

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: CR A/B, Civic Centre, Neath

On: Friday, 17 March 2017

Time: 11.00 am

Chair: Councillor Byron Lewis

AGENDA

Page No.

- 1 Apologies for Absence.
- 2 Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests
- 3 **Minutes.** 1 - 3
To approve & sign the Minutes of the previous meeting(s) as a correct record.
- 4 **2017/18 Revenue Budget.** 4 - 6
- 5 **Report of the County Archivist.** 7 - 12

Next Meeting: 16 June 2017 (Swansea – TBC)



Huw Evans
Head of Democratic Services
Thursday 9 March 2017

Contact: Gareth Borsden - 01792 636824

WEST GLAMORGAN ARCHIVES COMMITTEE (5)

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

CITY AND COUNTY OF SWANSEA

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

Sarah Perons	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:

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 – 28

CITY AND COUNTY OF SWANSEA

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON FRIDAY,
16 DECEMBER 2016 AT 11.00 AM

PRESENT: Mr D B Lewis (Chair) Presided

Representatives of the City and County of Swansea

Councillor(s)

K E Marsh

Councillor(s)

P M Meara

Representatives of Neath Port Talbot County Borough Council

Councillor(s)

D W Davies

Representatives of the Associated Organisations:

A Dulley

Diocese of Swansea & Brecon

Officer(s)

K Collis

County Archivist

G Borsden

Democratic Services Officer

Apologies for Absence

Councillors J Dudley, P A Rees & R V Smith and L Miskell, J L Watkins, T McNulty, D Michael and W John

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

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

9 **MINUTES.**

RESOLVED that the Minutes of the West Glamorgan Archives Committee Meeting held on 16 September 2016 be approved as a correct record.

10 **MATTERS ARISING.**

The County Archivist indicated that further to Minute No.7 (Neath Antiquarian Society) the strongroom environment at the Neath Mechanics Institute has been stabilised with the aid of portable dehumidifiers.

The Chair stated that further to Minute No.7 (West Wales Regional Archives Partnership) that he would be writing personally to the Senior Pro-Vice Chancellor Swansea University to seek clarity from the University on its current thinking on a shared archive facility.

11 **REPORT OF THE COUNTY ARCHIVIST.**

The County Archivist presented a report which outlined the work of the Archive Service during the period September - November 2016.

Use of the Service - Statistics for September - November 2016

The County Archivist reported on the use of the Service for the quarter and detailed the background and rationale behind the quarterly statistics.

He indicated that a current problem with recording and reporting online usage of West Glamorgan's parish registers would not apply when a large number of other WGAS records went online in March on the website Ancestry. These new statistics for online use of the collections will be reported to meetings from June onwards.

Exhibitions and Outreach Work

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

He detailed the Service's involvement in the 'Visions of Steel' project which is focused on the history of steelmaking in Port Talbot. The Service, funded by the Arts & Humanities Research Council, has produced a 12 panel exhibition which was initially displayed in October at the Archives and is now on display in Ysgol Bae Baglan.

He indicated that the Service had been successful in obtaining a 100% Welsh Government grant to create a mobile exhibition which chronologically records the positive contribution to the City of Swansea of its diverse communities as well as its record of welcoming refugees.

He also detailed the Service's participation in the HLF-funded project 'Cynefin: Mapping Wales' Sense of Place' and its local sub-project 'Exploring Gower's Ancient Woodland',

Education Service

The County Archivist referred to the various activities carried out with schools from both Authorities during the quarter.

Staff/Training

The County Archivist detailed the appointment of two Archive Trainees, one of which has been appointed for a two month period via a 90% grant from Welsh Government to assist with data inputting from hard-copy accession registers.

He referred to the training courses attended by staff during the quarter.

Professional Meetings and Partnership Working

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

Archive Collections

The County Archivist reported on the comprehensive list of archives received during the period September to November 2016 and outlined that work has almost been completed on further conservation of plans from the Neath Abbey Ironworks collection.

