

**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 March 2018**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2017 to February 2018**

1. Briefing note on the potential for the Archive Service to develop a separate website

Following a request by Members at the last meeting, a briefing note is attached at Appendix 1 which provides more information on the pros and cons of the Archive Service establishing its own website. As any decision to change would represent an operational decision by the Service, this is provided for information only. There are capital and revenue implications in any decision to change the current hosting arrangement which are quantified in the note.

2. Fees and charges

Members are asked to note the revised level of fees and charges for 2018/2019, which are attached in the chart at Appendix 2.

3. Use of the Service

Statistics for December 2017 to February 2018

The number of members of public using the Service on-site, December 2017 to February 2018, was **1,167** and the total number reached by the Service on and off-site was **1,385**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,167 (1,323) (figures in brackets represent the same quarter last year), comprising:

Swansea	896	(935)
Neath	221	(285)
Port Talbot	14	(16)
Group visits	36	(87)

Number in audiences for off-site visits	218	(226)
Number of pupils reached by the Education Service	201	(250)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	1,385	(1,549)

Number of documents issued in Swansea and Neath	2,384	(1,994)
Number of post and email enquiries dealt with	355	(256)

Number reached through exhibitions [New statistic]	145	(n/a)
Number of hits to the Archive Service website	3,706	(3,703)
Number of hits to the online catalogue	459	(1,470)
Number of page views on Ancestry [New statistic]	100,160	(n/a)

4. Service outreach

Exhibitions and events

Archives staff created an exhibition on Edwardian Swansea which was displayed in the Swansea Civic Centre foyer during December and January.

The Service was successful in its application for Welsh Government funding to create an exhibition on the theme of the women's suffrage centenary, the application being reported on at the last meeting. The grant will cover two linked portable exhibitions on the theme, one for adults and one for children, together with an accompanying film to be created by students from the University of Wales Trinity St David. On February 6th (the centenary of the Bill's Royal Assent) the Women's Local Government Society announced that Winifred Coombe Tennant and Emily Phipps were on its national list of 100 suffrage pioneers. The two suffrage campaigners had been nominated by the Archive Service and the Women's Archive of Wales respectively.

Work has been undertaken by the National Library of Wales to digitise sixty-six engineering drawings from the Neath Abbey Ironworks collection, which will be published online by People's Collection Wales. The work has been made possible by a grant from the Friends of the National Libraries, who helped to fund the purchase of the collection in 2013. It is anticipated that the online resource will help raise the profile of the collection, the Neath Abbey Ironworks and Wales' contribution to the Industrial Revolution.

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:

Birchgrove
Cefn Hengoed Community School (x5)

Additionally members of staff have delivered educational sessions to students of Swansea University and to the Department of Adult Continuing Education, Swansea University.

Talks to groups

Members of staff have given the following talks to groups:

Glamorgan Family History Society
Swansea Copperworks Discovery Project (x2)

5. Professional meetings and partnership working

Members of staff have attended the following professional meetings and taken part in partnership work as follows during the last quarter:

Chief Archivists in Local Government Group Executive (by teleconference)
South Wales Record Society Committee

6. Training

Members of staff have attended the following free training courses during the last quarter:

Managing photographs
Volunteer management

7. Archive collections

A comprehensive list of archives received during the period December 2017 to February 2018 is attached for information at Appendix 3.

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Briefing Note On The Development Of A Separate Archive Service Website

Members asked at the last meeting of the Archives Committee for further information on the implications of developing a separate website for the Service. While this would be an operational decision for the Service to take, there is value in openly quantifying here the costs and benefits of such a move in order to justify and support an informed decision.

The conclusion of this exercise as outlined below is that any change from the status quo would provide limited benefits for the increased cost involved and would conflict with Swansea Council's policy on independent website development.

A more appropriate use of scarce resources may be on further development of the Service's use of social media which targets a younger audience and accords with our audience development plan.

Advantages

The website would be able to take more digital content, free-to-view or pay-on-demand, since it would have more server space available, albeit at a cost.

The archive catalogues could be made available in a more browsable form.

The Archive Service would not be tied to the website of either parent authority and could develop an identity of its own.

Disadvantages

It would cost approximately £3,000-£5,000 to set up, including purchase of domain name, artwork and branding, technical development, the initial requirement to market the site and capital costs re server space.

It would cost around £300 to £500 per annum to maintain, including the rental of separate server space, software annual costs, updates and domain name licensing.

Extra staff resource would be required to maintain the site.

As a separate website, without careful branding and artwork, it may appear as if the website was not official or the Archive Service was not a Council service.

