



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Remotely via Microsoft Teams

On: Friday, 11 December 2020

Time: 11.00 am

Chair: Louise Fleet

Watch Online: <https://bit.ly/3IQeYrc>

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 - 4 |
| 4 Report of the County Archivist. | 5 - 11 |

Next Meeting: Friday, 12 March 2021 at 11.00 am

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

Huw Evans
Head of Democratic Services
Wednesday, 2 December 2020

Contact: Gareth Borsden - 01793636824

West Glamorgan Archives Committee

| | |
|-------------------------------|---------------------|
| Louise Fleet (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 | Rhidian Mizen |
| Wyndham Fryer Griffiths | Peter A Rees |
| Hugh N James | |

Members of Associated Organisations

| | |
|----------------------|-----------------------------|
| Sarah Perons | Diocese of Llandaff |
| Andrew Dulley | Diocese of Swansea & Brecon |
| Dr Louise Miskell | Swansea University |
| Mrs Janet L. Watkins | Neath Antiquarian Society |

Officers:

City and 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 |

Agenda Item 3



City and County of Swansea

Minutes of the West Glamorgan Archives Committee

Remotely via Microsoft Teams

Friday, 11 September 2020 at 11.00 am

Present: L Fleet (Chair) Presided

Councillor(s) - Swansea

P M Black L S Gibbard L R Jones
R V Smith

Councillor(s) – Neath Port Talbot

R Mizen P A Rees H N James
W F Griffiths

Associated Organisations

A Dulle Diocese of Swansea & Brecon
L Miskell Swansea University
S Perons Diocese of Llandaff

Officer(s)

K Collis County Archivist
G Borsden Democratic Services Officer
W John County Librarian - NPT

Apologies for Absence

Councillors A R Aubrey & M Durke and J Watkins, C Griffiths and T McNulty

17 Welcome

The County Archivist and Members of the Committee welcomed Louise Fleet, the new Lord Lieutenant of West Glamorgan and Chair of the Joint Archives Committee to her first meeting.

18 Disclosures of Personal and Prejudicial Interests.

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

19 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 13 March 2020 be approved as a correct record.

20 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period March - August 2020.

Covid 19

He referred to the significant impact that the pandemic has had on the service since the countrywide lockdown was enforced in March.

He detailed the actions taken by staff in attending the Civic Centre throughout the period to ensure the collections were secure. He also detailed how officers continued to reply to postal/email queries and had expanded, developed and enhanced the online services and social media output.

He outlined that after many months of closure and the undertaking of the relevant risk assessments, consultations with the trades unions and necessary physical alterations to the searchroom, the service plans to reopen on 29th September in a revised manner with a much reduced 'appointment only' capacity for visitors and significantly altered availability of records due to the social distancing rules and regulations being in place.

A short film produced to relaunch Archives provision across Wales was shown to the Committee.

This film and associated online and social media publicity would be launched shortly to promote the reopening.

The reopening of the Archives at the Mechanics Institute in Neath remains more difficult due to the layout of the building. Full discussion will be undertaken with the Antiquarian Society and Neath Port Talbot Council going forward.

Service Outreach

He further detailed the work undertaken by Officers during the lockdown as outlined in the previous item and detailed in particular the films that the service had created and posted online. Some of these were linked to anniversaries that occurred during lockdown such as VE day and refugee week. These had proved extremely popular with the public.

The videos can be viewed via the following link:

<https://www.facebook.com/pg/WestGlamorganArchives/videos/>

He also outlined that one to one family history tutorials have also been restarted via the online 'Teams' platform.

The online information available for schoolchildren relating to the Swansea Blitz and 'Rich and Poor Victorians' was also outlined. Appropriate promotion and advertising of these resources needs to be provided to schools in both authorities.

The Creation of Teaching Resources Relating to Wales' Connection with the Slave Trade.

He outlined the ongoing discussions and preparation for the development of teaching resources for the study of Wales' historical links to the slave trade and its part in the development of the British Empire. He placed this in the context of global events

that have occurred over the previous months and outlined the ongoing review of street names/statutes etc that is happening in Swansea.