The meeting ended at 11.45 am

CHAIR

Agenda Item 4

Report of the Director of Place

West Glamorgan Archives Committee – 17 March 2017

2017/2018 REVENUE BUDGET

Purpose: To give details of the Joint Archive Service revenue budget for 2017/2018 and the reserves held by the Joint Archive Service

Policy Framework: None

Report Author: Paul Roach

FOR INFORMATION

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 2017/2018 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2017/18

- 2.1 The budget for 2017/2018 is expected to be £272,300, compared with the 2016/2017 original budget of £313,400. In line with the City and County of Swansea's budget assumptions a 1% pay award for 2017/2018 has been included, but no other price increases have been assumed. The detailed budget is shown in Appendix A.
- 2.2 The decrease of £41,100 is mainly as a result of the savings of £24,000 (16/17) and savings of £16,000 (17/18) and other minor amendments for pay inflation and changes to postage and insurance budgets.
- 2.3 The required contributions from the two partners are:

	2017/2018
	£
City and County of Swansea	183,900
Neath Port Talbot County Borough Council	88,400
Total	272,300

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2017. The only expected use of the Training Reserve during 2016/2017 and 2017/2018 is in respect of the Trainee post.

Reserve	Estimated Balance 31/03/17	Budgeted Use 2017/2018	Estimated Balance 31/03/18
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	7,758	0	7,758
Archives Training Reserve	117,763	-19,400	98,363
	146,464	-19,400	127,064

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2017/2018.

Appendix A

Archives Budget 2017/18

Original Budget 2016/17 £	Account Code			Account Description	Original Budget 2017/18 £
225,700	41118	000001	00000	Salaries Basic Pay	213,900
23,000	41118	000002	00000	Salaries NI	20,600
49,700	41118	000003	00000	Salaries Pension	47,400
500	41118	000171	00000	Professional Fees	500
1,000	41118	000313	00000	Staff Training	1,000
1,200	41118	000499	00000	Insurance Liability	1,100
301,100				EMPLOYEES	284,500
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
100	41118	290022	00000	Vehicle Hire Recharges	100
100	41118	290045	00000	Vehicle Fuel Recharges	100
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	0
600	41118	300129	00000	Books & Publications	600
200	41118	300129	31002	Books & Publications	200
1,000	41118	300150	31201	Printing Services	1,000
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
4,000	41118	300235	00000	Equipment Purchase	4,000
1,000	41118	300235	31625	Equipment Purchase	1,000
3,300	41118	300256	00000	Materials Purchase	3,300
15,000	41118	300321	00000	Other Hired & Contracted Services	15,000
700	41118	300413	00000	Subscriptions	700
500	41118	300433	00000	Miscellaneous Expenses	500
0	41118	300499	00000	Insurance General	500
2,000	41118	390150	00000	Printing Recharges	2,000
500	41118	390150	31003	Printing Recharges	500
46,700				SUPPLIES AND SERVICES	46,200
352,800				GROSS EXPENDITURE	335,700
-19,400	41118	750061	00000	Transfer from Reserves	-19,400
0	41118	750001	70075	Inter Service Credits	-24,000
-17,000	41118	800001	00000	Fees & Charges	-17,000
-3,000	41118	800212	83215	Sales Income	-3,000
-39,400				GROSS INCOME	-63,400
313,400				NET EXPENDITURE	272,300
211,600				City and County of Swansea	183,900
101,800				Neath Port Talbot Borough Council	88,400

27/02/2017

**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

17 March 2017

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2016 to February 2017**

1. Use of the Service

Statistics for December 2016 to February 2017

The number of members of public using the Service on-site, December 2016 to February 2017, was **1,323** and the total number reached by the Service on and off-site was 1,549.

