



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

Pwyllgor Archifau Gorllewin Morgannwg

Lleoliad: O bell drwy Microsoft Teams
Dyddiad: Dydd Gwener, 11 Mawrth 2022
Amser: 11.00 am
Cadeirydd: Louise Fleet

Gwyltio ar-lein: <https://bit.ly/3shHOGH>

Agenda

Rhif y Dudalen.

- 1 Ymddiheuriadau am absenoldeb.
- 2 Datgeliadau o fuddiannau personol a rhagfarnol.
www.abertawe.gov.uk/DatgeluCysylltiadau
- 3 Cofnodion. 1 - 3
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir.
- 4 2022/2023 Cyllideb Refeniw. 4 - 6
- 5 Adroddiad Archifydd y Sir. 7 - 14

Huw Evans
Pennaeth Gwasanaethau Democrataidd
Dydd Gwener, 4 Mawrth 2022

Cyswllt: Gareth Borsden - 01792 636824

Agenda Item 3



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Remotely via Microsoft Teams

Friday, 10 December 2021 at 11.00 am

Present: Louise Fleet (Chair) Presided

Councillor(s) - Swansea

P M Black
R V Smith

L R Jones

J A Raynor

Councillor(s) – Neath Port Talbot

A R Aubrey
P A Rees

W F Griffiths

R Mizen

Associated Organisations

Andrew Dulley
Louise Miskell

Diocese of Swansea & Brecon
Swansea University

Officer(s)

Gareth Borsden
Kim Collis
Craig Griffiths
Wayne John

Democratic Services Officer
County Archivist
Head of Legal - NPT
County Librarian - NPT

Apologies for Absence

Councillors L S Gibbard and H N James and T McNulty, S Perons and J Watkins

10 Disclosures of Personal and Prejudicial Interests.

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

11 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 10 September 2021 be approved as a correct record.

12 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period September 2021 – November 2021.

Covid-19

He indicated that the Swansea searchroom remains open to the public, and is used regularly but on a much reduced basis due to the number restrictions on visitors due to the pandemic.

He reported that discussions had been undertaken with Neath Port Talbot Council and the Neath Antiquarian Society and a health and safety assessment undertaken with a view to reopening the facility at the Mechanics Institute in Neath, but indicated that at present the Antiquarian Society were unfortunately unable to commit to assisting at this time. The situation would be reviewed again in the New Year.

Archive Service Accreditation

He reported that following the annual review of its accreditation the service had been awarded provisional status until November 2022.

Outreach and Educational Work

He indicated that the school service had restarted during the quarter via Microsoft Teams, which could be a basis for delivery going forward.

The project on the history of Wales' connection with the slave trade remains ongoing, with the pandemic impacting on the progress and review of the programme in schools.

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.

Potential Relocation of the Archives Service to the Proposed City Centre Hub

He then gave a detailed and lengthy verbal presentation and outlined the contents of a 'technical note' he had prepared relating to the proposals for the proposed relocation of the Archives service to the new city centre hub. The details of the proposals are contained in a confidential report which would be considered by Cabinet in Swansea on 16th December 2021.

He also displayed several plans to the committee which outlined the proposed layout of the new building and size of the new Archives facilities relating to both the public facing side of the building and the storage facilities which would be situated on the second floor of the new building, and their comparisons with the existing provision in the Civic Centre.

The presentation followed on from an informal presentation on the proposals from the multi-disciplinary team (MDT) in Swansea Council to Archives Committee members in November.

Covered during the presentation in detail were external advice and information relating to various issues including BSI standards, fire safety, security and thermal modelling. It was outlined that the proposed public searchroom would be considerably smaller than the current one, with no separate family history provision for the public, however this was still subject to change. There would however be a separate "education room" for the building which could be utilised.

He outlined that he would circulate the technical note, plans and advice on fire, security and thermal modelling etc following the meeting.

Members discussed the proposals and issues raised at length and asked numerous questions of the County Archivist who responded accordingly. They also queried and raised concerns on whether the plans were the most up to date and latest ones, as the cabinet report seemed to indicate that they weren't. Queries were also raised on the size of the strongroom, particularly if as indicated in the cabinet report the service takes on additional collections. They also queried whether Neath Port Talbot Council would be able to comment on the proposals as partners to the joint service.

It was outlined that the Scrutiny Programme Committee in Swansea would be examining and discussing the report at their meeting on Tuesday 14th December, with the Chair of that Committee giving feedback to the meeting of Cabinet on the 16th December.

