



**City and County of Swansea**

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

**Committee Room 6 - Guildhall, Swansea**

**Friday, 15 December 2017 at 11.00 am**

**Present:** Mr D B Lewis (Chair) presided

### **Representatives of City and County of Swansea**

**Councillor(s)**

P M Black

R V Smith

**Councillor(s)**

L S Gibbard

**Councillor(s)**

L R Jones

### **Representatives of Neath Port Talbot County Borough Council**

**Councillor(s)**

H James

**Councillor(s)**

P A Rees

### **Representatives of Associated Organisations**

A Dulley – Diocese of Swansea & Brecon

Mrs J Watkins – Neath Antiquarian Society

**Officer(s)**

G Borsden

K Collis

Democratic Services Officer

County Archivist

### **Apologies for Absence**

Councillor(s): E J King, W F Griffiths, R L Taylor, A N Woolcock and Dr L Miskell, T McNulty, D Michael & W John

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

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

#### **12 Minutes.**

**Resolved** that the minutes of the minutes of the West Glamorgan Archives Committee held on 15 September 2017 be approved as a correct record.

#### **13 Matters Arising.**

The County Archivist and Andrew Dulley reported further to the query raised at the last meeting and updated the Committee on the initial research they had undertaken regarding the possible establishment of a separate Archive Service website.

They detailed the potential options and basic costings for the setting up a dedicated website or a separate area where larger documents could be stored and accessed via the current Archive Service page on the CCS website.

The Committee discussed the merits of the two options going forward, the budget implications, technical issues, potential income streams and requested a written report to the next meeting.

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

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period September to November 2017.

##### Use of the Service

He reported on the use of the Service for the quarter and detailed the background behind the quarterly statistics.

He detailed and outlined the figures for the number of hits to the Archive Service webpages and to Archive Service content on the Ancestry website.

##### Exhibitions and Events

He reported that the 'Our Abertawe: Celebrating Swansea Together' exhibition went on display at the National Waterfront Museum in November. The exhibition will also form part of a wider multicultural programme theme at Swansea Museum next year.

He referred to the preparatory work being undertaken with regard to a project to celebrate the 100<sup>th</sup> anniversary of women's suffrage, and detailed the links developed with Women's Wales Archives and Women's Local Government Society on this project. He indicated that in an era of budgetary pressure, he valued the Service's partnership working and would continue to work with other Council sections voluntary groups and with Communities First co-ordinators in both Authority areas.

He outlined the various events and fairs the Service attended by the service during the period.

The Chair referred to three events taking place next year that the Service could be potentially involved in, including the centenary of the end of the First World War, and the establishment of both the Order of St John and the Royal Air Force.

The County Archivist outlined the various talks given to schools during the period, and the Service's use of social media for involvement in initiatives such as National Map Reading Week and the UK-wide 'Explore your Archive' campaign.

He also referred to the Service's recent advertising on Facebook and outlined its relative success.

### Digital Preservation Policy

He referred to the draft policy which all public authorities across Wales are looking to adopt to ensure a co-ordinated approach across Wales in this complex and expanding area, and referred to the key mission statement outlined at para 4.4 in the policy.

He indicated that it is likely that all Authorities across Wales and not just archive services will need to adopt the policy in the future, particularly given the move away from paper to 'born digital' records. These are records which never exist in hard copy.

**Resolved** that the policy be approved and adopted.

### Professional Meetings and Partnership Working

He reported on the various professional meetings attended by staff during the quarter.

### Training

He outlined the various training courses attended by staff during the quarter.

### Archive Collections

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

The meeting ended at 11.50 am

**Chair**