

**City and County of Swansea
Dinas A Sir Abertawe**

and

**Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot**

West Glamorgan Archives Committee - 15 March 2024

Report of the County Archivist

The purpose of this report is to
outline the work of the
Archive Service during the period
December 2023 to February 2024

1 Use of the Service

Statistics for December 2023 to February 2024

The number of members of public using the Service on-site, December 2023 to February 2024, was **643** and the total number reached by the Service on and off-site was **780**.

Number of on-site visits at Swansea and Neath: 643 (505) (figures in brackets represent the same quarter last year), comprising:

| | | |
|---|--------|-----------|
| Swansea | 323 | (282) |
| Neath | 166 | (31) |
| Group visits | 154 | (192) |
| Number in audiences for off-site visits | 137 | (81) |
| Number of pupils reached by the Education Service | 136 | (208) |
| Numbers reached at special events (including exhibitions) | 0 | (80) |
| Total numbers reached on and off-site | 780 | (666) |
| Number of documents issued in Swansea | 1,289 | (1,292) |
| Number of documents issued in Neath | 54 | (48) |
| Number of post and email enquiries dealt with | 590 | (485) |
| Number of hits to the Archive Service website | 1,007 | (2,024) |
| Number of hits to the online catalogue | 877 | (n/a) |
| Number of hits to WGAS catalogues on Archives Hub | 88,997 | (16,946) |
| Number of hits to NAS catalogues on Archives Hub | 3,031 | (1,079) |
| Number of page views on Ancestry | 77,059 | (115,509) |

Additionally, during the quarter a further 105 people attended the Neath Mechanics Institute at sessions run by the NAS including on Thursday mornings.

2. Outreach and educational activity

Service to schools

Archives staff have delivered education sessions to the following schools during the quarter:

Cwmrhydyceirw
Pentre'rgraig (Morrleston)

The Service has also been involved in a collaborative group with the Teacher Education department at Swansea University, Richard Burton Archives, South Wales Miners Library and Partneriaeth to produce some easy access archival resource packs for teachers. Several meetings have taken place of the group during the quarter.

Talks to groups

Talks were also delivered to the following groups during the quarter:

NPT Heritage Forum

The Service continues to deliver a monthly session for the Glamorgan Family History Society, Swansea Branch.

3. Wales Broadcast Archive

The Wales Broadcast Archive Clip Corner was launched on 15th January with a small ceremony hosted by the National Library of Wales. Although the Clip Corner will only be located there for the time that the Archive Service remains in Swansea Civic Centre, there will be a new Clip Corner incorporated into Y Storfa in the space occupied by the South Wales Miners Library.

4. Issues regarding the Archives online catalogue

The primary means by which customers are able to search the Archive Service catalogue (and that of Neath Antiquarian Society Archives) is provided online on the Swansea Council website. The online catalogue stopped working in October 2023 due to a software upgrade problem. Work is ongoing with the Swansea Council IT department to find a solution but progress has been slow. Our catalogues are also available in their entirety on the Archives Hub, so the Archive Service website has been changed to direct users to this as an interim measure.

5. Digital preservation

As has been reported previously, the Archive Service has been a strong supporter of a consortium approach to the issue of digital preservation (the archiving and permanent preservation of born digital and digitised records). The consortium which has taken shape in the past months consists of West Glamorgan, Glamorgan, Gwent, Conwy and North East Wales Archives plus Cardiff and Swansea Universities and the University of Wales Trinity St David (UWTSD). Provision has been made in the budget to pay for the annual subscription to the commercial provider of these services.

External funding is expected to be available to support a short-term post to assist with the process of setting up the digital repository and this Service has been in discussion with Swansea University and UWTSD about submitting a joint application for such funding. The anticipated match-funding requirement is expected to be in the region of circa £5K.

Members are requested to permit the potential use of the Training reserve to support such an application, in the region of expenditure indicated, should such an application be made and be successful.

6. Staff

Members are also requested to permit the use of the Training reserve to fund an Archive Trainee for 2024/25 on a one year contract.

Katie Millien, Archivist, left the Service in January in order to take up a post with Carmarthenshire Archive Service, with special responsibility for setting up a service to that county's schools. Katie had been a valued member of the team for over sixteen years and her contribution to the work of the Service, particularly in setting up our own service to schools, is immeasurable. The post has been advertised and will hopefully be filled shortly.

As I outlined at the last meeting, this will be my last report to this Committee before my impending retirement. I would like to take this opportunity to thank the Committee for their interest and support over the past twenty years and can assure members that procedures are also in place to recruit my successor, as a full-time post.