(Note: Cllr Robert Smith remained to hear the debate and asked questions but did not declare an opinion relating to this item)

The meeting ended at 12.30 pm

Chair

Agenda Item 4



Report of the Director of Place

West Glamorgan Archives Committee – 11 March 2022

2022/2023 Revenue Budget

Purpose:	To give details of the Joint Archive Service revenue budget for 2022/2023 and the reserves held by the Joint Archive Service
Policy Framework:	None.
Report Author:	Aimee Dyer
For Information	

1.0 Introduction

- 1.1 The Archive Service is jointly funded by both the City and County of Swansea (CCS) and Neath Port Talbot County Borough Council (NPTCBC). Each Authority is responsible for agreeing their level of contribution as part of their respective budget processes, always in the ratio of 68% (CCS) and 32% (NPTCBC).
- 1.2 This report includes the detailed 2022/2023 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2022/23

- 2.1 The budget for 2022/23 is expected to be £311,150, compared with the 2021/22 budget of £299,550. In line with the City and County of Swansea's budget assumptions an approximate increase for the Pay Award of 3% has been included. No other price increases have been assumed. 2.2 The increase of £11,600 is as a result of the Pay Award £11,800. This is offset against a small increase reduction in employee and premises insurance of £200. The detailed budget is shown in Appendix A.

2.3 The required contributions from the two partners are:

	2022/2023
	£
City and County of Swansea	211,550
Neath Port Talbot County Borough Council	99,600
Total	311,150

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2022. Due to the restricted public service, the trainee post budgeted use of £19,400 is not anticipated to be required.

3.2 As above, the trainee post funded from the Reserve has also not been budgeted for the next Financial Year. The balances are:

Reserve	Estimated Balance 31/03/21	Budgeted Use 2021/2022	Estimated Balance 31/03/22
Archives Document Fund	20,943	0	20,943
Archives Training Reserve	253,343	0	253,343
	274,286	0	274,286

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2022/23

Appendix A – Archives Budget 2022/2023

Original Budget 2021/22 £	Account Code			Account Description	Original Budget 2022/23 £
214,900	41118	000001	00000	Salaries Basic Pay	210,400
20,300	41118	000002	00000	Salaries NI	19,300
51,650	41118	000003	00000	Salaries Pension	49,550
500	41118	000171	00000	Professional Fees	500
700	41118	000313	00000	Staff Training	700
900	41118	000499	00000	Insurance Liability	800
288,950				EMPLOYEES	281,250
500	41118	100001	00000	Fixtures & Fittings Purchase	500
1,600	41118	100499	00000	Insurance Premises	1,500
200	41118	190023	00000	CBS Recharges	200
2,300				PREMISES	2,200
1,400	41118	200070	00000	Car Allowances	1,400
1,000	41118	200071	00000	Staff Transport Other	1,000
100	41118	290022	00000	Vehicle Hire Recharges	100
100	41118	290045	00000	Vehicle Fuel Recharges	100
2,600				TRANSPORT	2,600
1,100	41118	300046	30433	IT Consumables	1,100
2,500	41118	300047	00000	IT Hardware Purchase/Lease	2,500
2,700	41118	300050	00000	IT Networking	2,700
500	41118	300051	00000	IT Software Purchase/Lease	500
4,000	41118	300052	00000	IT Hardware & Software Maintenance	4,000
500	41118	300091	30603	Staff Expenses	500
300	41118	300096	00000	Advertising	300
1,500	41118	300099	00000	Telephone Rentals/Charges	1,500
0	41118	300109	00000	Postage & Carriage	0
600	41118	300129	00000	Books & Publications	600
200	41118	300129	31002	Books & Publications	200
1,000	41118	300150	31201	Printing Services	1,000
1,000	41118	300171	00000	Stationery	1,000
1,000	41118	300212	31003	Items For Resale	1,000
1,800	41118	300234	00000	Equipment Maintenance	1,800
4,000	41118	300235	00000	Equipment Purchase	4,000
1,000	41118	300235	31625	Equipment Purchase	1,000
3,300	41118	300256	00000	Materials Purchase	3,300
0	41118	300321	00000	Other Hired & Contracted Services	0
700	41118	300413	00000	Subscriptions	700
500	41118	300433	00000	Miscellaneous Expenses	500
500	41118	300499	00000	Insurance General	500
2,000	41118	390150	00000	Printing Recharges	2,000
500	41118	390150	31003	Printing Recharges	500
15,000	41118	400089	00000	Local Authorities	15,000
340,050				GROSS EXPENDITURE	332,250
-19,400	41118	750061	00000	Transfer from Reserves	0
0	41118	750001	70075	Inter Service Credits	0
-17,940	41118	800001	00000	Fees & Charges	-17,940
-3,160	41118	800212	83215	Sales Income	-3,160
-40,500				GROSS INCOME	-21,100
299,550				NET EXPENDITURE	311,150
203,750				City and County of Swansea	211,550
95,800				Neath Port Talbot Borough Council	99600

