



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Remotely via Microsoft Teams

On: Friday, 22 July 2022

Time: 10.00 am

Chair: Louise Fleet

Watch Online: <https://bit.ly/3OVPvuT>

Agenda

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2 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
3 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 4
4 Report of the County Archivist.	5 - 11

Next Meeting: Friday, 16 September 2022 at 10.00 am

Huw Evans
Head of Democratic Services
Friday, 15 July 2022

Contact: Gareth Borsden - 01792 636824

West Glamorgan Archives Committee

Louise Fleet (Chair)	H M Lord Lieutenant
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City and County Of Swansea

Peter Black CBE	Jess Pritchard
Lyndon Jones MBE	Robert Smith
Elliott King	

Neath Port Talbot County Borough Council

Wayne Carpenter	Rhidian Mizen
Jeremy Hurley	Susanne Renkes
Nia Jenkins	

Members of Associated Organisations

Sarah Perons	Diocese of Llandaff
Andrew Dulley	Diocese of Swansea & Brecon
Dr Louise Miskell	Swansea University
Janet Watkins	Neath Antiquarian Society

Officers:

City and County of Swansea Council

Tracey McNulty	Head of Cultural Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services

Neath Port Talbot County Borough Council

Craig Griffiths	Head of Legal
Wayne John	County Librarian

Agenda Item 3



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

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

Agenda Item 4

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
22 July 2022

**The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2022**

1. Neath service point reopening

The service point in the Neath Mechanics Institute reopened on Monday 25 April with a service on Mondays only, allowing public access to the archive collections held there. The Neath Antiquarian Society are providing a parallel service for its members on a Thursday morning using volunteers. There has been an issue with the broadband connection at the site which remains unresolved at time of writing and which has meant that a service for family historians has not been possible since reopening.

2. Use of the Service

Statistics for March to May 2022

The number of members of public using the Service on-site, March to May 2022, was **364** and the total number reached by the Service on and off-site was **364**.

Number of on-site visits at Swansea and Neath 364 (63) (figures in brackets represent the same quarter last year), comprising:

Swansea	344	(63)
Neath (April and May only)	20	(0)
Port Talbot	0	(0)
Group visits	0	(0)
Number in audiences for off-site visits	0	(110)
Number of pupils reached by the Education Service	0	(0)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	364	(173)
Number of documents issued in Swansea	2,095	(391)
Number of documents issued in Neath (April and May only)	71	(0)
Number of post and email enquiries dealt with	799	(1004)
Number of hits to the Archive Service website	1,378	(3,249)
Number of hits to the online catalogue	906	(2,211)
Number of hits to WGAS catalogues on Archives Hub	n/a	(36,185)
Number of hits to NAS catalogues on Archives Hub	1,538	(1,836)
Number of page views on Ancestry	110,925	(202,035)

3. National Broadcast Archive

As reported last quarter, the Family History Centre in Swansea will be the location for a 'Clip Corner' or access point for the archives of several Welsh television companies (BBC Wales, S4C and HTV Wales) via the National Library of Wales (NLW), which holds the original broadcast tapes. A portion of the Family History Centre has been cleared and redecorated ready for rebranding as a small extension of the NLW held on a peppercorn lease (this is necessary because of rights issues for the archive film footage). Following some delays, it is anticipated that this facility will open in September as one of the first Clip Corners in Wales.

4. Relocation of the archives

A decision in principle to relocate the Archive Service to the City Centre Hub was taken by Swansea Council's Cabinet in December last year, however Neath Port Talbot Council has yet to formally approve the proposed transfer of its archives.

At the time of writing this report, the City Centre Hub project has passed RIBA Stage 3, which relates to spatial co-ordination within the building. A detailed floorplan has been developed which places the archive searchroom on the first floor and the archive strongroom on the second (top) floor, the latter connected to the former by a document lift. The new searchroom has seating for ten people at document tables, three seated at PC desks and one using a microfilm reader.

RIBA Stage 4 relates to technical design, and a number of challenges remain as to how the archive strongroom will maintain environmental stability in accordance with BS 4971.

