



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Committee Room 6, Guildhall, Swansea

On: Friday, 20 December 2019

Time: 11.00 am

Chair: Byron Lewis

Agenda

	Page No.
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 - 3
4 Report of the County Archivist.	4 - 12

Next Meeting: Friday, 13 March 2020 at 11.00 am

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

Huw Evans
Head of Democratic Services
Monday, 16 December 2019

Contact: Gareth Borsden - 01792 636824

West Glamorgan Archives Committee

Byron Lewis (Chair)	H M Lord Lieutenant
------------------------------	---------------------

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

Sarah Perons	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	

Neath Port Talbot County Borough Council

Mr Craig Griffiths	Head of Legal
Mr Wayne John	County Librarian

Use of the Service

He reported on the use of the Service for the quarter and also referred to the comparison of statistics for 2018/19 and detailed the background and rationale behind the statistics.

The vast amount of material that is available online now has also impacted on visitor numbers, although engagement with the public has increased due to the use of social media.

He referred to the co-operation that the service had given the UK Government's Infected Blood Inquiry, who had visited several times to look at Health Authority archives.

Service Outreach

The County Archivist reported that the exhibition commemorating the 50th anniversary of Swansea being awarded city status had been displayed, among other venues, during both the Royal visit of HRH Prince Charles to the Patti Pavilion, and the St Helens Road street party.

It was also available to be displayed around the City during the 50th anniversary year, and asked Members if they could promote and share this resource within their communities.

He referred to the hosting by the service in August of an exhibition prepared by the Jewish History Association of South Wales.

He outlined the schools that had received education sessions from the service during the quarter and those organisations that talks had been provided too.

The factors and influences that affect the number of school visits were outlined and discussed. The County Archivist indicated he would continue to promote the service via all appropriate channels within both authorities, and again asked Members who sat on school governing bodies to promote the services availability within their schools.

He outlined that the new Archive Service publication 'A new, even better Abertawe: the rebuilding of Swansea, 1941-1961' would be launched later in the day at Swansea Museum. He indicated that all Members of the Committee were welcome to attend the launch.

He referred to a proposal to utilise the remainder of the publications reserve to reprint 'The Three Nights Blitz' by Dr John Alban. He indicated that this was the most sought-after book by the public of those now out of print which had been published by the Archive Service and its predecessors over the years. A modest amount remained in the publications reserve after the publication of 'Rebuilding Swansea 1941-1961', which fund would then be exhausted and closed.

Resolved that the use of the publications reserve for a limited reprint of 'The Three Nights Blitz' be approved.

Staff

The County Archivist reported that both authorities are in consultation around the future of the archives reserves. A further update and report will be provided to the Committee in December.

He explained the background to and basis for the three different archive reserve funds.

He indicated that the Archive Trainee post had not been advertised this year.

The future of the post and issues/discussions around staffing levels within the service will continue throughout the budget setting process for 2020/21.

Professional Meetings & 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 11.55 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
20 December 2019**

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

1. Use of the Service

Statistics for September to November 2019

The number of members of public using the Service on-site, September to November 2019, was **1,340** and the total number reached by the Service on and off-site was **2,460**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,340 (1,430) (figures in brackets represent the same quarter last year), comprising:

Swansea	769	(927)
Neath	274	(412)
Port Talbot	22	(25)
Group visits	275	(66)

Number in audiences for off-site visits	680	(106)
Number of pupils reached by the Education Service	741	(120)
Numbers reached at special events (including exhibitions)	440	(200)
Total numbers reached on and off-site	2,460	(1,736)

Number of documents issued in Swansea	2,029	(2,457)
Number of documents issued in Neath	86	(167)
Number of post and email enquiries dealt with	379	(399)

Number of hits to the Archive Service website	2,974	(3,378)
---	-------	---------

Number of hits to the online catalogue	1,523	(344)
Number of hits to WGAS catalogues on the Archives Hub	19,532	(13,871)
Number of hits to NAS catalogues on the Archives Hub	527	(n/a)
Number of page views on Ancestry	155,555	(148,854)

2. Archives Accreditation

On 1 July 2016, 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. Archive Service Accreditation is supported by a UK-wide partnership of the Archives and Records Association, Archives and Records Council Wales, National Records of Scotland, Public Record Office of Northern Ireland, Scottish Council on Archives, The National Archives and Welsh Government through its Museums, Archives and Libraries Division.

The award of the Standard lasts for six years, subject to a review at halfway point. It is based on three criteria, organisational health, care of the collections and stakeholders and the user experience. On 7 November, the Service faced an intermediate review of its compliance with the Standard, which it failed to meet in the following respects:

On *Resources: Buildings*, the Panel noted that planning for future relocation of the archives is still at a very basic stage and it is unclear whether any current proposals will provide adequately for the preservation and development needs for the collections. Further clarity is needed around the Service's commitment to ensure that future archive provision meets archival standards.

On *Resources: Finance*, the Panel noted that there is uncertainty over the budgetary position going forward. The full implications of a proposed budget cut in 2020/2021 are yet to be clarified and what this will mean for service delivery.

