

**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
14 March 2014**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2013 to February 2014**

1. 2014/5 budget and service issues

Following confirmation that the grant support to operate and maintain the Mechanics Institute will be retained for the coming financial year, the 2014/15 budget has been compiled on the basis that the Archive Service will continue, in partnership with the Neath Antiquarian Society, to provide a public service at the Neath Mechanics Institute for family historians and users of the Neath Antiquarian Society archive collections. During the last quarter, the central heating radiators on the ground floor have been replaced, remedying the previously reported issue of poor heating in the public area. In order that members can better acquaint themselves with the building and the service provided in Neath, **an optional site visit to the Neath Mechanics Institute has been arranged after the meeting concludes.**

One consequence of the staff savings required as part of the 2014/15 budget is that from the beginning of April the Service will reduce its weekly Monday service for family historians in Port Talbot Library. By agreement with Neath Port Talbot Libraries we will henceforth provide this service monthly, with Port Talbot Library stepping in to maintain this as a weekly service for family historians.

In December the Service was audited by Swansea Council's Internal Audit Section. Based on the audit testing undertaken, the majority of areas tested proved satisfactory. As a result, an Assurance Level of 'Substantial' was given (the second level of four possible levels), this

indicating that there is generally a sound system of internal control but there is some scope for improvement.

A table of revised fees and charges for 2014/15 is attached. **Members are asked to approve the Archive Service fees and charges for 2014/15 as outlined in Appendix 1.**

Also, following a recommendation arising out of the recent audit, **members are requested to authorise the price reductions on the Archive Service publications listed at Appendix 2** which have been reduced to below their cost price in order to help shift old stock.

3. Service performance

Statistics for December 2013 to February 2014

The number of members of public using the Service on-site, December 2013 to February 2014, was **2,083** and the total number reached by the Service on and off-site was **2,882**.

Number of on-site visits at Swansea, Neath and Port Talbot 2,083 (2,131) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,178	(1,167)
Neath	610	(554)
Port Talbot	43	(96)
Group visits	252	(314)
Number in audiences for off-site visits	709	(645)
Total numbers for on and off-site visits	2,882	(2,776)
Number of pupils reached by the Education Service	652	(723)
Numbers reached at events	ca 90	(n/a)
Number of documents issued in Swansea and Neath	2,380	(2,752)
Number of post and email enquiries dealt with	229	(397)
Number of web-hits (September/October/November)	n/a	(9,506)

4. Service outreach

In January, the Service applied for enrolment of the Neath Abbey Ironworks Collection on the UK Register of the UNESCO Memory of the World Programme. A result is expected in June.

In February, the Service put in two applications for the Welsh Libraries and Archives Marketing Innovation Awards 2014.

Archive staff undertook an oral history recording session with Welsh speakers in Pontardawe during the quarter.

Education Service

The Service held sessions for the following schools during the last quarter (statistics of numbers reached as above):

Baglan
Clun
Cwmglas
Glyncorrwg
Grange, West Cross
Mayals
St Helen's
Tarigwaith
Trallwn

The recently purchased whiteboard was used for the first time in February during the Clun School visit.

Talks

Members of staff have given talks to the following groups during the last quarter:

DACE, Swansea University
Friends of Margam Abbey
Llansamlet History Society
'Mining Josef Herman' Project Training and Practice Workshop
Swansea University Key Heritage Skills lecture programme
Swansea Writers Circle

Additionally, there have been several of the regular introductory talks to the Archives given by Senior Archivist Rosemary Davies.

Exhibitions

The exhibition 'Jewish Refugees in South Wales 1933-1945' was displayed in St David's Church Neath during the last week in January. It has now resumed touring local museums in Wales courtesy of the National Waterfront Museum, which arranges bookings for us. As a result of the exhibition's popularity in other parts of Wales, the NWM is arranging for a second copy of the exhibition to be made for temporary loan.

5. Professional meetings and partnership working

Members of staff have attended the following local history meetings during the last quarter:

British Association for Local History annual conference,
'Experiences of World War I: Strangers, Differences and Locality'

Members of staff have attended the following professional meetings and training during the last quarter:

‘Making Social Media Work for You’, a CyMAL-funded course
‘Planning for Accreditation’, a CyMAL-funded course
South Wales Record Society Committee
Swansea Libraries Museums and Archives Co-operation Group

The County Archivist wrote a report for the Chief Archivists in Local Government Group on the way forward for archive reader’s tickets in the UK.

The County Archivist visited DVLA Swansea on behalf of The National Archives to assess the records received there following the closure of DVLA’s UK local offices.