7. Professional meetings and training

Archives staff have attended the following training in the past quarter:

'An Introduction to Mould', a Welsh Emergency Planning Network event
Conservation Management Planning for Archives
'Queer People and Policies: Searching LGBTQIA Records'

Archives staff have attended a number of professional working groups and undertaken training during the quarter (all meetings online) as follows:

NPT Heritage Forum
Wales Broadcast Archive project team
Welsh Digital Preservation Consortium

The County Archivist has also provided advice to Swansea Council on a number of heritage-related issues, including the naming of the new coastal park after Amy Dillwyn.

8. Fees and charges for 2024/25

It is a requirement of Swansea Council's Internal Audit section that the Service's fees and charges are approved annually by the joint Archives Committee.

Members are requested to approve the table of fees and charges in Appendix 1

9. Accessions of archive collections

A comprehensive list of archives received during the period December 2023 to February 2024 is attached at Appendix 2.

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| | |
|--|---|
| Research | INCLUSIVE OF VAT |
| Commissioned research- individuals | £34 per hour (£17 per half hour) |
| Commissioned research- companies | £40.00 per hour (exclusive of VAT) |
| Family History training session | £12.00 per hour |
| Quick search | £6.00 |
| | |
| Photocopies | INCLUSIVE OF VAT |
| A3 and A4 photocopies from documents/printout from microform | 70p |
| Printout from PC | 30p |
| A3 or A4 scan (printout, sent by email or placed on Dropbox) | £2.75 per image |
| Microfilm printouts and document copying (A3 and A4) (orders sent by post) | 70p per sheet, £7 minimum charge |
| Certified copies | £12.00 |
| | |
| For special or bulk orders: prices available on request | |
| | |
| Reproduction fees: publication | INCLUSIVE OF VAT |
| Use in journal articles, student theses and non-commercial works of local history | No charge, but a free copy of the publication may be requested in lieu |
| Print and digital – World rights | £65.00 |
| Print and digital - English language rights | £39.00 |
| Other use | Price on application |
| | |
| Reproduction fees: broadcast | EXCLUSIVE OF VAT |
| Broadcast of archive film footage or archive stills (licensed for re-use) | £172.50 |
| For more complex broadcast reproduction fees our terms and rates follow those of Swansea Council's Cultural Services Department | |
| | |
| Swansea Hereditary Freedom certificates | INCLUSIVE OF VAT |
| A3, supplied only to eligible candidates | £57.50 |
| | |
| Talks and school sessions | |
| Speaker fee for talks (evening talks only) | £30.00 |
| School session delivered in the Archives | No charge |
| School session delivered at the school | £50.00 per class session |

ACCESSIONS OF ARCHIVES
December 2023-February 2024

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|---|---|---------------------|--------------------------|--------------------------------|
| Llanrhidian Higher Community Council | Minutes | 2023 | 1 bundle | P1111/58 |
| Private donation | Correspondence and notebook relating to renovation work on Bethesda Chapel, Swansea. | 1882 | 3 papers; 1 booklet | |
| Private donation | Design for a memorial window for St. Johns Church Hafod, Swansea | c. 1914-1918 | 1 image backed onto card | |
| Private donation | Swansea Grammar School magazines | 1936-1937 | 1 bundle | |
| Private donation | The memoirs of Jeremiah Thomas Jeremiah (1894-1965) | 1965 | 6 papers | D/D Z 1073/6 |
| City and County of Swansea: Revenues and Benefits, Finance Department | Valuation lists | 1973-1990 | 24 vols | |
| Royal Institution of South Wales | Annual General Meeting, Agenda and Newsletter | 2023 | 2 booklets | |
| Private deposit | Glynneath and District Gardening Club Account Books | 2005-2015 | 2 volumes | D/D GHS 2/2, 4/1 |
| Private deposit | Diaries of George P. Body, 1940-1946; autograph book belonging to George P. Body; bundle of mounted photographs of amateur dramatic productions, one image is labelled as being the Swansea YMCA Players; two formal photographs of unknown women; two BBC scripts in an envelope addressed to George Kennedy with him also listed as an actor. | c1940s | 1 bundle | D/D Z 6125 |

