

**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
15 March 2019**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2018 to February 2019**

1. Use of the Service

Statistics for December 2018 to February 2019

The number of members of public using the Service on-site, December 2018 to February 2019, was **1,344** and the total number reached by the Service on and off-site was **1,764**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,344 (1,167) (figures in brackets represent the same quarter last year), comprising:

Swansea	882	(896)
Neath	231	(221)
Port Talbot	17	(14)
Group visits	214	(36)
Number in audiences for off-site visits	355	(218)
Number of pupils reached by the Education Service	151	(201)
Numbers reached at special events	65	(0)
Total numbers reached on and off-site	1,764	(1,385)
Number of documents issued in Swansea	2,109	(2,303)
Number of documents issued in Neath	162	(81)
Number of post and email enquiries dealt with	333	(355)
Number of hits to the Archive Service website	3,182	(3,706)
Number of hits to the online catalogue	317	(459)
Number of page views on Ancestry	139,701	(100,160)

2. Service outreach

Exhibitions and events

The major civic anniversary in West Glamorgan in 2019 will be the 50th anniversary of Swansea's city status. The Archives successfully bid to Welsh Government for funding on behalf of Swansea Museum, Swansea Libraries and West Glamorgan Archives to create a 6-panel exhibition aimed at a young audience of 11-16 year olds. While obviously more suitable for use in Swansea schools, this exhibition is designed to stimulate thought and discussion about what makes a city and could be used in schools and a variety of venues in both local authority areas.

The women's suffrage exhibition continues to be loaned to groups. On the 100th anniversary of the general election in which the first women were able to vote, on 14th December the 5-panel exhibition was displayed in Terrace Road Primary School Swansea as part of the ceremony to unveil a blue plaque to Clara Neal, prominent women's suffrage campaigner in Swansea.

Other loans of our exhibitions during the quarter have been as follows:

'The First World War: Some Things we Forgot to Remember', UWTSD library

'Votes for Women!', Swansea Environment Centre; Terrace Road Primary School Swansea and Pentrehafod School Swansea

'Our Abertawe: Celebrating Swansea's diversity' Pentrehafod School Swansea

'Townhill', St Nicholas' Church Townhill, Swansea

There have been 133 views of the new online exhibition described in the previous quarter's report, relating to First World War rolls of honour stored in the Archives.

Publications

'The Parish of Llangyfelach: Landed Estates, Farms and Families' by Jeff Childs was launched at Llangyfelach Parish Hall on 8 December. This is a significant study of a Welsh parish by an author who has devoted much of his adult life to collecting information, researching and preparing this study.

The launch was attended by a large number of local people, both enthusiasts for local history and members of long-established farming families, many of whose ancestors are mentioned in the book,

As a joint publication with the author, the book stock has been evenly divided between the two parties, each of whom are selling their copies independently. The Archive Service has in the three months so far sold 40% of its available stock, which is relatively fast.

Education Service

During the quarter, sessions have been delivered to the following schools either on-site or in the Archives:

Cefn Hengoed Comprehensive
Dunvant Primary
Waunwen Primary (x2)
Ysgol Gyfun Ystalyfera (x2)

Archives staff also delivered a teaching session for History undergraduate students from Swansea University and took part in joint sessions for schoolteachers and for university students on the value of using the Archives.

Talks to groups

During the quarter, talks have been given by Archives staff to the following groups either on-site or in the Archives:

Clyne Valley Community Project
Friends of Babell Cemetery Cwmbwrla
Friends of Hafod Morfa Copperworks
Glamorgan Family History Society

Bridgeman Art Library

The Service is taking part in a joint initiative organised by Swansea Council Cultural Services to place images online of Council-owned artwork on a commercial basis on the Bridgeman Images website. While the archives contain relatively little work by established artists, an exception is the sketchbook of George Orleans Delamotte, which was the subject of a publication in 2007 and which is to be included in the initiative.

3. Fees and charges

Members are asked to note the revised table of fees and charges from April 2019 which are attached at Appendix 1.

4. Renewal of Archive Accreditation

On 1 July 2016, West Glamorgan Archive Service was awarded accredited status under the UK Archives Accreditation Scheme for the Swansea service point (a separate application would have to be made for the Neath Mechanics Institute). The Accreditation Standard itself lasts for six years, till 1 July 2022 in this case.

Award of this standard is subject to an intermediate review, the review being at the three year midway-point and one which is now imminent. The service

must demonstrate in the review that it continues to meet the Standard. For information, the panel feedback from 2016 is attached at Appendix 2.

5. Professional meetings and partnership working

During the quarter, members of Archives staff have attended the following professional meetings and taken part in partnership work as follows:

Archives and Records Council Wales digital preservation round table
Chief Archivists in Local Government Group Executive (teleconference)
South Wales Record Society Committee

The County Archivist took part in a consultation by Welsh Government on the subject of a National Archive for Wales. The proposal considered was that the records of the Welsh Assembly, and of Welsh Government since devolution, should be housed and made available in Wales, rather than as they would be under current arrangements at The National Archives in Kew. The stakeholder group considered a number of hypotheses around how a new national institution of this sort would interface with the local authority archive sector.

