

**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH  
COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL,  
RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
24 June 2016**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO
<b>REPORT FOR THE PERIOD 1 March – 31 May 2016</b>	

### **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives (GA) for the period 1 March to 31 May.

### **2. BACKGROUND**

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

Members are asked to note the content of this report.

### **3. ISSUES**

#### **A. MANAGEMENT OF RESOURCES**

##### **1. Staff**

###### *Maintain establishment*

The team of Relief Records Assistants has been expanded to ensure cover throughout the week with Dan and Grace now trained to assist Matthew with guidance from permanent staff members Dave Hail and Stefan Walker.

A further 2 temporary appointments have been possible using Youth Contract funding through Elite Supported Employment Agency. Joshua and Sion joined in May for 6 months. They will be working mainly on digitisation projects and, like Andrew Booth on the CLOCH funded project, are both from Rhondda Cynon Taf County Borough.

Hannah Price and Laura Russell, Archivists, have visited during their maternity leave to maintain contact with their team. They are included in staff updates and circulated information.

The establishment list has been updated with assistance from Cardiff Council Human Resources staff. Lowis Elmer, Records Assistant, has begun her maternity leave.

*Continue skill sharing programme*

During the quarter 44 volunteers and work experience placements contributed 1746 hours to the work of the Office. Of these, 27 came from Cardiff, 8 from the Vale of Glamorgan, 6 from Bridgend, 1 from Rhondda Cynon Taf, and 1 from Caerphilly. Tours were provided 2 prospective volunteers and references for work supplied for a former volunteer. Students on work experience placements have given positive feedback. Rosanna Blatchford, a photography graduate who undertook a placement, commented, *'It has given me a thorough insight to know how the archives work and I feel it is somewhere I would enjoy to work'*.

A further placement has been arranged through employment agency Quest after an initial visit in May.

The volunteer project to transcribe the diaries of Henry Fothergill is nearing completion, with the final diary currently in progress. Several volunteers have worked on the project over a number of years. A group of them have combined to write a series of short articles on the series to appear on the Archives blog over the summer. One volunteer, Ann Konsbruck, recently visited Hawkhurst in Kent which became Henry's home in later years. She passed information from the diary transcriptions to the Hawkhurst Local History Society, who responded:

*My goodness still more. Just a quick browse through I thought, but it has really brought it home to me just what a monumental task you have all carried out. I am looking forward to finding enough time to really get involved in reading them right through instead of just dipping in and out. I will be interested in the reaction from our committee members when we have our next meeting. I can't believe how lucky we are to have this information and once again can't thank you enough.*

*Please pass our thanks for all their incredible work to your colleagues.*

*Thank you.*

The volunteer project to list and digitise the scrapbooks of the Women's Institutes is nearing completion. Two new projects have been added to the current tasks list. The first of these is to produce a detailed list of the vehicle files which were cleaned and sorted with funding from ARCW small grants. A template and

instructions were compiled as part of the funded project. The series comprises 140 standard archive boxes of papers. Details of each file will be added to the catalogue once listing is complete.

The second new project involves research into a range of records to identify information relating to the campaign for women's suffrage and its effect on society. This is preparatory for the centenary of partial women's suffrage, and the 90<sup>th</sup> anniversary of full suffrage, in 2018.

The NADFAS team continue to make excellent progress in cleaning Ordnance Survey plans and, by way of variety, National Coal Board small volumes. One of their number is volunteering an extra day to develop her conservation skills. Crew Agreements for the Port of Cardiff, 1911 and 1901, are being cleaned and listed by 2 groups of volunteers. This year's student placement from Cardiff University's conservation course, Mona Tian, is cleaning and repairing a Pontypridd Union Workhouse creed register.

Last year's student placement, Amanda Jones, is now working for the Library of Congress in Washington D.C. She was back in touch for advice on PH meters. The Glynn Vivian Art Gallery in Swansea was advised on building management systems. The sampling methodology used for building regulation plans was shared with Cambridgeshire Record Office. The architect for the planned new record office in Carmarthen was shown the building and discussed the original concept with the Glamorgan Archivist.

*Maintain commitment to good health and safety practices*

Regular checks of the building are carried out and the fire alarm call points tested on a weekly rota. A full fire evacuation drill was completed successfully. Qualified staff have practiced using the evacuation chairs under instruction from trained colleagues.

A gas mask containing asbestos was identified in a miscellaneous deposit. It has been disposed of appropriately.

Deliveries of the Carmarthenshire archives from Harwell are continuing. Random checks have revealed some old mould remaining after cleaning. All boxes are now routinely examined and additional protocols negotiated with the company and Carmarthenshire CC.

Loose pavers at the top of the retail park steps have been repaired and the cost shared with the House of Sport.

**Budget**

*Manage to best advantage*

Regular meetings of the Resources Team address issues arising with the budget. Building issues are monitored to align repairs with planned preventative maintenance visits where possible to avoid additional call out charges.

The installation of the solar panels was completed after agreement had been reached over safe working methods with reduced electricity bills already being received. Issues with BT have been resolved with the company covering the call out costs directly resulting from the problems.

Administrative staff have established a spreadsheet to improve accuracy in tracking income.

*Maximise benefit from income generation*

The major client in the repository has (almost) moved out. Additional storage space is being taken by other heritage institutions which will maintain the level of income.

Following detailed discussion a partnership with the National Conservation Service (NCS) has been announced (*see below*) which is expected to enhance income opportunities for conservation and packaging. Marketing will be managed by NCS.

On-line access to indexes and to original documents continues to be explored with the principal providers of pay-per-view digital services. The first major series to be provided is likely to be the electoral registers.

The prominent box in the front hall has encouraged an increase in small donations from visitors to the building.

*Promote partnerships*

*National*

The Glamorgan Archivist attended a meeting of the Archives Accreditation panel at which a number of services' applications were considered. She was invited to interview for membership of the Advisory Council on National Records and Archives, an independent body which advises the Secretary of State for Culture, Media and Sport on issues relating to access to public records and represents the public interest in deciding what records should be open or closed.

