

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: Committee Room 6, Guildhall, Swansea

On: Friday, 16 June 2017

Time: 11.00 am

Chair: Councillor Byron Lewis

AGENDA

Page No.

- | | | |
|----------|---|---------------|
| 1 | Election of Vice Chairs for 2017-2018 Municipal Year. | |
| 2 | Apologies for Absence. | |
| 3 | Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 4 | Minutes.
To approve & sign the Minutes of the previous meeting(s) as a correct record. | 1 - 3 |
| 5 | Report of the County Archivist. | 4 - 12 |



Huw Evans
Head of Democratic Services
Friday, 9 June 2017

Contact: Gareth Borsden - 01792 636824

CITY AND COUNTY OF SWANSEA

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

HELD AT CR A/B, CIVIC CENTRE, NEATH ON FRIDAY, 17 MARCH 2017
AT 11.00 AM

PRESENT: Mr D B Lewis (Chair) Presided

Representatives of the City and County of Swansea

Councillor(s)
E J King

Councillor(s)
P M Meara

Councillor(s)
R V Smith

Representatives of Neath Port Talbot County Borough Council

Councillor(s)
D W Davies

Representatives of the Associated Organisations:

Dr L Miskell
Sarah Perons
Janet Watkins

University College, Swansea
Diocese of Llandaff
Neath Antiquarian Society

Officer(s)

K Collis
G Borsden
D Michael
W John

County Archivist
Democratic Services Officer
Head of Legal – Neath Port Talbot
County Librarian – Neath Port Talbot

Apologies for Absence

Councillors K E Marsh, P A Rees and A Dulley.

12 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

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

Mr D Michael – Personal – Member of the Neath Antiquarian Society

13 WELCOME.

The Chair welcomed Sarah Perons, the new representative from the Diocese of Llandaff to her first meeting of the Committee.

14 THANKS.

The Chair thanked all the Local Authority Members of the Committee, particularly those who were not seeking re-election for their contribution to the work of the Committee over the years.

- 15 **MINUTES.**
RESOLVED that the Minutes of the West Glamorgan Archives Committee Meeting held on 16 December 2016 be approved as a correct record.
- 16 **MATTER ARISING**
The Chair reported that following the March meeting he had written to Professor Iwan Davies, Pro-Vice Chancellor Swansea University, seeking clarification on any progress in discussions regarding the West Wales Archives Partnership.. He indicated that unfortunately there was very little to report at this stage.
- He indicated that the appointment of an independent consultant to look at building location options could prove beneficial. There may be grant funding available for this exercise.
- The County Archivist reported that the previous independent consultant had identified the size of the building required but the scope of project had changed to include the South Wales Miners Library and exclude the holdings of Carmarthenshire Archives Service.
- 17 **2017/18 REVENUE BUDGET.**
Kim Collis presented the report of the Director of Place which gave details of the Joint Archive Service Revenue Budget for 2017/2018 and the reserves held by the Joint Archive Service, which was submitted for information only. The detailed original budget was shown in Appendix A.
- He detailed the savings/reduction from the Archives budget linked to the reallocation of his role within the Sustainable Swansea project.
- The table in the report showed the estimated position of the Archive Reserves as at 31 March 2017.
- RESOLVED** that the report be noted.
- 18 **REPORT OF THE COUNTY ARCHIVIST.**
The County Archivist presented a report which outlined the work of the Joint Archive Service during the period December 2016 – February 2017.
- Table of Charges 2017/18**
He outlined the proposed revised Charges for 2017/18 and detailed the rationale behind the fee increases.
- RESOLVED** that the revised charges be approved.
- Use of the Service - Statistics for December 2016 – March 2017**
He reported on the use of the Service for the quarter and detailed the background and rationale behind the quarterly statistics.
- He reported that a number of Archive Service collections would go live on the Ancestry website in the coming days. For the first time, this website will be able to provide an accurate statistic for digital use of the collections, whereas the use of West Glamorgan's parish registers online was not quantifiable.

He referred to certain issues identified with school visits where the school had either forgotten that the member of Archives staff was coming or else was using the Service in the role of supply teacher. The Service needs to monitor and deal with these issues in future should further problems arise.

Service Outreach

He referred to the Service's participation in an all-Wales project for an online aggregated catalogue of collections to be placed on the Archives Hub.

He detailed the exhibitions, talks and school visits held during the quarter.

