

**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
11 March 2022**

**The purpose of this report is to
outline the work of the
Archive Service during the period
December 2021 to February 2022**

1. Service point reopening

The service has continued to run in Swansea Civic Centre with the limited Covid risk-assessed service described in last quarter's report. The Neath service point remains closed but is looking to reopen imminently under the terms of a COVID risk-assessment which is currently under preparation.

2. Use of the Service

Statistics for December 2021 to February 2022

The number of members of public using the Service on-site, December 2021 to February 2022, was **187** and the total number reached by the Service on and off-site was **322**.

Number of on-site visits at Swansea, Neath and Port Talbot 187 (120) (figures in brackets represent the same quarter last year), comprising:

| | | |
|---|-----|--------|
| Swansea | 187 | (26) |
| Neath | 0 | (0) |
| Port Talbot | 0 | (0) |
| Group visits | 0 | (0) |
| Number in audiences for off-site visits | 135 | (267) |
| Number of pupils reached by the Education Service | 68 | (0) |
| Numbers reached at special events (including exhibitions) | 0 | (0) |
| Total numbers reached on and off-site | 322 | (293) |
| Number of documents issued in Swansea | 897 | (241) |
| Number of documents issued in Neath | 0 | (0) |
| Number of post and email enquiries dealt with | 679 | (798) |
| Number of hits to the Archive Service website | n/a | (5542) |
| Number of hits to the online catalogue | n/a | (73) |

| | | |
|---|---------|-----------|
| Number of hits to WGAS catalogues on the Archives Hub | 21,457 | (26,379) |
| Number of hits to NAS catalogues on the Archives Hub | 1,072 | (1,123) |
| Number of page views on Ancestry | 143,038 | (174,036) |

3. Outreach and educational activity

Service to schools

Via MS Teams, two sessions for schools were delivered during the quarter, as follows:

Pontarddulais Comprehensive School
St Helens Primary School

An introductory session was also delivered to History undergraduates at Swansea University.

4. Professional meetings and training

Archives staff have attended a number of professional working groups and undertaken training during the quarter as follows:

ARCW Marketing sub-group
LGBTQ+ awareness training
National Broadcast Archive Project Board
South Wales Record Society Committee
The World Re-imagined Project sub-groups
WCAG sub-group on commercial digitisation of family history records
ARCW Welsh Vital Digital Records Initiative sub-group

To explain some of the collaborative projects listed above:

The National Broadcast Archive project will see the Archives become an access point for the archives of several Welsh television companies (BBC, S4C and HTV) via the National Library of Wales. It is anticipated this facility will open in the spring or early summer in the Family History Centre as one of a dozen such service points.

The World Re-imagined is a project providing an artistic response to the historic transatlantic slave trade and our continuing connection to its legacy. Ten globes will be placed along a trail around Swansea city centre, each one connecting to a project theme. A number of episodes from history, objects from heritage collections, and oral histories from the community, will be recorded/captured digitally and made available on the TWR website.

The Welsh Vital Digital Records Working Group is looking to find a solution to the long-term preservation of born-digital records created by councils across Wales. Typically these records at risk are the records of Social Services departments (of child adoption in particular), however a long-term solution for council minutes is also needed, presuming that at some point in the future the website *modern.gov.uk* will want to delete its older records.

5. Potential relocation of the archives to the proposed City Centre Hub

A decision in principle to relocate the archives to the City Centre Hub was taken by Swansea Council's Cabinet in December. It remains critical that British Standard for archival storage is met, which at this stage Swansea Council and the design team believe can be achieved, however some of the detail relating to security is partly dependent on the allocation of space between the building's stakeholders when the project completes RIBA stage 3. Conformity with the British Standard in turn affects the ability of the Service to meet the Archives

Accreditation Standard and its status of recognition by The National Archives Kew as a local Place of Deposit for public records.