The Archives hosted a meeting of the Archives and Records Council Wales at which a representative of the Federation of Welsh Museums spoke of their move to charitable status. The Institute of Welsh Affairs' Wales for Peace project also used the building for a workshop to recruit and train volunteers in transcribing entries from Wales' National Book of Remembrance for the First World War.

The Glamorgan Archivist has worked with institutions across Wales to agree a statement of conservation principles to be promoted at a national level. She co-wrote the initial statement and chairs meetings of the working group. The statement is given at *Appendix V*.

Heritage Lottery Fund Wales met at the Archives in May. Their new Director was interested to hear of the many partnerships between Welsh archives and community groups and the local examples of the benefits of HLF support. The Glamorgan Archivist spoke to the group and showed them around the building.

Lydia Stirling, Conservator, and Rhian Diggins, Senior Archivist, attended the Big Reveal conference at the National Library of Wales. Organised jointly by Museums Archives and Libraries Division of Welsh Government (MALD), the National Manuscripts and Conservation Trust (NMCT) and the Wales Higher Education Libraries Forum (WHELFL), the conference celebrated projects across Wales which have benefitted from NMCT grant funding. From the many such projects benefitting the Archives staff presented *Curtain Up*, the conservation, digitisation, and cataloguing of the Theatre Royal, Cardiff's Victorian playbills, which covered all aspects of the service.

The Senior Archivist attended a performance by 'Making It!' a women's scripting collective based at the Wales Millennium Centre, which drew on the Women's Archive of Wales' *Voices from the Factory Floor* project, and used images from the Collection.

#### *Local*

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team.

She is a member of the advisory panel on Cardiff Library's collections development and has also met potential receiving institutions to discuss transfers. The Conservator has assisted the MALD conservation advisor in surveying the collection remaining with the Library.

Glamorgan Archives representation continues on the local Pioneer Area project board, From Fort to Pit to Port. The Board is planning heritage activities linking Communities First Pioneer Areas in Cardiff and North Merthyr Tydfil and is led by Cardiff University.

Glamorgan Archives had a stand at the opening of the Grangetown Hub on 3 March, along with several community organisations from the Grangetown area. Grangetown Local History Society has relocated their meetings and cabinets to the Hub although members continue to use the searchroom.

Training sessions have been provided for several HLF projects. VCS Cardiff's Chronicle project will document the history of volunteering in Cardiff from 1915 to 2015. After training in Archive Research Skills project volunteers have become regular searchroom users. Chronicle project training sessions in digitisation and oral history delivered by People's Collection Wales were hosted in the Archives.

Volunteers from the South East Wales Biodiversity Records Centre (SEWBRc), working on the Mary Gillham Archive HLF project, received training in packaging and document handling in the Conservation Studio. The archive will be sorted and digitised before transfer to Glamorgan Archives.

Two groups from Merthyr Tydfil, both based at Merthyr Libraries, visited as part of the Head4Arts HLF 'Who Do I Think I Was?' project, which encourages creative response to WW1 inspired by archival documents. Both the Junior Writing Squad and the Library's adult writing and visual arts group were shown around the Archives before being introduced to relevant documents, subsequently producing short creative responses with guidance from the project's writer in residence, Phil Carradice.

Members of the Bay Life Archives, based in Butetown, were welcomed with a behind the scenes tour and introduction to the work of the Archives, including the range of documents held relating to Butetown. Further training sessions are planned.

The Cardiff Remembers project, commemorating WW1, facilitated a visit of the Positive Outlook group, a charity based at the Powerhouse Community Centre in Llanedeyrn which provides learning opportunities for vulnerable learners at risk of becoming non-attenders or with challenging behaviour. The group consulted relevant items as part of a wider project involving several cultural and heritage organisations.

The Senior Archivist met with representatives from South Wales Police and the Police and Crime Commissioner's Office to discuss the transfer of records and collaboration on commemorations of both WW1 and the 175<sup>th</sup> anniversary of the establishment of the Glamorgan Constabulary.

A visit by art students from Michaelston Community College was organised by People Around Here in conjunction with Action Caerau and Ely (ACE) Communities First, as part of the project

*Art Tells the Story of the First World War* which seeks to encourage a creative response to the war, looking in particular at the use and impact of propaganda art. Several resources many relating to the Ely and Caerau area, were consulted.

The Senior Archivist represents the Office on the committees of both the Glamorgan History Society and the South Wales Records Society. She attended their joint-AGM on 21 May at Tondu Methodist Church.

#### *Potential partnerships*

Staff are assisting Cardiff People First's Golden Oldies group in their HLF application for a project to recreate the social events on which they missed out through being in an institution. Documents from the Archives will be used to inform this work.

Several meetings have been held to progress work on the AHRC funded 'Dusty's War' project. Based at the Dusty Forge in Ely, the project is a collaboration between Cardiff University and ACE Communities First, and will see workshops take place at the Archives over the summer with students from Michaelston Community College and members of the community in Caerau and Ely.

The Wales Puja Committee, a Cardiff based charitable organisation founded in 1973, which introduced various Hindu cultural festivals to South Wales is planning an HLF application for a project to preserve the heritage of Durga Puja Festival. Support was offered.

A letter of support was provided for an HLF application for a project to develop LGBT History Month in Wales.

## **2. Building and systems**

### *Maintain building*

Maintenance contractors continue to carry out maintenance checks and to replace failing components as required. This quarter a number of failed light bulbs and lamp fittings have been replaced. The filters used in the various air handling units have been surveyed to ensure a replacement supply is maintained on-site. The underfloor heating has been managed by hand since the interface between the hardware and the building management system (bms) developed problems. Late in the quarter further issues were identified which resulted in the system being turned off. General issues with the interface continue to be explored. Systems engineers have visited and further reports are anticipated. All the plant is running

Minor damage to the exterior panels on the car park façade caused during the solar panel installation has been repaired satisfactorily.

