



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Committee Room 3, Civic Centre, Port Talbot
On: Friday, 13 September 2019
Time: 11.00 am
Chair: Byron Lewis

Agenda

	Page No.
1 Apologies for Absence.	
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 - 2
4 Report of the County Archivist.	3 - 10

Next Meeting: Friday, 13 December 2019 at 11.00 am (Swansea)

Huw Evans
Head of Democratic Services
Friday, 6 September 2019

Contact: Gareth Borsden - 01792 636824

West Glamorgan Archives Committee

Byron Lewis (Chair)	H M Lord Lieutenant
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City and County of Swansea

Peter M Black	Lyndon R Jones
Mike Durke	Robert V Smith
Louise S Gibbard	

Neath Port Talbot County Borough Council

Angharad R Aubrey	Rhydian Mizen
Wyndam Fryer Griffiths	Peter A Rees
Hugh N James	

Members of Associated Organisations

Sarah Perons	Diocese of Llandaff
Andrew Dulley	Diocese of Swansea & Brecon
Dr L Miskell	University College, Swansea
Mrs Janet L. Watkins	Neath Antiquarian Society

Officers:

City & County of Swansea Council:

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

Neath Port Talbot County Borough Council

Mr Craig Griffiths	Head of Legal
Mr Wayne John	County Librarian

Agenda Item 3



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Committee Room 3 - Civic Centre, Swansea

Friday, 14 June 2019 at 11.00 am

Present:

Councillor(s) - Swansea

L S Gibbard

L R Jones

R V Smith

Councillor(s) – Neath Port Talbot

W F Griffiths

R Mizen

P A Rees

H N James

Associated Organisations

A Dulley

Diocese of Swansea & Brecon

J Watkins

Neath Antiquarian Society

Officer(s)

G Borsden

Democratic Services Officer

K Collis

County Archivist

C Griffiths

Head of Legal - NPT

Apologies for Absence

Councillors A Aubrey, P M Black and M Durke and D B Lewis, Dr L Miskell, W John and T McNulty

1 Election of Vice Chairs for the Municipal Year 2019-2020.

Resolved that Councillors R V Smith and P A Rees be elected Vice Chairs of the Committee for the 2019-2020 Municipal Year.

Councillor R V Smith (Vice Chair) presided

2 Disclosures of Personal and Prejudicial Interests.

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

3 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 15 March 2019 be approved as a correct record, subject to the addition of Councillor W F Griffiths to the list of apologies.

4 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period March – May 2019.

Use of the Service

He reported on the use of the Service for the quarter and also referred to the comparison of statistics for 2017/18 and 2018/19 and detailed the background and rationale behind the statistics.

He expressed hope that the figures seemed to have stabilised now after a period of change brought about by reductions in service in both Swansea and Neath over the past few years.

The vast amount of material that is available online now has also impacted on visitor numbers, although engagement with the public has increased due to the use of social media.

Service Outreach

The County Archivist reported that the exhibition commemorating the 50th anniversary of Swansea being awarded city status had been completed and was currently on display outside the Archives search room in the civic centre. It would be displayed at the Air Show in July and was available for display in venues across the City.

He indicated the progress made on the book "A new, even better Abertawe: the rebuilding of Swansea 1941-1961". It was currently at the proof reading stage and would hopefully be launched at an event during the autumn.

He detailed the sessions delivered to schools and students from Swansea University during the quarter.

Discussion took place around the promotion of the service to schools, which included education sessions on a variety of curriculum-related topics, loan of portable exhibitions and the provision of CDs for a locality study. Where members were involved with their local schools, they were urged to help promote the service, which was underused. The County Archivist indicated that those schools which did use the service regularly returned for more sessions and to judge from the feedback received were very satisfied with them.

He reported that the Archive Service annual report for 2018/19 had recently been published online.

Professional Meetings & Partnership Working

He reported on the various meetings 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 11.40 am

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
13 September 2019**

**The purpose of this report is to
outline the work of the
Archive Service during the period
June to August 2019**

1. Use of the Service

Statistics for June to August 2019

The number of members of public using the Service on-site, June to August 2019, was **1,343** and the total number reached by the Service on and off-site was 1,545.

Number of on-site visits at Swansea, Neath and Port Talbot 1,343 (1,431) (figures in brackets represent the same quarter last year), comprising:

Swansea	842	(1,018)
Neath	309	(290)
Port Talbot	23	(27)
Group visits	169	(96)
Number in audiences for off-site visits	62	(170)
Number of pupils reached by the Education Service	185	(248)
Numbers reached at special events (including exhibitions)	140	(0)
Total numbers reached on and off-site	1,545	(1,601)
Number of documents issued in Swansea	2,987	(2,273)
Number of documents issued in Neath	67	(161)
Number of post and email enquiries dealt with	365	(354)
Number of hits to the Archive Service website	3,952	(2,954)
Number of hits to the online catalogue	304	(339)
Number of hits to WGAS catalogues on the Archives Hub	19,225	(8,999)
Number of page views on Ancestry	154,066	(152,183)

The Service has continued to co-operate with the UK Government's Infected Blood Inquiry during the quarter, having received several visits from the team.

