

**City and County of Swansea
Dinas A Sir Abertawe**

and

**Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot**

West Glamorgan Archives Committee - 24 March 2023

Report of the County Archivist

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2022 to February 2023**

1. Use of the Service

Statistics for December 2021 to February 2022

The number of members of public using the Service on-site, December 2022 to February 2023, was **505** and the total number reached by the Service on and off-site was **666**.

Number of on-site visits at Swansea and Neath: 505 (187) (figures in brackets represent the same quarter last year), comprising:

| | | |
|---|---------|-----------|
| Swansea | 282 | (187) |
| Neath | 31 | (0) |
| Group visits | 192 | (0) |
| Number in audiences for off-site visits | 81 | (135) |
| Number of pupils reached by the Education Service | 208 | (68) |
| Numbers reached at special events (including exhibitions) | 80 | (0) |
| Total numbers reached on and off-site | 666 | (322) |
| Number of documents issued in Swansea | 1292 | (897) |
| Number of documents issued in Neath | 48 | (0) |
| Number of post and email enquiries dealt with | 485 | (679) |
| Number of hits to the Archive Service website | 2,024 | (1378) |
| Number of hits to the online catalogue | N/A | (906) |
| Number of hits to WGAS catalogues on Archives Hub | 16,946 | (21,457) |
| Number of hits to NAS catalogues on Archives Hub | 1,079 | (1,072) |
| Number of page views on Ancestry | 115,509 | (143,038) |

The service at Neath, which has been badly affected by the lack of access to the internet since it reopened post-pandemic, has remained in this unfortunate

situation throughout the quarter, although a resolution of the situation now appears very close, with a new contract with our internet service provider and with Neath Port Talbot Council offering to provide replacement IT equipment for the outdated public PCs.

ICT equipment and cabling has now been installed ready for the opening of the Wales Broadcast Archive Clip Corner in the Swansea searchroom.

2. Outreach and educational activity

Service to schools

During the quarter the Archive Service has engaged with 208 pupils and teachers from the following primary schools, mostly in searchroom visits

Clydach
Cwmrhydyceirw Primary School (3 visits)
Pen-y-Bryn Special School
Tirdeunaw (2 visits and one remote session)

Although NPT schools have been much slower than Swansea schools to re-engage with the service post-pandemic, curriculum teams from both authorities are working with the Service to create content for the 'cynefin' element of the new Curriculum for Wales.

Exhibitions

The Service lent original items to Swansea Museum for their exhibition on Twentieth Century Swansea, due to open shortly. It has also lent items on Dylan Thomas' acting career for an exhibition at the Dylan Thomas Centre.

The portable exhibition banners 'Jewish Refugees in South Wales 1939-1945' were loaned out for the official Swansea council commemorations on Holocaust Memorial Day.

The Service is preparing an online exhibition for release in May recalling the way past royal coronations were celebrated locally.

3. Fees and charges for 2023/24

At the request of Swansea Council, all fees have been uplifted for the coming year by approximately 15%, as part of the savings target for the Council. Some rationalisation of charges has occurred across Swansea Council's cultural venues. **Members are asked to approve the table of fees and charges attached at Appendix 1.**

4. Relocation of the archives to the City Centre Hub

Work continues on the design of the new archive storage area at RIBA Stage 4 to ensure that the City Centre Hub facility meets British Standard 4971. A study has also commenced to assess the feasibility of bringing together a number of archive collections, research and learning facilities, in one 'fit for purpose' repository, able to house multiple partners that together secure access to our heritage and long-term benefits for current and future generations. The contract has been awarded to the National Conservation Service.

5. Staff

After a gap of several years, a new Archive Trainee, Bethany Amos, was appointed with a start date of 7 March. Longer-serving members of the Archives Committee will recall Mrs Rosemary Davies, who served as Principal Archivist for many years and who sadly died suddenly in January.

6. Professional meetings and training

Archive staff have attended a number of professional working groups and undertaken training during the quarter as follows:

Neath Port Talbot Heritage Group
Wales Broadcast Archive Project Team

Andrew Dulley took part in the Practice of History lecture at Swansea University. The County Archivist was interviewed as part of the consultation for a proposed national recognition scheme in Wales for culturally significant collections. Several Archive staff have undertaken training in diversity awareness, anti-racism and Black history in the new Curriculum for Wales.

The Service has taken delivery of a stand-alone PC for training in digital preservation. Given that the world has for the most part shifted from paper to digital as the preferred format for recordkeeping, the archives of the future are likely to be almost exclusively digital in format and the Service must adapt to this new reality through having both capable and trained staff in digital preservation and the facility to store digital records permanently.

6. Accessions of archive collections

A comprehensive list of archives received during the period December 2022 to February 2023 is attached at Appendix 2.