The bin and pallet store has been tidied, and an arrangement made for the reuse of pallets with the allotment committee at Leckwith Drovers.

#### *Ensure compliance*

The Glamorgan Archivist attended a briefing on changes to Cardiff Council's disciplinary policy and has completed the on-line training course.

The Senior Archivist attends Cardiff Council's Welsh Language Co-ordinators Group where compliance with the Welsh Language Standards is monitored and discussed. Issues relating to the interface of Canfod, the online catalogue, were raised and are currently being explored. Four members of staff completed a further year of Welsh language training at different levels.

Planned Personal Development Reviews for 2015/16 were finalised for all relevant staff and objectives for 2016/17, based on the Annual Plan, agreed and recorded. A revised and expanded version of the plan approved at the March meeting of the GAJC has been agreed with staff. The plan, including targets where possible, is at *Appendix VI*

#### *Archive Accreditation*

Nothing further was required under this task to complete the year.

### **3. Governance**

#### *Review options*

As reported last quarter this task is on hold until Welsh Government's position on NNDR in heritage institutions is clarified.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

The environmental conditions have continued to be relatively stable with slight fluctuations due to adverse weather conditions. BMS reports on the temperature and humidity is confirmed by Conservation staff with daily manual monitoring. Passive control was sufficient to meet the required parameters until the very end of the quarter.

The quarterly inspection of pest traps found single moths in two. As they are likely to have been attracted by the pheromones in



the traps additional traps have been positioned outside doors to prevent moths from entering areas where records may be stored.

#### *Conservation and preservation plans*

The project to digitise degrading negatives from the National Coal Board (NCB) collection is progressing although it has been delayed through issues with Cardiff Council's ability to store digital images of the size and quantity being created. Solutions are being explored.

The number of private commissions for both work carried out in the studio and box making is continuing to rise. Bench work has been driven by conservation priorities noted by the Access team. Both are listed in *Appendix IV* below.

## **2. Cataloguing**

#### *Strategies and plans*

Collections days continue to be held monthly and allow staff to dedicate time solely to the Collection. The focus this quarter has been on recent accessions of magistrates' court records.

Material received on temporary deposit as falling outside the Collecting Policy has been transferred to Gwent Archives and West Glamorgan Archive Service.

Work has continued to translate descriptions of Welsh language material, and cataloguing templates updated to comply with Welsh language standards.

#### *Collection development*

Receipts were issued within the target time of 15 working days for 69% of the new accessions received during this quarter. Those that missed the target have either been completed since or will be progressed in the near future. Accessions received during the quarter are listed in *Appendix I* below.

Work on the ARCW funded project 'The Last Link', designed to ensure that every accession record is linked to the relevant collection in the catalogue database, has been completed.

Records of the South Wales Police Authority have been transferred from West Glamorgan Archive Service. This will create a consolidated SWPA collection at Glamorgan Archives. Work on cataloguing the records, along with those of South Wales Police, is underway funded by an ARCW small grant.

A grant application has been submitted to the Wellcome Trust for funding to catalogue and conserve the records of the National Coal Board. If successful, the grant will allow for the employment

of a project archivist and project conservator to focus solely on this large, complex and extremely significant collection.

A parish records training event was held for the Church in Wales Diocese of Llandaff with nearly 40 representatives attending from parishes across the Diocese. Attendees were given a tour of the Archives including a display of documents before hearing from the Diocesan Archivist, Charlotte Hodgson, on how to look after, appraise and transfer records to the Archives.

#### *Digital preservation*

Louise Hunt, Archivist, continues to sit on the ARCW Digital Preservation Project Board. The survey reported in the last quarter was completed by 12 institutions and some analysis of the responses has taken place, but it was felt that it would be useful to repost the survey to invite further responses. MALD have awarded a grant for 2016/17 of £75,000 which will be matched by the National Library of Wales to continue progress including setting up of infrastructure and reporting on storage options. Use cases will be tested including local authority minutes. Conversations have taken place with the National Archives and the Public Record Office of Northern Ireland to find out more about the work they are undertaking in this area.

IT have been contacted regarding additional requirements for digital preservation including the possible option of having a standalone PC for dealing with and quarantining new digital deposits.

## **C. ACCESS**

### **1. On-site use**

#### *Monitor service and implement improvements*

*Ask the Experts* family history advice sessions are proving popular, with 6 attendees this quarter. The sessions are all delivered by an expert volunteer.

Procedure for checking that registered users contact details are correct has been updated so that checks are made every three years and ID requested where details have changed.

Feedback forms are available to all visitors to the searchroom should they wish to comment on the service provided. This quarter the following feedback was received:

*Very helpful and friendly. Excellent service. Thank you.*

*Could not have had more help or assistance. Brilliant. Thank you so much.*

Tailored tours and displays were arranged for Eglwys Newydd WI and a group of family history students from Cowbridge, Penarth and Treorchy.

#### *Programme of user events*

Local author Ena Niedergang, who has recently published the book 'Wales-China', gave a talk at the Archives in March based upon her research into links between the two countries. The talk was followed by a display of documents relating to China drawn from the Collection.

#### *Education*

Year 5 and Year 6 students from Tondu Primary visited to learn more about the impact of the Second World War on their locality, and in particular on the lives of women. They consulted a range of records, including log books for Aberkenfig (Pandy) School and Tondu Ironworks School. This research will form part of the school's entry to the Welsh Heritage School's Initiative competition.

Year 10 students from Fitzalan High School visited to explore records relating to the impact of the Second World War on Cardiff. The research contributed to their GCSE controlled assessment.

Wales at War funding was secured to facilitate a visit by Year 9 pupils from Treorchy Comprehensive. They were given a tour behind the scenes followed by a workshop where they undertook research into the impact of the First World War on life in the Rhondda. An ARCW small grant enabled the employment of a former teacher to undertake work to transform existing school workshops into online teaching resources accessible to teachers on the website. The resources are now complete and are being translated before being added to the website over the summer in readiness for the new school year.