2. Service outreach

Exhibitions and events

The Swansea city status anniversary exhibition panels have been on further display as follows during the quarter: at Swansea mosque during the St Helen's Road 50th celebrations street party, in the Patti Pavilion during the royal visit on 3rd July and at Killay Library during August. The County Archivist briefly explained the panels to HRH Prince Charles during the royal visit. The Assistant County Archivist recorded an interview on the subject for use by ITV Wales.

The Archives hosted an exhibition prepared by the Jewish History Association of South Wales on the history of the Jewish community and its various synagogues in south Wales. During this period, on 28 August, the Service hosted a public talk by Norma Glass entitled 'My life as a Jewish woman in Swansea'.

Publications

The next Archive Service publication, '*A new, even better Abertawe: the rebuilding of Swansea, 1941-1961*' has proceeded to print during the quarter, the launch of the book will take place at Swansea Museum at 2pm on the afternoon of 13th September with a public lecture by the author on the subject of the post-war rebuilding of Swansea. All members are welcome to attend the event, which is open to everybody.

Education Service

During the quarter, sessions have been delivered to the following primary schools either on-site or in the Archives:

- Penclawdd
- Plasmari
- St Joseph's, Swansea (2 sessions)
- St Thomas, Swansea (2 sessions)

A short presentation was made about using the schools service to a meeting of Swansea primary school head-teachers.

Talks to groups

During the quarter, talks have been given by Archives staff to the following groups either on-site or in the Archives:

- Staff from the Royal Commission on the Ancient and Historical Monuments of Wales, Aberystwyth
- University of the Third Age

In June, the County Archivist spoke at the launch of the book by the late Dr Tom Davies 'To Stand by the Sickbed'. He recalled Dr Davies' long association with the Archives both as a researcher, an author on the local history of Neath and the Dulais Valley, and a donor of archive material. His papers have now been transferred to the archives.

3. Staff

The customary annual appointment to the post of Archive Trainee did not take place this year while both parent authorities are considering the long-term sustainability of the way the service is funded and the future of the Archive Service reserves. The hours of an existing part-time member of staff were extended to cover the gap in the front-line service, this arrangement being temporary till the end of the financial year while the matter remains under consideration.

One of two archivist posts has been turned into a job share at the wish of the post-holder. A job share partner for the member of staff is currently being recruited.

4. Professional meetings and partnership working

During the quarter, members of Archives staff have attended the following professional meetings and taken part in partnership work as follows:

- Archives and Records Council Wales
- Working group meetings for the Archives Card (teleconference)
- Working group on the renewal of the contract for online publication of the Welsh parish registers (teleconference)

Together with an officer from Swansea Museum, the County Archivist met with one of the Swansea Pride co-ordinators to investigate ways in which the archives and museum could better collect archives and artefacts from the LGBT+ community in Swansea and area and improve the inclusivity and diversity of our collections.

Accessions of archive collections

A comprehensive list of archives received during the period June to August 2019 is attached for information at Appendix 1.

An urgent necessity this quarter has been to collect the records of schools in Swansea and NPT during closure. Records have been collected from Felindre, Craigeffnparc and Cymer Afan schools

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Email: kim.collis@swansea.gov.uk.

ACCESSIONS OF ARCHIVES
June-August 2019

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Neath Port Talbot County Borough Council	Register of electors	2019	1 vol.	CB/NPT RE 42
Private deposit	Tregŵyr Infants School Admission Register	1952-1971	1 vol.	E/W 11/2/8
City and County of Swansea Chief Executives Department	Ceremony card to celebrate Honorary Freedom of Alun Wyn Jones	12 June 2019	1 item	CC/S CE 12/5
Carmarthen Road United Reformed Church	Marriage registers	1982-2009	2 items	D/D E/Cong 15/15/1-2
Gower Society	Newsletters, 2017-2019; programmes, 2017-2019; agendas and minutes, 2018- 2019; press cuttings; Gower Show catalogue, 2018; Hugh Jones, 'The Reynoldston (1914- 1918) Memorial Tablet, St. George's Church, Reynoldston' (on USB stick - digital record)	2017-2019	1 small box	
Private deposit	Miscellaneous books, booklets, programmes relating to Neath and the Neath Valley	c.20th century	10 boxes; 1 small box	
Peter Hall Video Collection	Film about the Salt House, Port Eynon	2019	1 digital video file (170Mb, MP4 format)	D/D Z 717/54
Undeb Bedyddwyr Cymru/the Baptist Union of Wales	Annual report	2019	2 booklets	
Pentrepoeth Boys School	Punishment Book	1920-1936	1 vol.	E/S 39/5/3

