



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Committee Room 3, Civic Centre, Port Talbot.

On: Friday, 21 September 2018

Time: 11.00 am

Chair: Mr Byron Lewis

Agenda

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

Next Meeting: Friday, 14 December 2018 at 11.00 am – Guildhall, Swansea

A handwritten signature in black ink that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Thursday, 13 September 2018

Contact: Gareth Borsden - 01792 636824

West Glamorgan Archives Committee

Byron Lewis (Chair)	H M Lord Lieutenant
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City And County Of Swansea

Peter M Black	Lyndon R Jones
Mike Durke	Robert V Smith
Louise S Gibbard	

Neath Port Talbot County Borough Council

Wyndam Fryer Griffiths	Rachel Louise Taylor
Hugh N James	Arwyn N Woolcock
Peter A Rees	

Members Of Associated Organisations

Vacancy	Diocese of Llandaff
Andrew Dullely	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 Craig Griffiths	Head of Legal
Mr Wayne John	County Librarian

Agenda Item 3



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

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

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
21 September 2018

The purpose of this report is to
outline the work of the
Archive Service during the period
June to August 2018

1. Use of the Service

Statistics for June to August 2018

The number of members of public using the Service on-site, June to August 2018, was **1,431** and the total number reached by the Service on and off-site was **1,601**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,431 (1,446) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,018	(1,084)
Neath	290	(305)
Port Talbot	27	(21)
Group visits	96	(36)
Number in audiences for off-site visits	170	(136)
Number of pupils reached by the Education Service	248	(165)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	1601	(1,582)
Number of documents issued in Swansea	2,273	(2,062)
Number of documents issued in Neath	161	(162)
Number of post and email enquiries dealt with	354	(288)
Number of hits to the Archive Service website	2,954	(3769)
Number of hits to the online catalogue	339	(1788)
Number of hits to WGAS catalogues on the Archives Hub	8,999	(19)

2. Service outreach

Exhibitions and events

The Archive Service combined with Swansea Museum, the Dylan Thomas Centre, Richard Burton Archives Swansea University and Women's Archive Wales to create three versions of an exhibition celebrating the centenary of the (albeit partial) extension of suffrage to women in 1918.

The larger, more academic touring exhibition is currently on display in the Swansea Civic Centre foyer, to be followed by the Women's Archive Wales conference in October then Taliesin Create on the Swansea University campus. The smaller touring exhibition has been and will be displayed at the following Swansea venues: Volcano Theatre; YMCA; Terrace Road Primary School; African Community Centre. A fixed exhibition will be installed from mid-September to the end of the year in Swansea Museum. Students at the University of Wales Trinity St David created a short film to go with the exhibition.

The Service would welcome more bookings (and particularly more bookings from schools and from venues in Neath Port Talbot) for either of the two touring exhibitions.

Work is underway to commemorate the centenary of the end of the First World War with an online resource on the WGAS webpages. The Service holds a number of WW1 rolls of honour, which generally have been rescued from businesses, churches and chapels when they closed. The project aims to make the images of the documents, indexed names of those who served, and any further contextual information available online. The intention is for this to go live on 11 November 2018 and to link the launch to the UK-wide 'Explore Your Archive' marketing campaign later in November.

Publications

There are two final publications pending in the Archive Service's publications programme, both of which will be published in the next few months. The programme has been funded from a joint publications reserve which is almost exhausted.

'*The Parish of Llangyfelach: Landed Estates, Farms and Families*' by Jeff Childs will be published shortly. It is intended that the launch will take place in Penllergaer in the autumn. The book is a long and authoritative history of an upland parish including much historical information about landed estates which straddled both present-day local authority areas and beyond. Therefore it will be of interest to a geographically wide audience of those interested in Welsh history. It will be a joint publication with the author and the stock will be shared equally between the two parties. The author is a regular speaker to local history groups and he will combine future talks with book sales and signings. For its part, the Service will be able to provide shop and online sales.

While the capacity to publish hard copy books may disappear, the Service is currently exploring the possibility in the future of creating and selling eBooks through the Service's online sales outlet. This will allow the republication of popular WGAS titles that have sold out in hard copy. It could also enable the Service to reproduce classic publications by local historians if they are out of copyright, as was done in hardback form some years ago with W H Jones' '*History of the Port of Swansea*' and Walter de Gray Birch's '*History of Margam Abbey*'. It is intended to test the market with a small publication from the former Swansea City Archives which has long been out of print, entitled '*The Enclosure of Townhill*'.

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 Secondary, Swansea
St Helen's Primary, Swansea (3 sessions)

An archivist also presented at an INSET day for History teachers at Morryston School.

Talks to groups

Members of staff have given the following talks to groups during the last quarter:

Ystradgynlais Family History Society

3. Professional meetings and partnership working

Members of staff have attended the following professional meetings and taken part in partnership work as follows during the last quarter:

4-site (a common portal for schools to access the education services of Swansea's museums and West Glamorgan's archives)
Archives and Records Council Wales
South Wales Record Society

4. Staff

The Archive Trainee for 2018/19 will be John Moffat. John is a recent MA graduate in History from Glasgow University and comes from Dundee.

The County Archivist has over the quarter assisted in the project planning and process of recruitment of two trainees for the cultural heritage sector, traineeships to be funded by the Heritage Lottery Fund and supported by Cardiff and the Vale College who will award an NVQ Level 2 on completion of the placements. The Archives is one of the venues for the trainees during their year-long placements in venues in Swansea and Llanelli. The two trainees are aged between 18 and 24 and are NEETs.

