



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, Swansea

On: Friday, 14 June 2019

Time: 11.00 am

Chair: Byron Lewis

Agenda

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

Next Meeting: Friday, 13 September 2019 at 11.00 am

Huw Evans
Head of Democratic Services
Friday, 7 June 2019

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

Angharad R Aubrey	Rhydian Mizen
Wyndam Fryer Griffiths	Peter A Rees
Hugh N James	

Members Of Associated Organisations

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 Cultural 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 C, Civic Centre, Neath.

Friday, 15 March 2019 at 10.30 am

Present: D B Lewis (Chair) Presided

Representatives of City & County of Swansea

Councillors

M Durke
L R Jones

Councillors

L S Gibbard
R V Smith

Representatives of Neath Port Talbot CBC

Councillors

A Aubrey
H N James

Councillors

R Mizen
P A Rees

Associated Organisations

L Miskell
J Watkins

Swansea University
Neath Antiquarian Society

Officers

G Borsden
K Collis
W John
J Stevens

Democratic Services Officer - CCS
County Archivist
County Librarian – NPT
Legal - NPT

Apologies for Absence

Councillor P M Black and A Dulley, C Griffiths and T McNulty

12 Welcome.

The Chair welcomed Councillors Angharad Aubrey and Rhidian Mizen from Neath Port Talbot CBC to their first meeting of the Committee.

13 Councillor Des Davies.

The Chair referred with great sadness to the recent death of Councillor Des Davies who was a former long standing member of the Committee.

All present stood in silence as a mark of respect and sympathy.

14 Disclosures of Personal and Prejudicial Interests.

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

15 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee held on 14 December 2018 were approved as a correct record.

16 2019/20 Revenue Budget.

Kim Collis presented the report of the Director of Place which gave details of the Joint Archive Service Revenue Budget for 2019/2020 and the reserves held by the Joint Archive Service, which was submitted for information only.

He indicated that it was based on a budget assumption of a 2% pay award but was otherwise again a “standstill” budget.

The table in the report showed the estimated position of the Archive Reserves as at 31 March 2019.

He outlined that the Archive Trainee post would continue to be funded from the Training Reserve. He referred to the importance of the Trainee post within the staffing structure.

Resolved that

1) the report be noted.

2) that the continuing use of the Training Reserve to fund the Trainee Post in 2019/20 be agreed.

17 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period December 2018 – February 2019.

Use of the Service

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

He indicated that the annual figures for usage would be available at the next meeting and would enable the Committee to have a better overall picture of usage benchmarked to other archive services across the UK. He outlined the Service's performance for last year in comparison to that of other local authorities.

He referred to a significant increase in use by researchers of the aggregated catalogue known as the Archives Hub. Use of this resource was thought to be the reason for a decrease of the Service's own online catalogue. Figures would be provided at the next meeting.

Committee discussed the importance going forward of the use of social media to better promote the service.

Service Outreach

He detailed the Service's involvement in the development of an exhibition to commemorate the 50th anniversary of Swansea achieving City status. He indicated that the Service had been successful in bidding for a grant from Welsh Government to create the exhibition which will be aimed at 11-16 year olds and loaned to schools.

This new portable exhibition will be ready in time to be displayed at the Wales Air Show in early July. A static version of the exhibition will be displayed at Swansea Museum later this year alongside related artefacts.

He referred to an event at Terrace Road School where the Service's women's suffrage exhibition had been displayed and which finished with the unveiling of a Blue Plaque to Clara Neal, a former headmistress of the school and a suffragist/women's rights campaigner.

He stated that a copy of the exhibition on Jewish refugees in Wales which had been lent to the National Waterfront Museum and other museums across Wales had been brought back to the Archives so that it could be loaned to schools and community groups in the area.

He detailed the success of the exhibitions displayed at Pentrehafod School and also outlined the various exhibitions that had been loaned to other various organisations and bodies.

He outlined that the exhibitions held by the Service continue to be available for schools/colleges etc across both authorities and he asked Committee Members to promote these where possible.

Publications

He referred to the successful launch in December of Jeff Childs publication "The Paris of Llangyfelach: Landed Estates, Farms and Families" which took place in December.

Education Service/Talks to Groups

He detailed the various schools and groups that had visited the Archives or received talks and education sessions by the Service since the last meeting.

He indicated that due to there being several new Members of the Committee, a visit to the searchroom and strongrooms could be arranged following the next meeting in June which it was hoped could be held in Swansea Civic Centre.

