

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, 16 December 2016

Time: 11.00 am

Chair: Mr Byron Lewis

AGENDA

Page No.

- 1 Apologies for Absence.
- 2 Disclosures of Personal and Prejudicial Interests.
- 3 Minutes. 1 - 3
To approve & sign the Minutes of the previous meeting(s) as a correct record.
- 4 Report of the County Archivist. 4 - 10

Next Meeting: Friday, 17 March 2017 - 11.00 am – CR A/B Neath Civic Centre



Huw Evans
Head of Democratic Services
Thursday, 8 December 2016

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

Vacancy	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:

Martin Nicholls	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 1/2, CIVIC CENTRE, PORT TALBOT. ON
FRIDAY, 16 SEPTEMBER 2016 AT 11.00 AM

PRESENT: Councillor D W Davies (Vice Chair) Presided

Representatives of the City and County of Swansea

Councillor(s)	Councillor(s)
P M Meara	R V Smith

Representatives of Neath Port Talbot County Borough Council

Councillor(s)	Councillor(s)
J Dudley	A Wingrave

Representatives of the Associated Organisations:

L Miskell	Swansea University
J L Watkins	Neath Antiquarian Society

Officer(s)

T McNulty	Head of Cultural Services
K Collis	County Archivist
D Michael	Head of Legal, Neath Port Talbot County Borough Council
W John	County Librarian, Neath Port Talbot County Borough Council
G Borsden	Democratic Services Officer

Apologies for Absence

Councillor(s): K E Marsh, P A Rees & C Thomas and A Dulley & C Hodgson

5 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

In accordance with the Code of Conduct adopted by both Authorities, the following interest was declared: -

Officer

D Michael – Minute No 7 – Personal – Committee Member of the Neath Antiquarian Society.

6 **MINUTES.**

RESOLVED that the Minutes of the West Glamorgan Archives Committee Meeting held on 17 June 2016 be approved as a correct record.

7 **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 2016.

Archives Accreditation Standard

The County Archivist reported that the Service had been awarded accredited status under the above standard for its Swansea service point. Award of the Archives Accreditation Standard defines good practice and agreed standards for archives across the UK and is indicative of good governance and proper collections care.

The Review Panel in particular commended the use of the archive collections in outreach work, including some good work with schools, and believed the Service is well equipped to address the challenge of relocation in the near future. The award lasts for a period of 5 years and is reviewed after 2 years.

He indicated that that a separate application would need to be made by the Neath Antiquarian Society if they wished to pursue accreditation in the future and that WGAS would support them in this should they choose to do so. Members welcomed this proposal.

Neath Antiquarian Society Archives(NAS)

The County Archivist reported that as of 1 August the archive facility in Neath had moved to its new opening hours, with the operation being covered by staff from Swansea working alongside NAS volunteers.

He outlined that early indications were that the new arrangements were working well and detailed actions to make the collections and family history resources held there more accessible to the public, which could be achieved at no cost through improved online publicity.

He outlined that working in conjunction with the NAS, the ongoing issue of the fluctuating humidity in the archive strongroom was being addressed.

West Wales Regional Archives Partnership

The County Archivist reported that there have been no further meetings of the partnership following agreement on the content of the second consultant's report.

All future work will be progressed by a new Swansea University Strategic Project Board which will commence meeting in the autumn.

Use of the Service - Statistics for June – August 2016

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

He indicated the statistics for the electronic visits to the web pages etc had not been available at the time of printing, but he would forward these figures to the Committee.

Service Outreach

The County Archivist reported on the various areas of outreach work that staff had been involved in during the quarter.

He outlined that the service has continued to participate in the Swansea University led project 'Visions of Steel', it has created exhibitions relating to the Townhill (Swansea) and Sandfields (Port Talbot) estates which had been on display during the recent Welsh Government ministerial visit to Swansea, and had together with Swansea Libraries hosted the BBC Radio 4 programme 'The Listening Project' at Swansea Civic Centre.

Professional Meetings and Partnership Working

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

Archive Collections

A comprehensive list of archives received during the period June to August 2016 was attached for information at Appendix 1.

The meeting ended at 11.50 am

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
16 December 2016**

**The purpose of this report is to
outline the work of the
Archive Service during the period
September to November 2016**

1. Use of the Service

Statistics for September to November 2016

The number of members of public using the Service on-site, September to November 2016, was **1,452** and the total number reached by the Service on and off-site was 2,520.