Agenda Item 5

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 March 2022

The purpose of this report is to
outline the work of the
Archive Service during the period
December 2021 to February 2022

1. Service point reopening

The service has continued to run in Swansea Civic Centre with the limited Covid risk-assessed service described in last quarter's report. The Neath service point remains closed but is looking to reopen imminently under the terms of a COVID risk-assessment which is currently under preparation.

2. Use of the Service

Statistics for December 2021 to February 2022

The number of members of public using the Service on-site, December 2021 to February 2022, was **187** and the total number reached by the Service on and off-site was **322**.

Number of on-site visits at Swansea, Neath and Port Talbot 187 (120) (figures in brackets represent the same quarter last year), comprising:

Swansea	187	(26)
Neath	0	(0)
Port Talbot	0	(0)
Group visits	0	(0)
Number in audiences for off-site visits	135	(267)
Number of pupils reached by the Education Service	68	(0)
Numbers reached at special events (including exhibitions)	0	(0)
Total numbers reached on and off-site	322	(293)
Number of documents issued in Swansea	897	(241)
Number of documents issued in Neath	0	(0)
Number of post and email enquiries dealt with	679	(798)
Number of hits to the Archive Service website	n/a	(5542)
Number of hits to the online catalogue	n/a	(73)

Number of hits to WGAS catalogues on the Archives Hub	21,457	(26,379)
Number of hits to NAS catalogues on the Archives Hub	1,072	(1,123)
Number of page views on Ancestry	143,038	(174,036)

3. Outreach and educational activity

Service to schools

Via MS Teams, two sessions for schools were delivered during the quarter, as follows:

Pontarddulais Comprehensive School
St Helens Primary School

An introductory session was also delivered to History undergraduates at Swansea University.

4. Professional meetings and training

Archives staff have attended a number of professional working groups and undertaken training during the quarter as follows:

ARCW Marketing sub-group
LGBTQ+ awareness training
National Broadcast Archive Project Board
South Wales Record Society Committee
The World Re-imagined Project sub-groups
WCAG sub-group on commercial digitisation of family history records
ARCW Welsh Vital Digital Records Initiative sub-group

To explain some of the collaborative projects listed above:

The National Broadcast Archive project will see the Archives become an access point for the archives of several Welsh television companies (BBC, S4C and HTV) via the National Library of Wales. It is anticipated this facility will open in the spring or early summer in the Family History Centre as one of a dozen such service points.

The World Re-imagined is a project providing an artistic response to the historic transatlantic slave trade and our continuing connection to its legacy. Ten globes will be placed along a trail around Swansea city centre, each one connecting to a project theme. A number of episodes from history, objects from heritage collections, and oral histories from the community, will be recorded/captured digitally and made available on the TWR website.

The Welsh Vital Digital Records Working Group is looking to find a solution to the long-term preservation of born-digital records created by councils across Wales. Typically these records at risk are the records of Social Services departments (of child adoption in particular), however a long-term solution for council minutes is also needed, presuming that at some point in the future the website *modern.gov.uk* will want to delete its older records.

5. Potential relocation of the archives to the proposed City Centre Hub

A decision in principle to relocate the archives to the City Centre Hub was taken by Swansea Council's Cabinet in December. It remains critical that British Standard for archival storage is met, which at this stage Swansea Council and the design team believe can be achieved, however some of the detail relating to security is partly dependent on the allocation of space between the building's stakeholders when the project completes RIBA stage 3. Conformity with the British Standard in turn affects the ability of the Service to meet the Archives

Accreditation Standard and its status of recognition by The National Archives Kew as a local Place of Deposit for public records.