There could be a problem with search engine results without search engine optimisation work.

Creation of a separate website would contradict Swansea Council policy.

Technical assistance would be needed to ensure that search engine results continued to point to the site and was on hand if the website crashed. As described above, the website would have to be developed in contradiction to Swansea Council policy, therefore technical support would not be available from Swansea Council.

Charges From April 2018

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
Printouts from <i>The Cambrian</i> newspaper (orders sent by post)	£1.00 per sheet, £6 minimum charge
Certified copies	£10.00 minimum charge
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	£60.00
Books and periodicals - colour- world rights	£120.00
Books and periodicals - b/w- English language rights	£40.00
Books and periodicals - colour- English language rights	£60.00
Reproduction fees: broadcast	Exclusive Of Vat
Rostrum filming in the searchroom	£100 per session (up to half day)
Broadcast of archive film footage or archive stills – Wales TV news and related one-off use	£5.00 per second
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	£9.50 per second
For more complex broadcast reproduction fees, our terms and rates follow those of the National Screen and Sound Archive of Wales	
https://www.llgc.org.uk/fileadmin/fileadmin/docs_gwefan/casgliadau/agssc/using_the_collection/agssc_rate_card_en.pdf	
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 2017-February 2018

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Coroner	Coroner's records relating to two cases that became litigious		4 folders	
Private deposit	Underlease of minerals in the parish of Glynchorrwg	10 Aug. 1880	1 deed	D/D Z 1047/1
Ebenezer and Henrietta Street Welsh Independent chapels, Swansea	List of graves at Ebenezer, High Street, Swansea 1849-1853 and church minute book for Henrietta Street Chapel 1895-1952; also order of service for induction of a minister in Carmel, Hebron and Salem chapels, Clydach, 2000	1849-2000	2 vols, 1 booklet	
Hafod Morfa Residential Care Home	Register of residents	1966-1985	1 vol.	WGCC/SS 9/1
Papers of Jack Thompson	Draft schedule for planning and development of the central town area of Swansea; leaflet re Oakleigh House School; 4 photos of the Picture House, Swansea; sales catalogues of the Mansfield Estate and Vivian Estate, Bishopston	1910s-1980s	9 folders and 10 items	
Women's Archive of Wales	Box of papers and documents relating to Joanna Greenlaw	1920s-1990s	1 box file	
Morrison Hospital Chaplaincy Department	Baptism register	1961-1987	1 vol.	P/312/CW/114
Private donation	Booklet celebrating the conferment of an honorary degree of Swansea University on Hillary Rodham Clinton, and script for the bid for City of Culture 2021	2017	2 items	D/D Z 168/14-15

Creator/originator	Description	Dates	Extent	Reference number
South Wales Evening Post	Bundle of team photographs mainly relating to Swansea Schools' Association League players and managers. Also three photographs of Swansea Schools' Cricket teams.	1940s-1960s	1 bundle	SWEP X 1-12
Private deposit	Copy of John Humphrey: God's own architect by David Farmer; and a Bible with family history notes in front.	1930s-1997	2 vols	
Private deposit	Booklet entitled Reinforced concrete; 2 photographs of a group of workmen (concrete workers?); letters and testimonials to James Albert Horne who worked on the construction of the Lifeboat Station	20th cent.	1 bundle	D/D Z 1046/1-5
City and County of Swansea, GIS team	Plans showing the retail environment in towns in the City and County of Swansea and historic sites in the Lower Swansea Valley	2014-2015	2 plans	CC/S E Dev 12/1-2
Llangennith, Llanmadoc and Cheriton Community Council	Minutes	2014-2015	1 file	P/109/24

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	A brief history of the Boards of Visitors, 1898-1998; The Woolfe Report, 1991; Report by H.M. Chief Inspector of Prisons at H.M. Prison Swansea, 1993; The Port Talbot Judo Club by Alistair Donald Stewart, 2017; Annual Reports of Swansea Prison Board of Visitors, 1976-2000; Report of the review of the Role of Boards of Visitors, 1995; copy of the Case Thomas & Others v. The Home Office, 2000; Independent Monitoring Boards for Prisons Handbook, n.d.; Respect the word magazine; Inside guide to crime prevention (leaflet produced in partnership with Swansea Prisoners); Glossary of Terms and Slang common in Penal Establishments, 1978; H.M. Prison Swansea leaflet re drug detection dog, 2001-2002; Notes for the guidance of visiting committees and Boards of Visitors of H.M. Prisons, 1964; H.M. Prison Service Escort Handbook, 1996; H.M. Prison Service Security on Prisons Handbook, 1995	1964-2017	1 large bundle	D/D Z 653/1/5; 10/1-5; 11/1-0
Llanrhidian Higher Community Council	Minutes	Jan. 2018	1 file	P/111/45 (part)
Private deposit	Photographs of Neath Boys Grammar School pupils, 1959	1959	1 photograph	E/N BG Sec 6/1
Ystradgynlais Family History Society	Two miner's compensation claim books	1938	2 volumes	

