

## CITY AND COUNTY OF SWANSEA

### NOTICE OF MEETING

You are invited to attend a Meeting of the

### WEST GLAMORGAN ARCHIVES COMMITTEE

**At:** Committee Room 1/2, Civic Centre, Port Talbot.

**On:** Friday, 16 September 2016

**Time:** 11.00 am

### AGENDA

Page No.

- 1 Apologies for Absence.
- 2 Disclosures of Personal and Prejudicial Interests.  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 Minutes. 1 - 4  
To approve & sign the Minutes of the previous meeting(s) as a correct record.
- 4 Report of the County Archivist. 5 - 13

**Next Meeting:** Friday, 16 December 2016 at 11.00 am (Guildhall, Swansea)



Huw Evans  
Head of Democratic Services  
Tuesday, 13 September 2016

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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
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#### **Liberal Democrat: 1**

Paul M Meara
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### **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:**

<b>City &amp; County of Swansea Council:</b>	
Martin Nicholls	Director of Place
Tracey McNulty	Head of Culture Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services
Archives	1 Copy
<b>Neath Port Talbot County Borough Council</b>	
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,  
17 JUNE 2016 AT 11.00 AM

**PRESENT:** Mr D B Lewis (Chair) Presided

#### Representatives of the City and County of Swansea

##### **Councillor(s)**

##### **Councillor(s)**

E J King

K E Marsh

#### Representatives of Neath Port Talbot County Borough Council

##### **Councillor(s)**

J Dudley

##### **Councillor(s)**

P A Rees

#### Representatives of the Associated Organisations:

A Dulley

Diocese of Swansea and Brecon

##### **Officer(s)**

T McNulty

Head of Cultural Services

K Collis

County Archivist

D Michael

Head of Legal, Neath Port Talbot County

Borough Council

J Parkhouse

Democratic Services Officer

#### **Apologies for Absence**

Councillor(s): D W Davies, P M Meara and C Thomas

Associated Organisations(s): Mrs C Hodgson

Officer(s): W John

#### **1 ELECTION OF VICE-CHAIRS FOR THE 2016-2017 MUNICIPAL YEAR.**

**RESOLVED** that Councillors D W Davies and R V Smith be elected Vice Chairs of the Committee for the 2016-2017 Municipal Year.

#### **2 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

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

##### **Officers**

David Michael – Minute No.4 – Report of the County Archivist, Neath Antiquarian Society Archives opening hours - Membership of Neath Antiquarian Society Committee – personal and prejudicial and left the meeting prior to discussion of this item.

3 **MINUTES.**

**RESOLVED** that the Minutes of the West Glamorgan Archives Committee Meeting held on 18 March 2016 be approved as a correct record.

**2016/17 Revenue Budget**

The County Archivist reported ongoing discussions with Neath Antiquarian Society in light of the Joint Archive Service Revenue Budget for 2016/2017. Neath Port Talbot County Borough Council Members highlighted improved footfall figures at the Society's Archives. The County Archivist stated that the future affordability of the service rather than footfall was the critical factor going forward.

The Chair stressed the need for constructive and open discussions between all parties.

4 **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 2016.

**West Wales Regional Archives Partnership**

The County Archivist and Head of Cultural Services reported that discussions were still progressing between partners on a shared new-build facility. The County Archivist added that a further piece of consultancy work had taken place to develop the West Wales Regional Archives Partnership proposal. A new venue would have to house the West Glamorgan Archive Service and the Richard Burton Archives Swansea University in a shared facility. No location had been agreed.

**Commissioning**

The County Archivist reported that while a Prior Information Notice (PIN) regarding future service provision had been issued by Swansea, the Archive Service was caveated as currently subject to exploration of the benefits of a regional partnership. Only in the event that this proved to not be a sound option to realise benefits for the joint service, would alternatives be considered. At this stage, officers were not proposing alternative governance for the Archive Service, but would continue to explore the models available within the West Wales Partnership work. Members who sought further information on the specific issues around commissioning for archive services were referred to The National Archives guidance 'In a Spin: Guidance on Spinning out Local Archive Services' (2014) at <http://www.nationalarchives.gov.uk/documents/archives/in-a-spin.pdf>

**2016/17 Business Action Plan**

The business action plan for the Service for 2016/17 was provided at Appendix 1 of the report.

### **Neath Antiquarian Society Archives Reduced Opening Hours**

As a consequence of the 2016/17 budget saving discussed in the last two meetings, the County Archivist outlined that a reduction in the advertised opening hours from four days to two days a week at the Neath Antiquarian Society Archives would come into effect on 1 August 2016.

Public access to and curatorial care of the Neath Antiquarian Society (NAS) archive collections would be maintained with the presence of a WGAS archivist on a Monday. On the second day of opening, NAS volunteers would provide access to the collections.