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FEES and CHARGES FROM APRIL 2023

| | |
|--|---|
| Research | INCLUSIVE OF VAT |
| Commissioned research- individuals | £34 per hour (£17 per half hour) |
| Commissioned research- companies | £40.00 per hour (exclusive of VAT) |
| Family History training session | £12.00 per hour |
| Quick search | £6.00 |
| | |
| Photocopies | INCLUSIVE OF VAT |
| A3 and A4 photocopies from documents/printout from microform | 70p |
| Printout from PC | 25p |
| A3 or A4 scan (printout, sent by email or placed on Dropbox) | £2.75 per image |
| Microfilm printouts and document copying (A3 and A4) (orders sent by post) | 70p per sheet, £7 minimum charge |
| Certified copies | £12.00 |
| | |
| For special or bulk orders: prices available on request | |
| | |
| Reproduction fees: publication | INCLUSIVE OF VAT |
| Use in journal articles, student theses and non-commercial works of local history | No charge, but a free copy of the publication may be requested in lieu |
| Print and digital – World rights | £65.00 |
| Print and digital - English language rights | £39.00 |
| Other use | Price on application |
| | |
| Reproduction fees: broadcast | EXCLUSIVE OF VAT |
| Broadcast of archive film footage or archive stills (licensed for re-use) | £172.50 |
| For more complex broadcast reproduction fees our terms and rates follow those of Swansea Council's Cultural Services Department | |
| | |
| Swansea Hereditary Freedom certificates | INCLUSIVE OF VAT |
| A3, supplied only to eligible candidates | £57.50 |
| | |
| Talks and school sessions | |
| Speaker fee for talks (evening talks only) | £30.00 |
| School session delivered in the Archives | No charge |
| School session delivered at the school | £50.00 per class session |

APPENDIX 2

ACCESSIONS OF ARCHIVES
December 2022-February 2023

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|---|--|---------------------|----------------------|--|
| Private donation | Various framed portraits of family members linked to Kilvrough Estate; also certificates | 20th cent | 6 items | |
| Bethel Welsh Independent Church, Llansamlet | Additional records including minutes, membership records, seating plans and items relating to the renovation of the organ | 19th-21st cent. | 2 bags | D/D Ind 12/3/10-11; 12/5/4-6; 12/6/5; 12/7/5; 12/8/7-10; 12/9/17; 12/12/1-2. |
| Anonymous deposit | Swansea Valley History Society newsletters, Spring/Summer 2022; St Paul's Church, Glais, 1891-1981 Centenary brochure; Official Opening of Ystalyfera County Library, 1966; Cilybebyll Parish Magazine, Oct 1956; Pontardawe RFC Centenary Year Carnival brochure, 1981; copies of articles written by Leonard Mars relating to the Swansea Hebrew Congregation, 1994-1999 | 1956-2022 | 1 bundle | D/D An 33/1-5 |

| Creator/originator | Description | Dates | Extent | Reference number |
|----------------------------------|---|-------------------------------|----------------------------|-------------------------|
| Private deposit | Collection of David Evans Department Store papers collected by Cyril Davies including photographs (staff, interior, publicity, parades, celebrities), brochures, staff magazines and ephemera | Mid - late 20th cent | 2 boxes and loose art work | |
| Morrison ecclesiastical parish | Registers of baptisms, marriages, banns, confirmations and services, PCC minutes and annual reports, photographs and accounts | Early 20th cent.- 2018 | 2 bags | P/312/CW/116- |
| A. Leslie Evans collection | Box of slides of Port Talbot | c. 1950s-1960s | 1 metal box | |
| Royal Institution of South Wales | AGM agenda and minutes, 2023; Newsletter, Winter 2022 | 2022 | 2 booklets | RISW X 2/4; RISW X 5/1 |
| Private deposit | Communication Workers' Union records including cash register, accident register and photograph album | c. 1985-2010 | 1 bag | |
| Dynevor School | The Dy'vorian magazine | Winter 2022 | 1 booklet | E/Dyn Sec X 2/17 |
| Private donation | Class photograph of pupils of Bishopston School | c. 1910 | 1 photograph | E/W 3/2/2 |
| Morrison Orpheus Choir | Minutes, constitution, photographs, programmes and contribution books; records of the Morrison Orpheus Choir Supporters Association (MOCSA) ; records relating to the Young Welsh Persons of the Year competition including application forms | Late 20th and early 21th cent | 16 boxes | |

| Creator/originator | Description | Dates | Extent | Reference number |
|---|--|---------------|---------------------------|-------------------------|
| Private deposit | 4 small handwritten diaries by unnamed person, 1910, 1911, 1915, 1920 and a box of black and white photographs from the front during WW2 | 1910-c1940s | 1 box and 4 small diaries | |
| Parish of Swansea St James | Service register and churchwardens' accounts | 1987-2018 | 3 vols | P/335/CW/67-69 |
| City and County of Swansea, Democratic Services Section | Swansea Council minutes | 2017-2021 | 2 cages-full | CC/S CC 26/13-30/30 |
| Private donation | Lease of Cefn-gorwydd Farm in the parishes of Loughor and Swansea | 18 July 1754 | 1 parchment | |
| Private donation | Glamorgan County Cricket Club - St Helen's Balconiers, 2017-2020; Swansea Bay Rotary Club foundation documents, 1992; Swansea Rotaract Club minutes, 1991-1996 | 1991-2020 | 3 items | D/D Z 560/23-28 |
| Llanrhidian Higher Community Council | Minutes | Jan. 2023 | 3 files | |
| Anonymous deposit | Documents relating to Arosfa, Baglan Road, Port Talbot; marriage certificate between James Gwyn Thomas and Lucy Williams, 1906 | 1906-1947 | 1 bundle | |
| Bethania Welsh Baptist Church, Neath | Roll of Honour | n.d., c. 1918 | 1 item | D/D Bap 55/2/1 |

