



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

Pwyllgor Archifau Gorllewin Morgannwg

Lleoliad: O bell drwy Microsoft Teams
Dyddiad: Dydd Gwener, 12 Mawrth 2021
Amser: 11.00 am
Cadeirydd: Louise Fleet

Gwyltio ar-lein: <http://bit.ly/2LY8UA6>

Agenda

Rhif y Dudalen.

- 1 Ymddiheuriadau am absenoldeb.
- 2 Datgeliadau o fuddiannau personol a rhagfarnol.
www.abertawe.gov.uk/DatgeluCysylltiadau
- 3 Cofnodion. 1 - 3
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir.
- 4 2021/2022 Cyllideb Refeniw. 4 - 6
- 5 Adroddiad Archifydd y Sir. 7 - 14

Cyfarfod nesaf: Dydd Gwener, 11 Mehefin 2021 ar 11.00 am

Huw Evans
Pennaeth Gwasanaethau Democraidd
Dydd Gwener, 5 Mawrth 2021
Cyswllt: Gareth Borsden 01792 636923

Agenda Item 3



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Remotely via Microsoft Teams

Friday, 11 December 2020 at 11.00 am

Present: Louise Fleet (Chair) Presided

Councillor(s) - Swansea

P M Black

L S Gibbard

L R Jones

R V Smith

Councillor(s) – Neath Port Talbot

A R Aubrey

W F Griffiths

R Mizen

P A Rees

Associated Organisations

A Dullea

Diocese of Swansea & Brecon

L Miskell

Swansea University

Officer(s)

G Borsden

Democratic Services Officer

K Collis

County Archivist

C Griffiths

Head of Legal - NPT

W John

County Librarian - NPT

Apologies for Absence

Councillors M Durke & H James and S Perons and J Watkins

21 Disclosures of Personal and Prejudicial Interests.

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

22 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 11 September 2020 be approved as a correct record.

23 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period September - November 2020.

Covid-19

He reported that the archive searchroom in the Civic Centre in Swansea had reopened on 29th September 2020. Visitors have to pre book slots and pre-order the documents they wish to view. Numbers are limited due to social distancing guidelines.

He reported that staff had been spilt into two teams to ensure continuity of service for the public if one team had to self-isolate. He indicated that the reopening of the service had proved popular with both public and staff.

Louise Miskell welcomed the reopening and outlined the invaluable resource that the Archives provides, particularly whilst the University library remains closed.

Kim Collis reported that due to the layout of the building and issues with many of the volunteers shielding, there are unfortunately no plans currently to reopen the Mechanics Institute in Neath.

Outreach and Educational Activity

Kim Collis and Andrew Dulley reported that the Service had taken part in the annual Explore Your Archive campaign, which ran between 21-29 November. This built on the successful social media engagement during the lockdown period earlier in the year. A programme of posts were put together, appearing simultaneously on Twitter and Facebook.

It was outlined that due to the search room reopening and the staffing resources needed to support this, there had been an impact on the amount of online activity that had taken place. However the Service remains committed to continuing social media activity going forward.

The fact that the searchroom in Swansea was one of only a few in Wales to have yet reopened was mentioned during further discussion.

Use of the Service

Kim Collis outlined that despite the reopening of the facilities outlined above, visitor numbers remain low, but online activity continues to hold up well given the circumstances, with staff working towards placing more information online for the public to access.

The Creation of Teaching Resources Relating to Wales' Connection With the Slave Trade

Kim Collis outlined the progress, and excellent joint working and collaborative arrangements in place to develop the above teaching resource.

He indicated that the resource will, when developed, be divided into three modules, as follows:

- Wales' part in the slave trade and the abolition movement, 1750-1850

- The growth of diverse urban communities in the south Wales ports, 1870-1920
- Post-war immigration and modern multi-cultural Wales, 1945-2020

He indicated that the initial draft of the first module above has been sent to Race Council Cymru for comment and was then forwarded by them to Professor Charlotte Williams, who is chairing the working group on the rebalancing of the Wales history curriculum.

