

**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
18 March 2016**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2015 to February 2016**

1. Archive Service budget 2016/17

As outlined at the December meeting and detailed above in the 2016/17 Revenue Budget report, in line with the programme *Sustainable Swansea: Fit for the Future*, a reduction of £36,000 has been made in the 2016/17 budget on that of 2015/16 which equates operationally to the loss of one assistant archivist post and that of a part-time paraprofessional.

The consequences of the loss of the two posts above are that the West Glamorgan Archive Service staffing contribution to the Neath Antiquarian Society Archives will reduce from its current level of four days to two days a week. The precise details of how the reduced WGAS contribution will affect the opening hours at the facility remain to be discussed with the Neath Antiquarian Society.

The 2016/17 budget cut will leave the Service with a staff complement of 8.0 FTE covering 47 hours of public opening per week in Swansea and Neath. A further cut to the budget in 2017/18 of £24,000 will see the non-salaries budget cut by 50%, one consequence being that the Archive Service will no longer have a core budget to carry out repair or conservation work to its collections other than by grant application to external funders.

2. Commissioning

As part of the *Sustainable Swansea* programme, Swansea Council is implementing a number of savings-producing strategies over the next three years, including assessing services for commissioning and in-house transformation to meet financial and service demands with reduced resources.

On 23 February, the Council issued a prior information notice (PIN) for its cultural and leisure services. Interest is being sought from third parties, including not-for-profit and community-based companies and organisations, to work in partnership with Swansea Council. The Archive Service has been included in the marketplace testing, following consultation with senior officers and members from Neath Port Talbot Council. Both parent authorities will consider the next steps to be taken for the Archive Service once the deadline for response has passed, which may include some form of non-profit distributing organisation, a cross-sectoral partnership or transformation in-house.

2. West Wales Regional Archives Partnership

A further piece of consultancy work is currently taking place to develop the West Wales Regional Archives Partnership proposal to RIBA Stage 0. This work has been funded through a Welsh Government grant. A provisional report will be made available to the partners by the end of March.

3. Ancestry website

A contract with major family history website company Ancestry to digitise name-rich archive collections and make them available on a pay-per-view basis on the Ancestry website was signed in December. The records to be imaged include electoral registers, prison and poor law records.

The company has recruited a camera operator locally and filming is due to start on 8 March. The work will last approximately three months with an expected publication date on the Ancestry website of April 2017.

4. Use of the Service

Statistics for December 2015 to February 2016

The number of members of public using the Service on-site, December 2015 to February 2016, was **1,619** and the total number reached by the Service on and off-site was 2,087.

Number of on-site visits at Swansea, Neath and Port Talbot 1,619 (1,386) (figures in brackets represent the same quarter last year), comprising:

Swansea	956	(911)
Neath	521	(283)
Port Talbot	17	(11)
Group visits	125	(180)
Number in audiences for off-site visits	418	(180)
Number of pupils reached by the Education Service	415	(62)
Numbers reached at special events	50	(0)
Total numbers reached on and off-site	2,087	(1,566)
Number of documents issued in Swansea and Neath	2,422	(1,935)
Number of post and email enquiries dealt with	267	(194)
Number of hits to the Archive Service website		(3,548)
Number of hits to the online catalogue		(1,390)

5. Service outreach

Exhibitions and outreach

An exhibition was displayed in Swansea Civic Centre foyer to commemorate the 75th anniversary of the Swansea Blitz.

An exhibition on the history of Townhill in Swansea in Townhill Library formed part of the 15th birthday celebrations of the Phoenix Centre.

The Service is a partner in the new University-led project entitled '*Visions of Steel*' to work with various communities in Port Talbot (including Sandfields Comprehensive School) on a newly-discovered set of historic glass slides from the Abbey Steelworks.

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:

Bishopston
Blaenymaes
Cefn Hengoed
Mayals
Portmead
Whitestone
Ysgol Gyfun Ystalyfera

Members of staff have given talks to the following adult groups, delivered either on or off-site:

Clydach Historical Society
DACE, Swansea University
Ethnic Youth Support Team
Glamorgan Family History Society
Gowerton Library local history group
Murton Methodist Ladies Guild

Additionally, one session has been held with students from Swansea University on local sources for researching the history of medicine. Two sessions have been held to train online volunteers working on the Cynefin project (Welsh tithe map digitisation)

Marketing awards

The Archive Service won the all-Wales archives marketing excellence award for a third time in four years, in an award scheme sponsored by Welsh Government for Welsh museums, archives and libraries to demonstrate innovation and good marketing. The award was for the creation and marketing of the digital resource '*Swansea in 1852*'. The *Cynefin* project to digitise the tithe maps of Wales won the award for joint marketing project of the year (WGAS chairs the Project Board).