He outlined that Welsh Government have also established a working group to review the Wales history curriculum to incorporate a greater awareness our historic involvement in the British slave trade and Wales' part in the British Empire. The new teaching pack aims to tie in with the revision of history provision over the coming years.

He outlined verbally some interesting historical facts from the archives in the draft teaching resources which show how Black people were living in south Wales as early as 1687 in Cardiff and 1801 in Swansea.

Annual Report of the County Archivist

He outlined that the annual report had been produced and published online in May. Copies had been circulated electronically to Committee Members.

It can be viewed online at: <https://www.swansea.gov.uk/article/8510/Annual-Report-of-the-County-Archivist>

Use of the Service

He outlined that the closure of the facilities due to the pandemic had obviously dramatically reduced onsite visitor figures but online activity and sales had held up well given the circumstances.

Archives Accreditation and a Revised Policy Framework

He reported on the status of the Service with regard to the findings of the mid-term Archive accreditation review last November and further to discussions at the last meeting in March. The long term provision of an archives facility in Swansea remains a real concern, but the formulation and agreement of a temporary plan for the relocation of the archives may satisfy the Accreditation Panel in the interim.

It was reported that a Swansea Council report on the future of the Civic Centre had already been delayed by several months due to the Covid pandemic.

Swansea Council members outlined that the relevant report can be called before Scrutiny Committee, particularly to examine the future plans for the continued provision of a public Archive Service and suitable storage space for the archive collections.

The County Archivist outlined he had continued discussions during lockdown regarding the potential options for the temporary storage of the collections in two sites at Glamorgan Archives in Cardiff and the Richard Burton Archives in Swansea University. Neither of these facilities would be able to house the entirety of the West Glamorgan archive collections, but the County Archivist stressed the importance of the records being stored securely and in the correct environmental conditions . He indicated that the reduced public availability of the records for a period of time, though not ideal, was of lesser importance than their safekeeping for use by future generations.

He reported that neither archive could accommodate the records permanently without substantial capital building works, to the cost of which both authorities would need to contribute. In the case of Glamorgan Archives, this would require the building of an extension for their Cardiff repository. This option of a capital investment outside the two local authority areas was considered unacceptable by members of the committee and extremely unlikely to be approved by elected members of either authority.

He outlined that a further review was due in two months' time and the potential reputational loss to the service should the accreditation be revoked and the implications of this on the service's ability to bid for external funds. He indicated that, due to Covid and the delays outlined above, more time could be sought from the Accreditation Panel to discuss and develop a solution.

Members of the Committee discussed the issues and outlined and agreed their support for the development of a local new facility or in the worst-case scenario the temporary relocation as outlined above by the County Archivist whilst a new facility is developed.

The County Archivist outlined another requirement of the Accreditation Panel, which was that the Panel required the consolidation of a number of hitherto stand-alone Archive Service policies into a single coherent document. This was attached at Appendix 2 to the report.

Resolved that the revised policies as outlined in Appendix 2 to the report be approved and adopted.

Accessions of Archive Collections

The County Archivist outlined and reported on the list of archives received by the Service during the quarter.

He made specific reference to an important collection relating to the Ynyscedwyn Estate in the Swansea Valley that the service had managed to acquire during lockdown. The collection, some of which dates back to the 16th century, is of immense local historical importance and sheds new light on the history of the upper Swansea Valley.

The meeting ended at 12.20 pm

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
11 December 2020

**The purpose of this report is to
outline the work of the
Archive Service during the period
September to November 2020**

1. The COVID-19 pandemic

The archives in Swansea (though not in Neath) re-opened to the public on Tuesday 29th September, having been assessed by Swansea Council as capable of providing a COVID-secure service.