The Glamorgan Archivist attended an event organised by Cardiff University to put researchers into contact with archive resources. Think Archival was held in the Glamorgan Building and attendees were encouraged to consider how to add archival research into their grant bids.

Statistics of use are given in *Appendices II and III* below.

## **2. External events**

#### *Contribute to heritage events*

Heather Mountjoy, Archivist, attended the launch of the End of An Era exhibition at Whitchurch Hospital in Cardiff. The Hospital closed in April this year with services transferred to Llandough

Hospital. The Whitchurch Hospital Historical Society produced the exhibition on the history of the hospital using documents from the Archives to inform the content. Initially programmed for a week, the exhibition was so successful that it re-opened for an additional week. Glamorgan Archives had a stand at the exhibition during both weeks.

Staff attended Cardiff Story's 5<sup>th</sup> anniversary event at Yr Hen Llyfrgell. A banner and leaflets were lent to Splott library for their family history research week.

#### *Identify and respond to major anniversaries*

WW1 centenary commemorations continue to dominate the blog although posts in May explored different viewpoints to the General Strike of 1926, and there was also a post on the 1916 Easter Rising in Dublin.

### **3. Remote access**

#### *Monitor service and implement improvements*

The 15 working day target on remote enquiries is met.

The Senior Archivist met Cardiff Council's web team to review the updated website. Minor changes were made and plans agreed to develop the Hughesovka Research Archive and Cardiff: the Building of a Capital content. The issue of online payment was raised; discussions are currently ongoing within Cardiff Council.

The digitisation programme is being progressed by volunteers and work placements creating a large volume of images which are difficult to manipulate and to store. Solutions are being explored with Cardiff Council.

Stacy Capner, an archivist employed by ARCW to progress the project to add catalogue data from Welsh archive service catalogues to the Archives Hub, visited the office in May to discuss the progression of the work with staff. Productive discussions were held regarding the process of exporting data from our CALM catalogue into the Hub.

#### *Publicity*

A film crew visited the searchroom with actress Suzanne Packer for a forthcoming documentary on the involvement of black soldiers from Wales in WW1. Several sources were consulted, including records relating to the Cardiff race riots of 1919.

Filming also took place in the searchroom for the BBC Wales family history programme Coming Home. Hollywood actor Ioan Gruffudd, originally from Whitchurch in Cardiff, was filmed

consulting resources with researchers from the television company.

Images from the Collection of Cardiff's Coal Exchange were used in an ITV news bulletin on plans for the iconic building.

The film produced to highlight the work of Cardiff People First members at the Archives as part of their Ely Hospital Project has been shortlisted for the International Council on Archives' Section for Professional Associations film festival. It is the only film from a UK archive to be shortlisted. Entries were received from each continent, and in our category, 'Best Film portraying the relevance and importance of Archives', we will be competing against the Vienna City Archives, Austria and the Regional Archive Rivierenland & Heritage Guelderland, The Netherlands. A public vote will take place over the summer prior to the announcement of the winners at the ICA's conference in Seoul, Korea, in September. The film can be viewed in English at [https://youtu.be/q6rO\\_JUFzmo](https://youtu.be/q6rO_JUFzmo) and in Welsh at <https://youtu.be/YS1PickyLEk>.

The Annual Report for 2015/16 was produced and circulated as an email link to the website. It plays on the television in the front hall. ARCW has also produced a report on archives in Wales with facts from the previous year.

Also on the website, Document of the Month has featured St David's Day celebrations at the Stalag VIII B Prisoner of War camp in 1943 and a Cardiff's soldier's account of the Easter Rising.

Articles from the blog are regularly republished by Media Wales publications, including the Western Mail, South Wales Echo and Wales Online. This quarter features have included the Aberdare Cottage Homes Roll of Honour and a Cardiff worker's account of the Faversham Munitions Disaster. Glamorgan Archives was also included on Wales Online's list of 'Cardiff's 21 Hidden Gems' (at number 14) and '45 Things to do on a Rainy Day in Cardiff' (at number 10).

Social media continues to thrive. Posts this quarter have included St. David's Day; International Women's Day; the RHS Show in Cardiff; the 400<sup>th</sup> anniversary of Shakespeare's death; International Nurses' Day, Norway's Constitution Day, and a view of the newly-installed solar panel array.

An image of Dorothy Curtis, a female munitions worker who refers to herself as 'Trousers' on the reverse of the photograph, was picked up by Cardiff University based Twitter account 'Women in Trousers', which wants to include it in their forthcoming online resource, 'Women in Trousers: A Visual Archive'.

The Senior Archivist represents the Office on the Archives Wales Marketing Group.

#### **SUMMARY**

The first quarter of the new year has seen continued development of commercial opportunities. Profile raising and networking, largely fed by social media, continues to grow. Success in attracting grant funding has gone some way to balance staff losses although it is increasingly difficult to maintain core services (searchroom access and accessioning) to existing standards. Staff are working hard and the support of volunteers is appreciated, especially in feeding publicity through social media content. The return of staff from temporary absences over the next two quarters will be welcomed.

#### **4. LEGAL IMPLICATIONS**

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

#### **5. FINANCIAL IMPLICATIONS**

Any direct financial implications arising from this report have been accounted for in the 2016-2017 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Susan Edwards**  
**Glamorgan Archivist**  
**7 June 2016**

**Local Government Act 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item :** WORK OF THE ARCHIVES  
1 March – 31 May 2016

**Background Papers**

CALM database.