Archives Accreditation

Kim Collis reported that further to the discussions held at the last meeting, the accreditation panel had met on 4 November 2020 and considered the evidence submitted in terms of progress against required key actions.

He indicated that they recognised the commitment from Swansea Council to relocate the archives and appreciated that work on a potential new home has been delayed by a number of factors, in particular the pandemic. The Panel therefore decided that West Glamorgan Archive Service should remain a provisionally Accredited Archive Service for a further 12 months.

The potential negative impact of the provisional status on any potential grant funding going forward was detailed.

He outlined the work being carried out by officers in preparation of any possible temporary relocation of the Service's collections, to be split between Glamorgan Archives and the Richard Burton Archives in Swansea University.

Accessions of Archive Collections

The County Archivist outlined and reported on the list of archives received by the Service during the quarter, which included a set of personal papers from the former Chief Executive of Neath Port Talbot Council.

The meeting ended at 12.07 pm

Chair

Agenda Item 4



Report of the Director of Place

West Glamorgan Archives Committee – 12th March 2021

2021/2022 Revenue Budget

Purpose: To give details of the Joint Archive Service revenue budget for 2021/2022 and the reserves held by the Joint Archive Service

Policy Framework: None.

Report Author: Aimee Dyer

For Information Only

1.0 Introduction

- 1.1 The Archive Service is jointly funded by both the City and County of Swansea (CCS) and Neath Port Talbot County Borough Council (NPTCBC). Each authority is responsible for agreeing their level of contribution as part of their respective budget processes, always in the ratio of 68% (CCS) and 32% (NPTCBC).
- 1.2 This report includes the detailed 2021/2022 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

2.0 Revenue Budget 2021/22

- 2.1 The budget for 2021/22 is expected to be £299,550, compared with the 2020/21 budget of £298,900. In line with the City and County of Swansea's budget assumptions a small increase for the National Living Wage (NLW) has been included. No other price increases have been assumed.
- 2.2 The increase of £750 is as a result of the NLW. This is offset against a small increase reduction in premises insurance of £100. The detailed budget is shown in Appendix A.

2.3 The required contributions from the two partners are:

	2021/2022
	£
City and County of Swansea	203,750
Neath Port Talbot County Borough Council	95,800
Total	298,900

3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31st March 2021. Due to the pandemic and efficiencies, the trainee post budgeted use of £19,400 is not required. There is also an anticipated underspend of around £30,000 which will be transferred to the reserve at the year-end.

3.2 The only expected use of the Training Reserve is in respect of the Trainee post during 2021/22. The Archives Publications Fund was exhausted in 2019/20. The balances are:

Reserve	Estimated Balance 31/03/20	Budgeted Use 2020/2021	Estimated Balance 31/03/21
Archives Document Fund	20,943	0	20,943
Archives Training Reserve	178,977	30,000	208,977
	199,920	30,000	229,920

Background Papers: None.

Appendices: Appendix A – Detailed Archives Budget 2021/2022.