Staff

He referred to new responsibilities taken on with regard to information governance, as mentioned in the Budget report previously discussed.

He outlined that Rebecca Shields, Archives Reception Assistant, was named Archives Marketing Champion of the Year at the Marketing Excellence Awards for Museums, Archives & Libraries in Wales at a ceremony in February. The award was relating to her work on promoting the Archive Service via social media.

The Committee congratulated Rebecca on her award and the Chair stated he would write to her congratulating her on her success.

He outlined the Service's involvement with an ongoing all-Wales Digital Preservation Project and referred to the issue around the long-term preservation of electronic records.

Professional Meetings and Partnership Working

The County Archivist referred to the professional meetings and training attended by staff during the last quarter.

Archive Collections

The County Archivist reported on the comprehensive list of archives received during the period December 2016 to February 2017.

He reported that conservation work has been completed on the Neath Abbey Ironworks collection following a grant of £16,600 from the National Manuscripts Conservation Trust.

He indicated that informal discussions have taken place regarding the issue of temporary storage should the Civic Centre redevelopment progress.

The meeting ended at 11.55 am

CHAIR

Agenda Item 5

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
16 June 2017

The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2017

1. Use of the Service

Statistics for March to May 2017

The number of members of public using the Service on-site, March to May 2017, was 1,457 and the total number reached by the Service on and off-site was 2,203.

Number of on-site visits at Swansea, Neath and Port Talbot **1,457** (1,651) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,114	(1,011)
Neath	313	(539)
Port Talbot	23	(22)
Group visits	7	(79)
Number in audiences for off-site visits	396	(656)
Number of pupils reached by the Education Service	261	(497)
Numbers reached at special events	350	(177)
Total numbers reached on and off-site	2,203	(2,384)
Number of documents issued in Swansea and Neath	2,599	(2,463)
Number of post and email enquiries dealt with	349	(270)
Number of hits to the Archive Service website*	4,041	(3,699)
Number of hits to the online catalogue*	1,916	(1,604)

For the first time this quarter, statistics are available for the use of digital resources on Ancestry.co.uk whose originals are held at West Glamorgan Archives. Analysis of these shows that there were **192,107** page views in total during the quarter. Much of this figure comes from the publicity surrounding the release of the data on Ancestry, and usage has subsequently fallen to a steady level of approximately 1,000 page views per day.

User statistics for financial year 2016/17 are as follows:

Number of on-site visits at Swansea, Neath and Port Talbot in 2016/17 was 5,915 (7,110) (figures in brackets represent the previous year), comprising:

Swansea	3,889	(4,427)
Neath	1,608	(2,279)
Port Talbot	88	(76)
Group visits	330	(328)
Total numbers reached on and off-site	8,237	(9,507)

2. Service outreach

Commercial digitisation of the collections

On March 19th, 3 million individual records from the West Glamorgan Archive collections went live on the commercial website Ancestry.

Exhibitions and events

An exhibition celebrating cultural diversity within Swansea was created for the festival 'Our Abertawe: Celebrating Swansea Together' in the city centre in March. The exhibition has subsequently been loaned to the Josef Herman Foundation for display in the Welfare, Ystradgynlais.

The exhibition 'Visions of Steel' created last year in collaboration with Sandfields Comprehensive School was loaned to Port Talbot Library in March and later transferred to Tata Steel Academy on the Port Talbot steelworks site. It was on display at the launch of the 'Visions of Steel' project book at the Academy in May, an event which was attended by the former Sandfields pupils who had helped create the exhibition.

Members of Archives staff provided a stall at the spring Family and Local History Fair at the National Waterfront Museum in May.

The County Archivist organised an end-of-project event for the Cynefin local project 'Exploring Gower's Ancient Woodland' which took place in March at the Bishop's Wood Nature Reserve and Countryside Centre. Pupils from Bishopston Primary School took part in the event.

Talks

The following talks were given by Archives staff to external groups during the quarter:

Department of Adult Continuing Education Swansea
Oystermouth Historical Association

Education Service

Members of staff have conducted one or several sessions with the following schools during the last quarter, delivered either on or off-site:

Baglan
Birchgrove
Cwmnedd

Annual Report of the County Archivist 2016-2017

The Annual Report of the County Archivist 2016-2017 was published online on the West Glamorgan Archive Service webpages on the Swansea Council website. It describes the work of the Service over the year in a magazine format, with several articles on aspects of local history.