Fees and Charges

He outlined the proposed fees for 2019-20 and referred to the various fees that were being increased.

Resolved that the table of fees and charges for 2019/20 be noted.

Renewal of Archive Accreditation

He detailed the process for the renewal of the UK Archives Accreditation Scheme which the Service achieved for the Swansea access point in 2016.

He indicated that the Service will receive an intermediately review in the coming months as part of the accreditation process and referred to the various actions that would have to be achieved to come through the review successfully.

Professional Meetings and Partnership Working

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

Archive Collections

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

The meeting ended at 11.30 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
14 June 2019**

**The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2019**

1. Use of the Service

Statistics for March to May 2019

The number of members of public using the Service on-site, March to May 2019, was **1,463** and the total number reached by the Service on and off-site was **1,772**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,463 (1,587) (figures in brackets represent the same quarter last year), comprising:

Swansea	883	(1,041)
Neath	287	(280)
Port Talbot	24	(28)
Group visits	269	(238)
Number in audiences for off-site visits	105	(261)
Number of pupils reached by the Education Service	309	(138)
Numbers reached at special events	150	(0)
Total numbers reached on and off-site	1,772	(1,848)
Number of documents issued in Swansea	2,315	(2,579)
Number of documents issued in Neath	101	(146)
Number of post and email enquiries dealt with	391	(321)
Number of hits to the Archive Service website	3,237	(3,540)
Number of hits to the online catalogue	336	(374)
Number of hits to WGAS catalogues on the Archives Hub	22,408	(4,327)
Number of page views on Ancestry	172,531	(180,927)

A reminder that archives have a variety of uses beyond the purely educational and recreational, like all other local authority archives which hold hospital patient records, the Service is co-operating with the UK Government's Infected Blood Inquiry.

Statistics for 2018/19

The following statistics refer to usage of the Archive Service in financial year 2018/19, with a comparison to the previous financial year:

Performance indicator	2018/19	2017/18	Trend (last year's trend in brackets)
A. Use by individuals at Swansea	3,914	4,136	-5% (6%)
B. Use by individuals at Neath (reduced hours from Sept 2016)	1,221	1,035	18% (-35%)
C. Use by individuals at Port Talbot	97	83	19% (-6%)
D. Overall total for use by individuals (A+B+C)	5,232	5,254	-0.4% (-6%)
E. Overall total for use by groups (i.e. number attending in visits, both adults and schoolchildren)	518	407	27% (23%)
F. Overall total for in-house use (D+E)	5,750	5,661	1.6% (-4%)
G. Numbers in off-site visits (i.e. number in audiences for talks and learning sessions offsite, both adults and schoolchildren)	692	1,081	-36% (-30%)
H. Overall total for numbers reached in-house and off-site, excluding external events (F+G)	6,442	6,742	-4% (-10%)
I. Overall total of teachers and schoolchildren reached in-house and off-site	850	895	-5% (-27%)
J. Numbers reached at external events	415	460	-10% (-35%)
K. Overall total for numbers reached by the Service, including external events (H+J)	6,857	7,202	-5% (-12%)
L. Number of original documents issued at Swansea and Neath	9,887	9,684	2% (34%)

2. Service outreach

Exhibitions and events

The Swansea city status anniversary exhibition panels have been on display in the Archives public area since being printed in April. These panels were displayed in Swansea Guildhall during the mayor-making ceremony.

Discussions are underway for further use of the content of this exhibition. Although these discussions are at a preliminary stage, the text and images will definitely be incorporated into a temporary exhibition at Swansea Museum later in the year which will incorporate relevant artefacts from both the Archive and Museum collections. This is another example of local co-operative working between the museum and archive sectors (a number of institutions co-operated last year on the '*Votes for Women!*' exhibition).

Other loans of our exhibitions during the quarter have been as follows:

'*Votes for Women!*', Pentrehafod School; Swansea East Constituency Labour Party stand in Swansea Market (for International Women's Day); Swansea University
'*Townhill*', Townhill Library

Publications

The Archive Service annual report for 2018/19 was published online on the Swansea Council website at the end of May.

Work on proof-reading the next Archive Service publication, '*A new, even better Abertawe: the rebuilding of Swansea, 1941-1961*' has proceeded during the quarter, the author having submitted her final copy in March. It is hoped that publication of this book will take place in September.