Archives Budget 202

Original Budget 2020/21 £	Account Code			Account Description	Original Budget 2021/22 £
214,400	41118	000001	00000	Salaries Basic Pay	214,900
20,200	41118	000002	00000	Salaries NI	20,300
51,500	41118	000003	00000	Salaries Pension	51,650
500	41118	000171	00000	Professional Fees	500
700	41118	000313	00000	Staff Training	700
900	41118	000499	00000	Insurance Liability	900
288,200				EMPLOYEES	288,950
500	41118	100001	00000	Fixtures & Fittings Purchase	500
1,700	41118	100499	00000	Insurance Premises	1,600
200	41118	190023	00000	CBS Recharges	200
2,400				PREMISES	2,300
1,400	41118	200070	00000	Car Allowances	1,400
1,000	41118	200071	00000	Staff Transport Other	1,000
100	41118	290022	00000	Vehicle Hire Recharges	100
100	41118	290045	00000	Vehicle Fuel Recharges	100
2,600				TRANSPORT	2,600
1,100	41118	300046	30433	IT Consumables	1,100
2,500	41118	300047	00000	IT Hardware Purchase/Lease	2,500
2,700	41118	300050	00000	IT Networking	2,700
500	41118	300051	00000	IT Software Purchase/Lease	500
4,000	41118	300052	00000	IT Hardware & Software Maintenance	4,000
500	41118	300091	30603	Staff Expenses	500
300	41118	300096	00000	Advertising	300
1,500	41118	300099	00000	Telephone Rentals/Charges	1,500
0	41118	300109	00000	Postage & Carriage	0
600	41118	300129	00000	Books & Publications	600
200	41118	300129	31002	Books & Publications	200
1,000	41118	300150	31201	Printing Services	1,000
1,000	41118	300171	00000	Stationery	1,000
1,000	41118	300212	31003	Items For Resale	1,000
1,800	41118	300234	00000	Equipment Maintenance	1,800
4,000	41118	300235	00000	Equipment Purchase	4,000
1,000	41118	300235	31625	Equipment Purchase	1,000
3,300	41118	300256	00000	Materials Purchase	3,300
0	41118	300321	00000	Other Hired & Contracted Services	0
700	41118	300413	00000	Subscriptions	700
500	41118	300433	00000	Miscellaneous Expenses	500
500	41118	300499	00000	Insurance General	500
2,000	41118	390150	00000	Printing Recharges	2,000
500	41118	390150	31003	Printing Recharges	500
15,000	41118	400089	00000	Local Authorities	15,000
339,400				GROSS EXPENDITURE	340,050
-19,400	41118	750061	00000	Transfer from Reserves	-19,400
0	41118	750001	70075	Inter Service Credits	0
-17,940	41118	800001	00000	Fees & Charges	-17,940
-3,160	41118	800212	83215	Sales Income	-3,160
-40,500				GROSS INCOME	-40,500
298,900				NET EXPENDITURE	299,550
203,300				City and County of Swansea	203,750
95,600				Neath Port Talbot Borough Council	95,800

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
12 March 2021

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2020 to February 2021**

1. The COVID-19 pandemic

Last quarter's report to this Committee made the point that, in whatever form the Service is able to maintain some degree of operation, the Archives will continue to provide the widest range of service that it is able to, given the external circumstances and guidance issued. On 19 December, in the face of a rising infection rate, a national lockdown was announced at short notice by the First Minister. This necessitated the immediate closure of the limited searchroom service we had provided to that point, a situation which continues to the present date. Two members of staff have continued on a twice-weekly basis to check over the strongrooms, collect mail and carry out searches on behalf of other Council staff. We were able during the last quarter to install software to divert all telephone calls to a laptop PC, so have been able for the first time to answer from home phone calls to the general Archives number.

The pandemic has led to certain changes in work patterns which may be embedded in the way the Service operates in future. By way of example, no member of staff had ever worked from home until the first lockdown last March, but this has of necessity become a standard method of working which may become an option for a hybrid method of working in future, subject to public service demands. Similarly, online talks and paid-for family history sessions have proved a great success as people have become more familiar with using online meeting technology.

It is also worth noting that the three lockdowns will have affected the confidence to visit the archives of many of our older customers and those with limiting medical conditions, especially in a scenario where there remains low-level community transmission of the virus and uncertainty about the length of immunity offered by the vaccine. It is also not known how many of the Antiquarian Society volunteers will wish to return to the public enquiry desk once the Neath service point re-opens.

2. Outreach and educational activity

Commemorating the Three Nights' Blitz

19-21 February 2021 was the eightieth anniversary of Swansea's Three Nights' Blitz, which caused 230 deaths, 409 wounded casualties and the destruction of much of the town centre. To mark the anniversary, the Archive Service published an online memorial based on the official register of the civilian war dead throughout the Second World War. This contains 392 names, with information about where they were buried and how to find out more. A separate section of the memorial includes the names of the 26 people who died in Neath, Port Talbot, Pontrhydyfen and Skewen. The memorial is on the Archive Service website at www.swansea.gov.uk/article/60957.