3. Regional History Centre Project Board

The County Archivist attended the first meeting of the Regional History Centre project board in March at Swansea University, a meeting which was also attended by the NPT Head of Legal Services and the CCS Head of Cultural Services.

4. Professional meetings and partnership working

Members of staff have attended the following professional meetings during the last quarter:

ARCW Cynefin Project Board
Glamorgan History Society Council
Information and Records Management Society Wales annual meeting
Swansea Libraries, Archives and Museums co-operation meeting
South Wales Record Society Committee

The County Archivist attended a peer group consultation on the proposed new building for Carmarthenshire Archives. Carmarthenshire County Council will start work on this building at the rear of Carmarthen Library later this year, with a target opening date of 2019.

5. Archive collections

A comprehensive list of archives received during the period March to May 2017 is attached for information at Appendix 1.

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

ACCESSIONS OF ARCHIVES
March-May 2017

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Women's Archive of Wales	Cofnodion cangen Gorseinon, 1995-2010; Lluniau cangen Ystalyfera, 2000s	1995-2010	2 vols	WAW 34/3; WAW 44/1
Neath Port Talbot CBC	Declaration of Robert Michael Redfern as High Sheriff of West Glamorgan	2015	1 paper	HS/W 41
Swansea Library	Bundle of pamphlets and booklets mainly relating to building societies and Education Committee. Also includes a Report on Milk Analysis	1846-1911	1 box	
Photographic material	Photographs of colliers at Penlan Colliery, 1914 and cast of HMS Pinafore at Penclawdd, 1932; Penclawdd school photographs, 1915	1914-1932	5 photographs	D/D Z 1024/1-3; E/W 26/2/1-2
Swansea Hebrew Congregation	Photographs relating to Ffynone Synagogue, Swansea	c. 1960-1990	1 envelope	DD SHC 36/69-80
Private deposit	Copies of Llangiwig Vestry minutes (original volume held in private hands)	April-July 1852	1 folder	D/D Z 173/2
South West Wales Industrial Archaeology Society	Report on the excavation of Scott's Pit, Llansamlet, by Barry Fagg, with supporting documentation	1976-2017	1 file, 1 CD-ROM	D/D Z 1017/1-2
The Penllergare Trust	Minute book	2000-2011	1 vol	D/D PT 61

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Photograph of St. Teilo's Church Choir, c.1958 (with Harry Secombe's brother Revd. Fred Secombe); notes on the beginnings of St. Teilo's Church, "Early Days at Caereithin, 1939-1963"; miscellaneous papers relating to Mothers Union media office	20th cent	1 bundle	P/334/CW/24-25
Private deposit	Records relating to Siloh Chapel, Landore including registers and miscellaneous financial records	19th century	2 bags	
Photographic material	Digital photographs of Neath Constitutional Club (black and white copies have been printed out on A4)	2016	1 CD; 14 photographs	D/D Z 1021/1
Soroptimist International, Swansea	Records including the original chain of office, the charter 1933, menus and programmes, attendance registers, photograph album, records relating to Soroptimist House, Swansea, and other records	1933-2011	1 crate	D/D SIS 3 onwards
Photographic material	Photographs of plaques in St Johns Church, Clydach	2016	1 CD; 5 photographs	D/D Z 1022/1
Private deposit	Items sent by email (scanned copies): autobiography of W. D. Williams, born in Alltwen in 1848; diary of W. D. Williams, 1884; picture of W. D. Williams	1880s originals	1 envelope	D/D Z 1023/1
Photographic material	Slides of various locations in the Swansea area	20th century	1 bundle	D/D Z 1025/1-13

Creator/originator	Description	Dates	Extent	Reference number
Swansea Libraries	Pamphlets and booklets mainly relating to education; Glamorgan County Magazines;	20th cent	1 box	
City and County of Swansea	Electoral Register	2017	2 vols	CC/S RE 42-43
Friends of Hafod Morfa Copper Works	Oral history recordings relating to the copper industry in Swansea	2016-2017	1 CD-ROM	
Clive Reed papers	Further papers of Clive Reed	1800-2004	1 bundle	
City and County of Swansea	Council and committee minutes for the City and County of Swansea	2014-2016	Approx. 3 linear metres	CC/S CC
David Evans department store, Swansea	Staff magazine	1961	1 vol.	
Neath Port Talbot County Borough Council	Various deeds relating to properties in the Borough of Neath	1786-1968	1 box	
Private deposit	Salem (Capel-y-Cwm) Chapel , Bonymaen, exhibition photographs	19th -20th century	1 trolley	D/D CM 13
City and County of Swansea	Land use and land allocation maps of Swansea County Borough	c. 1950	1 vol.	
Methodist Circuits in the West Glamorgan area	Circuit plans	1941-1958	1 bundle	
Private deposit	Scanned photographs of Ernest Alex Woodward and his wife Henrietta and daughter Irene	c. 1916	1 CD; 5 images	D/D Z 1029/1
Private deposit	The Peregrine Falcon: a compilation of genealogical information regarding the Perigrine families in Swansea and Carmarthen.	1977	1 vol.	D/D Z 1026/1