6. Professional meetings and partnership working

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

- Cynefin Project Board
- Digital preservation strategy for archives in Wales
- South Wales Record Society
- Swansea Archives Libraries Museums Co-operation Group
- Swansea Creative Learning Partnership
- Welsh Government consultation on 2020 local government reorganisation

The Archives hosted a visit from Suzy Davies AM, Peter Black AM and Mike Hedges AM in January. The visit was prompted by the quality of the Service's recent social media which had attracted the attention of Suzy Davies.

7. Archive collections

A comprehensive list of archives received during the period December 2015 to February 2016 is attached at Appendix 1.

The Service has been awarded a grant of £16,600 for conservation work to the Neath Abbey Ironworks collection by the National Manuscripts Conservation Trust with support from Welsh Government. The work will be undertaken by Gwynedd Archives Conservation Unit.

The Service has taken in a number of records from the DVLA for onward distribution to archives across the UK working on behalf of The National Archives.

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ACCESSIONS OF ARCHIVES
December 2015-February 2016

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Llangennith Women's Institute	Minutes, annual reports, financial records and photographs	1934-2014	5 boxes	
Private donation	A4 colour photographs of Dinas Noddfa Welsh Baptist Chapel, and of the extant gravestones in the chapel cemetery	2 Dec. 2015	1 bundle	D/D Z 992/1
Clun Primary School	Clyne (Clun) primary school log book	1994-2015	1 item	E/N 9/1/4
Private donation	Records from the project 'Swans 100: celebrating and recording the history of Swansea City FC 1912-2012'	2012	3 boxes	D/D S100/A-G
Cwrt Sart Community Comprehensive School	Cwrt Sart Handicraft log book, 1920-1943; Cwrt Sart Comprehensive School admission registers, 1975-1993; Plan of Cwrt Sart Boys & Girls Council School, 1912; Policy documents, 1980s; Booklet of the unveiling ceremony for the School Honours Board, 1996; Folder of photocopies of photographs of Briton Ferry for a local historical investigation, n.d.	1912-1996	4 vols; 1 bundle	E/N CS 1-5
City and County of Swansea, Tourism and Marketing	A set of slides and negatives, covering views of the Swansea area, possibly produced for marketing purposes	1970s-2000s	1 box	

Creator/originator	Description	Dates	Extent	Reference number
Llansamlet Council School, Llansamlet Secondary Modern School and Lonlas School/Ysgol Gynradd Gymraeg Lonlas	Log books, admission registers, photographs and miscellaneous records	1870s-1990s	1 box	
Private deposit	Richard Thomas & Baldwins Ltd. press photographs relating to Swansea and neighbouring works	c. 1960s	1 bundle	D/D Z 993/1/1-7
Private deposit	Old Glanmorians' Association newsletters	1981-1998	1 bundle	
City and County of Swansea	Panoramic view eastwards across Morriston	c. 1975	1 item	
Private deposit	Programme for burial service of Richard Williams of Morriston, 1948; Richard William's birth certificate, 1879; copy of photograph of Banwell Villa, Morriston, c. 1900	c. 1900-1948	3 items	
Gospel Hall, Armine Road, Fforestfach, Swansea	Marriage register	1992-2004	1 vol.	D/D FC 7/1
Anonymous donation	Souvenir of the opening of the new branch of Boots in Swansea	15 Nov. 1952	1 booklet	
Morriston Council of Churches	Minutes, 1987-2015; Treasurer's records, 2008-2015	1987-2015	3 vols	
Carmel, Eglwys yr Annibynwyr, Gwaun-Cae-Gurwen	Photographs and commemorative items	19th-20th century	1 box	
Private donation	Copy of 'English Illustrated Magazine' including an article on iron- and steel-making in South Wales (pp. 223-231)	1884-1885	1 vol.	D/D Z 994/1