Whilst Swansea Council and the appointed design team believe that the proposed scheme will be able to provide adequate facilities for the archive collections, the decision as to whether the proposed scheme is the right long-term solution for these collections in terms of collections development will be determined by an archives sub-group of the Hub Project Team in the coming months. Alongside the decision to proceed, and bearing in mind the broadening of the project to include other heritage collections, it has been agreed to also seek external funding to investigate the feasibility of a more sustainable long-term solution to the needs of these collections in the form of a dedicated history centre in Swansea city centre.

Assuming several heritage services are to be accommodated in the City Centre Hub, this move would then serve as a first phase which could lead into a second phase where Swansea Council would seek to work with those stakeholders and partners to provide a home for several heritage collections, freeing the former BHS building from a dual role as both a heritage store and a community hub.

Intended at this early stage to be an adjunct to Swansea Museum, the history centre feasibility study will look at the opportunities for mutual collaboration with the Museum that such a project might bring, including archival quality storage for the Museum's works on paper and its other delicate items; shared high-quality education facilities which the Museum sadly lacks at the moment; and a temporary exhibition space built to British Museum standard which would not only allow for the display of archives and other light-sensitive materials but also allow Swansea Museum to receive loans of items from the national collections in prestige exhibitions. This history centre could be a cultural attraction of benefit to the sector more widely, adding to the visitor footfall and tourist appeal of Swansea's Museum quarter.

6. Fees and charges for 2022/23

A table of fees and charges is attached at Appendix 1 with a stand-still from 2021/22. Income is still considerably reduced due to the lack of economic activity and footfall in the service points, furthermore it is recognised that most of our service users are facing considerable cost of living pressures. **Members are asked to approve the table of fees and charges attached at Appendix 1.**

7. Accessions of archive collections

A comprehensive list of archives received during the period December 2021 to February 2022 is attached at Appendix 2.

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**FFIOEDD A THALIADAU O EBRILL 2022
FEES and CHARGES FROM APRIL 2022**

| | |
|--|--|
| 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 2021-February 2022

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|----------------------------------|--|---------------------|--|--|
| Peter Hall Video Collection | Film entitled 'AJR Oak Tree Planting Swansea' about a commemorative oak tree planted at Swansea Guildhall | 2021 | 1 digital video file, MP4 format, 396 MB | |
| Swansea Registry Office | Marriage registers from the parishes of Gorseinon, Llandeilo Talybont, Loughor, Penlle'rgaer, Swansea St James, Swansea Christ Church, Swansea St Barnabas and Swansea St Gabriel; also from Trinity Baptist Church, Penclawdd; Nebo Welsh Independent Church Felindre and Pontarddulais English Methodist Church. | 1912-2021 | 21 volumes | P/305/CW/253; P/108/CW/99-100; P/112/CW/158-159; P/315/CW/59-60; P/317/CW/104; P/333/CW/94; P/319/CW/153; P/335/CW/62; D/D W/Bap 43/1/1-4; D/D Ind 43/1/1; D/D Wes SG 27/1-5 |
| Private deposit | The history of Neath Grammar School for Girls by Carole Wilsher | 2021 | 5 papers | |
| Private deposit | Rules of the Twysog Dulais Lodge, Pontarddulais; Minute book of the same lodge; Account book of the Gopa Methodist Cymanfa Ganu, 1935-1988 | 1873-1988 | 1 bundle | |
| Private deposit | Papers relating to Gilbertson Industrial; Papers relating to William Parsons; papers relating to Ystalyfera | 19th-21st cent | 1 lever arch file | D/D Z 80/311/26-27 |
| Private deposit | Bundle of grants of probate; letter book of Edward Strick; assignment of premises at Ffynone | 1841-2008 | 1 bundle; 1 vol; 1 parchment | |
| Private deposit | Photograph of Mayor William Jenkins and Ralph Vaughan Williams OM, composer at the Guildhall, Swansea. | 27th October 1948 | 1 photograph | |

