

**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
19 June 2015**

**The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2015**

1. Planning for the future

The Archive Service is in the initial stages of preparation for a period of profound transformation which will see the most significant alteration for more than two decades to the way in which the service is delivered. The current challenge is to understand and integrate each factor forcing change on the Archive Service and to produce a mutually agreed vision and forward plan which maintains service quality and is financially sustainable in the long term.

The factors necessitating change are threefold: impending Welsh local government reorganisation, the generic remodelling of the way local authority cultural services are delivered and the planned disposal of Swansea Civic Centre.

At the time of writing, it is anticipated that an announcement on the future shape of local government in Wales is imminent. This announcement will no doubt impact the two parent authorities and affect the future shape of the Archive Service. Independently of this process, the discussions referred to below point towards an agreement for joint service delivery with Carmarthenshire County Council as a serious option to be considered should other factors be favourable. This option would also align the service with UK and Welsh Government policy on archives to 'develop bigger and better services in partnership – working towards increased sustainability within the sector' (*Archives for the 21st Century* CM 7744).

Against this background, both Swansea and Neath Port Talbot Councils are looking at new models of delivering services through commissioning services and community involvement. Archives across the UK are involved in this process and some have already moved to trust status. A revision of the governance framework is a further factor to be considered once the future shape of the service is clearer.

Five bids have been shortlisted for the redevelopment of the St David's and Civic Centre sites in Swansea city centre and in-depth discussions with each of the shortlisted bidders are now taking place. The anticipated deadline for Council services to vacate Swansea Civic Centre is approximately five years, which gives a timeframe for the Archive Service to plan for its relocation of over 600m³ of historic records from the Swansea Civic Centre basement.

Two discussions have taken place during the quarter between Swansea University and Swansea, Neath Port Talbot and Carmarthenshire Councils to explore whether it is possible to develop together a shared vision for archive provision in south west Wales. These talks have been attended by Welsh Government and facilitated by an external consultant provided by the latter. Additionally, in early May, the group carried out a fact-finding tour of the Keep in Brighton, which is a joint archive facility for the University of Sussex, East Sussex and Brighton Councils.

2. Use of the Service

Statistics for March to May 2015

The number of members of public using the Service on-site, March to May 2015, was **1,751** and the total number reached by the Service on and off-site was **2,081**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,751 (2,214) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,208	(1,412)
Neath	484	(621)
Port Talbot	17	(34)
Group visits	42	(147)
Number in audiences for off-site visits	330	(317)
Number of pupils reached by the Education Service	349	(302)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	2,081	(2,531)
Number of documents issued in Swansea and Neath	3,126	(2,920)
Number of post and email enquiries dealt with	297	(237)
Number of hits to the Archive Service website	3,517	(n/a)

Following the March meeting, an investigation into the unexpected significant fall in use numbers at Neath revealed that a recording error had occurred and the correct figure for Neath to be recorded in the quarterly report should have been 423 not 283.

Using this revised figure, the annual figures for individual and group visits to Swansea and Neath were calculated for purposes of the 2014/15 annual report. They showed a 12% decline in individual visits at Swansea, a 22% decline at Neath, a 55% decline in on-site group visits and a 75% decline at Port Talbot (the last two elements having borne the brunt of the 2014 cuts).

Education Service

Members of staff have conducted one or several sessions with the following schools during the last quarter, delivered either on or off-site:

Birchgrove (x2)
Clun
Cwmglas
Gwrosydd
Wauanceirch

We have recently rationalised our offer to schools to make some of our less popular sessions into teachers' resource packs, concentrating the range of on and off-site sessions we offer on the most popularly requested subjects for Key Stages 2 and 3. Furthermore we have extended our range of Key Stage 3 sessions to include a session dealing with the Holocaust and German Jewish refugees in south Wales.

Commercial digitisation of the collections

The Service has now been visited by both of the major family history website companies, Ancestry and Find My Past, and is currently awaiting further detail from one of the companies before making a decision on which company to choose to pursue a commercial contract for online pay-per-view publishing of some of our records. Records which have been identified as name rich and therefore likely to be of interest to online family historians are historic electoral registers, ship's crew agreements, Poor Law records and prison registers. No financial outlay is required to pursue this project.

Fees and charges

Members are asked to approve the revised fees and charges table for 2015/16 attached at Appendix 1. Fees have been revised in line with market comparisons.

3. Service outreach

The outreach work of the Service is currently focused on three projects funded by external agencies, namely Welsh Government and the Heritage Lottery Fund. The two Welsh Government projects are funded by the 'Changing Cultures' grant scheme for archives, libraries and museums, which is aimed at addressing disparities in access to cultural provision for economically deprived communities in Wales.