Number of on-site visits at Swansea, Neath and Port Talbot 1,323 (1,619) (figures in brackets represent the same quarter last year), comprising:

Swansea	935	(956)
Neath	285	(521)
Port Talbot	16	(17)
Group visits	87	(125)
Number in audiences for off-site visits	226	(418)
Number of pupils reached by the Education Service	250	(415)
Numbers reached at special events	0	(50)
Total numbers reached on and off-site	1,549	(2,037)
Number of documents issued in Swansea and Neath	1,994	(2,422)
Number of post and email enquiries dealt with	256	(267)
Number of hits to the Archive Service website	3,703	(3,778)
Number of hits to the online catalogue	1,470	(1,624)

2. Service outreach

Commercial digitisation of the collections

Preparations have taken place during the quarter for the launch of a significant tranche of the Archive Service collections on the Ancestry website in the coming month, including the testing of a beta-version test site and the compilation of publicity material.

Development of an online aggregated catalogue for Wales

The Archive Service is participating in an all-Wales project to put all its catalogues on an aggregated catalogue called the Archives Hub, which is controlled by Jisc, the digital research arm of the HE and FE sectors in the UK.

Exhibitions and talks

An exhibition was prepared for the event '*Our Abertawe: Celebrating Swansea Together*' taking a historical perspective on diversity and multiculturalism in the city.

In February, the '*Visions of Steel*' portable exhibition referred to in previous reports and based on work by Sandfields School year 7 pupils, was transferred from Ysgol Bae Baglan to Port Talbot Library.

The following talks were given by Archives staff to external groups during the quarter:

Glamorgan Family History Society
Welsh Historic Gardens Trust

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
Cefn Hengoed
Coed Hirwaun
YGG Ystalyfera

Additionally, one on-site learning session was held for Department of History students of Swansea University.

3. Staff

The 'Sustainable Swansea: Fit for the Future' £24K savings target for the joint service in 2017/2018 has been met through a 3:2 split in the funding for the County Archivist post between the joint service budget and City and County of Swansea Business Support. This involves the incorporation of new responsibilities into the role relating to information governance.

Rebecca Shields, Archives Reception Assistant, was named Archives Marketing Champion of the Year at the Marketing Excellence Awards for Museums, Archives and Libraries in Wales at a ceremony in the National Library of Wales in February.

Training

Two members of staff attended the basic training course 'Cleaning and repackaging archive materials'.

4. Professional meetings and partnership working

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

ARCW Cynefin Project Board
South Wales Record Society Committee

The County Archivist took part in the stakeholder consultation by the National Library of Wales on its new strategy.

The Archive Service helped launch the South Wales Record Society 2016 volume at the National Waterfront Museum.

5. Archive collections

Conservation work has continued during the quarter on the Neath Abbey Ironworks collection. This work received a 100% grant of £16,600 from the National Manuscripts Conservation Trust at the beginning of the financial year. As part of the final stages of the project, two members of staff assisted the external conservator with interleaving acid-free sheets into the storage folders in a move designed to improve the handling of the collection.

A comprehensive list of archives received during the period December 2016 to February 2017 is attached for information at Appendix 1.

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

ACCESSIONS OF ARCHIVES
December 2016-February 2017

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Arthur Rees Collection	Additional records including photographs, ephemera and archives relating to the history of Port Talbot and district	19th and 20th cent.	1 shelf	D/D XIm
City and County of Swansea	Assorted 35mm transparencies, photographic prints and VHS video tapes	20th century	1 box	
Private deposit	Plans of Port Talbot railways	1968	2 plans	D/D Z 1019/1
Neath Conservative Association	Minutes and ephemera	20th cent.	3 crates	Con/N 1/1-4/6
Upper Usk Rural Alliance	DVD recording the unveiling of a replacement plaque for one marking the opening of the Usk Reservoir in 1955	2016	1 DVD	DVD 8
Dunvant Male Choir	Minutes of Committee Meetings, 2004-2015; Assorted documents, 2005-2015	2004-2015	12 lever arch files	D/D DMC
Swansea Free Church Women's Council	Minutes, attendance register, list of delegates.	1928-2000	10 items	D/D FCWC 1/1-3/2
Private deposit	Article entitled "Mumbles Hill House" by Jan McKechnie	2016	1 item	D/D Z 1018/1
Dynevor Secondary School	The Old Dy'vorian: the Journal of the former pupils of Dynevor School	2017	1 vol.	E/Dyn Sec X 2/8
Swansea Bay Port Health Authority	Annual Report	2016	1 vol.	PH 1/109