A maximum of four customers at any one time are allowed in the archive searchroom to view pre-ordered documents. Unlike most other archives in Wales, full opening on four days a week was restored from the start, though with reduced opening hours of 10am-4pm and a one hour closure for lunch, allowing for the cleaning and sanitising of desks and chairs between the morning and afternoon sessions.

It was always foreseen that re-opening would be a phased process (for example, there is currently no browsing of reference books or use of public PCs allowed) and that our plans should also anticipate the possibility of having to adapt or withdraw access again should public health and government guidance require it. This was the case with the recent 'Firebreak' lockdown when the archives closed for two weeks: the service has thankfully not been affected by the First Minister's announcement on 30 November of museum and gallery closures.

The Service received a grant of approximately £1,300 from Welsh Government to help fund the re-opening. The grant covered not just PPE and signage but also items to help maintain social distancing rules such as portable barriers. In whatever form we are able to maintain some degree of operation, the archives will continue to provide

the widest range of service that we are able to, given the external circumstances and guidance issued by our parent authorities, Welsh Government and by TNA.

2. Outreach and educational activity

a. 'Explore Your Archive' campaign

The Service took part in the annual Explore Your Archive campaign, which ran from 21-29 November. Building on successful social media engagement during the lockdown period earlier in the year, a programme of posts was put together, appearing simultaneously on Twitter and Facebook. The purpose was to provide items of interest, to highlight and publicise items and collections held in the archives, whilst fitting in with the daily themes chosen by the campaign.

There were features on maps, photographs, houses and homes and communications, and the opportunity was taken to publicise the Neath Abbey Ironworks collection and an album of photographs by John Dillwyn Llewelyn and his friends dating from the 1850s.

On Facebook, the campaign reached 20,325 people, resulting in 6,232 post engagements.

b. Archive films

Two further archive films, created in-house and consisting of images taken from the collections, were produced during the quarter. The first was timed to coincide with the Firebreak lockdown, 23 October-9 November and the second was made as part of the 'Explore Your Archive' campaign.

| <i>Title</i> | <i>Views</i> |
|-------------------------|--------------|
| Pioneers of photography | 1,100 |
| Towns in time-lapse | 236 |

These can be seen here: <https://www.facebook.com/pg/WestGlamorganArchives/videos/>

3. Use of the Service

Statistics for September to November 2020

The number of members of public using the Service on-site, September to November 2020, was **120** and the total number reached by the Service on and off-site was also **120**.

Number of on-site visits at Swansea, Neath and Port Talbot 120 (1,340) (figures in brackets represent the same quarter last year), comprising:

| | | |
|--|-----|-------|
| Swansea (inc. family history sessions, now delivered online) | 120 | (769) |
| Neath | 0 | (274) |
| Port Talbot | 0 | (22) |
| Group visits | 0 | (275) |

| | | |
|---|---------|-----------|
| Number in audiences for off-site visits | 0 | (680) |
| Number of pupils reached by the Education Service | 0 | (741) |
| Numbers reached at special events (including exhibitions) | 0 | (440) |
| Total numbers reached on and off-site | 81 | (2,460) |
| Number of documents issued in Swansea | 793 | (2,029) |
| Number of documents issued in Neath | 0 | (86) |
| Number of post and email enquiries dealt with | 897 | (379) |
| Number of hits to the Archive Service website | 3,193 | (2,974) |
| Number of hits to the online catalogue | 421 | (1,523) |
| Number of hits to WGAS catalogues on the Archives Hub | 26,267 | (19,532) |
| Number of hits to NAS catalogues on the Archives Hub | 1,430 | (527) |
| Number of page views on Ancestry | 186,872 | (155,555) |

4. The creation of teaching resources relating to Wales' connection with the slave trade

As first reported in the last quarter, work has progressed on developing teaching resources relating to Wales' connection with the slave trade and this work has more recently extended in scope to encompass larger themes of diversity and multi-culturalism.