**Officer to Contact: Susan Edwards – 029 2087 2202**

## Appendix 1

<b>City United Reformed Church, Cardiff, Records</b>			
<b>Accession No:</b>	2016/41, 73	<b>Reference No:</b>	D957/1/40-41
The 'City Link' Church magazine Date of records: Mar 2016, May 2016			
<b>Ordnance Survey Plans</b>			
<b>Accession No:</b>	2016/42	<b>Reference No:</b>	CC
Sheets 47/1, 47.2 Date of records: c1880			
<b>Mount Carmel English Baptist Chapel, Caerphilly Records</b>			
<b>Accession No:</b>	2016/43	<b>Reference No:</b>	DBAP14
Minutes of church meetings and special meetings, 1960-1994; minutes of an Annual General Meeting, 1993; minutes of deacons' meetings, 1965-1994; minutes of Sunday School teachers' meetings, 1926-1971; minutes of meetings of the Caerphilly Auxiliary of the Women's Missionary Association (formerly Baptist Zenana Mission), 1933-1994; correspondence files, 1914-1965; financial records including accounts, 1926-2008, members contributions, 1930-1958, and a British and Foreign Bible Society collecting book, 1958-1960. Date of records: 1914-2008			
<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2016/44	<b>Reference No:</b>	D37/1/121
Journal No 121 Date of records: Mar 2016			
<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2016/45	<b>Reference No:</b>	DLNS
Newsletter 165 Date of records: Mar 2016			
<b>Penarth Town Council Records</b>			
<b>Accession No:</b>	2016/46	<b>Reference No:</b>	P46
Agenda, reports and minutes; signed minutes Date of records: 2013-2015			
<b>Cardiff Law Centre Records</b>			
<b>Accession No:</b>	2016/47	<b>Reference No:</b>	D1310
Annual Reports, photographs and drawing of the Cardiff Law Centre Date of records: 1994-2001			
<b>Institution of Civil Engineers</b>			
<b>Accession No:</b>	2016/48	<b>Reference No:</b>	D1086
Project award submission papers and photographs for the new Cardiff Central Library project Date of records: 2008-2009			



**The Motorway Archive Trust Records**

<b>Accession No:</b>	2016/49	<b>Reference No:</b>	DMAW/U/1-3
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Material relating to the development of the M4 motorway  
Date of records: c.1985-2000

**Glamorgan Surveyors Association Records**

<b>Accession No:</b>	2016/50	<b>Reference No:</b>	DGSA/U/1
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Meeting papers including agenda, minutes and reports, 1987-2006; statements of account, 1981-1996; membership lists, 1992-c.2005 obituaries of members, c.2002-2003; headed paper, nd [1990s].  
Date of records: 1981-2006

**Photographs of Churches in Glamorgan**

<b>Accession No:</b>	2016/51	<b>Reference No:</b>	D1329
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Photographs

Date of records: 1990s

**South Wales Police Authority Records**

<b>Accession No:</b>	2016/52	<b>Reference No:</b>	DSWPA/1-30, 32
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Records, including annual reports, policing plans, correspondence and minutes

Date of records: 1966-2004

**Llandaff Society Records**

<b>Accession No:</b>	2016/53	<b>Reference No:</b>	DLDS/1
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Newsletter 134

Date of records: 2015-2016

**Reverend Canon Edward Evans, Papers**

<b>Accession No:</b>	2016/54	<b>Reference No:</b>	D1334
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Parish magazines for Llantwit Fardre, Eglwysilan, Laleston, Merthyr Mawr, Tythegston and Penyfai

Date of records: 1967-2015

**Deeds relating to Mill Street, Tonyrefail**

<b>Accession No:</b>	2016/55	<b>Reference No:</b>	D1330
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Deeds relating to property at Mill Street, Tonyrefail, built and owned by Thomas Lewis, builder.

Date of records: 1900-1972

**Rhymney Valley CND (Campaign For Nuclear Disarmament) Group Records**

<b>Accession No:</b>	2016/56	<b>Reference No:</b>	D1024
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Minute book and related papers

Date of records: 1981-1982

**Barrie Avery Collection of records relating to Cardiff road developments**

<b>Accession No:</b>	2016/57	<b>Reference No:</b>	D1331
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Reports relating to the construction of various roads in Cardiff, including the Cardiff Central Bypass Eastern Avenue, East Moors Link, Central Link, Pentwyn Link, Grangetown Link and the Butetown Link.

Date of records: c.1971-1995

**Alan Roy Thorne of Penarth Collection**

<b>Accession No:</b>	2016/58	<b>Reference No:</b>	D1230
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Photographs of the workshop of Gibbon and Sons Limited, General Builders Merchants, Cardiff

Date of records: 2015

**Vale of Glamorgan County Borough Council**

<b>Accession No:</b>	2016/59	<b>Reference No:</b>	CVG
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Public Rights of Way Modification Orders and previous Definitive Maps of Rights of Way

Date of records: 1950s- 2016

**Cofnodion Eglwys Annibynnol Saron, Ynyshir / Saron Independent Chapel, Ynyshir Records**

<b>Accession No:</b>	2016/60	<b>Reference No:</b>	D1332
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Egwlys Annibynnol Saron, Ynyshir: Braslun o'i Hanes 1883-1940

Date of records: 1940

**Brackla Community Council Records**

<b>Accession No:</b>	2016/61	<b>Reference No:</b>	D1333
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Council minutes and agendas

Date of records: 2007-2015

**Pentyrch Ecclesiastical Parish Records**

<b>Accession No:</b>	2016/62	<b>Reference No:</b>	P65CW/U/21
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Papers of Thomas Llewellyn, Church Warden, comprising Parochial Church Council minutes, 1952-1996; Correspondence regarding old and new vicarages, 1964-1973; General Archdeacon's Visitations, 1965-1997; Church accounts, invoices, 1983; Creigiau Church Hall accounts, 1985-1990; St David's Church, Groesfaen, annual accounts, 1986; St Catwg's annual accounts, 1986-1989; Church Hall, Creigiau, insurance records, 1963-1987; St Catwg's Church financial papers including annual accounts and invoices, 1973-1977; Applications for permission to alter or add an inscription on a monument or gravestone in a churchyard, 2003-2011; Article of Enquiry, 2003

Date of records: 20th century

**Women's Archive of Wales/Archif Menywod Cymru Records**

<b>Accession No:</b>	2016/63	<b>Reference No:</b>	DWAW8/8
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Newsletter