Members will recall that, on the same date last year, the Service published a reprint of the 1994 work by Dr John Alban entitled *The Three Nights' Blitz*. On 19 February, Dr Alban gave an online talk about Swansea's air raids on behalf of the Archive Service. 176 people attended the live event and a large amount of positive feedback was received. An audio recording of the talk was made and has been uploaded to social media, where by the end of the reporting period it had been shared 119 times and had in excess of 2,000 hits.

Two films were produced by the Archive Service and posted on social media to tell the story of the Blitz from different perspectives. The first is based on a narration of the war diary of James R. John, a local journalist and Home Guard member, and the second uses photographs from the collections to depict the effect of the blitz on the town. There are Welsh and English versions of both films. The first has been viewed in excess of 2,600 times in total while the second has been viewed over 13,100 times. The two films and Dr Alban's talk can be accessed on the Archive Service website at www.swansea.gov.uk/article/61448.

The commemorations were publicised widely, including on our social media and in the press. There was a feature on the BBC Wales website (<https://www.bbc.co.uk/news/uk-wales-56082255>) and in the *South Wales Evening Post*.

Online educational resources and work with schools

During the quarter, school resources were added to the Learning for All section of the Archive Service website on the theme of the Three Nights' Blitz. The resources are aimed at both KS2 and KS3 and include photographs, maps, diary extracts and films from the collections. The Three Nights' Blitz school resource page has had 1,292 page views to date. See <https://www.swansea.gov.uk/article/57405/The-Three-Nights-Blitz>

The Service has been offering individual consultations with teachers who are interested in using the educational resources on offer. Meetings have been held with teachers from YGG Gwaun-cae-gurwen, Pontarddulais Comprehensive and Cefn Hengoed Comprehensive. With the phasing-in of the new curriculum, which contains an increased emphasis on local history (cynefin), there is scope for more engagement with secondary schools in the future.

The creation of teaching resources relating to Wales' connection with the slave trade

The following is a brief update on last quarter's report, which outlined the project in greater detail. A discussion took place with officers from Welsh Government about how to best progress this. It was decided to widen the geographical scope of the project by re-issuing an invitation to all archives in Wales to join. This has so far brought in a number of new participants from across Wales, most notably the National Library of Wales. Welsh Government is seeking to find for us educational experts we can consult with, so that the finished resources are most useful to teachers. All participating archives have been asked to help create a resource bank of images to start with.

The Archive Service has also been closely involved with the planned unveiling of a plaque to the anti-slavery campaigner and activist, Jessie Donaldson 1799-1889, which is planned to be 'unveiled' virtually on 25 March next. The day is significant as the UN Day of Commemoration for the victims of the historic slave trade.

Use of social media

The Service continues to promote itself via the social media platforms of Facebook and Twitter. Two further films consisting of images taken from the collections were produced during the quarter. The first was timed to coincide with the second lockdown, 23 October-9 November and the second was made as part of the 'Explore Your Archive' campaign.

<i>Title</i>	<i>Views</i>
Pioneers of photography	1,100
Towns in time-lapse	236

These films can be viewed here:

<https://www.facebook.com/pg/WestGlamorganArchives/videos/>

3. Former British Home Stores building

An opportunity has arisen for consideration of 275-277 Oxford Street Swansea, the former British Home Stores building, for conversion into a future archive repository, searchroom and Family History Centre. This would be alongside other uses for the building which would include a new Swansea Central Library and a Community Hub. Funding has been granted for an assessment by a Multi-Disciplinary Team of the potential conversion of this building. Major considerations for the Archives are whether the building has the potential to meet the British Standard 16893:2018 for archival storage and whether the conversion makes economic sense compared to the cost of an alternative solution such as a new-build. Welsh Government and The National Archives are providing advice and guidance throughout. At the suggestion of Welsh Government, the Service has also commissioned four days' work from an acknowledged expert in the field of archive building design. It has done this by taking out a subscription to the National Conservation Service.