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|--|--|----------------------------------|----------------------------------|--------------------------------|
| Swansea War Museum Library | Miscellaneous propaganda pamphlets relating to the First World War | 1914-1918 | 2 box files | |
| Morrison Orpheus Choir | Photographs, programmes and letters relating to the Morrison Orpheus Choir left by the late John Williams, ex Choir Marshall and former Yeoman of the Guard | 1960s-2023 | 1 box | D/D MOC 18/1-18/9 |
| Private donation | Notes on the ownership of the Manor of Millwood by T. R. Fearnside, Land Revenue Record Office | 1838 | 1 file | |
| Swansea Reference Library | Clecs-y-Cwm, Papur Cymraeg Castell Nedd a'r Clych | 1986-1992 | 1 bundle | |
| Edward Harris collection | Photograph showing John Glyn Rees on his wedding day, with his father standing right of shot | n.d., c. 1930s (to be confirmed) | 1 photograph | |
| Swansea Reference Library | Swansea Castle Defence Committee. Letter discussing the possible demolition of Swansea Castle. | 1957 | 1 paper | |
| City and County of Swansea, Corporate Services | Digital photographs of various Swansea Council building projects, including the following: Cefn Hengoed school, Guildhall, Glyn Vivian, LC2, Bwrlais school, Gowerton school, Oystermouth Castle, Penyrheol school and Swansea Market. | 2011-2015 | 3 CD:Roms jpeg, GIF, PDF formats | |
| Dynevour School | The Dy'vorian school magazine | Winter 2023 | 1 vol. | |
| Private donation | Scrapbooks, photographs and programmes of Swansea Amateur Operatic Society. Also includes programmes from Cockett Amateur Operatic Society and Neath Opera Group. | 20th Century | 1 box | |

| Creator/originator | Description | Dates | Extent | Reference number |
|----------------------------|--|----------------|---------------------------------|-------------------------|
| Private donation | Photographs of Swansea and Port Talbot Docks | c. 1860-1995 | 9 envelopes | |
| Swansea Reference Library | Books relating to the City and County of Swansea policies and procedures, including Poverty Profile, Bridging the Divide Report, Review of Childrens Social Services, and Education in Wales | 1997-2010 | 7 volumes | |
| Swansea Reference Library | Volumes relating to plans and reviews of the City and County of Swansea and the Borough of Lliw Valley. Including the Council Constitution, environmental strategy, improvement plan, social services review and community strategy. | 1983-2008 | 7 volumes | |
| Glynn Vivian Art Gallery | Photocopy of accession register | 2005-2023 | 1 folder | |
| Private donation | Midwife case book for Swansea Hospital; various school class photographs (Swansea and Morrison schools); photograph of Morryston United Male Voice Choir; calendars showing old pictures of Morryston | c 1919-1988 | 1 bundle | |
| City and County of Swansea | Bid for City of Culture 2021 | 2018 | 1 digital file, PDF format, 5MB | |
| Ivor Davies collection | Ivor Davies collection relating to Celtic Studios. Ivor Davies, stained glass craftsman, trained at Swansea School of Art and worked at Celtic Studios. | c. 1950s-1960s | 2 files and 1 envelope | |

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|---|--|-----------------------|----------------------|--------------------------------|
| Swansea Reference Library | Neath Union Abstract of Accounts including list of paupers 1864; booklets on the Passion Play, Behold The Man, at Margam Park; booklets on BP Baglan Bay; Report on a dispute at the Port Talbot Steelworks; booklet on British Hydrocarbon Chemicals; Newspapers relating to Port Talbot, including Afan Enterprise and Afan News (1970s-1980s) | 1864-1999 | 1 bundle | |
| Friends of Swansea International Festival | Minutes and other records | 20th-21st cent. | 1 crate | |
| City and County of Swansea, Planning Department | Files of records relating to scheduled monuments in Swansea | 20th cent. | 1 box | |
| Pontardawe Grammar School | School photograph | 1955 | 1 photograph | |
| Private Donation | Records relating to Swansea and Port Talbot Docks | 1804-2001 | 13 bundles | |
| Swansea Reference Library | Annual Reports of the School Medical Officer of Health and School Health Service for Swansea and Swansea Education Committee Handbook | 1908-1970 (with gaps) | 5 volumes | |

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|---|--|---------------------|----------------------|--------------------------------|
| Research notes and other records belonging to Brian Lodwick | Reverend Brian M. Lodwick's research notes and publications, Annual Reports of the Friends of Llandaff Cathedral, 'Ymlaen' magazines for the parish of Dyffryn Clydach, the 'Nisian' magazine for Neath County Grammar School for Boys, programmes and historical guides relating to churches in the Vale of Neath and surrounding area, material relating to Reverend Brian M. Lodwick's appointments in the Llandaff Diocese, photographs of Church members, documents relating to Neath Abbey, B. M. Lodwick's 1950 scrapbook, Bibles, duplicates of deeds relating to Neath Abbey School, a 1610 roadmap of Llandaff, material relating to the Price and Rees/O'Connor families and correspondence | 1610-2023 | 3 boxes | |
| Private donation | Miscellaneous ARP booklets; annual reports of Siloh Newydd, Landore | mid 20th century | 2 boxes | |