Number of on-site visits at Swansea, Neath and Port Talbot 1,452 (1,813) (figures in brackets represent the same quarter last year), comprising:

Swansea	954	(1,102)
Neath	356	(559)
Port Talbot	27	(25)
Group visits	88	(127)
Number in audiences for off-site visits	798	(665)
Number of pupils reached by the Education Service	588	(361)
Numbers reached at special events	270	(322)
Total numbers reached on and off-site	2,520	(2,800)
Number of documents issued in Swansea and Neath	2,559	(2,883)
Number of post and email enquiries dealt with	266	(346)
Number of hits to the Archive Service website	3,528	(5,567)
Number of hits to the online catalogue	1,463	(1,918)

The Neath Antiquarian Society recorded an additional 69 researchers on days where they provide a service by appointment, which makes a total of 425 on-site visits for the Neath Mechanics Institute.

2. Service outreach

Exhibitions and outreach work

The Service has continued to participate in the Swansea University-led project '*Visions of Steel*' which is focused on the history of steelmaking in Port Talbot. The project is funded by the Arts and Humanities Research Council. A twelve-panel exhibition featuring the project work of pupils from Sandfields Comprehensive School Port Talbot went on display at the Archives in October and is now at Ysgol Bae Baglan. An account of the schools project has been written for inclusion in a '*Visions of Steel*' publication, which is another of the project outputs.

Under the Welsh Government '*Changing Cultures*' grant scheme for museums, archives and libraries in Wales, the Service applied for and won 100% funding to create an exhibition narrating the economic and cultural contribution that different immigrant communities have made to Swansea, as well as illustrating the town and city's historic role as a place of sanctuary for refugees. The portable exhibition is planned to be included in a celebration event of Swansea's diversity and multiculturalism, scheduled to take place in spring 2017. The panels will also be available to community centres and libraries for display throughout the city in 2017 and beyond.

The Heritage Lottery Funded project '*Cynefin: Mapping Wales' Sense of Place*' is reaching its final stages and its local sub-project '*Exploring Gower's Ancient Woodland*' finished on 30 September. The latter sub-project attracted 43 participants, of whom 21 active volunteers contributed 491 volunteer hours to survey ancient woodland on Gower. A teacher's resource pack was created and distributed to 11 English medium and 2 Welsh medium schools in Gower and west Swansea, and the pack was placed on the digital learning platform the Hwb. A leaflet outlining six ancient woodland walks in Swansea and Gower, aimed at both visitors to the area and residents, will be launched in the spring at Bishop's Wood Countryside Centre.

This quarter is always particularly important for a number of regular annual events featuring local and family history, and as a result the Archive Service provided stalls for information and publication sales at the following events:

Glamorgan Family History Society Fair, Merthyr Tydfil
Swansea Local and Family History Fair, National Waterfront Museum
Swansea Local History Book Fair, Swansea Museum
Glamorgan History Society Day School, Bridgend

Additionally, as part of our contribution to the UK-wide *Explore Your Archive* marketing campaign, together with the Neath Antiquarian Society, the Service hosted an open day at Neath Mechanics Institute on 22 November which was attended by approximately 20 visitors during the day. The Service also contributed to the *Explore Your Archive* campaign through its Twitter feed and Facebook page, showcasing in particular the screen and sound collections.

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
Casllwchwr
Gwrosydd (x2)
Llangatwg (x2)
Llansawel

Additionally, sessions have been conducted on-site for students of Swansea University and the University of Wales Trinity St David. A session for volunteers at the Glamorgan-Gwent Archaeological Trust was conducted in November.

3. Staff

Two archive trainees were appointed in September, one as usual for the normal contract period of one year. Using a 90% grant from Welsh Government under its Accreditation Support grant scheme, a second trainee is being employed for two months to input accession data from hard copy accession registers covering the period 1974-2008 into our cataloguing software system.

Training

The Archive Service hosted a Welsh Government-funded course '*Surveying Archive Collections*', which was attended by practitioners from across south Wales as well as by a member of staff from WGAS.

Three members of staff attended the ARCW Best Practice Forum in Aberystwyth in November.

4. Professional meetings and partnership working

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

Archives and Records Council Wales (ARCW)
ARCW Cynefin Project Board
ARCW marketing group
Chief Archivists in Local Government Group Executive (teleconference)
Glamorgan History Society Council
South Wales Record Society Committee
South West Wales Emergency Planning Regional Network
Swansea Museums, Archives, Libraries Co-operative Group

The County Archivist participated in two consecutive Welsh Government-led workshops on developing a sustainability indicator for UK archive services and developing a strategy for archives in Wales 2017-2020. He also is leading on the development of a new archive reader's ticket for England and Wales and provided a developmental report to the Chief Archivists in Local Government Group Executive meeting referred to above.

