Private donation	Photographs, ephemera and correspondence relating to the life and career of Bert Sutcliffe of Neath	1930s-2000s	3 files, 1 bundle	
Swansea Library Collection	Swansea LEA cuttings 1907-1959; Association of Bookmen press cuttings book, 1940s; Swansea library correspondence, 1872-1878; National Eisteddfod in Swansea, 1926 press cuttings; miscellaneous ephemera 19th-20th centuries	19th -20th century	1 Box	SL
Private deposit	Documents relating to the appointment of Frederick Arthur Rees as Vice Consul to the Republic of Latvia in 1929	1929	2 sheets	D/D Z 988/1-2
Swansea Library Collection	Dynevor School Magazines on CD	1910-1979	1 CD	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Geological survey report on the site of Killay Brick pit by Victor M Hitchings.	1974	1 file	D/D Z 46/6
Private deposit	Loyal Prince of Wales Lodge (Friendly Society) Sick Register	1876-1897	1 item	D/D Z 671/11/1
Anonymous deposit	Copy of a letter about the Killan Colliery, Dunvant disaster from Gurnos Jones of Penclawdd.	1924	1 bundle	D/D An 19/1
Corporate Property, City and County of Swansea	Glamorgan County Council adopted highways map register (Blue band records)	20th century	1 folder	GCC/H 1/1
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	Assorted papers relating to Carmel Chapel	19th and 20th cent.	1 bundle	D/D Ind 39/12/4-5
Private deposit	Diocesan conference addresses, records relating to the church and housing	1960s-2000s	1 bundle	
Private deposit	Edwardian postcards of Swansea	early 20th century	13 items	
Private deposit	Gower Church Magazine	1906-2014	4 boxes	D/DZ 991
Private donation	Abstract of title to a house and land at Highmead Avenue, Newton, Swansea	1960	1 file	D/D Z 95/127
Salem, 'Capel-y-cwm', Llansamlet	Membership list and contributions register for the chapel	1905-1920	1 vol.	D/D CM 13/97
Private deposit	Book about Ystalyfera; documents relating to Eaglesbush Brick and Tile Works, Briton Ferry Chemical Works and Briton Ferry Copperworks; local history leaflets; newspaper cuttings; video, 'The Devolution Trail'.	1885-2015	1 bundle	
Resolven Community Council	Financial annual reports	2008-2014	1 bundle	P214/22/1-7