5. Outreach and educational activity

There has been no outreach work or activity with schools during the quarter, other than regular social media posts.

6. Professional meetings and training

Archives staff have attended a number of professional working groups during the quarter as follows:

- Archives and Records Council Wales
- National Broadcast Archive Project Board
- Rich History Advisory Group
- The World Re-imagined Project Team

7. Accessions of archive collections

A comprehensive list of archives received during the period March to May 2022 is attached at Appendix 1.

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

ACCESSIONS OF ARCHIVES
March-May 2022

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Sketty Players Amateur Theatricals Society	Records relating to Sketty Players Amateur Dramatics Society productions	1994-2014	3 files	P/316/CW/287-289
Gower Constituency Labour Party	Correspondence, minutes, and other papers relating to Gower Constituency Labour Party	1980s-2000s	5 boxes	Lab/G 10/1-14/5
City and County of Swansea, Commons Registration Section	Commons Registration Act: provisional register map for West Glamorgan: commons and town or village greens in the area of the former County Borough of Swansea	1974-1996	1 vol.	CC/S CR 8
High Sheriffs of West Glamorgan	Book of biographies of high sheriffs and lords lieutenant of West Glamorgan, by Robert Williams and Louise Fleet	2022	1 vol.	H/S W 48/1
Clive Reed Collection	Cassette tapes of lectures on Swansea Canal by Stephen Hughes and Clive Reed 1978-1993; DVD of lecture by Clive Reed on Tareni Colliery 2017; CD interview of William Thomas Stead, 1987; A4 ring binder on Swansea Canal passenger boat; photograph album of Swansea Canal at Ystradgynlais by John Davies, donated by Ystradgynlais Heritage Society; A4 file on Ynysmeudwy heritage and access to the canal.	1978-2017	1 album, 2 files, 6 cassette tapes, 2 optical discs	D/D Z 80/316-3176

Creator/originator	Description	Dates	Extent	Reference number
Pontardawe Town Council	Minutes	2010-2019	2 files	P/59/21/4-5
City and County of Swansea, Electoral Registration Section	Electoral register	2022	2 vols.	CC/S RE 52-53
Private deposit	Further records relating to the estate of Walter Thomas and attempts to recover it	19th-20th century	1 envelope	
St Winifred's Convent School	Photographic album showing interior and exterior views of the school, and pupils	c. 1915	1 vol.	D/D Z 1118/1
Swansea Central Library	Consultation documents: Mannheim Quay Housing proposal from SHAW Housing Association, 1989; A Strategy for Swansea City Centre from West Glamorgan County Council and Swansea City Council, 1990; Swansea City Centre Strategic Framework from the City and County of Swansea, c2005; Swansea Tall Buildings Strategy, 2015 and Swansea 2020 Swansea's Economic Regeneration Strategy, c2005.	1989-2015	5 booklets	SL/PC 5-6
Private deposit	Documents relating to the building of Port Talbot Tidal Harbour from the estate of Mrs Irene Thomas of Baglan	1960s-1970s	1 bundle	D/D Z 1112/3
Private deposit	'The best in sound and form and hue: John Squire, Musician and Artist (1833-1909)' by John Hugh Thomas	2022	1 vol.	
D O Thomas, solicitors	Deeds	19th and 20th cent	1 bundle	

