



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, 15 September 2017

Time: 11.00 am

Chair: Mr Byron Lewis

AGENDA

Page No.

- | | | |
|---|--|--------|
| 1 | Election of Vice Chair for 2017-2018 Municipal Year. | |
| 2 | Apologies for Absence. | |
| 3 | Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 4 | Minutes.
To approve & sign the Minutes of the previous meeting(s) as a correct record. | 1 - 3 |
| 5 | Report of the County Archivist. | 4 - 12 |

Next Meeting: Friday, 15 December 2017 at 11.00 am (Swansea)

Huw Evans
Head of Democratic Services
Friday, 8 September 2017
Contact: Gareth Borsden - 01792 636824

WEST GLAMORGAN ARCHIVES COMMITTEE

CITY AND COUNTY OF SWANSEA

Peter M Black	Elliott J King
Louise S Gibbard	Robert V Smith
Lyndon R Jones	

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Hugh N James	Rachel Louise Taylor
Peter A Rees	Arwyn N Woolcock

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:

Tracey McNulty	Head of Culture Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services
Archives	1 Copy

Neath Port Talbot County Borough Council

Mr David Michael	Head of Legal
Mr Wayne John	County Librarian

Total copies – 26

CITY AND COUNTY OF SWANSEA

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

**HELD AT COMMITTEE ROOM 6, GUILDHALL, SWANSEA ON FRIDAY,
16 JUNE 2017 AT 11.00 AM**

PRESENT: Mr B Lewis (Chair) Presided

Representatives of the City & County of Swansea

Councillor(s)

P M Black
E J King

Councillor(s)

L S Gibbard
R V Smith

Councillor(s)

L R Jones

Representatives of Neath Port Talbot County Borough Council

Councillor(s)

H James

Councillor(s)

R L Taylor

Officer(s)

Tracey McNulty – Head of Cultural Services
Kim Collis – County Archivist
Gareth Borsden – Democratic Services

Apologies for Absence

Councillor(s) P A Rees & A Woolcock
Mr A Dulley, Mrs S Perons, Mr D Michael & Mr W John

1 ELECTION OF VICE CHAIRS FOR 2017-2018 MUNICIPAL YEAR.

RESOLVED that Councillor R V Smith be elected Vice Chair of the Committee for the 2017-2018 Municipal Year. The election of the Neath Port Talbot Vice Chair was deferred to the following meeting.

2 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

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

3 MINUTES.

RESOLVED that the Minutes of the West Glamorgan Archives Committee Meeting held on 17 March 2017 be approved as a correct record, subject to Tracey McNulty being added to the list of apologies.

4 REPORT OF THE COUNTY ARCHIVIST.

Kim Collis, County Archivist presented a report which outlined the work of the Joint Archive Service during the period March to May 2017.

Use of the Service

He reported on the use of the Service for the quarter and detailed the background behind the quarterly statistics.

He reported that certain Archive Service collections had gone live on the Ancestry website during March and detailed the number of views/hits received in the first weeks and the anticipated income likely from the partnership agreement.

With regard to the ongoing decline in the number of physical visits to the search rooms, he explained the causes such as reduction in opening hours and much greater availability of family history information online. The various efforts made to engage a wider audience through schools and outreach work was discussed. The fact that the Service continues to be the busiest in Wales was highlighted.

Service Outreach

He reported on the success of the "Our Abertawe: Celebrating Swansea Together" exhibition that had been displayed at the city centre event in March. The exhibition had been subsequently loaned to the Josef Herman Foundation for display in Ystradgynlais. He outlined that the exhibition is shortly to be displayed in the Civic Centre and National Waterfront Museum in Swansea and is available for loan to organisations/community groups across West Glamorgan.

He referred to the "Visions of Steel" exhibition developed in conjunction with Swansea University and created by pupils of Sandfields Comprehensive School Port Talbot. The exhibition had been on display in Port Talbot Library, and had been moved to the TATA Steel Academy. A free book had also been produced by Swansea University and published by the Archive Service as part of the project, a copy will be distributed to all Members of the Committee at the following meeting.