6. Accessions of archive collections

A comprehensive list of archives received during the period December 2018 to February 2019 is attached for information at Appendix 3.

Appendices:

Appendix 1 – Charges from April 2019

Appendix 2 – Assessors' Key Findings A Summary of the Assessment for West Glamorgan Archives Service

Appendix 3 – Accessions of Archives December 2018-February 2019

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WEST GLAMORGAN ARCHIVE SERVICE

CHARGES FROM APRIL 2019

Research	INCLUSIVE OF VAT
Commissioned research- individuals	£30.00 per hour (£15 per half hour)
Commissioned research- companies	£50.00 per hour (exclusive of VAT)
Family History training session	£10.00 per hour
Quick search	£5.00
Photocopies	INCLUSIVE OF VAT
A3 and A4 photocopies from documents/printout from microform	60p
Printout from PC	20p
A3 or A4 scan (printout, sent by email or placed on Dropbox)	£2.50 per image
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	60p per sheet, £6 minimum charge
Printouts from <i>The Cambrian</i> newspaper (orders sent by post)	£1.05 per sheet, £6 minimum charge
Certified copies	£10.50 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	£63.00
Books and periodicals - colour- world rights	£126.00
Books and periodicals - b/w- English language rights	£42.00
Books and periodicals - colour- English language rights	£63.00
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Rostrum filming in the searchroom	£105 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV, single channel (one-off use)	£5.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£10.00 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	£50.00
Talks and school sessions	
Speaker fee for talks (evening talks only)	£25.00
School session delivered in the Archives	No charge
School session delivered at the school	£50.00 per class session

ASSESSORS' KEY FINDINGS A SUMMARY OF THE ASSESSMENT FOR WEST GLAMORGAN ARCHIVE SERVICE

- 1 West Glamorgan Archive Service provides an established and valued service to its communities and stakeholders.
- 2 The service has made particularly effective use of its collections in developing and delivering outreach projects with local communities and schools.
- 3 While the service is facing challenges around its future accommodation, it is well-placed to move forward and grasp the opportunities offered by a potential partnership development.

Feedback on actions for applicants

This section lists required and improvement actions resulting from the assessment. Required actions need to be addressed to meet accreditation in future. Improvement actions point to areas of future service development.

1 Required action 1.4 Continue to plan for the future accommodation of WGAS, including opportunities offered by potential partnership developments, to ensure its future sustainability and the continued delivery of a full range of archive services.

2 Required action 1.4 The service has set down its current practice in dealing with digital records as an interim measure, and is developing and extending its knowledge base in this area, while working as a member of the ARCW Digital Preservation Consortium. Continue to actively engage with the work of this group, and develop in-house best practice, to ensure that the service's strategic approach to digital preservation is effectively developed and implemented, and formalised in policy.

3 Improvement action 2.1, 2.2, 2.3, 2.4, 3.1 As policies come up for revision and renewal consider how the inter-relationships between different policy areas / how these feed into the overarching mission of the service as part of the overall collections management framework, can be more formally recognised. Consider also where policies can be strengthened in line with the Accreditation Standard and its guidance.

4 Improvement action 2.2.2, 2.3.2, 2.4.2 Continue to strengthen formal operational planning for collections management, drawing on appropriate advice and support for collection care.

5 Required action 2.4 In the absence of in-house professional conservation staffing, maintain current arrangements to ensure that the service has access to appropriate interventive conservation expertise. Develop and implement plans to access professional preservation and conservation advice, particularly as part of the preparations for moving to potential new accommodation.

6 Improvement action 2.4.4 Consider approaches for testing and supporting the current Disaster Plan; this could include engaging with the All-Wales Emergency Planning Network, and renewing contacts with the local fire service.

7 Improvement action 3.2.1, 3.2.3 The service has undertaken excellent work in the past to gather information about user and non-user needs and interests, and to plan for audience development / marketing activity. In the last year or two other priorities and staff changes have overtaken some of this work, which should be continued and maintained to ensure that user views are fully taken into account in planning for the future of the service.

ACCESSIONS OF ARCHIVES
December 2018-February 2019

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Photographic slides of Swansea; tourist leaflets relating to the Tawe Heritage Trail and Graig y Nos	c. 20 th cent	1 envelope	
City and County of Swansea	Conservation records including photographs of Wind Street pre-enhancement; early proposals for the marina development; conservation area photographs; reference books, pamphlets and ephemera	late 20th and early 21st cent	Large crate and rolled plans	
Private deposit	Felindre: a brief history by Ioan Richard; Salem in Mawr by Ioan Richard; Anthracite Coal and Science, 1960-1964 by Ioan Richard	2018	3 items	
Private donation	Ostreme '73 brochure; Morryston Orpheus Choir Subscribers Association brochure; David Evand brochure	1970s	3 items	
Private donation	Final application to pay £2 6s 8d addressed to Mr William Whitelaw, confectioner, Aberavon	1871	1 paper	
Private deposit	Records relating to Pentrepoeth School including regulations for school management; examination schedules; pupil teacher agreements and pupil returns	c. 1880-1939	1 folder	
Merched y Wawr	West Glamorgan district Merched y Wawr 2010-16 additional records & WAW additional items Wendy Richards collection 1970-80s.	1970-2016	3 bundles	