5. Accessions of archive collections

A comprehensive list of archives received during the period June to August 2018 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
June-August 2018

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Bethel URC/English Congregational Chapel, Sketty Green, Swansea	Friendship Club and Sisterhood minutes, lists of members, subscriptions and accounts	1950-2013	8 vols; 2 bundles	D/D E/Cong 14/1/1-14/3/2
Pennard Women's Institute	Various photographs of members of Pennard Women's Institute and events put on by them	1950-2000s	1 bundle	D/D Xno 29/28
Peter Hall video collection	Short video of an actor in a trench describing life at the front in the First World War	2018	1 MP4 file (103Mb) on CD-Rom	
Private donation	Receipt from the Mayor's Air Raid Relief Fund	1942	1 paper	D/D Z 1060/1
Page 7 Gower Society	Bundle of additional papers relating to the Gower Society. Includes a deposit by Rhodri Walters.	1953-2018	1 bundle	D56 4c/4-5; 5/40; 7/79-80
Women's Archive Wales	Personal papers of Margaret Fisher, Martha Mary Davies and Mary Ann Fisher	20th cent	1 small crate	WAW 45/1-8
Oystermouth Historical Association	Various facsimile and transcript records relating to Oystermouth and Newton schools, and to Mrs Rees, a former headmistress at Newton School, and Thistleboon Orphanage, Mumbles	19th-20th century	1 envelope	D/D Z 95/130-133
Private donation	Papers relating to Grenville P. Neilson who worked for the Treasurer's Dept., Guildhall, Swansea	20th cent.	1 small bundle	D/D Z 316/8/9-10
Undeb Bedyddwyr Cymru (Baptist Union of Wales)	Annual report	2018	2 booklets	

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Papers relating to Griffith John (Swansea born missionary)	20th-21st cent	1 bundle	D/D Z 165/34
D. R. Grenfell papers	Photographs, correspondence and certificates relating to the career of D. R. Grenfell	c. 1895-1968	1 bundle	D 207/19/1-6
Swansea Women's History Group	Exhibition material from the Swansea Women's History Group	20th cent.	2 large folders	
Llansawel Primary School	Log book, 1933-1990; Admission registers, 1894-1998	1894-1990	6 vols	E/N 6/1/3; E/N 6/2/1-5
Private donation	Three letters written by Brinley Steins to his mother from the Front during the First World War.	1917	3 letters in 2 envelopes	D/D Z 1064
Private donation	Gower Festival Programmes, 2017-2018	2017-2018	2 items	D 62/2/39-40
Private deposit	Business minutes of the Soroptimist International group of Port Talbot	1980-2017	1 box	D/D SIPT 1/6-30; 3/1-2
Brynhyfryd Primary School, Briton Ferry	Log books, admission registers, photographs	19th-21st cent	2 crates	E/N 1/1/2-4; E/N 1/2/1-3; E/N 1/3/1-14; E/N 1/4/1-3
Swansea War Library	Newspapers, pamphlets, leaflets and booklets relating to the First World War	1914-1920	1 bundle	
Port Talbot Elementary Secondary School	Governors minute book; cleaning/cookery schedule	1918-1930	2 vols	E/D Sec 8/1b; E/D Sec 13/16
Peter Hall video collection	DVD entitled Rorke's Drift Anglo Zulu War 1879: Swansea Connections	2018	1 DVD	D/D Z 717/46
Pantygwydr Baptist Church, Uplands, Swansea	125th anniversary chapel history	2018	2 vols.	D/D Bap 50/128
West Glamorgan County Council	diary	1987-1988	1 vol.	WGCC/CE 3/12a
Ecclesiastical parish of Penmaen	Register of services and churchwardens' accounts	1892-1936	2 vols., 1 paper	P/116/CW/45-47

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Plans and reports relating to the Walkers Crisps factory building at Fforestfach, Swansea	n.d., post 2006	1 bundle	D/D Z 1061/1
Swansea Library collection	Books of poetry by Edward Young (Eos Wyn) of Alltwen	1870s-1880s	3 vols.	SL EW 1-3
Pantycrwys, Eglwys yr Annibynwyr, Craig-cefn-parc	Facsimile of the chapel graveyard register (which was loaned for copying and returned)	2018	1 vol.; 1 CD-ROM	D/D Ind 51/1/1
Private donation	Surveys of the Lower Swansea Valley	1945-c. 1965	3 vols	D/D Z 1063/1-3
Undeb Bedyddwyr Cymru	Y Negesydd/The Messenger - newsletter	Summer 2018	2 pamphlets	
Peter Hall DVD collection	Film about the D-Day experiences of members of the South Wales Borderers	2018	2 digital files, downloaded to CD-ROM	D/D Z 717/47
Private donation	Pre-registration title deeds of no. 3, Rosser Terrace, Cwmafan	1924-1995	1 bundle	D/D Z 1065/1

Creator/originator	Description	Dates	Extent	Reference number
Benefice of South West Gower	Reynoldston - marriages, service registers, PCC and Easter Vestry minutes, and records relating to the fabric of the church, 1933-2017; Oxwich - PCC and Easter Vestry minutes and records relating to the fabric of the church, 1918-2017; Port Eynon - records relating to the Port Eynon, Llanddewi and Rhossili Church Working Group, records relating to the fabric of the church and Easter Vestry and PCC minutes, 1982-2017; Penrice - records relating to the fabric of the church and Easter Vestry and PCC minutes, 1987-2014; Llanddewi - records relating to the fabric of the church and Easter Vestry and PCC minutes, 2003-2017; Rhossili - records relating to the fabric of the church and Easter Vestry and PCC minutes, 1993-2017	1918-2017	1 carload	P/107/CW/16-18; P/114/CW/16-23 P/118/CW/14-15; P/119/CW/97-103; P/120/CW/19-33; P/121/CW/28-32
Private deposit	Swansea Canal records (facsimile)	1793-2015	8 folders plus a several small items	