He also referred to the "Exploring Gower's Ancient Woodland" project that had finished in March. An event had taken place in Bishopston involving project volunteers and pupils from Bishopston Primary School, to launch a walker's leaflet and teacher's pack..

Talks/Education Service

He outlined the talks given to groups and schools sessions undertaken.

West Wales Partnership

He reported that Carmarthenshire County Council have decided to progress with the development of their own new archives facility as an extension to Carmarthen Library, and had effectively left the Partnership.

He also outlined that Swansea University had set up a Regional History Centre Project Board to advance the project, which held its first meeting in March.

The Chair indicated that although the timescales relating to the sale of the Civic Centre have slipped, a decision needs to be reached sooner rather than later on whether a joint facility between the two authorities and the University is an achievable goal, or whether the Authorities need to progress the project alone. Tracey McNulty reported that although there are no firm proposals for the joint facility at the moment, Officer discussions continue behind the scenes in order to plan and ensure that the Archive Service would be properly housed and provided for should the need arise for a move.

Committee discussed the options going forward regarding the future provision, location and funding of a new facility.

A further update on the matter would be provided to a future meeting.

Professional Meetings & Partnership Workings

He outlined the meetings attended by staff during the quarter.

Archive Collections

He reported on the list of archives received during the quarter.

The meeting ended at 12.05 pm

CHAIR

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
15 September 2017

The purpose of this report is to
outline the work of the
Archive Service during the period
June to August 2017

1. Use of the Service

Statistics for June to August 2017

The number of members of public using the Service on-site, June to August 2017, was **1,446** and the total number reached by the Service on and off-site was 1,582.

Number of on-site visits at Swansea, Neath and Port Talbot 1,446 (1,572) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,084	(1,006)
Neath	305	(464)
Port Talbot	21	(23)
Group visits	36	(79)
Number in audiences for off-site visits	136	(147)
Number of pupils reached by the Education Service	165	(147)
Numbers reached at special events	0	(80)
Total numbers reached on and off-site	1,582	(1,799)
Number of documents issued in Swansea and Neath	2,204	(2,163)
Number of post and email enquiries dealt with	288	(214)
Number of hits to the Archive Service website*	(n/a)	(n/a)
Number of hits to the online catalogue*	(n/a)	(n/a)
Number of page views on Ancestry	114,160	(n/a)

2. Service outreach

Exhibitions and events

Two exhibitions, 'Our Abertawe: Celebrating Swansea Together' and 'Visions of Steel' have been displayed in Swansea Civic Centre during August and September.

The Service provided a number of archive films and photographs relating to children's play for use by Swansea Council in the celebration 'Playday: the National Day for Play', on 2nd August.

Talks

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

Friends of the Slip Bridge
University of the Third Age

There have been several highly successful sessions held during our advertised opening hours for members of the Facebook group 'Our Swansea Family Tree' and for the Treboeth History Society where we have catered for groups alongside our regular customers. As requested by members at the last meeting, we are currently investigating using Facebook advertising for future such sessions.

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
Penybryn Special School, Swansea

3. Regional History Centre Project Board

There have been no further meetings of this board since the first meeting in March. As discussed at the previous meeting, WGAS is liaising with colleagues to ensure that the future of the Archives and stores are met and catered for should the time come to vacate the Civic Centre. This will not fetter the feasibility or option for a shared regional centre should this prove to be preferable in the future, subject to it being an agreed outcome within the partner authorities.

4. Staff

The 2017/18 Archive Trainee is Aoife Cremin from Cardiff. Aoife has a BA degree in English and History from Swansea University and has worked as a part-time volunteer at the South Wales Miners Museum since November of last year.

The County Archivist attended a meeting in support of an application by Creative & Cultural Skills (Wales) to the Heritage Lottery Fund for a series of training placements in cultural heritage venues for young people aged 18-25 who are NEET. If the application to HLF is successful, the Archive Service would host the placements working with other cultural heritage venues in Swansea.

5. Professional meetings and partnership working

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

Archives and Records Council Wales
Gower Oral History Committee
Information and Records Management Society Wales workshop on GDPR (the General Data Protection Regulation)
South Wales Record Society Committee

The County Archivist spoke at the Archives and Records Association conference in Manchester on 31st August, with the title 'Archive reader's tickets: can they catch up with the 21st century?' The conference was attended by archivists and practitioners from across the UK and Republic of Ireland.