The first project, in Sandfields Port Talbot was reported on in the last report to Committee. An event took place on 14 March at Sandfields Community Centre showcasing the children's exhibition about the history of the Sandfields estate which was attended by 29 local people. Subsequently the exhibition has been displayed in Port Talbot and Sandfield Libraries and has been well received. It is due to go back to Sandfields Comprehensive School for a special event and on to the Tata Steel Visitor Centre in July. A related exhibition incorporating some of the text and the work of the children is currently on display at the National Waterfront Museum.

A second similar project has been looking at the history of Townhill estate in Swansea and has involved two local primary schools. The exhibition is currently being printed and will be displayed in the Phoenix Centre Townhill and other Swansea venues this summer.

Funded by the Heritage Lottery Fund, the project 'Cynefin: Mapping Wales' Sense of Place' is a three-year project to digitise the tithe maps of Wales which is now at its halfway point. The Archive Service is involved in both the overall project and one of six local projects across Wales, 'Exploring Gower's Ancient Woodland'. There has been significant volunteer activity on this local project during the last quarter from a range of individuals and environmental groups, with some press publicity about our activities.

As referred to above, the Archive Service 2014/15 annual report was published in May, with a mixture of information about the Service's activities and local history articles by staff and guest authors relating to newly-acquired collections. The publication is nowadays only available online and, by adopting a magazine approach, is aimed at a wider and more general readership than its previous hard copy version.

4. Professional meetings and partnership working

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

- ARA Security and Access Group
- 'Archives for the 21st Century' Welsh Government consultation
- Archives and Records Council Wales
- ARCW marketing group
- Chief Archivists in Local Government Group
- Swansea Libraries Archives Museums Co-operation Group

- 'Developing a Friends Scheme'
- 'Test your Emergency Plan'

5. Accessions of archives

A comprehensive list of archives received during the period March to May 2015 is attached at Appendix 2.

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

ARCHIVE SERVICE CHARGES FROM FROM JULY 2015

Research	INCLUSIVE OF VAT
Commissioned research- individuals	£30.00 per hour (£15 per half hour)
Commissioned research- companies	£40.00 per hour (exclusive of VAT)
Family History training session	£10.00 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)	£2.00 per image £2.00 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	£25.00
Books and periodicals - colour- English language rights	£40.00
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Rostrum filming in the searchroom	£75.00 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 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	£35.00

ACCESSIONS OF ARCHIVES
March – May 2015

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	'British Reliance' docking at Swansea	c. 1971	1 CD ROM	D/D Z 949
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	Annual reports, membership records and other records relating to Carmel Chapel	19th century-2013	2 boxes	
Private deposit	Skewen and District Historical Society: minutes and programmes	March 2014 - March 2015	1 bundle	
Private deposit	Family and business papers of William Davies of Plasyfelin, Glynneath	19th - 20th century	2 boxes	D/D Z 966/1-9
Port Talbot Historical Society	Newspaper from time capsule dating from the building of the old Aberavon Borough Civic Centre	1913	1 newspaper	
Undeb Bedyddwyr Cymru	Minutes and accounts; also some records from Welsh Baptist chapels in West Glamorgan, including Calfaria, Ravenhill and Capel Gomer, Swansea; also collection of printed chapel histories for chapels in West Glamorgan.	19th-21st century	2 carloads	
Edward Harris, Solicitor	Pre-registration title deeds of premises in Salubrious Passage, Swansea, formerly known as "The Shades"	1901-1950	1 bundle	D/D EH 83
Private deposit	2 photographs of Penllergare gardens, 1919; 1 unidentified photograph	c. 1910	3 items	D/D PT 40-42

Creator/originator	Description	Dates	Extent	Reference number
Soar, Blaendulais and photographic material	Final annual report for Soar Independent Church, Blaendulais, 2013, and digitised copies of photographs of Gelli-galed Farm, Creunant, taken in the 1970s	1970s and 2013	1 booklet, 1 bundle, 1 CD-ROM	
Private deposit	Bundle of legal papers and receipts connected with George Davies of Earl Street, Hafod, Swansea	1880s-1960s	1 bundle	D/D Z 971
Private deposit	Maps and certificates relating to Blaenant Colliery, Crynant	20th cent	1 roll	D/D BC 8/14-16, 9/1-7
Salem Welsh Independent Church, Port Talbot	History of Salem Welsh Independent Church, Port Talbot	2015	1 vol	D/D Ind 48
Private deposit	Plan entitled GWR Swansea Harbour and Docks showing Swansea Harbour and the docks, railway line and the town centre	1930	1 plan	D/D Z 967/1
Merched y Wawr Rhanbarth Gorllewin Morgannwg	Programmes and tickets for various activities	1971-2000	1 bundle	WAW 28/4
Parish of Swansea, St Jude	Parish magazines, PCC and Easter Vestry minutes, photographs, registers, faculties and plans of St Jude's Church	19th-21st cent.	1 carload	P/320/CW/77-122
Llansamlet Historical Society	DVDs containing digital copies of the Llansamlet Historical Society's archive of photographs, maps and documents, and a bilingual education resource pack on Llansamlet's heritage; 2 audio CDs containing oral history interviews with Llansamlet residents, in English and Welsh	2014-2015	2 DVDs, 2 audio CDs	