Date of records: Mar 2016

<b>Dr T F Holley of Merthyr Tydfil Collection</b>			
<b>Accession No:</b>	2016/64	<b>Reference No:</b>	D332
Postcards of Cardiff Date of records: c1910-c1928			

<b>The Costume and Textile Society of Wales Records</b>			
<b>Accession No:</b>	2016/65	<b>Reference No:</b>	D1325
Records, including minutes, accounts, programme of events, posters, newsletters and signing-in book Date of records: 1994-2015			

<b>Dr Diane Brook of Barry Collection</b>			
<b>Accession No:</b>	2016/66, 72	<b>Reference No:</b>	DX899
Settlement on the marriage of the Reverend William Williams and Miss Maria David; Deed relating to Leach Castle, Llancarfan and Bonvilston (with transcript) Date of records: 1854-1901; 1602			

<b>Charity Commission Records</b>			
<b>Accession No:</b>	2016/67	<b>Reference No:</b>	D818
Mary Lewis's Educational Foundation, Tithe Redemption Commission. Appointment of Trustees & Issue of Redemption Stock Date of records: 1938			

<b>Robert Thomas of Rhiwbina Garden Village, Family Papers</b>			
<b>Accession No:</b>	2016/68	<b>Reference No:</b>	D1335
Rhiwbina Garden Village rent books, programmes and associated papers Date of records: 20th century			

<b>Cardiff City Council Records: Planning and Development Department</b>			
<b>Accession No:</b>	2016/69	<b>Reference No:</b>	DCC/PL
Photographs and slides of Cardiff and surrounding areas used in conjunction with the work of Cardiff Council's Planning Department Date of records: 1950s-1990s			

<b>Bargoed &amp; Deri with Brithdir Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2016/70	<b>Reference No:</b>	P142CW
Parish records including registers of baptism and marriage Date of records: c1890-2016			

<b>D &amp; J Exports, Cardiff, Collection</b>			
<b>Accession No:</b>	2016/71	<b>Reference No:</b>	D953
Apprenticeship indenture of John Cole, Cardiff, as a shipwright; memorial card in remembrance of Emma Elizabeth Court of Treherbert; photograph of group of men and women outside Caerphilly Castle; photograph of Rugby Team, Pentre; newscuttings album relating to amateur dramatic productions			

in Cardiff and area.  
Date of records: 1854-1970s

#### **Treforgan Women's Institute Records**

**Accession No:** 2016/74      **Reference No:** DXNO78

Treforgan WI scrapbook: 'Our Record of the WI Centenary Year, 2015'.  
Date of records: 2015

#### **Coroner for Bridgend and Glamorgan Valleys Records**

**Accession No:** 2016/75      **Reference No:** CORB

Inquest reports, 1996-2005; notices of death, 1999-2002  
Date of records: 1996-2005

#### **Ann Konsbruck of Cardiff Collection**

**Accession No:** 2016/76      **Reference No:** D1336

Photograph of Copt Hall, Hawkhurst, Kent, home of Henry Fothergill  
Date of records: c1920s

#### **Cofnodion Richard Thomas, Groser, Maesteg / Richard Thomas, Grocer of Maesteg Records**

**Accession No:** 2016/77      **Reference No:** D1337

Llyfrau cyfrifon Garth Supply Stores, Maesteg / Account books of Garth Supply Stores, Maesteg  
Date of records: 1937-1974

#### **Stanley Travers Photographers Records**

**Accession No:** 2016/79      **Reference No:** DSTP

Photographs of various jobs throughout south Wales  
Date of records: 1960s-2000s

#### **Deeds relating to 33 South Road, Porthcawl**

**Accession No:** 2016/80      **Reference No:** D1340

Collection of deeds relating to 33 South Road, Porthcawl  
Date of records: 1869-c2002

#### **Rooks Rider Solicitors Collection**

**Accession No:** 2016/81      **Reference No:** D194

Deeds relating to various lands in Glamorgan  
Date of records: 1823-1858

#### **Lyn Mackender Llynfi Valley Collection**

**Accession No:** 2016/82      **Reference No:** D1341

Maesteg Grammar-Technical School, magazines and programmes, 1912-1971; Ysgol Gynradd Gymraeg, scripts for stage productions, 1958-1965; Chapel programmes; Maesteg Little Theatre, minutes, programme and stage set drawing, 1945-1954; Cymdeithas Ty'r Cymry Maesteg, Rhaglenni'r tymor, 1964-1966; Mid Glamorgan Scientific Society, programmes for sessions, 1963-1967; Eisteddfod Genedlaethol Urdd Gobaith Cymru, Maesteg, rhestr

testunau, rhaglen y dydd, 1953 Date of records: c1940s-1970s
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<b>Smart Associates, Consultant Engineers of Cardiff, Records</b>			
<b>Accession No:</b>	2016/85	<b>Reference No:</b>	D1342
Ordnance Survey plans Date of records: 1960s-2000s			

### **Notable accessions**

#### **Bargoed & Deri with Brithdir Ecclesiastical Parish Records (P142CW)**

A large and varied deposit of records has been received from the parish of Bargoed & Deri with Brithdir, the first from this parish, detailing over a century of parish activity.

#### **Richard Thomas, Grocer, of Maesteg Records (D1337)**

Richard Thomas owned and ran Garth Supply Stores for almost forty years and the records provide a rare and detailed account of the running of a family owned business from the 1930s to the 1970s.

#### **Stanley Travers Photographers Records (DSTP)**

An additional deposit has been received from the well-known Cardiff photographer.

#### **Robert Thomas of Rhiwbina Garden Village, Family Papers (D1335)**

An interesting collection of papers compiled by three generations of the same family has been donated. Mr Thomas' grandparents moved to Rhiwbina Garden Village in 1912. His father was born in the Village and after returning from the Second World War settled in another property close by. Robert Thomas grew up in Rhiwbina Garden Village, leaving after attending university. The papers include a series of rent books, May Day Festivals programmes and news cuttings.

