



City and County of Swansea

## Minutes of the West Glamorgan Archives Committee

Remotely via Microsoft Teams

Friday, 24 March 2023 at 10.00 am

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

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

P M Black    L R Jones

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

W Carpenter    N Jenkins    S Renkes  
J Hurley

### **Associated Organisations**

Andrew Dulley    Diocese of Swansea & Brecon  
Louise Miskell    Swansea University  
Janet Watkins    Neath Antiquarian Society

### **Officer(s)**

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

### **Apologies for Absence**

Councillors E J King, R Mizen and R V Smith, S Perons, Wayne John & Tracey McNulty

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

In accordance with the Code of Conduct adopted by both Authorities, the following interest was declared:

Andrew Dulley – Items 4 & 5 – personal.

## **11 Minutes.**

**Resolved** that the Minutes of the West Glamorgan Archives Committee meeting held on 16 September 2022 be approved as a correct record.

## **12 2023/2024 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 an uplift for the pay award for 2023.

The table in the report showed the estimated position of both the Collections and Archive Training reserves as at 31 March 2023.

Members noted the report.

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

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period Dec 2022 - Feb 2023.

#### Use of the Service

He reported on the figures relating the use of the service via its various platforms both in person and online.

He outlined that the online figures were not available yet, due to a staff absence in IT, but could be circulated when received.

He detailed the progress made with regard to the lack of internet provision at the Mechanics Institute in Neath. He outlined that further discussions have taken place with the various companies involved and that a new router was due to be installed on Monday which should hopefully end the problems.

He outlined his gratitude to Craig Griffiths and his staff for their help and assistance in progressing the matter.

#### Outreach and Educational Activity

He outlined the sessions delivered by the school service during the quarter.

#### Fees and Charges for 2023/24

He referred to the table of fees and charges for the Service and detailed the percentage rise that will apply from 1 April 2023.

**Resolved** that the fees and charges for 2023/24 be approved.

#### Relocation of the Archives to the City Centre Hub

He outlined that work continues towards RIBA Stage 4. Actual works on site have yet to commence.

Modifications have been made to the design of the strongroom, mainly around the cooling of the space and the fact that dehumidifiers will also now be installed in order to assist the process of achieving BS 4971, which is a key issue to retain the ability to store certain public records.

He referred to the setting up of a feasibility study to assess and examine the potential 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.

### Staff

He detailed that Bethany Amos has been appointed to the post of Archive Trainee on an initial 6 month contract, with the potential of an extension to this in September.

He referred with great sadness to the passing of Rosemary Davies, a long-serving member of staff who passed away suddenly in January.

Members of the committee warmly welcomed the appointment of the new Trainee and asked that the County Archivist pass on their deepest condolences to Mrs Davies family.

### Professional Meetings and Training

He outlined the various professional groups and meetings that he had attended during the quarter.

He outlined that the Service has taken delivery of a dedicated PC for training in digital preservation. This will be a hugely important area going forward given the move away from paper to electronic records.

The service will have to adapt and progress their ability to store electronic records in the future.

### Accessions of Archive Collections

He detailed on the archives received by the Service during the quarter.

## **14 Thanks.**

The Chair indicated that Sarah Perons had indicated she would be finishing on the committee, as she had resigned from her post in the Llandaff Diocese.

She thanked her for her contributions to the committee.

The County Archivist reported that Wayne John would shortly be retiring from his post of County Librarian in NPT.

The Chair and all present thanked Wayne for his contributions to the committee over many years, and asked that their best wishes be passed to him.

The meeting ended at 11.00 am

**Chair**