The Panel noted that the Archive Service has been managing a complex and changing situation with regard to its long-term home and budgets. They recognise the strength of the Service's overall performance despite this difficult situation and congratulated the team on having continued to deliver and progress as a service while also preparing for a possible move.

However, given the current uncertainty about future accommodation and service resources, the Panel felt that the award should move to provisional status for the next twelve months. Retention of the award is provisional on clarifying by November 2020 plans for service relocation and on better understanding the impacts on the service of any change to funding.. In detail, the requirements are:

- The Archive Service must confirm planning for the future relocation of the service and the sustainable management and preservation of its collections. Plans for the future accommodation of the service must

ensure that the collections are appropriately safeguarded in archival standard storage and that provision is made to enable the service to continue to develop its collections and secure the historical record of its local community for future generations.

- The service must engage with the public to ensure that any changes to the public service meet user needs and offer equitable service access for the communities it serves.
- The service must review its policies in order to create a single coherent policy framework.

On the last point, a revised and more co-ordinated set of Archive Service policies will be brought to a future meeting of the Committee for approval.

3. Service outreach

Exhibitions and events

During the quarter, the city status fiftieth anniversary exhibition has been displayed in Killay Library, Brynhyfryd Library, Gowerton Church and Pentrehafod School.

Publications

'A new, even better, Abertawe: The rebuilding of Swansea 1941 to 1961' was launched at Swansea Museum on Friday 13 September. Sales of the book have been robust, both online and through the retail outlets in the Archives and Museum.

Education Service

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

Casllwchwr (x2)
Cefn Hengoed (x2)
Clydach
Croeserw
Glyncorrwg (x2)
Pen Afan
Pentre'r Graig
St Joseph's
Terrace Road (x2)

Talks to groups

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

- Gower Society
- Royal Institution of South Wales
- South West Wales Industrial Archaeological Society
- Swansea University
- UWTSD

The Service also staffed bookstands for the sale of publications and provision of general advice on local and family history at the following regular autumn events: the Glamorgan Family History Fair in Merthyr Tydfil, the Swansea Local History Book Fair in Swansea Museum and the Glamorgan History Society day school in Bridgend.

4. Staff

Emma Laycock started duties in November as job-share partner for archivist David Morris, who has gone part-time.

5. Professional meetings and partnership working

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

- Chief Archivists in Local Government Group Executive (by teleconference)
- Working group meetings for the Archives Card (by teleconference)
- Working group on the renewal of the contract for online publication of the Welsh parish registers (by teleconference)

6. Accessions of archive collections

A comprehensive list of archives received during the period September to November 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
September-November 2019

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Benefice of Three Cliffs (parishes of Bishopston, Penmaen, Pennard and Nicholaston) and Gower Rural Deanery	Gower: Ministry Area Magazine, 2018-2019; Bishopston parish baptism, marriage and burial registers, 1965-2019; Nicholaston parish marriage register, 1972-2005; Penmaen parish marriage register, 1997-2006; Deanery of Gower chapter minutes, 1996-1999; minutes of the Diocesan Board of Finance , 2010-2015	1965-2019	1 bag	D/D RD 14-15; P/103/CW/72 (part), 73-75; P/113/CW/15; P/116/CW/49
Private donation	Deeds and leases relating to minerals in Ystradgynlais; tapes of carols and photographs relating to Mari Lwyd	19th-20th cent.	1 bundle	D/D Z 1080
Pontarddulais Primary School	Log books and admission registers	19th-21st century	1 bag	E/W 32/1/6-10; E/W 32/2/1-10
Private deposit	Four A4 files containing notes, photographs etc relating to the history and restoration of the Swansea Canal; video; paper bags; card envelope	20th cent	4 files, 1 video, 1 small bundle	
Edward Harris Solicitor	Deeds		1 box	
Private deposit	Group photograph of Council Members (possibly WGCC), c.1996; Programme for the Upper Forest and Worcester Works Welfare (The Welfare Dramtic Society) presents 'The Druids' Rest' by Emlyn Williams, 1947	1947-1996	1 photograph; 1 paper	D/D Z 995/2-3
Private donation	Various prints and negatives of Gower and cockle picking in 1958	1958	6 large prints; 1 envelope; 1 small box	D/D Z 1081/1-8