6. Accessions of archives

A comprehensive list of archives received during the period December 2013 to February 2014 is attached at Appendix 3.

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ARCHIVE SERVICE CHARGES FROM FROM APRIL 2014

Research	
Commissioned research- individuals	£30 per hour (£15 per half hour)
Commissioned research- companies	£40 per hour
Family History training session	£10 per hour
Photocopies	INCLUSIVE OF VAT
A3 and A4 photocopies from documents/printout from microform	60p
Printout from PC	15p
A3 or A4 scan (printout, sent by email or placed on supplied memory stick) (orders sent by post)	£1.50 per image £1.50 per image, £5 minimum charge
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	60p per sheet, £5 minimum charge
Printouts from <i>The Cambrian</i> newspaper (orders sent by post)	£1.00 per sheet, £5 minimum charge
Certified copies	£6.00 minimum charge
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	£40.00
Books and periodicals - colour- world rights	£80.00
Books and periodicals - b/w- English language rights	£22.00
Books and periodicals - colour- English language rights	£40.00
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Rostrum filming in the searchroom	£70 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV (Licensed for re-use over 5 years)	£5.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£7.00 per second
For more complex broadcast orders, our terms and rates follow those of the National Screen and Sound Archive of Wales.	
Swansea Hereditary Freedom certificates	
A3, supplied only to freemen	£35 (INCLUSIVE OF VAT)

APPENDIX 2

PRICE REDUCTIONS ON ARCHIVE SERVICE STOCK TO AT OR BELOW THE COST PRICE

The following publications are proposed to be sold at a retail price either at or lower than the cost price in order to help clear all remaining stock.

Item	Cost Price	Proposed Retail Price
Books:		
Glamorgan Estate Maps	£8	£8
Neath's Wicked World	£10	£8
Christmas cards:		
Alderman Davies School Neath (pack of 4)	£1.20	£1
Baglan (pack of 4)	£1.20	£1
Swansea Harbour (pack of 4)	£1.20	£1
Vale of Neath (pack of 10)	£3	£2.50
Vale of Neath (pack of 4)	£1.20	£1
Neath Abbey c. 1830 (pack of 4)	£1.20	£1
Mewslade (pack of 4)	£1.20	£1
Loughor Castle (pack of 10)	£3	£2.50
Jersey Marine (pack of 4)	£1.40	£1
Margam Abbey Almshouses (pack of 10)	£3	£2.50
Margam Abbey Almshouses (pack of 4):	£1.20	£1

ACCESSIONS OF ARCHIVES
December 2013-February 2014

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Papers and ephemera relating to Ystalyfera (teacher's pack)	20th cent	1 folder	
Private deposit	Plan of Ynysmeudwy; plans of Swansea canal; photographs of Swansea Valley people taken by Clive Reed	c. 1890-1990s	2 bundles	
Private deposit	Bacon's map of the docks, railways and tramways of Swansea	c. 1920	1 map	
Private deposit	4 photograph albums showing images in the mid and upper Tawe Valley	19th - 20th cent	4 albums	
City and County of Swansea	Plans, register and papers relating to schools in West Glamorgan	20th cent	1 box	B/S E 55-59
John Francis, Auctioneer and Estate Agent	Pre-registration title deeds and mortgages relating to properties in the West Glamorgan area	19th-20th cent.	4 small boxes; 2 large boxes	
UNIFLOC chemical engineers	Rolled plans	20th cent.	1 bundles	D/D UCE 1/1-77
Skewen & District Industrial Heritage Association	Photographs mainly of Metal Box Factory and its employees; Apprentice's Log Book; Articles of Association of the Eaglebush Tin Plate Co. Ltd., 1890	19th-20th cent.	1 box	D/D SIH 2/1-250; D/D SIH 3/1-3

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	DVD entitled "A Child's Mystical Christmas in Cwmdonkin Park": poetry readings, music and interviews with members of Swansea Little Theatre, Labi Siffre (1970s singer songwriter and poet) and others.		1 DVD	D/D Z 717/29
Ebenezer Welsh Independent Church, Gorseinon	Marriage registers	1912-1983	4 vols.	D/D Ind 25/119-122
Private deposit	Copy of original diary of Evan Jones, a Mormon Missionary, and a transcription of diary by Joseph Soderborg	1893-1895	2 bundles	D/D Z 931/1-2
Swansea County Borough Council	Minutes of the Local Taxation Committee	1932-1971	1 vol.	TC 4/Local Taxation/1a
Swansea Coroner	Inquest files	1995-1996	2 bundles	COR/S 2/23-24
United Reformed Church	Records relating to the following Congregational and United Reformed churches in West Glamorgan: Gnoll Road URC, Ystalyfera URC, St Helen's Road Congregational Church, Swansea, and Ritson Street Congregational Church, Briton Ferry	19th-21st centuries	1 bundle	D/D E/Cong 12/2; D/D E/Cong 7/20; D/D E/Cong 6/37; D/D E/Cong 5/6-8; D/D Ind 18/5

