



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 June 2021

Time: 11.00 am

Chair: Louise Fleet

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

Agenda

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Next Meeting: Friday, 10 September 2021 at 11.00 am

Huw Evans
Head of Democratic Services
Friday, 4 June 2021

Contact: Gareth Borsden - 01792 636824

West Glamorgan Archives Committee

Louise Fleet (Chair)	H M Lord Lieutenant
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City and County Of Swansea

Peter M Black CBE	Jen Raynor
Louise S Gibbard	Robert V Smith
Lyndon R Jones MBE	

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, 12 March 2021 at 11.00 am

Present: Louise Fleet (Chair) Presided

Councillor(s) - Swansea

P M Black

L R Jones

R V Smith

Councillor(s) – Neath Port Talbot

A R Aubrey

W F Griffiths

H N James

R Mizen

P A Rees

Associated Organisations

Andrew Dulley

Diocese of Swansea & Brecon

Sarah Perons

Diocese of Llandaff

Officer(s)

G Borsden

Democratic Services Officer

K Collis

County Archivist

C Griffiths

Head of Legal - NPT

W John

County Librarian - NPT

Apologies for Absence

Councillors M Durke and L S Gibbard, Dr L Miskell & T McNulty

24 Disclosures of Personal and Prejudicial Interests.

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

25 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 11 December 2020 be approved as a correct record

26 2021/2022 Revenue Budget.

Kim Collis presented the report of the Director of Place which gave details of the Joint Archive Service Revenue Budget for 2021/2022 and the reserves held by the Joint Archive Service, which was submitted for information only.

He indicated that it was again a virtual standstill budget, other for than a small uplift for living wage increases.

The table in the report showed the estimated position of the Archive reserves as at 31 March 2021. This had risen by £30,000 during the year due to an underspend in budget linked to the pandemic.

Discussion took place around the use of the reserves and the potential re-introduction of the publications fund should the need arise.

He outlined that the Archives trainee remains unfilled due to recruitment issues and detailed the increase to other staff hours to ensure service continuity.

Members noted the report.

27 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period December 2020 – February 2021.

Fees and Charges

Kim Collis referred to the table of fees and charges for the Service which remain unchanged from 2020 and will apply from 1 April 2021.

Members of the committee noted the levels of fees & charges and supported the freezing of charges given the wider economic context.

COVID-19 Pandemic

He outlined that the service had reopened to the public on a much reduced capacity last year, with social distancing measures in place, prior to the latest national lockdown on December 19.

He detailed that staff continue as a rule to work from home, whilst maintaining regular physical visits to the civic centre, to ensure the strongroom is checked and mail is collected and any necessary work and document retrieval for council staff is undertaken.

He indicated that the future use and provision of the service will depend a lot on the confidence of both volunteers and users to return to “normal” and visit the facilities in person.

Outreach and Educational Activity

He detailed the various pieces of work that the service had been involved with on the “Commemorating the Three Nights’ Blitz” which had its 80th anniversary between 18-21 February 2021 which included the publishing online of a memorial which contains 392 names, with information about where they are buried and how to find out more information. A separate section of the memorial includes the names of the 26 people who died in the Neath Port Talbot area. The memorial is on the Archive Service website at www.swansea.gov.uk/article/60957.

He outlined that, on the same date last year, the Service had published a reprint of the 1994 work by Dr John Alban entitled *The Three Nights' Blitz*. On 19 February, Dr Alban gave an online talk about Swansea's air raids on behalf of the Archive Service. 176 people attended the live event and a large amount of positive feedback was received. An audio recording of the talk was made and has been uploaded to social media, this had been shared over 100 times and had in excess of 2,000 hits.

Two films were also produced by the Archive Service and posted on social media to tell the story of the Blitz from different perspectives. The first is based on a narration of the war diary of James R. John, a local journalist and Home Guard member, and the second uses photographs from the collections to depict the effect of the blitz on the town. There are Welsh and English versions of both films. The first has been viewed in excess of 2,600 times in total while the second has been viewed over 13,100 times. The two films and Dr Alban's talk can be accessed on the Archive Service website at www.swansea.gov.uk/article/61448.