6. Archive collections

A comprehensive list of archives received during the period June to August 2017 is attached for information at Appendix 1. An important accession during the quarter was a series of records from the Aberpergwm Estate, which were saved from destruction some years back by the intervention of a member of the public, since when they have been in private hands. They have now been donated to the Archives.

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

ACCESSIONS OF ARCHIVES
June-August 2017

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Clive Reed Collection	Stories from the Street CD; Towards 1994 The Canal Society video; George E Williams grocer receipts; copy share certificate for the Briton Ferry Chemical and Manure Company; photograph and newspaper cutting relating to the death of Lawrence Dalling, 1989	1874-1994	1 bundle	D/D Z 80/265/1-6
Glan Afan Comprehensive School, Port Talbot	Admission registers; log books; inspection reports; plans; photographs; ephemera	1931-2015	2 boxes	E/GAC
City and County of Swansea	Aerial photographs of Gower including grid reference sheet	1992	2 small boxes	
Pennard Parish Hall	Minutes, 1910-2012; Sundry papers, 1950	1910-2012	6 vols	D/D PH 1/1-2/1
Private deposit	Four exercise books, three containing handwritten plays and one with newspaper cuttings on the history of Glamorgan	c. 1900-1921	4 vols	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Burma Star Association 1996-2008; Programmes for College Service and Swansea Festival of Music, 1950s; British Federation of University Women, 1970s; British Association of the Advancement of Science, 1970s; Llandeilo Talybont Old Church; newspapers, 1990s; records relating to St Mary's Church, Swansea.	1950s-2000s	1 bundle	
City and County of Swansea, Economic Regeneration and Planning: Nature and Conservation Team	Microfilm containing aerial and oblique views of Swansea and surrounding area (images appear to include a map reference).	n.d.	1 microfilm	
Private deposit	DVD and MPEG 4s of full guided tour of the birthplace of Dylan Thomas, 5 Cwmdonkin Drive, Uplands; MPEG 4s interview with Jesse Selengut, jazz musician from New York	2017	3 DVDs	D/D Z 717/37-39
Dynevor School records	The Dy'vorian: The Journal of the former pupils of Dynevor School	2017	1 booklet	E/Dyn Sec X 2/8
Anonymous deposit	Bundle of pre-registration title deeds relating to properties in Pontardawe, Clydach and Trebanos; Papers relating to Llwyndu Colliery Company Limited, Mynydd Newydd Colliery Company Limited, and The Daren Colliery Company Limited; photograph of P. Griffiths of Alltwen.	1920-1996	1 bundle	D/D An 25/1-19

Creator/originator	Description	Dates	Extent	Reference number
St David's Church, Abercraf	Photographs, scrapbooks and ephemera relating to St David's Church Abercraf	20th cent	2 bundle	P/300/CW/74-79; P/301/CW/20; P/331/CW 140-174
Parishes of Kilvey and Swansea, St Thomas	Parish records, including registers, PCC minutes, churchwardens' accounts and inventories	1891-2016	1 carload	P/308/CW/35-60 and P/326/CW/142-172
Pennard Women's Institute	Photographic scrapbook and album	2013-2016	2 vols.	D/D Xno 29/46-47
Swansea Freemasons, Tuscan Lodge 7267	Minutes of lodge meetings, signature books, declaration book, LOI minute book, committee minute book and documents relating to the history of the lodge	1953-2003	2 crates' worth	D/D FM/S 83-94
Private deposit	Various Welsh coal contracts and correspondence	1920s-1930s	1 bundle	D/D Z 1031/1
Private donation	Maps showing the location of town-centre businesses and shops in Port Talbot in the period 1940-1960	2015	2 plans, 1 paper	D/D Z 645/2a-b
Private donation	Programmes for performances at Swansea Empire Theatre, National Foreign Plays Committee and Swansea Grand Theatre	1900-1936	1 bundle	D/D Z 1032/1-39
Private deposit	Bundle of programmes and menu cards for various events mainly associated with the Tonmawr and Pelenna area.	20th cent	1 bundle	D/D Z 709/17-20
Briton Ferry Estate	Rental receipt books for Briton Ferry Estate properties in the parish of Michaelston-super-Avon	1949-1950	2 vols	D/D BF 2241-2242