Education Service

During the quarter, sessions have been delivered to the following primary schools either on-site or in the Archives:

Birchgrove (2 sessions)
Gowerton
Plasmarl
St Helen's, Swansea (2 sessions)
St Thomas, Swansea

Additionally, 2 education sessions have been delivered to students of Swansea University.

The Archives participated in the Swansea Learning Festival with a branding of its regular Tuesday evening opening as an opportunity for family history newcomers to come along.

Talks to groups

During the quarter, talks have been given by Archives staff to the following groups either on-site or in the Archives:

Cymdeithas Cymraeg Llandeilo Ferwallt
Swansea University Careers Fair
University of the Third Age

3. Professional meetings and partnership working

During the quarter, members of Archives staff have attended the following professional meetings and taken part in partnership work as follows:

Chief Archivists in Local Government Executive
South Wales Record Society Committee

The County Archivist took part in the working group meetings for the new Archives Card, meeting always by Skype or teleconference.

Welsh Government agency MALD funded a photographer to take pictures of the archives. This was a good opportunity to get a fresh stock of images for marketing purposes, including some images of our new height adjustable table in use.

The County Archivist took part in a UK teleconference consultation on the value of statistic-gathering in the sector. Currently the Service provides statistics to CIPFA but is not able to make much use of the data because the number of local authorities who provide statistics is diminishing and Swansea Council has, like many other authorities, cancelled its subscription to save money.

4. Accessions of archive collections

A comprehensive list of archives received during the period March to May 2019 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
March-May 2019

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Neath Port Talbot County Borough Council	Register of electors	2019	1 vol.	CB/NPT RE 42
Llansamlet Primary School	Log books	1900-1979	2 vols	E/S 11/2/3-4
Coedffranc Community (now Town) Council	Minutes	2009-2018	12 lever arch files	P/220/44-55
Private donation	OS maps of Pontardawe, Neath Higher and Blaengwrach; various records relating to the Oddfellows Friendly Society; two account books for the Loyal Order of Alfreds Friendly Society; poor rate books for Blaengwrach, 1910 and 1913; 10 postcards of Neath Town, 1950s; 10 photographs of Blaen-gwrach-fawr Farm; geological survey of the Aberpergwm Colliery	1863-1950s	1 bundle	
City and County of Swansea	Photographs relating to Swansea Market and Cackle Picking	20th - 21st century	1 bundle	
South Wales Transport	File of 27 1:1250 Ordnance Survey maps showing land owned by the former Mumbles Railway, later South Wales Transport Co. Ltd., and transferred to Swansea County Borough Council in 1962. Also USB flash drive containing scanned copies of the plans.	1962	27 plans	D/D Z 101/3

Creator/originator	Description	Dates	Extent	Reference number
Henrietta Street Welsh Independent Church, Swansea	Memorial plaques removed from the wall of the church, including war memorial	1914-1977	5 items	D/D Ind 33/552-556
Skewen and District Historical Society	Minutes and 'Hanes' magazine	2018-2019	1 bundle	D/D SHS 1/18
Private donation	St Mary's Church, Swansea: various orders of service and programmes for events	2017-2019	1 bundle	P/123/CW/
Swansea East and West Constituency Labour Parties	Campaign literature produced by the Labour Party for candidates for local elections in Swansea	1925-1960s	3 folders	Lab/SLA 15-17
Ritson Street English Congregational Church, Briton Ferry	Minutes, financial and membership records, trusteeship records, photographs and records relating to the building	1920s-2007	1 bag	D/D E/Cong 6/38-45
John Andrew (Bakers) Ltd of Mount Pleasant and Mayhill	Baking competition certificates and diplomas from John Andrew (Bakers) Ltd of Mount Pleasant and Mayhill	c. 1924-1986	1 large bundle	
HM Customs and Excise	Release at Termination of Voyage for the ship <i>Aberlemno</i>	1889	1 paper	Added to Crew Agreements file for 1889
Estate of Miss Mary Rose Mumford	Various paintings and photographs, including William Llewellyn Morgan and (possibly) his father Evan Morgan, of St Helen's, Swansea	19th century	8 paintings and photographs	D/D SH 11/3-10
Swansea Coroner	Inquest files	2002-2003	31 boxes	
John Andrew (Bakers) Ltd of Mount Pleasant and Mayhill	Life assurance certificate, wartime identity card and letter of condolence from Walters Road Congregational Chapel	1920-1943	3 items	
Private deposit	Notes on the Swansea parliamentary hustings, 1885-1918 by Ivor Thomas Rees - includes copies of newspaper cuttings and ephemera	c. 2019	1 item	Searchroom library