The commemorations were publicised widely, including on our social media and in the press. There was a feature on the BBC Wales website (<https://www.bbc.co.uk/news/uk-wales-56082255>) and in the *South Wales Evening Post*.

He also outlined that additional teaching resources relating to the Blitz had been added to the online provision and is mainly aimed at KS2 & KS3 pupils.

He further outlined the ongoing work to Wales' connection with the Slave Trade, which has developed into a pan Wales project with contributions from archive services across the country and the National Library.

He indicated that the proposal and idea had also developed into two modules, the first looking at the slave trade, with the second looking at the growth of diverse communities in the South Wales coal ports in the Victorian era.

He referred and outlined his assistance in proposals for the unveiling of a Swansea Council blue plaque to the anti-slavery campaigner and activist, Jessie Donaldson 1799-1889, which is planned for a virtual unveiling on 25 March. The day is significant as the UN Day of Commemoration for the victims of the historic slave trade. The event will be filmed and made available on the UWTSD YouTube channel. He indicated would circulate the link of the recording to members of the committee when available.

Former British Home Stores Building

He outlined that an opportunity has arisen for consideration of 275-277 Oxford Street Swansea, the former British Home Stores building, for conversion into a future archive repository, searchroom and Family History Centre. This would be alongside other uses for the building which would include a new Swansea Central Library and a Community Hub.

He stated that funding has been granted for an assessment by a multi-disciplinary team of the potential conversion of this building. Major considerations for the

Archives are whether the building has the potential to meet the British Standard 16893:2018 for archival storage and whether the conversion makes economic sense compared to the cost of an alternative solution such as a new-build. Welsh Government and the National Archives are providing advice and guidance throughout the process and at the suggestion of Welsh Government, the service has taken out a subscription to the National Conservation Service in order to help provide some of the specialised advice needed on the collections' conservation needs. Members welcomed the potential for the development of a new city centre based facility for the service.

Staff

He outlined that the Family History Centre Supervisor Lorna Crook left the Service on 5 December to take up employment with the NHS. She was a well-respected colleague and one very popular with family history users in both our Swansea and Neath service points. The post currently remains vacant.

Use of the Service

He indicated that the figures relating the use of the service reflect the effect of the pandemic

Talks and Professional Meetings

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, in particular the collection acquired by the service from a collector of seven illuminated addresses presented at various times to Sir Henry Hussey Vivian between 1876 and 1893 by various Swansea groups and organisations, including one recording the grant of honorary freedom of the town to him.

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 he expected the attendance figures for the next quarter to be considerably down due to the coronavirus pandemic.

The meeting ended at 12.14 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 June 2021

**The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2021**

1. The COVID-19 pandemic and service suspension

After being closed since 19 December, the Swansea searchroom reopened to the public on Tuesday 6 April on an appointment-only basis, following the easing of restrictions imposed by the latest national lockdown.

The searchroom is run in accordance with a Swansea Council risk assessment, Welsh Government guidelines and TNA guidance for archives and follows the same regime of maintaining social distance, facemask wearing and regular sanitising of work surfaces as was the case last autumn and is widespread in the archive sector. It is hoped the further easing of lockdown restrictions will shortly allow for, first, the re-opening of the Swansea Family History Centre and, later, the service in Neath to resume.

2. Outreach and educational activity

All outreach work during the quarter has been limited by the lockdown and of necessity confined to online engagement with our users and social media followers. We continue to engage with schoolteachers remotely and provide online educational resources for, mainly, primary schools. The Service also continues to promote itself via the social media platforms of Facebook and Twitter and has more recently added the medium of Microsoft Teams as a means to deliver online lectures and family history advice.