| Creator/originator | Description | Dates | Extent | Reference number |
|---------------------------|---|-------------------|---------------|-------------------------|
| Swansea Library | Photograph collection, comprising photographs of Swansea, Gower and the surrounding area, including buildings, churches and chapels, castles, beaches, parks, personalities, aerial views, ships and maritime, transport, schools, Second World War, Eisteddfodau, and of local streets | 19th-21st century | 31 boxes | SL PIC 1-24 |
| Private donation | (Brian Simpson collection) photographs of past presidents of the Royal Institution of South Wales, and (donor's collection) photographs of Ynystanglws House, near Swansea | 1980s-2000s | 2 envelopes | |
| Private deposit | <i>The Gowertonian</i> magazines, 1937-1940; Dynevor School annual prize giving programme, 1970; Swansea Male Voice Choir programmes and tickets, 1970-1971; and admission card for the Prince of Wales' visit to Swansea, 1969 | 1937-1971 | 1 envelope | D/D Z 1154/1-8 |
| Capel Gorphwysfa, Skewen | Minutes, accounts, membership records, baptism and marriage registers, annual reports, pictures, cradle rolls and roll of honour | 1850-2013 | 1 carload | D/D CM 19 |

| Creator/originator | Description | Dates | Extent | Reference number |
|--|--|--------------------|------------------|-------------------------|
| Private deposit | Photograph album containing items relating to the life of Katie Irene James (1908-2000), and musical compositions and poetry by Arthur Morris James (1903-1930) | early 20th century | 1 vol.; 1 bundle | |
| Swansea Library | 'The Price we Pay' - a poverty profile of Swansea 1997 | 1997 | 1 vol | |
| Records of Strick & Bellingham, solicitors | Papers and deeds relating to the Telfourd and Major families | 1856-1902 | 1 box | |
| Tabernacle Welsh Baptist Chapel, Cwmrhydyceirw | Roll of Honour for the First World War | 1914-1918 | 1 item | D/D W/Bap 26/3 |
| Private deposit | Swansea War Dead - Second World War Index and lists detailing name, rank, date and cause of death, cemetery and cemetery reference and age. Divided into sections: merchant navy, navy, air force, army and civilians. Compiled by Charles Wilson-Watkins. | 2023 | 1 bundle | Searchroom library |
| Llanrhidian Higher Community Council | Minutes | 2023 | 1 bundle | |
| Private donation | The Men of Mumbles Head: a poem by T. Idris Jones, c. 1903; Programme for a Grand Concert at Herbert Road English Baptist Church, Melincrythan, 1900 | 1900-1903 | 2 booklets | |

| Creator/originator | Description | Dates | Extent | Reference number |
|---|--|-----------------------------|-------------------|-------------------------|
| Private deposit | Three photographs of Dunvant Junior School football and cricket teams. All have a list attached with the players' names. | 1964-1966 | 3 photographs | D/D Z 1153/4-6 |
| Devon Heritage Centre | 3 titles deeds relating to Matthew Street, Swansea; ship's bill of sales; receipts | 1829 - 1870s | 1 envelope | |
| National Health Service | Plans for Continuing Care Unit, Morrision Hospital, Swansea | 1979 | 1 bundle | |
| Merched y Wawr, Cangen Treboeth | Cofnodion cyfarfodydd Merched y Wawr, Cangen Treboeth, 1978-2017; Llyfr Llofion Cystadleuaeth Blwyddyn y Dathlu 50, 2016-2017; Llundiau dathliad Cangen Treboeth yn 50 oed (1970-2020) Llundiau o'r cwilt. | 1978-2020 | 2 vols | |
| Killay ecclesiastical parish | Marriage registers for St Hillary's, Killay and St Martin's, Dunvant | 1973-2021 | 3 vols. | |
| Ecclesiastical parishes of Swansea St Mary and Swansea St Matthew | St Mary's Church: marriage registers, 1989-2006 and 2012-2019, and St Matthew's Church: service register, 2000-2010 | 1989-2019 | 3 vols. | |
| Clydach Junior School | Log books | 1994-2012 | 3 vols. | |
| Private deposit | Additional deposit of Morrision Orpheus Choir records including programmes, photos, subject folders, posters | late 20th - early 21st cent | 4 boxes, 1 folder | |