4. Fees and charges

Members are asked to note the table of fees and charges for the coming financial year as provided in Appendix 1. These fees remain at 2020 levels.

5. Staff

Family History Centre Supervisor Lorna Crook left the Service on 5 December to take up employment with the NHS. She was a well-respected colleague and one very popular with family history users in both our Swansea and Neath service points. The post remains vacant.

6. Use of the Service

Statistics for December 2020 to February 2021

The number of members of public using the Service on-site, December 2020 to February 2021, was **26** and the total number reached by the Service on and off-site was **278**.

Number of on-site visits at Swansea, Neath and Port Talbot: 26 (1,134) (figures in brackets represent the same quarter last year), comprising:

Swansea	26	(681)
Neath	0	(256)
Port Talbot	0	(15)
Group visits	0	(182)
Number in audiences for off-site visits	267	(75)
Number of pupils reached by the Education Service	0	(71)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	293	(1209)
Number of documents issued in Swansea	241	(2034)
Number of documents issued in Neath	0	(111)
Number of post and email enquiries dealt with	798	(366)
Number of hits to the Archive Service website	TBC	(2,889)
Number of hits to the online catalogue	TBC	(1,587)
Number of hits to WGAS catalogues on Archives Hub	26,379	(17,158)
Number of hits to NAS catalogues on Archives Hub	1,123	(787)
Number of page views on Ancestry	174,036	(152,441)

7. Talks and professional meetings

Talks to groups have of necessity been curtailed by the pandemic. As well as the talk by Dr Alban referred to above, the Assistant County Archivist gave a presentation to Swansea University students and the County Archivist gave a talk to the Deputy Lieutenants, both talks given remotely. The County Archivist has attended a number of working groups during the quarter via MS Teams, including:

Chief Archivists in Local Government Group Executive
Parish Register Digitisation Working Group
South Wales Record Society Committee

8. Accessions of archive collections

A comprehensive list of archives received during the period December 2020 to February 2021 is attached at Appendix 2. Once again, the volume of accessions received was much reduced by the enforced lockdown and closure of the service. Mention must however be made of a collection of seven illuminated addresses presented at various times to Sir Henry Hussey Vivian between 1876 and 1893 by various Swansea groups and organisations, including one recording the grant of honorary freedom of the town to him. These beautifully-crafted addresses were purchased at auction by a collector in the south of England who on further reflection offered them to the Archives at their sale price. They have a civic value which makes it very fitting that they should find a home here in the Archives. More information on this collection will be included in the Archives annual report later in the year.

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



CHARGES FROM APRIL 2021

Research	INCLUSIVE OF VAT
Commissioned research- individuals	£30.00 per hour (£15 per half hour)
Commissioned research- companies	£50.00 per hour (exclusive of VAT)
Family History training session	£10.00 per hour
Quick search	£5.00
Photocopies	INCLUSIVE OF VAT
A3 and A4 photocopies from documents/printout from microform	60p
Printout from PC	20p
A3 or A4 scan (printout, sent by email or placed on Dropbox)	£2.50 per image
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	60p per sheet, £6 minimum charge
Certified copies	£10.50
Special or bulk orders: prices available on request	
Reproduction fees: publication	INCLUSIVE OF VAT
Non-commercial publications, articles for journals, theses	No charge, but a free copy of the publication will usually be requested
Books and periodicals- b/w- world rights	£65.00
Books and periodicals - colour- world rights	£130.00
Books and periodicals - b/w- English language rights	£32.50
Books and periodicals - colour- English language rights	£65.00
Reproduction fees: broadcast	EXCLUSIVE OF VAT
Rostrum filming in the searchroom	£105 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV, single channel (one-off use)	£5.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£10.00 per second
For more complex broadcast reproduction fees our terms and rates follow those of the National Screen and Sound Archive of Wales	
Swansea Hereditary Freedom certificates	INCLUSIVE OF VAT
A3, supplied only to eligible candidates	£50.00
Talks and school sessions	
Speaker fee for talks (evening talks only)	£25.00
School session delivered in the Archives	No charge
School session delivered at the school	£50.00 per class session