Creator/originator	Description	Dates	Extent	Reference number
Old Ragged School, Swansea	Minutes of the Ragged School, Swansea	1869-1971	2 vols	E/S 46/1/1-2
Royal Institution of South Wales	Newsletters and Annual reports of RISW	2020-2022	1 bundle	Added to RISW X 2/4 and 5/1
D O Thomas, solicitor	Old title deeds	19th-20th cent	1 bundle	
Private deposit	Papers relating to David Jones Lewis of Gilfach, Carmarthenshire	1820s	1 bundle	
Private donation	Pre-registration title deeds of no. 44 St George's Terrace (later 102 Hanover Street), Swansea	1865-1985	1 bundle	D/D Z 1133/1
Private donation	Diary of Olive P. Lovering of Clydach while a student in Paris	1919-1920	1 vol.	D/D Z 1129/1
Private deposit	Newspaper cutting signed by Capt. D J. Jones (Potato Jones) addressed to Miss Lethlane 28 Nov 1941	1941	1 item	D/D Z 1130/1
Private donation	Deeds of properties in the parishes of Llangyfelach, Llangiwg, Cadoxton-juxta-Neath and Neath	17th-18th century	2 boxes	
The Gower Society	Minutes, newsletter and programme	2022	4 items	Added to D56/1b/4; 2; 3a
Neath Abbey Primary School	Log book, admission registers, photographs relating to Skewen Lower Schools	19th-21st cent.	1 box	E/N 26/1/10-E/N 26/4/6; E/N 20/6/1
Upper Killay Women's Institute	Minutes of group, monthly and committee meetings and annual report and year book for Pen-y-fro Group	1968-2016	9 vols	D/D WI/PF 1-4
Private donation	Deeds and documents relating to 3 Somerset Place (later renumbered as 452 Mumbles Road).	1860-1989	1 file	D/D Z 1131
Peter Hall video collection	Film entitled 'History of Freemasonry in Swansea' and	2022	5 digital video files, MP4 format	D/D Z 717/125-129

Creator/originator	Description	Dates	Extent	Reference number
	four films, on Clyne Gardens, Bracelet Bay, the Japanese Bridge in Clyne Gardens and Joy Cottage, Clyne Gardens.			
The Lord Mayor of the City and County of Swansea	Programme for the inauguration of Cllr Peter Black as Lord Mayor, 2019; Programme to mark Honorary Freedom to HMS Cambria, 2018; Local Democracy and Boundary Commission for Wales: Review of the Electoral Arrangements of the City and County of Swansea, Draft Proposals Report, 2019	2018-2019	4 items	
Private donation	Poetry by Evan Jones (1891-1938) of Cwmllynfell	c. 1920s-1930s	1 bundle	
Swansea Central Library	Adolygiad o Ardal Gadwraeth Treforys (a survey of the Morryston conservation area, in Welsh)	June 2017	1 booklet	SL PC 7/1
Llanrhidian Higher Community Council	Minutes	May 2022	1 file	P111/45
High Sheriff of West Glamorgan	Warrant of appointment of Stephen Hugh Rogers JP as High Sheriff of West Glamorgan, notice of appointment and declaration of Robert Hywel Parker Williams as Under Sheriff	April 2022	3 papers	
Neath Port Talbot County Borough Council, Electoral Services	Electoral registers	2020-2022	3 vols	
Port Talbot Historical Society, Arthur Rees Collection and Peter Knowles Collection	Photographs and other documents relating to the history of Port Talbot and district	19th-20th cent.	1 carload	

Creator/originator	Description	Dates	Extent	Reference number
Peter Hall Video Collection	Film entitled 'The Brangwyn Hall Swansea: A Short History'	2022	1 digital video file, MP4 format (74.3 MB)	D/D Z 717/130
Private donation	Court judgement in relation to premises in Neath and Cadoxton-juxta-Neath	1833	1 parchment	
Parish of Oystermouth	Marriage registers and service registers	1984-2021	8 vols	P/115/CW/328-335
Peter Hall Video Collection	Film about the history of Swansea Borough Police Force and copy of associated leaflet	2022	1 digital video file in MP4 format and 1 file in PDF format (526 MB)	D/D Z 717/131
Private donation	Documents relating to Malcolm Harris' involvement in the Swansea Little Theatre and Dylan Thomas Society, specifically performances of Under Milk Wood including scripts, programmes, brochures and photographs. Also includes memorabilia relating to Under Milk Wood touring to Poet's Theatre, Harvard and elsewhere.	1970s-1990s	1 bundle	
Private donation	Record of the visit by Swansea residents to Nantong, 1986; photographs of Neath and Cefn Coed Pit	1986; early 20th cent.	1 bundle	D/D Z 165/39-41