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|-----------------------------------|--|---------------------|----------------------|--------------------------------|
| Strick and Bellingham, Solicitors | Bundle of old deeds; deeds of land in Blaengwynfi; bundle of deeds relating to land in Aberdare | 19th-20th century | 3 bundles | |
| Private donation | Programme for concert at the Albert Hall, Swansea | 2 June 1895 | 1 paper | |
| Messrs D O Thomas, solicitors | Pre-registration title deeds from D O Thomas & Co. | 20th cent | 1 box | |
| Private donation | Programmes relating to West Glamorgan Youth Theatre; photographs relating to West Glamorgan Community Dance Fellowship activities | 1970s-1980s | 1 bundle | |
| Private donation | Photographs of students at Swansea Training College. Students' names are identified on reverse of each photograph | 1943 | 12 photographs | |
| Messrs D O Thomas, solicitors | Pre-registration title deeds for various properties | 19th-20th cent | 1 box | |
| Private donation | Photograph by A. J. Robinson of Mumbles showing GWR locomotive at Landore Engine Shed | 1895 | 1 photograph | |
| D O Thomas, Solicitors | Pre-registration title deeds | 19th-20th century | 2 bags | |
| Private donation | Identification card for differentially coated tinplate issued by the Steel Company of Wales Ltd. Carmarthen Road, Swansea | c.1950s | | |
| Swansea Central Library | Public consultation documents on the proposed tidal lagoon in Swansea Bay, proposed student accommodation in Kings Road, Swansea Docks and Mumbles Conservation Area Review. | 2007-2020 | 7 vols | SL PC 1-4 |
| D. O. Thomas, Solicitors | Bundles of pre-registration and other deeds | 19th-20th century | 2 bags | |

| Creator/originator | Description | Dates | Extent | Reference number |
|---|--|-----------------|-------------------|-------------------------|
| Carmel, Eglwys yr Annibynwyr, Gwaun Cae Gurwen | Copy of burial register, 1900-2016; copy of sketch plan of Hen Garmel Cemetery; list of donors and contributors; Hurley and Davies condition report on Carmel Chapel, 2015; Rowland and Jones Surveyors report, 2015; manuscript recollections of characters and officials of Carmel Chapel by Morgan J Thomas; History of Carmel Newydd, 1877-1922 by Jonah Evans | 1900-2016 | 1 bundle | |
| Gower Festival | Gower Festival printed programmes, 2014-2016, 2019; Sir Karl Jenkins 75th Birthday Gala programme, 2019 | 2014-2019 | 5 items | |
| Private donation | Documents relating to David Daniels, mainly Eisteddfod memorabilia. Collected by Brenda Hopkins. | 20th Century | 2 files | |
| Private donation | Records relating to Swansea Canal, including information on bridges, locks, people, draft copy of Two Centuries of Pontardawe by Clive Reed, records relating to Pontardawe Steel Works, photographs of the Buttress family and slides of the lower Swansea Valley taken by West Glamorgan County Council. | 20th Century | 1 bundle of files | |
| D O Thomas, Solicitors | Pre-registration title deeds | 19th-20th cent | 6 envelopes | |
| St Helen's Estate, Swansea; bequest of Miss Mary Rose Mumford, deceased | Further records relating to the life of Miss Mary Rose Mumford and to the St Helen's Estate, Swansea, including deeds, accounts and correspondence | 18th-20th cent. | 1 box | |
| Private donor | Two films believed to be training films used at Velindre Apprentice Training School | c. 1970s | 2 films | |

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|-----------------------------------|--|---------------------|----------------------|--------------------------------|
| Private donation | Records relating to John Griffiths of Ynysmeudwy and R S Griffiths on Pontardawe | 1860s-1950s | 1 bundle | |
| Private donation | Digital scan of a tracing of D/D D/M 1 (map of the manor of Cadoxton, 1600) | 1980s | 1 CD | |
| Strick and Bellingham, solicitors | Bundle of deeds relating to the Brook family of Swansea | 19th-20th cent | 1 bundle | |
| Private Donor | Black and white photographs and negatives of Caswell Bay, Swansea Docks, Mumbles, the Pumpstone at Bishopston and Oxwich Castle. | 1950s-1969 | 1 envelope | |