Whilst Swansea Council and the appointed design team believe that the proposed scheme will be able to provide adequate facilities for the archive collections, the decision as to whether the proposed scheme is the right long-term solution for these collections in terms of collections development will be determined by an archives sub-group of the Hub Project Team in the coming months. Alongside the decision to proceed, and bearing in mind the broadening of the project to include other heritage collections, it has been agreed to also seek external funding to investigate the feasibility of a more sustainable long-term solution to the needs of these collections in the form of a dedicated history centre in Swansea city centre.

Assuming several heritage services are to be accommodated in the City Centre Hub, this move would then serve as a first phase which could lead into a second phase where Swansea Council would seek to work with those stakeholders and partners to provide a home for several heritage collections, freeing the former BHS building from a dual role as both a heritage store and a community hub.

Intended at this early stage to be an adjunct to Swansea Museum, the history centre feasibility study will look at the opportunities for mutual collaboration with the Museum that such a project might bring, including archival quality storage for the Museum's works on paper and its other delicate items; shared high-quality education facilities which the Museum sadly lacks at the moment; and a temporary exhibition space built to British Museum standard which would not only allow for the display of archives and other light-sensitive materials but also allow Swansea Museum to receive loans of items from the national collections in prestige exhibitions. This history centre could be a cultural attraction of benefit to the sector more widely, adding to the visitor footfall and tourist appeal of Swansea's Museum quarter.

6. Fees and charges for 2022/23

A table of fees and charges is attached at Appendix 1 with a stand-still from 2021/22. Income is still considerably reduced due to the lack of economic activity and footfall in the service points, furthermore it is recognised that most of our service users are facing considerable cost of living pressures. **Members are asked to approve the table of fees and charges attached at Appendix 1.**

7. Accessions of archive collections

A comprehensive list of archives received during the period December 2021 to February 2022 is attached at Appendix 2.

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

**FFIOEDD A THALIADAU O EBRILL 2022
FEES and CHARGES FROM APRIL 2022**

Research	INCLUSIVE OF VAT
Commissioned research- individuals	£30.00 per hour (£15 per half hour)
Commissioned research- companies	£50.00 per hour (exclusive of VAT)
Family History training session	£10.00 per hour
Quick search	£5.00
Photocopies	INCLUSIVE OF VAT
A3 and A4 photocopies from documents/printout from microform	60p
Printout from PC	20p
A3 or A4 scan (printout, sent by email or placed on Dropbox)	£2.50 per image
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	60p per sheet, £6 minimum charge
Certified copies	£10.50
Special or bulk orders: prices available on request	
Reproduction fees: publication	INCLUSIVE OF VAT
Non-commercial publications, articles for journals, theses	No charge, but a free copy of the publication will usually be requested
Books and periodicals- b/w- world rights	£65.00
Books and periodicals - colour- world rights	£130.00
Books and periodicals - b/w- English language rights	£32.50
Books and periodicals - colour- English language rights	£65.00
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Rostrum filming in the searchroom	£105 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV, single channel (one-off use)	£5.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£10.00 per second
For more complex broadcast reproduction fees our terms and rates follow those of the National Screen and Sound Archive of Wales	
Swansea Hereditary Freedom certificates	INCLUSIVE OF VAT
A3, supplied only to eligible candidates	£50.00
Talks and school sessions	
Speaker fee for talks (evening talks only)	£25.00
School session delivered in the Archives	No charge
School session delivered at the school	£50.00 per class session

ACCESSIONS OF ARCHIVES
December 2021-February 2022

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Peter Hall Video Collection	Film entitled 'AJR Oak Tree Planting Swansea' about a commemorative oak tree planted at Swansea Guildhall	2021	1 digital video file, MP4 format, 396 MB	
Swansea Registry Office	Marriage registers from the parishes of Gorseinon, Llandeilo Talybont, Loughor, Penlle'rgaer, Swansea St James, Swansea Christ Church, Swansea St Barnabas and Swansea St Gabriel; also from Trinity Baptist Church, Penclawdd; Nebo Welsh Independent Church Felindre and Pontarddulais English Methodist Church.	1912-2021	21 volumes	P/305/CW/253; P/108/CW/99-100; P/112/CW/158-159; P/315/CW/59-60; P/317/CW/104; P/333/CW/94; P/319/CW/153; P/335/CW/62; D/D W/Bap 43/1/1-4; D/D Ind 43/1/1; D/D Wes SG 27/1-5
Private deposit	The history of Neath Grammar School for Girls by Carole Wilsher	2021	5 papers	
Private deposit	Rules of the Twysog Dulais Lodge, Pontarddulais; Minute book of the same lodge; Account book of the Gopa Methodist Cymanfa Ganu, 1935-1988	1873-1988	1 bundle	
Private deposit	Papers relating to Gilbertson Industrial; Papers relating to William Parsons; papers relating to Ystalyfera	19th-21st cent	1 lever arch file	D/D Z 80/311/26-27
Private deposit	Bundle of grants of probate; letter book of Edward Strick; assignment of premises at Ffynone	1841-2008	1 bundle; 1 vol; 1 parchment	
Private deposit	Photograph of Mayor William Jenkins and Ralph Vaughan Williams OM, composer at the Guildhall, Swansea.	27th October 1948	1 photograph	