The resource will, it is anticipated, when finished be divided into three modules, as follows:

- Wales' part in the slave trade and the abolition movement, 1750-1850
- The growth of diverse urban communities in the south Wales ports, 1870-1920
- Post-war immigration and modern multi-cultural Wales, 1945-2020

This was, from the start, a joint project with Glamorgan Archives and now one which has been joined by Gwent Archives and Bangor University Archives. Each of these institutions can contribute to a different strand of our common history and brings a distinctive collection to the joint educational resources. In particular the last-named holds the archives of the Penrhyn Estate which was probably the most tarred of all Welsh estates in profiting from slavery and opposing the work of campaigners for its abolition.

The first of these modules was sent to Race Council Cymru for comment and was then forwarded to Professor Charlotte Williams, who is chairing the working group on the rebalancing of the Wales history curriculum. Further work with teachers and educational professionals is envisaged.

Archives Accreditation

Archive Service Accreditation provides a framework for the good governance of the service and is supported by a partnership of the Archives and Records Association (UK), Archives and Records Council Wales, National Records of Scotland, Public

Record Office of Northern Ireland, Scottish Council on Archives, The National Archives and the Welsh Government through its division MALD.

West Glamorgan Archives in Swansea has been accredited since 2016, but in 2019 its accredited status was moved to provisional, primarily because of concerns over the anticipated closure of the service in its present location in Swansea Civic Centre and the lack of a plan for its move to new premises.

At a meeting on 4 November, the Accreditation Panel considered the evidence submitted of progress against required key actions. They recognised the commitment from Swansea Council to relocate the archives and appreciated that work on a potential new home has been delayed by a number of factors, in particular the pandemic. The Panel therefore decided that West Glamorgan Archive Service should remain a provisionally Accredited Archive Service for a further 12 months.

The Panel urged the parent authorities to ensure that Welsh Government and The National Archives are consulted and involved in this work, both in terms of long-term plans for the Service's new home, and interim/contingency planning if it is required.

In the event that there will be a gap between leaving the building and the preparedness of a new building to take in the collections, the Archive Service is negotiating separately with Glamorgan Archives and Richard Burton Archives for their temporarily hosting the archive collections while preserving public access to them. The model is one based on the recent experience of Carmarthenshire Archives, and it would see those collections which are subject to statutory designation (principally public records and parish records) transferred to Cardiff which is appointed to take them in, and lesser collections transferred to the Richard Burton Archives Swansea University. Each of those offices has also offered to host Archive Service staff to continue work on the collections.

5. Accessions of archive collections

A comprehensive list of archives received during the period September to November 2020 is attached at Appendix 1. Because of the obvious physical challenges, the continuing pandemic has led to a reduction in the quantity of items received this quarter, although a number of people have used the opportunity provided by lockdown to sort through and select from their papers to offer to the archives. One of these has been the retired Chief Executive of Neath Port Talbot Council and it is very pleasing that we now have these papers dating from the foundation and early years of one of our parent local authorities.

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

ACCESSIONS OF ARCHIVES
September-November 2020

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|----------------------------------|---|---------------------|---|-----------------------------------|
| Private donation | Photograph of Sketty Fire Brigade, 1913; photograph of Sketty Garage, 1934 | 1913-1934 | 2 photographs | P/PR/42ii/3/43 and P/PR/42ii/4/15 |
| Peter Hall Video Collection | Video entitled 'A brief history of Clyne Castle and Gardens' | 2020 | 1 video file, MP4 format, 445 MB | D/D Z 717/88 |
| Peter Hall Video Collection | Videos entitled 'Francis Grenfell, 1st Baron Grenfell' and 'Private 2609 Robert William Nickolls, Australian Imperial Force, buried St Teilo's Church Bishopston' | 2020 | 2 digital video files, MP4 format, 260 MB and 78.8 MB | D/D Z 717/89-90 |
| Private donation | Papers of Mr K. Sawyers relating to his time as Chief Executive of Neath Port Talbot County Borough Council | 1995-2009 | 2 crates | CB/NPT CE 10/1-17 |
| Alltwen School | Photographs of pupils, staff and school activities | 1960s | 7 photographs | E/W 1/2/1-14 (see also Acc. 5676) |
| Peter Hall Video Collection | Video telling the story of Sigurd Wathne, a Norwegian national, who died in Swansea Hospital in 1942 and is buried in Danygraig Cemetery | 2020 | 1 CD-ROM containing MP4 video file (103 MB) | D/D Z 717/91 |
| Dynevor School | The Dy'vorian (Dynevor School magazine) | Winter 2019 | 1 vol. | E/Dyn Sec X 2/11 |
| Private deposit | University of Wales Song Book | 1951 | 1 vol. | |
| Private deposit | 'Port Talbot Memories' by Tess Phillips; 'A Gallery of Past Personalities Vol 2 and 3' by Brian Jones | n.d. | 3 vols | Searchroom Library |
| Private donation | Seven photographs of pupils, staff and activities at Alltwen Primary School | 1960s | 7 photographs | E/W 1/2/1-14 (see also Acc. 5671) |

