

CITY AND COUNTY OF SWANSEA
NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

HELD AT SWANSEA CIVIC CENTRE ON THURSDAY 12 DECEMBER 2013
AT 11.00 A.M.

PRESENT: Mr D B Lewis (Lord Lieutenant) presided

Representatives of the City and County of Swansea:

Councillor(s):

K E Marsh

Councillor(s):

J A Raynor

Councillor(s):

C Thomas

Representatives of Neath Port Talbot County Borough Council:

Councillor(s):

D W Davies

Representatives of the Associated Organisations:

Dr. L Miskell - University College, Swansea
Mrs J L Watkins - Neath Antiquarian Society

Officers:

K Collis, W John and G Borsden

24. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P M Meara, R V Smith, A Wingrave, Canon Ryan and Venerable Williams.

25. **DISCLOSURES OF INTERESTS**

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

26. **MINUTES**

The Minutes of the Meeting of the Archives Committee held on 13 September 2013 were agreed and signed as a correct record by the Vice-Chair.

Minutes of the Meeting of the West Glamorgan Archives Committee
(12.12.2013) Cont'd

27. **REPORT OF THE COUNTY ARCHIVIST**

Mr Kim Collis, County Archivist reported on the following matters:

28. **SERVICE ISSUES**

The County Archivist reported on the proposed budget measures identified as part of the global budget review process in Swansea and outlined their potential impact on the service as a whole. It was anticipated that there would be staffing reductions.

He indicated that there is an outstanding issue to be resolved with the extent of the budget savings identified from the Archives budget.

Members of the Committee were supportive of the need to resolve the budgetary issues identified by the County Archivist.

The future provision of the service at Neath Mechanics Institute was discussed. It was indicated that the building had been taken out of the recent review of grants to the third sector but will be transferred to a review of corporate building assets. Neath Port Talbot Council are still to make a final decision on retaining the building and the continuing provision of an Archives service point in Neath.

29. **PURCHASE OF THE NEATH ABBEY IRONWORKS COLLECTION**

The County Archivist reported that the collection had been purchased on 16 September. The acquisition of the collection had been highlighted in the recent UK-wide 'Explore your Archive' campaign and he indicated that he intended to nominate the collection for the UK register of the UNESCO Memory of the World programme.

30. **SERVICE PERFORMANCE**

The County Archivist reported on the statistics for the last quarter relating to usage of the Archive Service facilities.

Committee discussed the involvement of the Service in the forthcoming commemorations of the centenary of the outbreak of World War I. A selection from the exhibition panels which the service has produced and which will be displayed during 2014 were on display at the meeting. The exhibition links in with the development of an archives education module for the Key Stage 3 pupil curriculum.

Minutes of the Meeting of the West Glamorgan Archives Committee
(12.12.2013) Cont'd

31. **SERVICE OUTREACH**

The County Archivist reported that the launch of the Bernard Morris Memorial Volume had taken place on 19 October and that sales in the first months had already recouped three quarters of the cost of publication.

He also detailed the visits undertaken by schools, talks to groups undertaken by staff and the various external events attended by the Service.

32. **STAFF**

The County Archivist reported on the local history and professional meetings attended by staff during the quarter.

33. **ACCESSIONS OF ARCHIVES**

The County Archivist reported on the various accessions received by the Service during the last quarter.

34. **POLICIES AND STRATEGY FOR APPROVAL**

The County Archivist detailed the following three documents for consideration - Oral History Collection and Management Policy, Collections Information Policy and Fundraising Strategy.

AGREED that the above policies and strategy be approved.

The meeting ended at 12.10 p.m.

CHAIR