#### **D & J Exports, Cardiff, Collection (D953)**

A collection of items received from a local house clearance firm included a scrapbook of programmes for amateur dramatic productions from the 1930s to 1970s. The scrapbook was compiled by Percy Clifford Janes of Cardiff who was a keen amateur dramatist and includes programmes from a wide variety of local amateur companies, many from the Second World War period. He appeared in many of the productions and the scrapbook includes some photographs of casts and sets.

#### **Mount Carmel English Baptist Chapel, Caerphilly Records (DBAP14)**

The substantial deposit covers the period 1914-2008 and includes minutes of church meetings, deacons' meetings and minutes of meetings of the Caerphilly Auxiliary of the Women's Missionary Association (formerly Baptist Zenana

Mission). Financial records, members' contributions and correspondence files have also been received.

**Cardiff City Council Records: Planning and Development Department (DCC/PL)**

The records include aerial photographs showing areas of development, particularly the docks and city centre, a range of slides showing various parts of the city and a photographic library arranged into subjects and places. On sorting through the collection two items relating to the history of Glamorgan Archives were discovered: an aerial photograph of Sloper Road, dating from 1964, showing the current site of the Archives, and a slide of the Glamorgan Record Office research room in Cathays Park from the 1990s.

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
Mar - May 2015	1806	(1081)	42	2936
June - Aug 2015	1875	(982)	43	2819
Sep - Nov 2015	2225	(1381)	65	2498
Dec 2015 - Feb 2016	1294	(676)	32	2563
Mar - May 2016	2105	(1270)	62	2742

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Mar - May 2015	867 (+79 un-printed thank-you emails)	10444
June - Aug 2015	806 (+53 un-printed thank-you emails)	9268
Sep - Nov 2015	751 (+73 un-printed thank-you emails)	10608
Dec 2015 - Feb 2016	733 (+77 un-printed thank-you emails)	**
Mar - May 2016	852 (+ 74 un-printed thank you emails)	11475

### Interesting Enquiries

Academics and students continue to make regular use of the searchroom and the remote enquiries service. Topics this quarter have included non-European seafarers working for British shipping companies from the 1860s to the 1950s, (crew agreements, police photographic registers and an application for relief by Somali and Adenese seamen in Glamorgan County Council records), Welsh involvement in the 30 Years War (Tyrwhitt Drake, Stradling, Kemeys-Tynte, Fonmon Castle Estate collections and a Charles I instruction to impress soldiers), patent medicine vendors and 'quack doctors' in Cardiff between 1860 and 1900 (trade directories, police newscuttings books and council records), Gower turnpike roads (Quarter Sessions Deposited Plans).

Vehicle Registration records continue to attract search requests, both for Glamorgan (vintage cars and motorcycles) and Carmarthenshire (mostly tractors). One enquirer owns a 1950s dustcart previously in the service of the Borough of Barry. He wished to trace its history and was referred to Barry Borough minutes and reports and Glamorgan vehicle licensing records.

Local history enquiries often link to community ventures. A resident of Preswylfa Court, the site of the former Cottage Homes in Bridgend, used Bridgend and Cowbridge Board of Guardians records to illustrate institution's history as a children's home for a Vintage Fete. A Staff Nurse in the new mental health service unit at Llandough Hospital asked for local pictorial material to decorate the new wards, making them less clinical and more dementia friendly, and act as reminiscence prompts.

Links with local authority library services continue to develop. The Local and Family History Librarian from Bridgend requested assistance with a project to celebrate the 500<sup>th</sup> anniversary of the issue of the Bridgend market charter. Although this is not extant, copies of documents from a similar period, including the Grant of Ewenny Priory, 1545, were supplied. Copies of items from several Cardiff collections were provided to Penylan Library staff, for display at the Library during May to celebrate Local History Month.

Glamorgan Gwent Archaeological Trust looked at Glamorgan Constabulary reports in the searchroom seeking for aircraft crashes.

Family history remains popular with one enquirer tracing her great-grandmother who lived in Llanharry and served as one of the first female councillors in Wales during the late-1920s and early-1930s. The former Director of Swansea Bach Choir visited the searchroom in search of a Cowbridge family whose son became a chorister for a book he is writing on music in Swansea.

An author researching a book on John Kyte Collett was directed to a pamphlet and a photograph. Collett was born in Shepton Mallett and made his fortune in Cardiff. He donated several pieces of land to the community in Shepton Mallett; these now form the 16 acre Collett Park. They also hold an annual 'Collett Day' each June, when this year the book will be launched.



## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	6
Wales for Peace workshop	7
VCS Cardiff workshops x 8	61
SEWBReC Mary Gillham Project volunteers	3
Bay Life Archives	12
Julie Daniel Family History Group	18
Head for Arts x2	31
Eglwys Newydd WI	15
Llandaff Diocese Parish Records Evening	42
Cardiff People First Golden Oldies	3
People Around Here / ACE	12
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	14
Archives and Records Council Wales	16
HLF Cymru	17
<b><i>Events</i></b>	
Wales China	12
<b><i>Education</i></b>	
Fitzalan High School	28
Tondu Primary School	30
Treorchy Comprehensive School	32
Positive Outlook	13
<b><i>Filming</i></b>	
BBC Wales documentary crew	4
BBC Wales Coming Home	8
<b><i>Individuals Meeting Staff</i></b>	120
<b><i>Tours for prospective volunteers</i></b>	2
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 38	766

