



City and County of Swansea

## Minutes of the **West Glamorgan Archives Committee**

Remotely via Microsoft Teams

Friday, 11 March 2022 at 11.00 am

**Present:** Louise Fleet (Chair) Presided

### **Councillor(s) - Swansea**

P M Black	L R Jones	M B Lewis
J A Raynor	R V Smith	

### **Councillor(s) – Neath Port Talbot**

H N James	R Mizen	P A Rees
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### **Associated Organisations**

Andrew Dulley	Diocese of Swansea & Brecon
Louise Miskell	Swansea University

### **Officer(s)**

Gareth Borsden	Democratic Services Officer
Kim Collis	County Archivist
Craig Griffiths	Head of Legal - NPT
Wayne John	County Librarian - NPT

### **Apologies for Absence**

S Perons and J Watkins

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## **1 Disclosures of Personal and Prejudicial Interests.**

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

## **2 Welcome/Thanks**

The Chair welcomed Councillor Mike Lewis to his first meeting, and thanked Councillor Louise Gibbard for her contribution to the committee during her time as a member.

She also thanked those members who would not be seeking re-election in May for their contribution over the years.

## **3 Minutes.**

**Resolved** that the Minutes of the West Glamorgan Archives Committee meeting held on 10 December 2021 be approved as a correct record.

#### **4 2022/2023 Revenue Budget.**

Kim Collis presented the report of the Director of Place which gave details of the Joint Archive Service Revenue Budget for 2022/2023 and the reserves held by the Joint Archive Service, which was submitted for information only.

He indicated that it was again a virtual standstill budget, other than for a small uplift for the pay award for 2022.

The table in the report showed the estimated position of both the Collections and Archive Training reserves as at 31 March 2021.

He outlined that the Archives trainee post remains unfilled due to the issues around the pandemic but he hoped the position could be filled again going forward, as it was necessary part of the return to full opening hours. Members supported the reintroduction of the position as soon as is practicable.

Members noted the report.

#### **5 Report of the County Archivist.**

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period December 2021 – February 2022.

##### Fees and Charges for 2022/23

He referred to the table of fees and charges for the Service which remain unchanged from 2021 and will apply from 1 April 2022.

**Resolved** that the fees and charges for 2022/23 be approved.

##### Service Point Reopening/Use of the Service

He outlined that the access point in Swansea remains open with limited numbers of public allowed based on the Covid risk assessment.

The numbers visiting the service remain low, but are improving slowly.

The service would reassess opening hours after the Welsh Government announcement around the end of restrictions.

He outlined that, following discussions with Neath Antiquarian Society and the completion of the relevant Covid risk assessment, the facility at the Mechanics Institute will reopen shortly on a Monday.

He would report back to the June meeting and feedback on the reopening and revised hours and how they have operated.

##### Outreach and Educational Activity

He outlined the sessions delivered by the school service during the quarter via Microsoft Teams.

### Professional Meetings and Training

He detailed the numerous working groups and training sessions undertaken by staff during the quarter.

He detailed a project to establish a National Broadcast Archive by the National Library of Wales for BBC/ITV/S4C. Several access points will be established around the country, including one in the archive searchroom in Swansea, which will enable members of the public to view old TV programmes from digitised broadcast tapes. This project which is anticipated to be open by the summer has the potential to attract greater numbers of the public into the service.

He outlined project The World Re-imagined which is providing an artistic response to the slave trade and its continuing legacy. A series of globes will be placed around the city and all the archives, museums and galleries will be involved in developing a narrative to the trail.

He detailed the ongoing work of the Welsh Vital Digital Records working group in looking at issues around the long term preservation of digital records across Wales.

### Potential Relocation of the Archives Service to the Proposed City Centre Hub

He updated the committee regarding the current situation relating to the proposed move to the new city centre hub facility in Swansea and the ongoing issues relating to the proposal. He indicated the critical element of the move to the new city centre hub remains in it meeting the British Standard BS16893 for archival storage, in order for the service to retain its Accreditation and status as a local place of deposit for public records.

The move to the city centre hub would need to be agreed and supported by Neath Port Talbot Council, with a decision probably following the local elections in May.

He outlined the recent updated proposals for the move to the city centre hub, to be the first phase of a longer term project to relocate the service to a new facility close to Swansea Museum and the National Waterfront Museum.

This would enable opportunities for mutual collaboration with the museums and would also bring the opportunity for high class purpose-built facilities for the Archive Service going forward.

A sub group of archivists and Swansea council officers are now working together to further progress this idea. The proposal has yet to be discussed by Cabinet in Swansea.

A further update would be given at the June meeting.

Accessions of Archive Collections

He reported on the list of archives received by the Service during the quarter.

The meeting ended at 12.09 pm

**Chair**