Creator/originator	Description	Dates	Extent	Reference number
Siloh Newydd, Glandwr	Order of service for the closure of the chapel	10 Jan. 2016	1 booklet	D/D Ind 21/6/4
Private donation	Pre-registration title deeds of no. 19, Highmead Avenue, Newton, Swansea	1960-1971	1 bundle	D/D Z 95/127b
Swansea Library Collection	Album of photographs and <i>cartes de visite</i> formerly owned and collected by William Mansel of Swansea.	c. 1880	1 vol; 14 cards	SL WM 3/72-73
Private deposit	Painting showing the main road under Blackpill railway bridge; Copy of painting showing Dall "The Builders Pal" Balloon	20th century	2 items	
Private deposit	Transcripts of the Penlle'rgaer War Memorial and Briton Ferry War Memorial	2015	2 vols	D/D Z 368/50-51
West Glamorgan County Council	Photograph album of the late County Councillor Derek H Cox whilst he was Chairman of West Glamorgan County Council	1987-1988	1 vol.	D/D Z 995/1
Mount Calvary Baptist Church, Danygraig, Swansea	Minute books and financial records	20th cent.	1 box	D/D Bap 67/10-16
Private deposit	Deed of apprenticeship relating to Fred Beck to train as a plumber	1947	1 item	D/D Z 804/7
Private deposit	Proclamation for the encouragement of piety and virtue, and for the preventing, and punishing of vice, profaneness, and immorality	1861	1 item	D/D An 20/1

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	E. R. Rogers Wines & Spirits price list, n.d.; photograph of Scurlage Castle, n.d.; photograph of a double decker bus running to Swansea via Dunvant (possibly taken at Gowerton), n.d.	1950s	1 paper; 2 photographs	
Private deposit	Booklet entitled Save the Welsh Tinplate Area	1941	1 booklet	
Gilbertson Family Papers	Gilbertson Family photograph album, c.1904; photograph of a visit by Moore and Lloyd family members to Neath Abbey, 1893; copies of miscellaneous photographs relating to Charles Geoffrey Gilbertson and his wife etc.; manuscript signed by Arthur Gilbertson, 1886	1886-1904	1 vol; 3 items	D/D Gil 3/1-4
Photographic material	Postcard view of Tymaen, Cwmavon	n.d.	1 postcard	
Photographic material	Photograph of a class from St Helen's Infant School	1909	1 photograph	E/S 25/5/3
Private deposit	Leaflet for HMS Glamorgan, enclosing a 2015 obituary for John Mackenzie, second in command of HMS Glamorgan, who fostered links between the ship and West Glamorgan County Council, 1966.	1986-2015	1 leaflet with newspaper cutting	D/D X 46/153

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Documents relating to Lewis Bros. Mineral Waters, Pontardawe; Specifications for the Rink, Pontardawe, 1909; Eaglesbush Brickworks accounts, 1885-1886 and invoice, 1889; Letter from Mr Paddison relating to repairs at Main Colliery, 1936; recipe book, 1950s (grandmother's); photograph of Clyne Valley WWII pill box; two five-inch tape recordings (part of Swansea Canal Society project), 1988	20th cent	1 box	
Pontardawe Town Council	Minutes	1986-2001	3 files	
Briton Ferry Ironworks	Plans of the ironworks and furnaces, plans of machinery, records relating to workers' housing in Briton Ferry, reports and production records, and a book on the Briton Ferry Ironworks	1860s-1930s	2 boxes	
Private deposit	Photographs of the outside play area at Nelson Terrace Nursery	1935-1936	2 photographs; 2 CDs	
West Glamorgan County Council: County Secretary's Department	West Glamorgan County Council County Secretary's Department. Correspondence	1975-1994	5 files; 1 bundle	WGCC/CS 12/283-288
Parish of St Mary's, Swansea	Programmes and orders of service for events taking place at St Mary's, Swansea	2009-2016	1 bundle	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Women's Archive of Wales - Swansea Women's Centre	Bundle of annual reports, circulars and newsletters relating to the activities of Swansea Women's Centre	1979-1999	1 bundle	
Skewen & District Industrial Heritage Association	Photographs of Skewen and Neath Abbey	19th and 20th cent	2 boxes	
Bethel Chapel, Penclawdd (Annibynwyr)	Further records relating to the chapel	20th cent.	1 box	
City and County of Swansea	Certificate of commitment to the Dublin Declaration issued to Swansea	c. 2016	2 items	
Clive Reed collection	"A Boyhood in Trebanos" by Mr Lewis, c. 1960 and Hanes Ysgol Trebannws, 1984	1960, 1984	2 items	