## Appendix IV

<b>Bench work</b>		
DBR/EA/12,13,28, 33	Accounts and rent receipts books	Cleaned, repaired and re-backed
DWES/CR/124	Sunday School teachers meeting minutes	Cleaned, repaired and re-backed
DHGL/20/05	Register of burials	Pressure sensitive adhesive tape removed
DRBS/1/6	Shipping register	Cleaned, repaired and loose pages reattached
DAB/50/155	Cash book	Cleaned, repaired and rebound
BLL/39	Burgage rents	Cleaned and re-backed
BLL/20	Admission of freemen	Cleaned, reattach spine and tears repaired
<b>Cleaning and Packaging</b>		
Q/D/P	105 plans 216 plans	Cleaned Repackaged
Crew Agreements	10 boxes	Cleaned
OS maps	341 plans	Cleaned
DNCB	8 volumes	Cleaned
D221	LLantwit Fardre parish photographs	Cleaned and encapsulated
Various	620 items	Repackaged
<b>Bespoke boxes made</b>		
Various	326 boxes	
<b>Barcoded and Relocated</b>		
Standard boxes/volumes	1104 items	Barcoded and located into the collections
Various	620 items	Re-located within the collections
Shelving	40 bays	Shelving changed
<b>External Work</b>		
Institution	14+ Waiting for further info	
Local Archive	255 boxes made	
Private Individuals	7 boxes made	
University	2 volumes	Pages separated
Private Individuals	2 documents, 2 volumes	Cleaned and repaired
<b>Degrading Negatives</b>		
NCB negatives	883 negatives	Scanned

## **Statement of Conservation Principles for the Cultural Heritage of Wales Monday 09 May 2016**

### **Overarching Statement**

Our cultural heritage belongs to the people of Wales; it creates our identity, shapes our future and marks our place in the world. We are committed to preserving the evidence of our vibrant cultural heritage as it was written, created and lived to ensure the sustainable use of our nation's collections.

### **Conservation Principles**

All those responsible for our cultural heritage will:

- act as advocates for the value of preserving cultural heritage
- contribute to, promote and employ current standards and best practice
- manage collections based on an understanding of their significance and condition
- put sustainability at the core of conservation
- develop skills and share knowledge
- seek the resources needed for the care of collections
- promote inclusive and responsible access.

## Annual Plan March 2016 – February 2017

Objective	Target Dates	
<b>A. Resources - SE</b>		Notes/Comments
<b>A1. Staff: establishment</b>		
<p><b>Tasks</b></p> <p>i. Establishment</p> <ul style="list-style-type: none"> <li>• Continue appropriate cover for maternity leave vacancies</li> <li>• Add Relief Records Assistants as needed</li> </ul> <p>ii. Skill sharing and volunteers</p> <ul style="list-style-type: none"> <li>• Develop links with conservation training</li> <li>• Improve communication with and review of volunteer workforce</li> <li>• Continue programme to check volunteer work</li> </ul> <p>iii. CPD</p> <ul style="list-style-type: none"> <li>• Deliver training for RRAs</li> <li>• Deliver training to returning staff</li> <li>• Start accreditation for conservator</li> <li>• Continue commitment to liP and CC PPDR</li> <li>• Continue training in building systems and internal procedures</li> </ul> <p>iv. H&amp;S</p> <ul style="list-style-type: none"> <li>• meet requirements of disaster preparedness plan</li> <li>• Improve outputs from defects check</li> <li>• Develop method to risk assess external client collections before transfer</li> </ul>	<p>March</p> <p>March</p> <p>March</p> <p>June</p>	<p>One conservation student placement arranged 25% of volunteer work checked and added to CALM</p> <p>ICON accreditation process commenced for conservator</p> <p>PPDR compliance targets met</p>

A2. Budget		Notes/Comments
<p><b>Tasks</b></p> <p>i. Manage</p> <ul style="list-style-type: none"> <li>• Regularise budget monitoring</li> <li>• Track income generation accurately</li> <li>• Reduce costs in all areas</li> </ul> <p>ii. Income</p> <ul style="list-style-type: none"> <li>• Set up electronic payment with CCC</li> <li>• Promote services to external clients</li> <li>• consider all income generation proposals (digitisation, sponsorship, on-line donations)</li> </ul> <p>iii. Partnerships</p> <ul style="list-style-type: none"> <li>• Continue representation on external groups (ARCW, AA, PSQG)</li> <li>• Maintain existing partnerships (Parl.Archives, NFS, VCS)</li> <li>• Respond to new partner requests esp. from outside Cardiff</li> </ul>	<p>March</p> <p>March</p> <p>March</p>	<p>Meet agreed budget (£823k)</p> <p>Meet income target (£87k)</p>



<b>B: The Collection –SE &amp; RP</b>		<b>Notes/Comments</b>
<b>B1. Conservation-SE</b>		
<p><b>Tasks</b></p> <p>i. Repositories</p> <ul style="list-style-type: none"> <li>• Complete dilapidation survey on BMS and implement agreed improvements</li> <li>• Return all kit to full working order</li> <li>• Progress storage plan</li> </ul> <p>ii. Cons and pres plans</p> <ul style="list-style-type: none"> <li>• Complete grant funded projects</li> <li>• Identify projects for grant funding and apply</li> <li>• Identify “at risk” items in prioritised substrates</li> <li>• Finalise prioritisation criteria for benchwork</li> <li>• Develop a digitisation programme</li> </ul>	<p>Sep</p> <p>March</p>	<p>25% of storage plan completed</p>





C. Access - RP		Notes/Comments
<b>C1. On-site use</b>		
<p><b>Tasks</b></p> <p>i. Monitor service and implement improvements</p> <ul style="list-style-type: none"> <li>• Promote feedback form to encourage use</li> <li>• Review PIs and data collection</li> <li>• Benchmark against national survey results</li> <li>• Ensure language preferences collected</li> </ul> <p>ii. Programme of user events</p> <ul style="list-style-type: none"> <li>• Deliver programme of on-site events</li> <li>• Take part in Open Doors</li> </ul> <p>iii. Continue services to educational users</p> <ul style="list-style-type: none"> <li>• Respond to requests for educational access</li> <li>• Implement delivery of digital resources</li> <li>• Kids in Museums Take Over Day</li> </ul>	<p>March</p> <p>Dec</p> <p>March</p>	<p>Update registration details for return users</p> <p>Minimum of 6 events</p> <p>10 educational events</p>