Creator/originator	Description	Dates	Extent	Reference number
Arthur Rees Collection	Margam UDC: annual report of the Inspector of Nuisances and Factories, 1916; Margam Estate: instruction book of the estate agent, 1909-1924; Port Talbot branch of the Women's Gas Federation: scrapbook relating to the history of gas supply and cooking by gas in Port Talbot, c. 1980	1909-c. 1980	2 vols, 1 bundle	D/D XIm 95-97
Penlan Comprehensive School	Class and staff photographs	1970s-1990s	5 photographs	E/PenI Sec 2/1-5
Eastside Historical Society	CD containing images of the Eastside Carnivals	1972-1982	1 CD	D/D EHS 51
Ebenezer Welsh Independent Church, Gorseinon	Marriage register	1984-2005	1 vol.	D/D Ind 25/123
Private deposit	Scanned images saved to CD of the following Collieries: Garngoch Colliery No. 3; Brynlliw Colliery; Morlias Colliery; Mountain Colliery	20th cent	1 CD	D/D Z 933/1-11
Private deposit	Autograph album containing quotes, poems and sketches.	1920s-1930s	1 book	D/D Z 576/145
Private deposit	Photographic negatives of Signodes Factory, war time Swansea, Fairwood races and other miscellaneous scenes	c. 1940s	1 bag	
Private deposit	Three photographs of Oystermouth Castle grounds during a knockout cricket competition showing Cockett Parish men's club team members and supporters	c. 1969	3 photographs	D/D Z 934/1/1-3

Creator/originator	Description	Dates	Extent	Reference number
Landore parish	Marriage register	2006	1 vol.	P/309/CW/76
Sketty Residents Association	Minutes and correspondence from Sketty Residents Association	1990-2011	2 boxes	D/D SRA 144-165
Oral history recordings	Cassette tapes containing oral history interviews with, and recordings of talks given by, residents of the Pontardawe area	1980s	7 cassette tapes	
Photographic material	Photographs and slides of Brynaman and Swansea	1971-1983	1 vol, with loose photographs and slides	D/D Z 881/12-20
Abercregan Mixed and Infants School	Log book	1913-1968	1 vol.	
Skewen & District Industrial Heritage Society	Photographs of Skewen and Neath Abbey		1 box	D/D SIH 2/261-264
Swansea Bay Port Health Authority	Annual report	2013	1 item	PH 1/1/107
Plasmarl Primary School	Log books, Admission registers, attendance registers, stock books, photographs	1870s-2000s	5 boxes	E/S 41
Swansea County Court	Court registers	1858-2001	1 carload	D/D PRO/CCS 1/1-6/6
Private deposit	Wartime copies of the Llchwyr Gazette and Llandeilo Talybont parish magazine	1914-1941	3 items	D/D Z 935/1-3
Private deposit	Letters of Sergeant David Morgan Phillips from the First World War to his family in Swansea	1915-1918	1 A4 envelope	D/D Z 936/1-6
Private deposit	Miscellaneous brochures and ephemera relating to the Maritime Quarter ; History note about Velindre Tinsplate Works by Meirion Bell	c. 1980s	1 folder	PI 11/22/1-15

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Records relating to Richard Charles Russell of Neath (1893-1971); Photographs of street parties; Records relating to the Mumbles Lifeboat	1915-2003	1 bundle	D/D Z 929
Swansea Festival of Music and the Arts	Minutes of the Executive Committee, 1996-2013; Attendance register, 2006-2013	1996-2013	3 vols	
Bernard Morris Collection	Records relating to Swansea including volume of maps of the Calvert Richard Jones estate in Glamorgan, copy of Duke of Beaufort's estate map, survey of the estate of Swansea Corporation	18 th -20 th century	1 bundle	
British Federation of Women Graduates Swansea	Records of the British Federation of Women Graduates, Swansea including the following: Programmes of local meetings in Swansea; social events; research projects; photographs.	1967-2012	5 vols; 1 bundle	D/D BFWG 1/1-7