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Papers relating to the Swansea Gas Undertaking; Swansea (Blitz) Occurrence Chart and miscellaneous ephemera	20th century	1 bag	
City and County of Swansea Social Services	Historic Social Services file relating to LB. This file was compiled under the terms of the mental Deficiency Acts, 1913-1938 (contains notices of escape and recapture from the Hensol Castle institution, near Pontyclun	1935-1970	1 file	
Private deposit	DVD and MPEG3 films entitled A brief history of St Mary's Church, Swansea	2019	2 CDs	D/D Z 717/55-56
Newton Women's Institute	Minutes and annual reports	1946-1980s	2 bags	D/D WI/N 1/11-22; 2/13-21; 3/2
Cymer Afan Comprehensive School	Log book, admission registers, other papers, 2 registers relating to Cymer Afan Primary School	1907-2009	1 large box	E/CA 1-9; E/GI 3/3/1-2
Tabor, Capel yr Annibynwyr, Blaengwynfi	Roll of Honour	c. 1919	1 paper, 1 brass plaque	D/D Ind 54/1
Ysgol Gyfun Gymraeg Felindre	Log book, stock inventory books and other records	1947-1995	1 box	E/W 42/1/3; 42/5/2; 42/7/1-2
Craigcefnparc Primary School	Log book, attendance register, admission registers, timetable, syllabus and report book	1869-1997	1 bag	E/W 6/1/5; 6/2/2; 6/3/1-3; 6/4/1-2
Private donation	Letters to chapels in Swansea seeking donations for children affected by the 1910 miners' strike in mid-Rhondda	1910	4 papers	D/D Z 1063/5-8
Private deposit	RAF Fairwood Christmas menu 1943 (men's signatures on reverse)	1943	1 item	D/D Z 1075/1

Creator/originator	Description	Dates	Extent	Reference number
Penclawdd Primary School	Dedication ceremony on the 70th anniversary of the sacrifice made by Pilot Officer Gwilym Penry Guy of Penclawdd.	2014	1 paper	E/W 26/3/1
Private deposit	Records relating to Wuhan and Nantong. Some miscellaneous items	20th cent.	1 bundle	D/D Z 165/35-38
Private deposit	Swansea Grammar School magazines	1944-1949	7 items	E/BG Sec 22/57-63
Private deposit	Swansea Grammar School magazines	1942-1944	4 items	E/BG Sec 22/57-60
Pontardawe Rural District Council	Register of council house tenancies for Clydach, Gellionen, Mawr, Ynysymond, Cilybebyll, Blaenegel & Mawr, Godre'rgraig, Alltygrug, Cwmllynfell and Caegurwen wards (includes street names and names of tenants)	1921-1980	1 vol.	RD/Pd H 1/1
Women's Archive Wales	Copy of photograph showing Mary Powell, market trader; invitation to the unveiling of the purple plaque in memory of Val Feld; article by Ursula Masson relating to the Tinsplate Industry ; copy of photograph of May Jacquet, munitions worker (with copy of reference); copy of "Old Fires: The Elba - three narratives"; Women's Jazz Archive information pack	20th century	1 bundle	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	35mm slides of historical buildings and sites in the West Glamorgan area, mostly of churches and chapels. Some are copies of old photographs which are NMW or RCAHMW copyright.		17 sheets of slides	D/D Z 1052/46-78
Seion, Capel yr Annibynwyr, Glais	Additional records including financial records, membership and contributions registers, Sunday School records and records relating to celebration of the centenary of the church in 1934	1902-1961	2 boxes	D/D Ind 53/10/1-27
Peter Hall Video Collection	Film of an oral history interview with Frederick Jeacock, Flt Lt RAF/RCAF in the Second World War	30 July 2019	1 file in MP4 format (873Mb)	D/D Z 717/58
Private deposit	Additional deposit of records relating to Andrews (Bakers) Ltd, Swansea comprising competition certificates and 4 35mm slides of John Andrew (1924-2013)	1922-1974	1 large portfolio, 4 slides	D/D Z 1052/42; 45
Private deposit	Additional papers of Dr T G Davies, including photographs, slides, CDs and annual reports	20th-21st cent	2 boxes	List as D/D Z 72
Royal Institution of South Wales	AGM and Annual Reports including Treasurers Accounts and Reports	2010-2019	1 bundle	RISW X 2/3; 5/1
Southgate County Club	Minutes books	1965-1999	3 vols	D/D SGCC 1/1-3
Private donation	Additional records relating to Swansea Canal Society	20th-21st cent.	2 large bundles	D/D Z 80/304-306
Strick and Bellingham, Solicitors	Deeds relating to the Dyffryn Estate; Howell Cuthbertson Estate; Strick Family and other miscellaneous families and properties	19th - 20th cent	4 large boxes	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Strick and Bellingham, Solicitors	Old papers and deeds believed to be relating to Mr Cuthbertson of Neath (former Coroner)	18th-20th cent	1 tin box	
Peter Hall video collection	Two films: '150 years of 23rd 24th 41st Foot, the Welsh Infantry Soldier: "Isandlwana to Northern Ireland" - stories of the Welsh Infantryman', and 'Royal Air Force Police, RAF Fairwood Common, Swansea, 31st August 1944'	2019	2 DVDs, 1 file transferred digitally	D/D Z 717/59-60