Creator/originator	Description	Dates	Extent	Reference number
Strick and Bellingham, Solicitors	Bundle of old deeds; deeds of land in Blaengwynfi; bundle of deeds relating to land in Aberdare	19th-20th century	3 bundles	
Private donation	Programme for concert at the Albert Hall, Swansea	2 June 1895	1 paper	
Messrs D O Thomas, solicitors	Pre-registration title deeds from D O Thomas & Co.	20th cent	1 box	
Private donation	Programmes relating to West Glamorgan Youth Theatre; photographs relating to West Glamorgan Community Dance Fellowship activities	1970s-1980s	1 bundle	
Private donation	Photographs of students at Swansea Training College. Students' names are identified on reverse of each photograph	1943	12 photographs	
Messrs D O Thomas, solicitors	Pre-registration title deeds for various properties	19th-20th cent	1 box	
Private donation	Photograph by A. J. Robinson of Mumbles showing GWR locomotive at Landore Engine Shed	1895	1 photograph	
D O Thomas, Solicitors	Pre-registration title deeds	19th-20th century	2 bags	
Private donation	Identification card for differentially coated tinplate issued by the Steel Company of Wales Ltd. Carmarthen Road, Swansea	c.1950s		
Swansea Central Library	Public consultation documents on the proposed tidal lagoon in Swansea Bay, proposed student accommodation in Kings Road, Swansea Docks and Mumbles Conservation Area Review.	2007-2020	7 vols	SL PC 1-4
D. O. Thomas, Solicitors	Bundles of pre-registration and other deeds	19th-20th century	2 bags	

Creator/originator	Description	Dates	Extent	Reference number
Carmel, Eglwys yr Annibynwyr, Gwaun Cae Gurwen	Copy of burial register, 1900-2016; copy of sketch plan of Hen Garmel Cemetery; list of donors and contributors; Hurley and Davies condition report on Carmel Chapel, 2015; Rowland and Jones Surveyors report, 2015; manuscript recollections of characters and officials of Carmel Chapel by Morgan J Thomas; History of Carmel Newydd, 1877-1922 by Jonah Evans	1900-2016	1 bundle	
Gower Festival	Gower Festival printed programmes, 2014-2016, 2019; Sir Karl Jenkins 75th Birthday Gala programme, 2019	2014-2019	5 items	
Private donation	Documents relating to David Daniels, mainly Eisteddfod memorabilia. Collected by Brenda Hopkins.	20th Century	2 files	
Private donation	Records relating to Swansea Canal, including information on bridges, locks, people, draft copy of Two Centuries of Pontardawe by Clive Reed, records relating to Pontardawe Steel Works, photographs of the Buttress family and slides of the lower Swansea Valley taken by West Glamorgan County Council.	20th Century	1 bundle of files	
D O Thomas, Solicitors	Pre-registration title deeds	19th-20th cent	6 envelopes	
St Helen's Estate, Swansea; bequest of Miss Mary Rose Mumford, deceased	Further records relating to the life of Miss Mary Rose Mumford and to the St Helen's Estate, Swansea, including deeds, accounts and correspondence	18th-20th cent.	1 box	
Private donor	Two films believed to be training films used at Velindre Apprentice Training School	c. 1970s	2 films	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private donation	Records relating to John Griffiths of Ynysmeudwy and R S Griffiths on Pontardawe	1860s-1950s	1 bundle	
Private donation	Digital scan of a tracing of D/D D/M 1 (map of the manor of Cadoxton, 1600)	1980s	1 CD	
Strick and Bellingham, solicitors	Bundle of deeds relating to the Brook family of Swansea	19th-20th cent	1 bundle	
Private Donor	Black and white photographs and negatives of Caswell Bay, Swansea Docks, Mumbles, the Pumpstone at Bishopston and Oxwich Castle.	1950s-1969	1 envelope	