Creator/originator	Description	Dates	Extent	Reference number
Neath Port Talbot County Borough Council, Electoral Registration section	Neath Port Talbot electoral register	2017	1 vol.	CB/NPT RE 40
Parishes of Ystradgynlais and Abercraf	Registers of baptisms, confirmations, banns and services, PCC minutes, churchwardens' accounts, burial plot plan for Abercraf, records relating to the building of Abercraf Church; photographs.	1910-2012	Approximately 1 linear metre	P/331/CW/125-138 and P/300/CW/38-73
Carmel Chapel	Carmel Chapel, Gwaun-Cae-Gurwen records including minute book, 1971-1984; financial reports, 1978-2006; collection records; miscellaneous papers	1970s - c. 2006	1 box	D/D Ind 39/3/8-10; D/D Ind 39/9/7; D/D Ind 39/10/4; D/D Ind 39/12/6-9
Women's Archive Wales	Cofnodion cangen Gorseinon, 1995-2010; Lluniau cangen Ystalyfera, 2000s	1995-2010	2 vols	WAW 34/3; WAW 44/1
Chief Executive, Neath Port Talbot CBC	Declaration of Robert Michael Redfern as High Sheriff of West Glamorgan	2015	1 paper	HS/W 41
Swansea Library	Bundle of pamphlets and booklets mainly relating to building societies and Education Committee. Also includes a Report on Milk Analysis, 1875 and	1846-1911	1 box	SL
Photographic material	Photographs of colliers at Penlan Colliery, 1914; Penclawdd school photographs, 1915; HMS Pinafore at Penclawdd, 1932	1914-1932	5 photographs	D/D Z 1024
Swansea Hebrew Congregation	Photographs relating to Ffynone Synagogue, Swansea	c. 1960-1990	1 envelope	DD SHC 36/69-80

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Copies of Llangiwg Vestry minutes (original volume held in private hands)	April-July 1852	1 folder	D/D Z 173/2
South West Wales Industrial Archaeology Society	Report on the excavation of Scott's Pit, Llansamlet, by Barry Fagg, with supporting documentation	1976-2017	1 file, 1 CD-Rom	D/D Z 1017/1-2
The Penllergare Trust	Minute book	2000-2011	1 vol	D/D PT 61
Private deposit	Photograph of St. Teilo's Church Choir, c.1958 (with Harry Secome's brother Revd. Fred Secombe); notes on the beginnings of St. Teilo's Church, "Early Days at Caereithin, 1939-1963"; miscellaneous papers relating to Mothers Union media office	20th cent	1 bundle	P/334/CW/24-25
Private deposit	Records relating to Siloh Chapel, Landore including registers and miscellaneous financial records	19th century	2 bags	D/D Ind 21
Photographic material	Digital photographs of Neath Constitutional Club (black and white copies have been printed out on A4)	2016	1 CD; 14 photographs	D/D Z 1021/1
Soroptimist International, Swansea	Records including the original chain of office, the charter 1933, menus and programmes, attendance registers, photograph album, records relating to Soroptimist House, Swansea, and other records	1933-2011	1 crate	D/D SIS
Photographic material	Photographs of plaques in St Johns Church, Clydach	2016	1 CD; 5 photographs	D/D Z 1022/1