| Creator/originator | Description | Dates | Extent | Reference number |
|--|--|-------------------------|--|-------------------------|
| Private deposit | Further records relating to the estate of Walter Thomas and previous lawsuits in connection with it | 19th-20th century | 1 envelope | |
| Peter Hall Video Collection | Video entitled 'Private 1868 Owen Owen Welsh Regiment Danygraig Cemetery Port Tennant Swansea' | 2020 | 1 video file, MP4 format, 52 MB | D/D Z 717/92 |
| Llanrhidian Higher Community Council | Minutes | Sep. 2020 | 1 file | P/111/45 (part) |
| Private donation | Plans prepared for the Local Government Board regarding proposed extensions to Swansea County Borough | 1915, 1918 | 2 plans | D/D Z 1099/1-2 |
| Killay Community Council | Minutes | April 2011-January 2013 | 1 bundle | P/307/8 |
| Swansea Astronomical Society and Penllergaer Observatory | Records relating to Swansea Astronomical Society and Penllergaer Observatory | Mid-20th Century | 1 box | |
| Peter Hall Video Collection | Video entitled 'Lewis John Wynford Vaughan-Thomas CBE, born Swansea 15 August 1908: journalist, radio and television broadcaster'. | 2020 | 1 digital video file, MP4 format, 132 MB | D/D Z 717/93 |
| Capel Pant-teg, Ystalyfera | Minutes, accounts, membership records, annual reports, photographs, correspondence, plans and ephemera | 1890s-2000s | 1 carload | D/D Ind 9/1/2-9/12/2 |
| Private donation | 'Hanes Cymunedau Mawr - History of the communities of Mawr' by Ioan M. Richard | 2020 | 1 vol. | Searchroom library |
| Edward Harris collection | Plans showing bomb damage in Swansea Docks | 1940s | 4 plans, linen | |
| Private deposit | Further records relating to the Thomas estate and attempts to recover it | 19th-20th century | 1 bundle | |
| Killay Community Council | Minutes | 2013-2019 | 7 files | P/307/8-16 |
| Peter Hall Video Collection | Digital video file entitled 'The Women of Mumbles Head' | 2020 | 1 digital video file, MP4 format | D/D Z 717/94 |

| Creator/originator | Description | Dates | Extent | Reference number |
|---|---|-----------------------|-------------------------------------|-------------------------|
| Peter Hall Video Collection | Digital video entitled 'Edward George Taffy Bowen' | 2020 | 1 video file in MP4 format (374 MB) | D/D Z 717/95 |
| Private donation | Minutes of the Thomas Family Claimants Society | 1860s-1950s | 1 envelope | |
| City and County of Swansea, Lord Mayor's Office | Visitors' book recording visitors to the Mansion House, Swansea in connection with 50th anniversary celebrations of the grant of city status to Swansea | May 2019-Mar. 2020 | 1 vol. | CC/S LM 1/1 |
| Llanrhidian Higher Community Council | Minutes | October-November 2020 | 2 files | P/111/45 (part) |