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Miscellaneous deeds relating to Swansea	19th - 20th century		
Parishes of Ilston and Bishopston	Miscellaneous church magazines including St Teilo's Bishopston parish yearbook, Ilston church guide leaflet and Gower Ministry Area magazines	20th-21st century	1 bundle	P/103/CW/63-72; P/105/CW/19
Josef Herman Foundation	Oral history recordings made by Catrin James, intern on behalf of the 'Mining Josef Herman' project, 2014-2015; also digitised versions of four other recordings made in 2003-2004	2003-2015	17 digital files (3.94Gb)	T 49/1/1-7; T 49/2/1-4
Seion, Capel yr Annibynwyr, Glais	Marriage registers, graveyard plan and register, members' contributions registers, chapel history, minutes of deacons' and church meetings, historical notes, annual reports, folder of material relating to the Rev. T. E. Nicholas (Niclas y Glais), photographs	1892-2017	2 crates	D/D Ind 53/1/1-53/9/4
Private deposit	Royal Welsh Show 2018 adjudication (Dosbarth Merched y Wawr, Cystadleuaeth Cwpan Radi Thomas); copy of photograph showing Catrin Stevens and another volunteer at the Royal Welsh Show	2018	2 items	
Estate of Miss Mary Rose Mumford	Records of the St Helen's Estate in Swansea, the property of Evan Morgan, including deeds, manorial survey, correspondence, financial records and probate records	1598-1951	1 box	D/D SH 1/1-11/2

Creator/originator	Description	Dates	Extent	Reference number
The Gower Society	AGM Agenda, The Gower Society Newsletter, The Gower Society Programme	2019	3 items	
Carmarthen Road United Reformed Church, Swansea	Minutes, baptism registers, membership records, accounts, correspondence, photographs and church magazines	1880-2019	9 boxes	D/D E/Cong 15/1/1-15/14/5
Peter Hall Video collection	DVD MPEG4 Second World War, Three Nights' Blitz Swansea. Glamorgan Police Officer seconded to Swansea Borough Police to assist in rescue and law and order duties. Story told by a re-enactor from accounts of a Glamorgan Constable.	2019	1 DVD	
Private deposit	Additional notes relating to Swansea and Gower Parliamentary Constituency hustings	1885-1918	1 folder	
Private deposit	<i>From pit to pulpit to parliament: the life of John Williams JP, MP</i> by Gwladys Williams	n.d.	1 bundle	D/D Z 1072/1
County School for Girls, Neath	Photograph of girls at the County School for Girls, Neath	1938	1 rolled photograph	
High Sheriff of West Glamorgan	Declarations of Sally Goldstone and Robert Williams as High Sheriff and Under Sheriff respectively	5 Apr. 2019	2 papers	HS/W 45/1-2
Peter Hall Video Collection	Four video files: three of re-enactments by Phil Barrow of episodes in the First World War in Gallipoli and in the Second World War in Burma, and one showing an art exhibition by Michael H. Isaac, April 2019, at the National Waterfront Museum	2019	4 video files on optical disc	D/D Z 717/50-53

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Reports relating to Swansea Prison and Port Talbot Magistrates; Prospectus of West Glamorgan Institute of Higher Education; opening of Port Talbot Harbour; Script for Blue Scar	20th cent.	1 bundle	D/D Z 653 7/7; 9/6-9; 10/6-7; 11/10-11
Craigcefnparc Primary School	Bundle of sympathy cards and school reports for Katie and Emily Powers	1990s	2 bundles	
Private deposit	Eisteddfod Genedlaethol Cymru Abertawe	2006	1 bundle	
Private deposit	Miscellaneous Deeds	1907-1957	1 bundle	D/D Z 888/2-8
Salem, Capel-y-Cwm, Bonymaen	Annual reports	1900-2004	1 bundle	D/D CM 13/109-122
Newton Women's Institute	Minutes, record books and other records	1988-2018	2 boxes	D/D WI/N 1-4
Private deposit	Photograph album of Clayton Tinsplate Works, Pontarddulais, 1957; Group photograph of players in Cwmni Dramayddol, Pontarddulais, 1911	1911-1957	2 items	
Swansea Valley Historical Society	Photographs of Pontardawe Grammar School, n.d.; Team photographs of the Pontardawe Technical School, 1961-1962; Architects plans of Cwmtawe School, 1990s	1960s-1990s	12 photographs; 6 plans	