



City and County of Swansea

## Minutes of the **West Glamorgan Archives Committee**

Committee Room 6 - Guildhall, Swansea

Friday, 15 June 2018 at 11.00 am

**Present:** Mr D Byron Lewis (Chair) Presided

### **Representatives of City and County of Swansea**

**Councillor(s)**

P M Black  
L R Jones

**Councillor(s)**

M Durke  
R V Smith

**Councillor(s)**

L S Gibbard

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

**Councillor(s)**

W F Griffiths  
H N James

**Councillor(s)**

P A Rees  
A N Woolcock

### **Representatives of Associated Organisations**

Mr A Dulley – Diocese of Swansea & Brecon

Dr L Miskell – Swansea University

Mrs J Watkins – Neath Antiquarian Society

**Officer(s)**

Gareth Borsden  
Kim Collis  
Craig Griffiths

Democratic Services Officer  
County Archivist  
Head of Legal - NPT

### **Apologies for Absence**

Mr W John & Ms T McNulty

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**1 Welcome.**

The Chair welcomed Councillor Mike Durke and Mr Craig Griffiths (new Head of Legal NPT) to their first meeting of the Committee.

**2 Disclosures of Personal and Prejudicial Interests.**

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

**3 Election of Vice Chairs for the Municipal Year 2018-2019.**

**Resolved** that Councillors R V Smith and P A Rees be elected Vice Chairs of the Committee for the 2018-2019 Municipal Year.

**4 Minutes.**

**Resolved** that the Minutes of the West Glamorgan Archives Committee meeting held on 16 March 2018 be approved as a correct record, subject to the duplicate name of Councillor A N Woolcock being deleted from the list of Members present.

**5 Report of the County Archivist.**

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period March – May 2018.

Social Media Strategy

He reported further to the discussion at the previous meeting and outlined a social media strategy for the Service.

He referred to the key principles behind the strategy in both targeting new users and raising the profile of the Service.

The potential for the service to also utilise Instagram and other formats alongside both Twitter and Facebook was discussed as a useful tool for the Service.

Use of the Service

He reported on the use of the Service for the quarter and referred to the comparison of statistics for 2016/17 and 2017/18 and detailed the background and rationale behind the statistics.

Service Outreach

He referred to the online publication of the Archive Service annual report for 2017/18.

He reported on the ongoing work in developing an exhibition and film to celebrate the centenary of women's suffrage. The exhibition should be available to book shortly for venues across both authorities.

He invited Members from both authorities to highlight and publicise the availability of this and the other exhibitions held by the service for schools, libraries, community centres etc.

The various school visits and talks to outside groups were also outlined.

The potential to use social media to publicise the availability of school visits/exhibitions was discussed.

Councillor Peter Rees indicated he would raise the issue of publicity and availability of school visits with relevant officers in his authority.

Professional Meeting and Partnership Working

He reported on the various meetings attended by staff during the quarter.

He detailed the current situation relating to the development of a UK-wide archives reader ticket.

Archive Collections

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

The meeting ended at 11.57 am

**Chair**