Creator/originator	Description	Dates	Extent	Reference number
Peter Hall video collection	Oral history interview with Margaret Hayes of Swansea aged 94, former Land Army girl	2019	1 video file in MP4 format (1.15Gb)	D/D Z 717/62
Ynyscedwyn Estate	Agreement as to transfer of mortgage on premises in the parish of Llangiwg	1605	1 parchment	D/D TDW 2/8
Clive Reed Collection	Five A4 files containing information relating to the Swansea Canal; large file containing information about the Swansea Canal; bundle of drawings and plans relating to the Pontardawe area.	20th cent	5 files; 1 bundle	
Clive Reed Collection	Slides, photographs; video; cassette tape; two aluminium records relating to Pontardawe and the area.	20th cent	1 bundle	
Private donation	Published articles by, and a photograph, of N V Pope, philosopher of science	1987-2012	1 bundle	D/D NVP 58-65
Private donation	Photograph of Pontardawe Poultry Club / Hawick Legion Association	c. 1970	1 photograph	D/D Z 1083/1
Private deposit	Genealogy relating to Private John Connolly who took part in the battle of Rourke's Drift	1906-2019	1 bundle	D/D Z 717/63
Llangennith, Llanmadoc and Cheriton Community Council	Community council minutes	2016-2017	1 file	P/109/25
City and County of Swansea	Programme of the ceremony to mark the granting honorary freedom of the City and County of Swansea to Mel Nurse	28 Apr. 2016	1 booklet	CC/S CE 12/6
Swansea Central Library	Photographs	19 th -20 th century	1 box; 1 bundle	P/PR

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Photographs and other records relating to the career of Gareth Phillips as projectionist in cinemas in Swansea; also aerial photographs of Clydach and Mumbles	1960s-2006	1 bundle	D/D Z 1084/1-12
Private deposit	Port Talbot Secondary Grammar School magazine	c. 1947-1955	8 items	
Llanrhidian Higher Community Council	Community Council minutes	17 Oct. 2019	1 bundle	P 111/45 (part)
Private donation	The Memoirs of J. W. Burr, Borough Electrical Engineer, Swansea (1914-1939)	1960	1 vol.	
Private deposit	Papers relating to Edward Bevan, chemists, Nelson Street including advertisements, invitation to the Pharmacy Ball, 1948; receipt for examination fees, 1876; prescription card, 1939; photographs of Edward Bevan and John Thomas Williams, chemists, and unidentified family groups	c. 1876-1958	1 bundle	
Private donation	CD-ROM and printout of information regarding emigrants from Glamorgan who are buried in Mormon cemeteries in Salt Lake City, Utah, USA	2010s	1 roll, 1 CD-ROM	D/D Z 1079/1-2
Private donation	CD-ROM containing correspondence of N. V. Pope	n.d.	1 CD-ROM	D/D NVP 57
Parish of Swansea St Gabriel	Parish magazines and annual reports	2011-2018	1 small box	P/119/CW/138-152

Creator/originator	Description	Dates	Extent	Reference number
City and County of Swansea, Adult Services	Register of valuables handed to Swansea Council officers for safekeeping by elderly persons entering Council-owned care homes	1955-1979	2 vols	WGCC/SS 10/1-2
Ynyscedwyn Estate	Various title deeds and bonds	16th-18th century	1 box	D/D TDW
Swansea Reference Library	Three death certificates, a letter from Winifred Coombe Tennant to W. Phillips and a letter from H.W Southey regarding the Merthyr Express and an article about the history of Glynneath by T. Williams.	1917-1923	5 items	SL 63/151-155
Private deposit	'Our Abertawe' exhibition visitors comments book	n.d.	1 vol.	
Seion Welsh Independent Church, Glais	Minutes and sale records	1904-2019	1 vol., 1 folder	D/D Ind 53/11/1-2
Private deposit	Transcript of recorded histories of residents of Southgate Village, Gower	2008-2018	1 bundle; 1 CD	T 50/1-8
Penllergare Trust	Minutes of inaugural meeting of the Friends of Penllergare, 1999; three reports on the Penllergare Valley Woods, by Dr Kevin L Davies, 2010; rolled plan of the South Wales Coalfield, 1910	1910-2010	1 bundle; 1 roll	D/D PT 62-67
City and County of Swansea: Economic Development and Regeneration	Two reports produced by Black Mountain Archaeology on the Hafod-Morfa Copperworks site.	2019	2 bundles	CC/S PI 9/1
Private depositor	Papers relating to Edward Martin (son of Felix Martin, optician) including 3 WWI greetings cards; photograph of Felix Martin's optician's shop	c. 1900-1918	4 items	

Creator/originator	Description	Dates	Extent	Reference number
Llanrhidian Higher Community Council	Community Council minutes	November 2019	1 bundle	P 111/45 (part)
Swansea Schools Football Association (formerly Swansea Schools Association League)	Minute books	1938-1978	3 vols, 2 folders	D/D SSFA 1/1-2/2
Private deposit	One postcard of the Mumbles Train; 3 slides of Victoria Station and the Mumbles Train	1910s-1950s	1 card; 3 slides	
Coedffranc Community Council	Community Council minutes	1999-2000	1 folder	P/220/56
Oral history collection	Three oral history recordings of Albert Frank Button of Dunvant (1918-2005)	1983-2001	3 recordings	T 51/1-3
Private Deposit	Swansea Grammar School magazines, St Hilary's Church Jubilee brochure and copies of Swansea newspapers.	20 th cent.	1 bundle	
Private donation	Plan and sections of Swansea Harbour relating to the proposed new channel and extension of the Western Pier	1864	1 rolled plan	