Although this reduction in public availability of the NAS collections was significant, it was based on a rational analysis of their current levels of use in comparison to the use of archive documents in Swansea. Both facilities were currently operating a four day a week opening but use of the NAS collections represented only 2% of the document issues in Swansea in 2015/16.

Two members of archive staff had taken voluntary redundancy as part of this process, taking the total staff complement of the Archive Service to 8 Full Time Equivalent.

### **Use of the Service - Statistics for March to May 2016**

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 had been involved with during the quarter.

He detailed that the Service had created an exhibition for the Queen's 90<sup>th</sup> birthday celebrations for local nonagenarians at Margam Orangery on 23 May 2016.

He added that the Service was also involved in the 'Visions of Steel' project led by Swansea University. During the quarter, this has involved two public events in Port Talbot and one education session at Sandfields Comprehensive School.

#### **Professional Meetings and Partnership Working**

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

#### **Collection Policy**

An updated collection policy was attached at Appendix 2.

**RESOLVED** that the Archive Service's revised collection policy be approved.

**Archive Collections**

A comprehensive list of archives received during the period March to May 2016 was attached for information at Appendix 3.

The County Archivist stated that the Archives Annual Report would be online shortly and a link would be circulated to Members.

The meeting ended at 12.04 pm

**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  
16 September 2016**

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

## **1. Archives Accreditation Standard**

On 1 July, West Glamorgan Archive Service was awarded accredited status under the UK Archives Accreditation Scheme for its Swansea service point. Archive Service Accreditation defines good practice and agreed standards for archives across the UK, thereby providing external validation for the direction and development of each service.

The Panel commented that West Glamorgan Archive Service is delivering well across its remit and specifically commended the effective use of collections in developing and delivering outreach. They noted, above all, our impressive work with schools and the positive way this is shared beyond the service to wider sector benefit. They noted that the service is also building on work done in the past to improve collections care and that we display an obvious ongoing commitment in this area.

The Panel felt the Archive Service is well equipped to address the challenge of relocation which is coming in the foreseeable future, and which will be reviewed under the accreditation programme in due course. The award of accredited status is valid for five years, with a review of developments due in July 2018.

## **2. Neath Antiquarian Society Archives**

On 1 August, the Neath Antiquarian Society Archives moved to new advertised opening hours of Monday and Thursday, with Tuesday and Wednesday opening by prior appointment with the Neath Antiquarian Society. The service is now run by staff travelling from Swansea working alongside NAS volunteers, rather than by permanently Neath-based WGAS staff working with the NAS volunteers.

We have used the opportunity of fresh staff input to tackle some outstanding issues around the archive facility. These issues are: stabilising the humidity in the strongroom; improving

the finding aids for the NAS archive collections to make them easier for the public to search; increasing the number of computers and the range of family history resources available for family historians onsite. Although it is to be expected that future statistics for the Neath branch reported to this Committee will show a significant drop in visitor numbers as a result of the decrease in its opening hours, efforts will continue to be concentrated on improving the customer experience there and improving care of the NAS collections.

### 3. West Wales Regional Archives Partnership

There have been no further meetings of the West Wales Regional Archive Partnership, following agreement on the content of the second report of the external consultant. A principal recommendation of this report is that the partners commission a business plan to assess the operational and financial implications for both an interim and long-term solution.

Future work will be progressed by a Swansea University Strategic Project Board, with additional members representing the University. The work of this Board will commence in September and the output of this work will be the recommended business plan, which aims to address all partners' needs, budgets and timelines. Additionally there will be an appraisal of possible locations for a new facility (including options on and off-campus).

### 4. Use of the Service

#### *Statistics for June to August 2016*

The number of members of public using the Service on-site, June to August 2016, was **1,572** and the total number reached by the Service on and off-site was 1,799.

Number of on-site visits at Swansea, Neath and Port Talbot 1,572 (1,927) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,006	(1,193)
Neath	464	(648)
Port Talbot	23	(24)
Group visits	79	(62)
Number in audiences for off-site visits	147	(261)
Number of pupils reached by the Education Service	147	(201)
Numbers reached at special events	80	(0)
Total numbers reached on and off-site	1,799	(2,188)
Number of documents issued in Swansea and Neath	2,163	(2,282)
Number of post and email enquiries dealt with	214	(260)
Number of hits to the Archive Service website	n/a	(3,514)
Number of hits to the online catalogue	n/a	(n/a)



## **5. Service outreach**

### ***Exhibitions and outreach***

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. Specifically, WGAS has worked with Sandfields Comprehensive School to create an exhibition illustrating some of the Year 7 pupils' reactions to historic images of the iron and steel industry in Port Talbot and their intergenerational dialogues with current and former steelworkers.