Online talks

A talk by Dr John Alban and Nigel Robbins, 'Swansea's Air Raids: Traces, Ordnance and Effects' took place on 21 May and was a follow-up to the talk by Dr Alban in February about the Swansea Blitz. It was attended by 59 people.

Social media posts

In March, we marked the 2021 census with social media posts showing how the census returns have changed over time.

In May, we took part in Local and Community History Month, which is organised by The Historical Association, by showcasing some of the resources we have for people interested in finding out about their local area.

Annual report

The Annual Report of the County Archivist 2020-2021 has now been published online with a summary of the year's activity and five local history articles ranging in subject from Neath's medieval borough charters to an unusual murder stone in a Felindre chapel graveyard. You can find the report at [Swansea - Annual Report of the County Archivist](#)

Project regarding sources for the history of Wales' connection with the historic slave trade

This project has grown during the last quarter and now encompasses almost all Welsh local archives together with Bangor, Swansea and Cardiff Universities. Very positive feedback has been received from the working group set up to review the Wales Curriculum with regard to this subject and the project is making steady, if somewhat slow, progress. Swansea University has proposed a similar project relating to creating online resources for pupils regarding the history of disability and WGAS has joined this project along with other local archives.

3. 277-278 Oxford Street Swansea (Former British Home Stores)

During the quarter, Swansea Council has appointed Coreus Group to head a Multi-Disciplinary Team (MDT) to develop the City Centre Community Hub project planned for 277-278 Oxford Street, as reported in March.

Amongst other tasks, the MDT will investigate whether a part of the building is capable of conversion to an archive repository which will meet British Standard 16893. The County Archivist has attended an initial exploratory meeting with the architect engaged by the Coreus Group, Neil Farquhar of Austin-Smith Lord Architects of Cardiff. A report on the suitability of the building for housing the archive will be issued in due course and the County Archivist will continue to liaise with the MDT to achieve this goal.

Agreement or otherwise on whether the building is suitable for the archives will in no way affect the suitability of other elements of the scheme, which follow a model of service delivery (Community Hub) which is being widely adopted across the UK and is supported by the grant providers, Welsh Government.

Advice on the requirements of archive building conversion work and how to proceed with preparatory work for removal of the archive collections has been obtained from the National Conservation Service.

4. Use of the Service

Statistics for March to May 2021

The number of members of public using the Service on-site, March to May 2021, was **63** and the total number reached by the Service on and off-site was **173**.

Number of on-site visits at Swansea, Neath and Port Talbot: 63 (142) (figures in brackets represent the same quarter last year), comprising:

Swansea	63	(142)
Neath	0	(68)
Port Talbot	0	(0)
Group visits	0	(0)
Number in audiences for off-site visits	110	(85)
Number of pupils reached by the Education Service	0	(35)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	173	(227)
Number of documents issued in Swansea	391	(312)
Number of documents issued in Neath	0	(17)
Number of post and email enquiries dealt with	1,004	(421)
Number of hits to the Archive Service website	3,249	(4,469)
Number of hits to the online catalogue	2,211	(749)
Number of hits to WGAS catalogues on Archives Hub	36,185	(20,428)
Number of hits to NAS catalogues on Archives Hub	1,836	(775)
Number of page views on Ancestry	202,035	(150,274)

5. Professional meetings

The County Archivist has attended a number of working groups during the quarter via MS Teams, including:

- Archives and Records Council Wales
- Welsh County Archivists Group
- Parish Register Digitisation Working Group

The County Archivist spoke at a webinar arranged by Archives South West (England) on managing digitisation projects. The subject matter of his presentation was the digitisation of the Welsh parish registers.

6. Accessions of archive collections

A comprehensive list of archives received during the period March to May 2021 is attached at Appendix 1.