The County Archivist assisted as a broker to the Josef Herman Arts Foundation Cymru, Ystradgynlais, in its negotiations with the National Library of Wales for the digitisation and digital preservation of its collection.

5. Archive collections

Conservation work has been undertaken during the quarter on the Neath Abbey Ironworks collection which received a 100% grant of £16,600 from the National Manuscripts Conservation Trust earlier in the year.

A comprehensive list of archives received during the period September to November 2016 is attached for information at Appendix 1.

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

ACCESSIONS OF ARCHIVES
September-November 2016

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	4 glass slides of Swansea	c. 1900	4 slides	D/D X 349/11/1-4
Parish of Newton	Marriage registers	1991-2016	5 vols	P/313/CW/96-100
Private donation	Diaries of W. S. Williams and S. W. Williams of Brynaman and Cwmllynfell, and their family Bible	1905-1973	1 box	
Llangennith, Llanmadoc and Cheriton Community Council	Minutes	2012-2013	1 file	P 109/23
Capel Siloh Newydd Glandwr	War memorial for Capel Siloh Newydd Glandwr	No date	1 item	
Private deposit	British Railways (Western Region) Sectional Appendix to the Working time table and books of rules and regulations: Swansea District, Pyle West junction to Fishguard Harbour and braches including Swansea (Victoria) to Bulth Road and Swansea (St. Thomas) to Brynamman East	1958	1 vol.	D/D Z 1013/1
Private deposit	Additional deposit of photographs relating to Cydeithas y Ddrama Gymraeg	1974-1991	3 items	CDG
Cymdeithas Hanes Plaid Cymru History Society	Papers and ephemera relating to Cymdeithas Hanes Plaid Cymru History Society	20th-21st cent	3 bundles	D/D CHPC 1-3
Private deposit	Briton Ferry Public Hall and Institute (a short history)	2016	2 copies	D/D Z 368/18
Clydach Historical Society	Graveyard survey of Hebron Independent Chapel, Clydach	1988	1 file	D/D CLH 1

Creator/originator	Description	Dates	Extent	Reference number
Various chapels in West Glamorgan	Annual reports and commemorative items	19th-21st century	1 bag	
Private donation	Slides connected with places in Resolven	n.d., 1960s?	3 small boxes	
Swansea International Festival	Programme	2016	1 vol.	
City and County of Swansea Honorary Freedom	Programme of the ceremony to mark Honorary Freedom of the City granted to Christopher Patrick Coleman	2016	1 booklet	
Private deposit	Pay packet relating to the Baglan Bay Tinsplate Co. and relating to Mrs Doreen Jones	1950	1 item	D/D Z 1014/1
Private deposit	Deeds relating to properties in Llangyfelach, Llangennith and, Cadoxton-juxta-Neath. Also a copy of a sales poster advertising an auction at the Bush Inn, Swansea.	1811-1893	4 items	D/D Z 938/1/36-38; 2/6
EYST Ethnic Youth Support Team	<i>Chip, Curry and Cappuccino</i> - teaching pack including oral history CD ROM; copies of images of the Italian community (collected by Paulette Pelosi), c 1940s-1950s)	2016	1 bundle	
Private deposit	Letters written between Dorothy Rodham (Hilary Clinton's mother) and Rosemary Davies (former WGAS archivist) regarding family history research.	2000	2 letters	D/D Z 168
Women's Archive of Wales	<i>Dare to be free</i> : a programme for a pageant of famous women held in Swansea and Maesteg	1910	1 booklet	WAW 43/1

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	1869 diary; 1868 Certificate of Character and Certificate of Discharge for Thomas Stevens; French teacher's flyer	1860s	3 items	
Private donation	Minutes of the University of the Third Age, Swansea (U3A)	1987-2016	3 ring binders, 1 envelope, 1 volume	
Regeneration & Housing Directorate	Slides of Swansea regeneration areas	19th & 20th century	21 slide folders, 1 bundle	
Private deposit	Plasmarl Community Letter	2015-2016	1 bundle	N/Plas
Dyffryn Clydach Community Council	Copies of 'Ymlaen' newsletter	1974-1997	1 bundle	
Sketty Park Estate	Estate maps, terrier of properties and other administrative papers	c. 1920-1990s	1 carload	
Oxwich, Port Eynon and Rhossili Parishes	St Illtyd, Oxwich Service Record; Deanery of Clyne Minute book; Port Eynon Minute book PCC; Certificate of burials (Port Enyon or Oxwich); Oxwich Marriages (2 vols); Rhossili marriages (2 vols); Port Eynon Marriages (2 vols)	1920s-2010s	12 vols	
Iechyd Morgannwg	Minutes and reports of the board meetings and committees	1990s-2000s	1 vanload	