WGAS exhibitions relating to the housing estates of Townhill Swansea and Sandfields Port Talbot were on display in several locations during the visit to Swansea on 29 June of Welsh Government Deputy Minister Ken Skates and Baroness Kay Andrews (author of 'Culture and Poverty: Harnessing the power of the arts, culture and heritage to promote social justice in Wales').

The County Archivist spoke at the launch of the Jazz Heritage Wales exhibition at Swansea Museum on 22 July.

Working together with Swansea Libraries, the Archive Service invited BBC Radio's 'The Listening Project' to Swansea and a mobile recording booth was parked outside Swansea Central Library from 20-25 August. Approximately 20 conversations were recorded for the programme, and the British Library archives, during the time the booth was in Swansea. These recordings were brokered by the BBC, WGAS and Swansea Libraries and were drawn from a wide cross-section of the local community. The first of the conversations to be broadcast and placed online is a conversation between two retired Port Talbot steelworkers about the uncertain future for the town if the works closes.

On 25 August, Radio 4 broadcast live from Swansea in a half-hour programme entitled 'The Listening Project Live' and the County Archivist was one of the guests of programme host Fi Glover.

Working together with the Richard Burton Archives, Swansea University, WGAS provided a display for relatives of Richard Burton when they visited Swansea University on 11 July. The County Archivist attended the unveiling of a mosaic of Richard Burton in function rooms at the Great Hall on the University's Swansea Bay campus.

### ***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 School, Swansea  
Sandfields Comprehensive School, Port Talbot

## **6. Professional meetings and partnership working**

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

ARCW Cynefin Board

ARCW marketing training  
Chief Archivists in Local Government Group Executive  
Launch of 'Kids in Museums' Takeover Day in Wales  
South West Wales Emergency Planning Regional Network

## **7. Archive collections**

A comprehensive list of archives received during the period March to May 2016 is attached for information at Appendix 1. Particular effort has been made to take in school records from Port Talbot in advance of the school mergers to create the new Ysgol Bae Baglan.

Contact Officer: Kim Collis, County Archivist  
Tel: 01792 636760  
Email: [kim.collis@swansea.gov.uk](mailto:kim.collis@swansea.gov.uk)

**ACCESSIONS OF ARCHIVES**  
**June-August 2016**

<b><i>Creator/originator</i></b>	<b><i>Description</i></b>	<b><i>Dates</i></b>	<b><i>Extent</i></b>	<b><i>Reference number</i></b>
Private deposit	Various deeds relating to properties in Swansea and Gower; photographs of Carmarthen Road and the old Infirmary, Oystermouth Road.	18th-20th cent	1 bundle; 11 photographs	D/D Z 938 cont.
Llewellyn family records	Papers (correspondence, accounts, notes etc.) relating to Baglan Hall, Briton Ferry; Court Colman, Bridgend; Sir Godfrey Llewellyn; John Blandy Llewellyn; CK Andrews Garage; Llewellyn aunts, and the Llewellyn family tree.	19th-20th century	1 carload	
Onllwyn School	Admission register (Infants' School) and plan of the school	1913-1961	1 vol., 1 paper	E/N 22/2/2; E/N 22/3/1
Port Talbot Sceondary School	Records of Port Talbot Secondary School (later Duffryn School)	1899-c. 1970	2 boxes	
Private deposit	Various title deeds in the Swansea and Gower area; photographs of properties in Swansea	19th-20th cent	1 large bundle; 7 photographs	D/D Z 938 cont
Private deposit	Port Talbot Railway Club minute books	1927-1931	2 vol.	
Photographic material	Photographs of the installation of the 66" water pipeline from Dre-fach to Felindre (Towy Pipeline)	1970	7 photographs	D/D Z 1006/1-7
Dynevor School	Rededication of the Memorial Tablet commemorating the Dynevor School pupils who died in the two world wars	2016	3 papers	E/Dyn Sec 14/2-4
Llanrhidian Higher Community Council	Minutes	June 2016	1 bundle	P111/45