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Photographs of people connected with Fabians Bay Congregational Church, St Thomas, Swansea (names included with many of them)	early 20th century	1 boxful	
British Records Association	Deeds for properties relating to the Pegler family in Swansea and Llangyfelach parishes, 1838-1893; deeds and leases regarding the Eaton family and Fairy Grove Farm, Swansea, c. 1801-1942; copy lease of lands in Swansea, 1831; deeds relating to lands in Llanrhidian, 1773	1773-1942	1 box	
Hill United Reformed Church	Minute books and trust deeds	1980s-1990s	2 vols., 1 bundle	
The Gower Society	Newsletter and annual accounts	2016-2017	1 envelope	D 56/1c/26; D56/1g/49; D56/2; D56/3a
Soroptimist International Swansea	Minutes 2002-2011 and albums of photographs and memorabilia 1933-2010	1933-2011	1 file, 5 vols	D/D SIS 3/1 onwards
Private deposit	Ossie Morris, Comedian, papers including scripts, correspondence, joke book and photographs	20th cent	1 box	
Shrievalty of West Glamorgan	Declaration and order of ceremony for Roberta Louise Fleet JP as High Sheriff of West Glamorgan	11 Apr. 2017	2 items	HS/W 43/1-2
Skewen and District Historical Society	Minutes April 2016-March 2017	2016-2017	1 envelope	D/D SHS

Creator/originator	Description	Dates	Extent	Reference number
South West Wales Industrial Archaeology Society	Records relating to an archaeological dig of Scott's Pit, Llansamlet, including plans and photographs	1970s	1 box	
Private donation	Compulsory purchase document relating to premises in Llangyfelach Road, Swansea	1902	2 documents	D/D Z 1030/1-2
Private deposit	Records relating to W.B. Trick, son & Lloyd, travel agents, estate agents and auctioneers of Neath; Briton Ferry Boys at the Front invitation to Ralph Diver to attend a Christmas Party; Works and Wonders of the World booklet; two medallions	1913-1952	1 bundle	D/D Z 939/17-22
Private donation	Day book of fisheries inspector Ken Huting checking cockle catches in the Burry Estuary	1970	1 vol.	D/D Z 1028/1
Private donation	File regarding the safety of deaf swimmers in Swansea and Aberafan Leisure Centres	1998-2008	1 file	D/D Z 685/2
Glamorgan-Gwent Archaeological Trust	DVDs containing aerial photographs of Gower	c. 2007	6 DVDs	
Jones family of Garth, Pontardawe	Correspondence; records relating to Cwmllynfell Tip; records relating to the Garth Estate; records relating to the Pendrill family	19th-20th cent.	4 boxes, 2 files	
Gower Society	Gower Society Newsletter Autumn, 2016 and Spring 2017; programmes, 2017; leaflets; press cutting; Gower Show catalogue, 2016; photographs and slides; miscellaneous items	c. 2016-2017	2 boxes	D56 additions

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Neath Corporation	Deeds relating to properties in Neath	1831-1895	1 bundle; 1 CD	
Jones family of Garth, Pontardawe	Receipts, correspondence, photographs, maps, deeds, ephemera, wills; Rugby trials cap for Wales	18th-20th cent	12 boxes; 1 bundle	
City and County of Swansea	Aerial photographs of the area around Tycroes, Garnswllt and Gwaun-Cae-Gurwen	August 2003	1 bundle of 19 photographs	
Private donation	5 photographs (mostly unidentified) from the Gorseinon area of groups of people, probably connected with Brynteg Chapel.		5 photographs	
City and County of Swansea	Order of ceremony for the inauguration of Cllr. Philip Downing as Lord Mayor of Swansea	26 May 2017	1 booklet	