ACCESSIONS OF ARCHIVES
December 2020-February 2021

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private donation	Photograph of Sketty Fire Brigade, 1913; photograph of Sketty Garage, 1934	1913-1934	2 photographs	P/PR/42ii/3/43 and P/PR/42ii/4/15
Peter Hall Video Collection	Film of a recitation of a poem called 'Passing Seasons' by John The Poet From Swansea	2020	1 digital video file on CD-ROM (19.3 MB)	D/D Z 717/96
Private deposit	Bills and receipts from the estates of Mr George Looker, coal merchant of Bryn Newydd, Penyrheol, Gorseinon and Mr John Looker of Gwel-y-Don, 29 Penyrheol Road, Gorseinon.	1910-1933	1 bundle	
Port Talbot Methodist Circuit	Circuit plans	1964-1967	9 booklets	D/D Wes/CP 63-71
City and County of Swansea, Electoral Registration Section	Swansea electoral registers	2020-2021	2 vols., 2 files	CC/S RE 48-51
Private deposit	Collection of letters to and from Ben Noot of Neath, who served in the First World War. Also includes a diary of Ted Phillips of Glyn-neath, who served in the Second World War	1913-1945	2 crates	D/D Z 1102/1-15
Peter Hall Video Collection	Three videos: 'Ann of Swansea', 'Morfydd Llwyn Owen' and 'Sergeant William Charles Fuller VC Welsh Regiment'	2020	3 CD-ROMs containing video files in MP4 format (486 MB in total)	D/D Z 717/97-99
Photographic material	Postcards showing the Mumbles Train, girls at work at the Swansea and South Wales Institution for the Blind, and the visit of Edward VII and Queen Alexandra to Swansea, 1904	1904-1930	4 postcards	P/PR/21ii/1/2; P/PR/2/4/37; P/PR/2/3/20; P/PR/7/3/23

Creator/originator	Description	Dates	Extent	Reference number
Swansea Gospel Mission	60th and 70th anniversary booklets, and napkin from the celebration of the Queen's silver jubilee	1925-1977	3 items	D/D FC 9/1/1-3
Loughor Ecclesiastical Parish	Registers of services and banns	1976-2018	4 vols.	P/112/CW/154-157
Llanrhidian Higher Community Council	Minutes	January 2021	3 files	P/111/45 (part)
Undeb Bedyddwyr Cymru	'Y Negesydd' quarterly newsletter and annual report (Welsh and English versions)	2020-2021	10 leaflets, 2 booklets	D/D UBC
Photographic material	Postcard portrait of David Brynmor Jones, 1851-1921, barrister, historian and Liberal MP for Swansea District, 1895-1914, born in Swansea	c. 1890s	1 postcard	P/PR/117/2/4
Personal papers	Notebooks of Phyllis James, student teacher at Swansea Training College	1931-1932	3 vols	D/D Z 1105/1-3
Photographic material	Photographs of soldiers of 248 Battery stationed at Blackpill during the Second World War	1941	7 photographs	D/D Z 1075/2-8
Personal papers	Collection of illuminated addresses presented to Sir Henry Hussey Vivian	19th century	7 items	D/D Z 1104/1-7
Peter Hall Video Collection	Video on the life and work of Alfred Ernest Jones of Gowerton, Psychoanalyst	2021	1 digital video file, MP4 format (69.3 MB)	D/D Z 717/100
Private deposit	Photographs of Ernest Hayward during his time in the Swansea Home Guard. One photograph of Mumbles Train.	1940s	5 photographs; jpeg files	D/D Z 1103/1-7
Peter Hall Video Collection	Biographical film about Algernon Walker-Heneage-Vivian of Clyne Castle	2021	1 digital video file, MP4 format (77.3 MB)	D/D Z 717/101
Private donation	Two booklets of memories of Mike Lewis formerly of Port Tennant regarding the Three Nights' Blitz of Swansea	2000s	2 booklets	