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private deposit	DVD recording of Treboeth residents talking about their memories of the Three Nights' Blitz in Swansea. Recorded at St Alban's Church Hall, Treboeth	2016	1 DVD	D/D Z 996/2
Neath and Port Talbot County Court and Family Court	Case registers, judges' notebooks and case files	1935-2008	1 carload	
Private deposit	Album containing images of chess players in Wales, 1800s-1970s (including many from the West Glamorgan area)	21st century	1 vol.	
Private donation	A history of the Landeg family of Gower	2009	2 vols	D/D Z 754/55-56
Mynyddbach Welsh Independent Chapel	Burial records	1874-2009	3 vols	D/D Ind 24/79-81
Pontardawe Civic Society	Typed history of the Pontardawe Civic Society, presented on the occasion of the winding up of the society	2016	1 file	
City and County of Swansea Electoral Services	Electoral Register	2016	2 vols	CC/S RE 40-41
Private donation	Records relating to Edward Murphy (1892-1968) of 7 St Albans Road, Swansea, former teacher and president of Swansea Labour Association	1930s-1950s	1 bag	
Dinas Noddfa Chapel	Correspondence relating to a Sunday School Hut; volumes relating to the Sunday School	19th-20th cent.	3 vols; 1 bundle	
Sandfields Comprehensive School	School admission registers, stock book and photographs and press cuttings relating to the school	1950s-2000s	3 boxes, 1 bag	E/Sand Sec 1-3
Private deposit	Minutes of Mumbles Chamber of Trade	1978-1998	3 folders	D/D MCT

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Brynteg Independent Chapel, Gorseinon	Most recent records (graveyard records, minutes of deacons' meetings, trustees' minutes re. closure and sale of chapel) relating to Brynteg Chapel, Gorseinon, closed and sold Dec. 2014	1816-2015	3 bags	D/D Ind 35/80-83
Traethmelyn Primary School, Port Talbot	Log books, brochure for the opening of the school in 1963 and photographs of damage to the school; also brochure for the opening of Sandfields Comprehensive School in 1965.	1963-2005	3 vols., 2 booklets, 1 card	E/PT 4/3/1-3; E/PT 4/4/1-2; E/Sand Sec 2/1
Noddfa Evangelical Church, Pontarddulais	Marriage register	2008-2012	1 vol.	D/D FC 8/1/1
Glanafan School	Two photographs of pupils (named)	1961	2 photographs	
Undeb Bedyddwyr Cymru	Annual report, handbook and newsletters	2015-2016	1 bundle	
Anonymous deposit	Scanned copy of a typescript regimental history entitled 'The Pembroke Yeomanry in North Africa and Italy 1943-1945', including a roll of honour, author unknown.	c. 1950	1 data CD	
Private deposit	Five mine maps	1930s-1960s	Five maps	
Glan Afan Comprehensive School	Additional records including photographs	20th-21st cent		Add to E/GAC
Pennard Women's Institute	Book of poems and financial records	1950s-2000s	1 large bundle	
Peter Knowles Collection	Photographs and negatives taken by Peter Knowles; one album (A4 black cover) photographs taken by George Vivian Knowles (Peter Knowles father)	20th cent.	1 large bundle	D/D PK
Private deposit	Letter file (probably relating to the agent of the Duke of Beaufort)	1897	1 item	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Anonymous deposit	Magazine for Penlan School, 1966 and Magazine for Morrison Hospital League of Friends, 1973, celebrating their 25th anniversary	1966-1973		
Private deposit	Records relating to Cwmtawe School, Emmanuel School, Pontarddulais Boys School, Gowerton Grammar School, Hermon Chapel	20th- 21st cent.	1 bundle	Add to D/D Z 961
Private deposit	Plan of Penrice Estate taken from a sales catalogue	1920	1 plan	D/D Z 938/4/1
Private deposit	Offprint of an Old Dy'vorians Association journal article "Dynevor Secondary School, Swansea: its name and building history" by Roger L. Brown	2016	1 booklet	E/Dyn Sec X 14/5
Private deposit	Photographs of Neolithic monuments on Gower, c. 2000; post cards of Llangennith, c. 1930s; family photographs on Gower, c. 1920s-1930s	c. 1920s-1930s	1 envelope	
Private deposit	Reel to reel tape recording of Brinley Griffiths, a copperman from Swansea born 1881. Also a copy of his birth certificate.	1960s	1 reel; 2 papers	T 40/1-3
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	Three contributions lists; one programme for Gwaun-Cae-Gurwen Welfare Amateur Choral and Operatic Society	1953-2014	3 vols; 1 booklet	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private donation	Records connected with John Gwyn and William Gwyn of Neath, solicitors, including details of pews in Neath church, report on the Borough of Neath 1832, sales particulars of parts of the Neath Abbey Estate, 1838, Neath District Turnpike Trust ledger 1793-1801, and deeds and other records, 18th-19th century	18th-19th century	1 bag	D/D Z 1012/1-11
Arthur Rees collection	CD ROM containing scanned images taken from a series of slides belonging to the depositor and sent to the National Library of Wales	20th cent.	1 CD ROM	
Private deposit	Bundle of records rescued from Gregor Brothers Ltd, timber importers, South Dock, Swansea including newspaper cuttings, photographs, letterheads, brief history of the company, speech notes and correspondence.	1870s-1980s	3 bundles	
Private donation	Legal documents and plans from sales catalogues relating to Plenty Farm, Llangennith	1920-1925	1 bundle	