Creator/originator	Description	Dates	Extent	Reference number
Clive Reed collection	Framed photograph of Hopgood family 75th wedding anniversary; plans for refurbishment of Pontardawe Arts Centre, 1993; photographs of Pontardawe Town Councillors; miscellaneous records	1956-1993	1 envelope, 1 large photograph	D/D Z 80/300/1-11
Benefice of Three Cliffs	Gower Deanery minute books, copies of the Gower parish magazine, church guide books and other published material	Mid-20th century-2015	1 bag	D/D RD 4-5; P/117/CW/142-145
Photographic collection	Photographs of Killay House	1999	1 bundle of 12 photographs	P/PR 45/9/1-12
Methodist Circuits in the West Glamorgan area	The Methodist Church, Brunswick Circuit plan and directory	1951	1 item	D/D Wes CP 62
Private deposit	Scrapbook belonging to Gladys Robinson, actress. Many of the programmes, photographs and press cuttings relate to the Grand Theatre, Swansea.	1943-2000	1 vol.	D/D Z 1034/1
Aberpergwm Estate	Records relating to the estate and the Williams family, including colliery records, estate accounts and correspondence, plans of the estate and Aberpergwm House, personal correspondence, notebooks and accounts of members of the Williams family, and paintings of and from the house	18th-20th century	1 carload (condensed into 5 boxes)	
Gowerton Primary School	Gowerton Infants School admission register, 1924-1951; Gowerton Junior School admission register, 1991-1995	1924-1995	2 vols	E/W 11/2/6-7

Creator/originator	Description	Dates	Extent	Reference number
Maurice Broady Collection	Notes of interviews made in preparation for a history of Celtic Studios, Swansea (closed until 2032), 1991-1992; notes on Gower churches and their stained glass, 1990s; slides of stained glass windows produced by Celtic Studios, 1990s	1990s	4 folders	
Private deposit	Newspaper cuttings, photographs, letters and notes used for research in articles written for the South Wales Evening Post.	20th cent.	1 crate	
Private deposit	Photograph of Norton House, West Cross and a cartoon of Amy Dillwyn.	c. 1852-1904	2 photographs	
Baptist Union of Wales/Undeb Bedyddwyr Cymru	Newsletters and annual reports	2017	1 bundle	
Clive Reed Collection	Welsh language hymn book belonging to Clive Reed's great uncle Mr Josia Davies, originally from Cardiganshire.	c.1905	1 vol	
NHS Wales	CD-ROM containing facsimile documents relating to the Williams family of Maes-y-gwernen, Morriston	2017		
Photographic material	Aerial views of Felindre Works and Swansea Enterprise Park	1990s	2 photographs	
Private deposit	Slides of various local places and personalities; bundle of probates	19th-20th cent	1 bundle papers; 3 bundles of slides	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Memorial Baptist Church, Swansea	Minutes, contributions registers, photographs, war memorial plaques and other records relating to the chapel	1870s-2017	1 carload	
Private deposit	Old school photographs of Swansea Grammar School and Bishop Gore	1938-1972	4 photographs	D/D Z 1035/1-4
Gwysrotydd Primary School	Gwysrotydd and Treboeth Primary School photographs	1953-2000	1 vol; 1 bundle	
Private deposit	Collection of slides; deeds relating to Vrondeg and Belgrave Villa Belgrave Road, Loughor; various probate; various deeds; Land Authority for Wales documents relating to land in West Cross	1900s-1980s	1 bundle	
Private deposit	Butcher & Co.'s Directory (trade directory including Swansea)	1875-1876	1 vol.	Added to SR Library
Photographic material	postcard views of Swansea and Neath	1910s	1 bundle	
Ebeneser Independent Chapel, Swansea	Photographs of ministers and members of the congregation	19th-20th century	1 bag	