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

ACCESSIONS OF ARCHIVES
March-May 2021

<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
Published material	J Burrow & Co. Ltd., 'Swansea, Mumbles and the Gower Coast' guide book	1956	1 vol.	[Searchroom library]
Swansea St Luke's	Architect's survey of the pews, heating system and organ	2021	1 booklet, 1 CD-ROM	P/321/CW/72
Llanrhidian Higher Community Council	Minutes	Feb-Mar 2021	2 files	P/111/45 (part)
Private donation	'Cwm Clydach, Craigcefnparc. Hanes Gwaith Glo y Cwm - history & Glyn Coch Colliery' by Ioan M. Richard	2021	1 file	D/D Z 1073/4
Llanrhidian Higher Community Council	Minutes	Mar. 2021	1 file	P/111/45 (part)
Peter Hall Video Collection	Film entitled 'Petty Officer Edgar Evans, RN'	2021	1 digital video file, MP4 format, 174 MB	D/D Z 717/103
Private deposit	Photograph of a sign advertising Vivian House, Roman Bridge Close. Taken by John Harvey.	n.d.	1 photograph	
Peter Hall Video Collection	Film entitled 'Mumbles Lifeboat Disaster - William Gammon and Crew'	2021	1 digital video file, MP4 format, 297 MB	D/D Z 717/102-104
High Sheriff of West Glamorgan	Warrant and declaration of Mrs Joanna Lewis Jenkins as High Sheriff of West Glamorgan, and appointment of Robert Hywel Parker Williams as under sheriff	March 2021	3 papers	HS/W 47/1-3
Private donation	Watercolour painting of Norton Hall, Norton, viewed from the south	early 19th cent	1 watercolour painting	D/D Z 1106/1

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Deeds of 1 Pell Street, Swansea, family photographs and other records relating to the Morris family	1851-1994	1 bundle	D/D Z 1107/1-8
	HSE Report into the Gleision Mine incident	15 September 2011	1 file	
Merched y Wawr	Lluniau a dogfennau sy'n dangos gweithgareddau Cangen Abertawe o'r Merched y Wawr rhwng 1971 a 2007	1971-2007	1 bundle	
Private donation	'The Swansea Clubs Snooker League 1956 to 1987'	1987	1 vol.	
Peter Hall Video Collection	Films about Sir Algernon McLennan Lyons, Swansea War Memorial and the memorial to the victims of the Three Nights' Blitz, New Cut Road.	2021	3 digital video files, MP4 format, 279 MB total	D/D Z 717/105-107
Parish of Ystalyfera	Marriage register, banns register and service register	1986-2018	3 vols	P/329/CW/37-39
Parishes of Swansea St Mary, Swansea St Matthew and Swansea Christ Church	Registers of baptisms and marriages (Christ Church), banns (St Matthew's) and service register (St Mary's)	1950-2017	5 vols.	P/317/CW/101-103; P/323/CW/26; P/123/CW/1378
Fusion Swansea	Oral history project conducted by Swansea Music Hub consisting of edited interviews with people involved in the music scene in Swansea, created in connection with the 50th anniversary of Swansea's city status	2019	25 digital audio recordings, MP3 format, approx. 700 MB in total	T 52/1/1-25
War Memories interview transcription	Transcription of an interview between Bernard Lewis and his father Private Glyndwr Lewis of his war service, 1944-1945 in the 2nd Battalion, the Monmouthshire Regiment.	2002	1 file	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Bundle of photographs relating to Swansea people and places, newspaper cuttings relating to theatres and Swansea news in general, book from a Pontardawe author and newspaper cuttings and photographs relating to mining.	early 20th Century - late 20th Century	1 bundle	
Brian Curvis Boxing Ephemera	Programme and ticket from the Welterweight Championship of the World boxing match between Emile Griffiths and Brian Curvis (who was from Swansea) held at The Empire Pool and Sports Arena, Wembley. Also contains the removal receipt from Cyfartha Castle Museum and Art Gallery.	1964	3 items	
Peter Hall Video Collection	Films on the origin of street names and the history of the Swansea Jack memorial	2021	2 digital video files, MP4 format (1.25 Gb)	D/D Z 717/104, 108-110