

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

HELD AT COMMITTEE ROOM 1, CIVIC CENTRE, SWANSEA ON  
FRIDAY, 13 JUNE 2014 AT 11.00 AM

**PRESENT:** Mr D B Lewis (H M Lord Lieutenant) (Chair) presided

#### Representatives of the City and County of Swansea:

<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
N J Davies	J Newbury	R V Smith

#### Representatives of Neath Port Talbot County Borough Council:

<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
J Dudley	P A Rees	A Wingrave

#### Representatives of the Associated Organisations:

Mrs J L Watkins - Neath Antiquarian Society

#### Officers:

D Michael - Head of Legal, Neath Port Talbot County Borough Council  
K Collis - County Archivist  
W John - County Librarian, Neath Port Talbot County Borough Council  
J Parkhouse - Democratic Services Officer

#### **1** ELECTION OF VICE CHAIRS.

**AGREED** that Councillors D W Davies and R V Smith be elected Vice Chairs of the Committee for the 2014/2015 Municipal Year.

#### **2** APOLOGIES FOR ABSENCE.

Apologies for absence were received from Canon S J Ryan and Councillor D W Davies.

#### **3** DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

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

4 **MINUTES.**

**RESOLVED** that the Minutes of the meeting of the West Glamorgan Archives Committee held on 14 March 2014 be approved as a correct record subject to the following amendment:

Add Councillor A Wingrave and delete Councillor J Dudley from the list of Representatives of Neath Port Talbot County Borough Council present.

Add Councillor J Dudley to the list of apologies and remove Councillor A Wingrave.

5 **REPORT OF THE COUNTY ARCHIVIST.**

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

**SERVICE IMPROVEMENT**

The County Archivist reported on the Service Business Improvement Action Plan (BIAP) for 2014/2016.

He detailed progress on the refinement and development of teacher's resources relating to the Wales Curriculum at Key Stage 2 and Key Stage 3 on the subjects of Victorian Health, the First World War and World War II Refugees. He outlined that the Archive Service will be applying for Archives Accreditation in the near future and informed members that the Richard Burton Archives, Swansea University, had been the first service in Wales to receive accreditation.

He commented on the progress to improve the physical care of the archive collections held in Neath Mechanics Institute and referred to the recent upgrade undertaken to the heating system.

The Chair expressed his thanks and appreciation to Mrs Rosemary Davies who was retiring after 15 years with the Archive Service. He wished her a long, happy and healthy retirement.

**SERVICE PERFORMANCE**

The County Archivist reported on the number of visits to the Archives during 2013/14, which was almost exactly the same as in 2012/13. It was added that the Service was the fourteenth most visited archive service in the UK in 2012/13 out of a total of 126 services that responded to the CIPFA survey and was still the busiest of the 13 local authority services in Wales by a factor of more than 50%.

**SERVICE OUTREACH**

The County Archivist referred to the recent publication of the Annual Report of the County Archivist for 2013-14.

**AGREED** that the link to the electronic version of the Annual Report be forwarded to all Councillors.

The Chair referred to the marketing award won by the Archive Service for the second year running and congratulated the County Archivist and his staff. The County Archivist outlined a UNESCO award in respect of the Neath Abbey Ironworks collection and further details were provided.

He also detailed the work carried out in relation to the centenary of the commencement of the First World War and Members commented that the celebrations should retain a local perspective.

Images of potential Christmas cards for the Service were circulated for comment.

**AGREED** that the two Christmas cards for 2014 be the views showing Mumbles Railway and Neath Castle.

### **ACCESSIONS OF ARCHIVES**

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

### **6 DATE OF MEETINGS FOR 2014/15.**

The dates of the meetings of the Committee for the remainder of the Municipal Year were noted.

The meeting ended at 11.56 a.m.

**CHAIR**