Creator/originator	Description	Dates	Extent	Reference number
City and County of Swansea, Highways and Transportation	Plans of Swansea North Dock	c. 1930-1950	1 bundle of rolled plans	
Private deposit	Photographs, plans, drawings and papers relating to Swansea Canal barges including no. 56	20th century	2 folder	
Private deposit	Receipt for coal from Lewis Bros. Coal Yard, Pontardawe, 1950; Receipt for radio from Elsmore Rees Radio Ltd, Pontardawe, 1949; Record Sleeve for a 10" Record from R.H. Rees and Co., Pontardawe, c.1960	1949-c. 1960	3 items	
Private deposit	Colour poster advertising exhibition at Neath by the artist Lynnford Jones	2003	1 item	
Private deposit	Index of Swansea War Dead: part one, First World War, created by Charles Wilson Watkins, c. 2018	1914-1918	1 box	
Private deposit	Album of photographs and ephemera relating to John Andrews (Bakers) Ltd., Mount Pleasant and Mayhill, Swansea (with list)	1900-2001	1 box album	
Carmarthen Prison	Plan of Carmarthen Prison	1881	1 plan	
City and County of Swansea, Planning Department	County Borough of Swansea Development Plan	1960	1 item	
City and County of Swansea, Building Conservation Team	Various files relating to listed and formerly-listed buildings; photographs of conservation areas; records relating to public art.	1990s-2000s	1 large box	
City and County of Swansea	Swansea Local Plan, 1993-2003; Northern Lliw Local Plan, 1992; Southern Lliw Local Plan, 1986	1986-2003	3 items	CC/S PI 1/1-3
Neath Town Council	Minutes	2009-2016	3 bankers boxes	P/76/1/38-45
Private donation	Photographs and negatives of Swansea, taken mainly from Mount Pleasant.	1960s-1980s	1 bundle; 1 memory stick	

Creator/originator	Description	Dates	Extent	Reference number
City and County of Swansea, Committee Clerk's section	Committee minutes and reports	2016-2018	38 files	CC/S CC 25-26
City and county of Swansea	Planning and conservation records includes proposed plans for the Millennium Energy Park	c. 1990s-2000s	1 box	
City and County of Swansea, Electoral Registration section	Electoral register	2019	2 vols.	CC/S RE 46-47
Private deposit	Slide collection belonging to the late Bernard Morris relating to Swansea and Gower; slide collection belonging to the late Arthur Rees relating to Glamorganshire Churches	20th cent	2 crates	
Swansea Bay Port Health Authority	Annual report	2918	1 booklet	PH 1/111
Gower Broadband Community Group	Minutes, papers, posters, commercial tender	2011-2016	1 bundle; 1 roll	
Dynevor School	The Dy'vorian: The Journal of the former pupils of Dynevor School. Winter 2018/19 No. 34	2018-2019	1 vol.	
Rosehill Quarry Group	Minutes, reports, press cuttings, photographs and plans relating to the activities of the Rosehill Quarry Group	1990s-2010s	1 box	
Private deposit	Leaflets, programmes and other ephemera produced by W. Whittingtons printers, Neath	20 th cent.	1 small box	
Private deposit	DVD re. the story of John Connolly, Rorke's Drift Veteran, died in Swansea in 1906. Re-dedication service at his grave in 2019	2019		
Private donation	Audio tape concerning the Redevelopment of the Lower Swansea Valley	1979	1 tape	T 48/1
Ebenezer, Swansea	Roll of Honour, 1914-1918	1920	1 sheet	

Creator/originator	Description	Dates	Extent	Reference number
Private Deposit	Photograph showing the elders of Argyl Chapel, c.1960; bundle of photographs, correspondence etc. relating to the Women's Institute of Crofty and Llanmorlais, 1949-2014	196-2014	1 envelope, 1 photograph	D/D Z 586/4-5
Pontardawe Union	Vaccination registers	1888-1900	2 vols	U/Pd 38/3-4
Clive Reed Collection	Photographs relating to Swansea Canals	20th cent	1 bundle	
Eglwys Annibynol Tabernacl, Cwmgors	Adroddiadau blynyddol (annual reports)	1918-1982	22 booklets	D/D Ind 52/1/1-22
Private donation	Photographs of Swansea and the Lower Swansea Valley, with some of Port Talbot, mostly taken from high vantage points	1950s-1960s	1 bundle	
Henrietta Street Welsh Independent Chapel	Various records discovered in the chapel after it had closed, including correspondence, photographs, offering registers, annual reports and ephemera	19th-20th cent.	3 plastic crates	
City and County of Swansea: Planning Department	Ground floor, first floor and elevation plans of the proposed St Thomas Community Primary School	n.d.	4 plans	