Creator/originator	Description	Dates	Extent	Reference number
Llewellyn family of Baglan	Letters between family members living at Baglan Hall and Cwrt Colman	19th-20th century	1 box	
Peter Hall video collection	Films showing aircraft at Fairwood Airport, and a collection of 13 short films about villages and historic locations in Gower	2017	15 files, MP4 format, burnt to 1 CD-ROM and 1 DVD-ROM	D/D Z 717/41-42
Peter Hall video collection	Film about the castles of Gower	2006	1 video file on CD-ROM	D/D Z 717/43
Private deposit	Papers relating to Swansea Main Drainage Scheme. Mr W. G. Woolcock of Thistleboon, Mumbles was the engineer involved (father of depositor).	1936	1 bundle	D/D Z 1049/1-3
British Federation of Women Graduates	Obituary of a member Marjorie Vanston	2017	1 item	D/D BFWG 7/1
Swansea Bay Port Health Authority	Annual report	2017	1 booklet	PH 1/110
Private deposit	1 painting of proposed castle square redevelopment, 1 plaque.	Mid-20th century	2 items	
Women's Archive Wales	Local history class walk, for inclusion with Ursula Masson papers via Archif Menywod Cymru / Women's Archive Wales	n.d., c. 1990s	1 item	
Women's Archive Wales	Papers of Edna Mair Thompson	1932-1994	2 bags	
Private deposit	Records relating John Thomas and John Wendell Rhys Thomas of Gorseinon	20th cent	10 vols	
Peter Hall video collection	Film entitled 'The Haunts of Dylan Thomas'	2004-2012	1 video file on DVD-ROM	D/D Z 717/44
J Mansel Thomas tape collection	Two cassette tapes - George Tucker on Gower dialect and a selection of extracts from the other recordings by J. Mansel Thomas (T 3/1-36)	n.d., 1970s	2 cassette tapes	T 3/37-38

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Colour slides and a CD of photographs of the Lower Swansea Valley.	1975	1 box; 1 CD	D/D Z 1050/1-2
Gower Festival	Financial files	2012-2015	4 files	
Ecclesiastical parish of Swansea St Barnabas	Swansea St Barnabas Church (Hawthorne Avenue, Uplands) records, paper and disc. Includes minutes, finances, annual reports, and photographs.	1994-2017	2 boxes	
Swansea Chamber of Commerce	Minute book	1925-1932	1 vol.	D/D CC 1/1
Facsimile photographs	Photographs of Sketty Hall, 1950s British Iron and Steel Research Association, photographs of the staff, hall and plant.	1950s	1 envelope of photographs	
Private deposit	Papers of Gerald McCormack		1 crate	
Edward Harris, solicitor	Swansea local plans 1980s-2000s; plan of Fairwood Common showing wartime structures; photograph of Pen-y-waun Farm, Llangyfelach, 1968	1940s-2003	1 box	
Llanrhidian Higher Community Council	Minutes	Feb. 2018	1 file	P/111/45 (part)
City and County of Swansea, Planning Department	Various planning reports relating to Swansea Enterprise Zone, and 1991 and 2001 census reports	1980s-2003	1 bag	Census reports added to searchroom library
Legal and Democratic Services	Minutes, correspondence and newspaper cuttings relating to YGG Llwynderw	2002-2009	2 files	
Edward Harris, solicitor	Small bundle of deeds relating to places in the Borough of Loughor	1883-1933	1 bundle of 4 copy deeds	
Undeb Bedyddwyr Cymru	Copies of 'Y Negesydd/The Messenger' newsletter	2017	4 items	
Digitised images	Set of DVD-ROMs containing digitised images of	2018	7 DVD-ROMs	CD Store

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Council, Electoral Services section	Electoral register	2018	2 vols	CC/S RE 44-45
Private deposit	Two glass slides: Reynoldston Green and Manselton Road	19th cent.	2 glass slides	
Private deposit	Telegram 8 August 1940 - Air raid on Neath, Newspaper cutting - Evening Post 1992, photograph.	1940-1992	1 folder	