Creator/originator	Description	Dates	Extent	Reference number
Cardiff Library Collection	Sketchbooks and diaries of Richard Glynn Vivian	Late 19th century	2 plastic crates containing 167 volumes	
Gnoll County Secondary School and Rhyd-hir County Secondary School records	Rhyd-hir County Secondary School log book, 1953-1973; Gnoll County Secondary School log book , 1955-1973	1953-1973	2 items	E/Gn Sec 1-3; E/Rh Sec 1-2
Private deposit	Funeral and service hymn sheets relating to Crug-Glas Methodist chapel	1921-1963	5 items	D/D Z 968/1-5
Carmel Chapel, Gwaun-cae-gurwen	Contribution record books; various leaflets and letters	1930s-1990s	2 vols; 1 bundle	
Private deposit	Bernard Morris papers: Arthur Hill papers and slides (additional deposit)	c. 20th century	1 Crate	
Parish of Swansea, St Jude	Digital images of St Jude's Church, interior and exterior, taken before the church closed	2011-2014	9 CD Roms	P/320/CW/123-131
Private deposit	Additional research papers of Bernard Morris, including photographs and notes on local history and archaeology of Swansea and Gower	20th-21st cent.	1 carload	
Private deposit	Plasmarl Community Newsletter, issues 1-37	2003-2015	1 bundle	N/Plas 1
Private deposit	Agreement between University College Swansea, Royal Institution of South Wales (RISW) and the City of Swansea relating to the Swansea Museum; second schedule of the collections held at the University College, Swansea	1973-1991	1 bundle	

Creator/originator	Description	Dates	Extent	Reference number
Huw Morgan Collection	Papers relating to the Vivian Family: legal papers including wills and estate papers. Also include papers of Heneage William (the Admiral's second wife's husband)	20th century	2 boxes	
Women's Archive of Wales	Additional records of the Swansea Women's Centre	1990s-2010s	2 large bags	WAW 15
Private deposit	Post card album showing views of Gower c. 1900s; an account of a visit to Tir John Power Station, 1946; draft copy of an article written about an autograph album	1900s - 2011	1 envelope	D/D X 973
Private deposit	South Walian Magazine, 1897-1903; copies of 18th century plans; aerial photos of Gower; notebooks, photographs of Swansea streets, 1950 and miscellaneous papers	20th century	5 bags, 2 rolls	
Private deposit	Gower society newsletters, programmes, leaflets, press cuttings, pamphlets, publications and miscellaneous material	1998-2014	1 large bundle	D56/5/37; D56/7/77; D56/12/19; D56/16/1-2; D56/4a; D56/3a; D56/2
Smith Llewelyn, solicitors	Bundle of original grants of probate and letters of administration; also transcripts and copies	20th cent.	1 large box-full	
Private deposit	Bundle of photographs of the Swansea Brickworks (operating from near Brickworks Row, Fforestfach), including premises, clay quarry and employees; also souvenir booklet of Swansea produced c. 1910	c. 1910 and c. 1950s	1 bundle; 1 booklet	D/D Z 970/1-10

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Swansea Girls High School Magazines	1946-1949	2 items	E/LI B Sec 12/16-17
Private deposit	Baptism, marriage, burial and cremation records relating to the Parish of Cwmtawe Uchaf concerning St Davids, Abercraf; Capel Coelbren and Callwen Church	c 21st cent	4 large boxes	
South Wales Police Authority	Aliens registration cards	20th cent.	8 boxes	
Private deposit	First World War: permit book of Mrs Elizabeth Thomas of 120 Aberdyberthi Street, Swansea	1917	1 booklet	D/D Z 972/1
Private deposit	Copy of water colour painting of Neath Abbey Woollen Mills, c. 1850 (originally Neath Abbey Foundry	2015	1 paper	
Photographic material	Bundle of photographs of James Roberts of the Industrial Christian Fellowship and Llandarcy Mission Church	1940s-1980s	1 bundle	D/D Z 974/1-17
Private deposit	Records relating to Oddfellows Societies, 1859-1868; Membership register for Bethesda Baptist Chapel, high Street, Swansea, 1865-1878; Miscellaneous records	1859-1878	1 vol; 1 small bundle	D/D W Bap 19/42 and D/D Z 975
Brynteg Independent Chapel, Gorseinon	Deacons' minutes, correspondence, plans and annual reports	1980-2014	1 bag and 1 roll	
Private deposit	Miscellaneous Briton Ferry deeds	19th - 20th century	1 bundle	