

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
14 September 2018**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 June - 31 August 2018	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 June to 31 August 2018.

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

Hannah Price, Archivist, began her maternity leave. The recruitment process for a temporary replacement has begun.

Staff from the Ignite project in Rhondda Cynon Taf visited to discuss the possibility of supported paid employment for clients with additional challenges. Although placements have been accepted in the past the current financial position means that only fully funded placements can be considered.

Continue skill sharing volunteer programme

During the quarter, 52 volunteers have contributed 1,711 hours to the work of the office. Of these, 31 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 3 from outside the area served.

4 volunteers, originally introduced through supported employment agencies, have contributed 158 hours of the total above.

Distance learning students following the Archive Administration MSc distance learning programme at Aberystwyth University continue to attend, with 2 such students each week contributing a total of 100 hours. They are assisting with work to list and index records relating to child care to facilitate a timely response to enquiries.

The current Conservation Sciences MSc student volunteers from Cardiff University have contributed 63 hours of the total above and have reached the end of their placements. Pam Murray, a former student volunteer, has gained employment as the Conservator on a Wellcome Trust grant funded project at Bath Record Office.

For individuals considering a career in archives, one-off, 30 hour placements can be arranged to give a taste of the range of jobs available. During the quarter 5 of these were provided. These work placements are included in the volunteer hours above.

Building regulation plans created by Bridgend Urban District Council (1861-1972) and Caerphilly Urban District Council (1889-1945) have been added to the catalogue. The original handwritten lists were compiled by volunteers back in the Glamorgan Record Office and have been typed up by volunteers at Glamorgan Archives.

The first week of June was National Volunteers' Week, a chance to celebrate and to promote the volunteer opportunities at the Archives. Each day a different volunteer was introduced to the public via the Archives' social media platforms and their current project summarised. The work of volunteers adding information from crew agreements to the CLIP (Crew List Indexing Project) website was celebrated with a blog post to coincide with the Welsh Government's Year of the Sea.

National Trust volunteers from Tredegar House visited in July for a tour of the Archives. This followed a visit by Glamorgan Archives volunteers to the House earlier this year. Several of our volunteers attended and discussed their work with the visiting volunteers.

Alex Wade, conservation trainee at Lambeth Palace Archives, spent a week in the Conservation studio being mentored by the Conservator in map repair and book binding.

The Director of Libraries for the Church of England telephoned to discuss the current Lambeth Palace archive building project seeking advice in particular on racking and financial issues.

Continuing Professional Development

The Conservator has qualified as an ICON (Institute of Conservation) Accreditation Conservator-Restorer.

The Glamorgan Archivist attended a conference on controlling repository environments through passive methods entitled Passive Aggressive. The information gathered will be fed into the long-term management of the repositories.

The Glamorgan Archivist and Heather Mountjoy, Archivist, attended a two day Creative and Cultural Skills (CCSkills) mentoring course in preparation for the Cultural Ambition trainees, recruited over the summer, who will begin in September.

The Senior Archivist attended a course on the General Data Protection Regulations arranged by MALD which confirmed that best practice is already being followed in handling data created and personal information held within the Collection.

Glamorgan's Blood project staff and Melanie Taylor, Records Assistant, attended the Archives and Records Council Wales Forum where they heard about inspiring projects from other archive services in Wales and beyond. Project Archivist Louise Clarke passed her Mynediad Welsh exam, achieving a very high mark. She will progress to Sylfaen level in September.

The Archives' Investor in People status, held since 2001 and currently at Bronze level, will lapse as there is no budget for the increased cost of assessment.

Maintain commitment to good health and safety practices

In compliance with Directorate instructions, the building is examined quarterly by senior staff and a report submitted on defects. Fire alarm call points are tested weekly. Planned preventative maintenance is carried out regularly by approved contractors. The emergency response plan was reviewed and updated.

A refresher session was held for staff trained in training others in the use of the evacuation chairs. Access to Work assessments were submitted for 3 members of staff as a result of which grants have been awarded for equipment and assistance to support their continued employment.

Budget

Manage to best advantage

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

The Archives was judged “Effective with some opportunity for improvement” by an internal audit. The action plan’s recommendation of establishing a formal risk register with a review process will be implemented.

Maximise benefit from income generation

On-line payment is on hold until Cardiff Council’s IT team has time to complete the project.

The cost of processing a typical small deposit has been calculated along with the cost of storing a box for a year. The information will be added to the receipt form for new depositors to encourage financial donations.

Negotiations over the contract for paid access to digitised images of popular collections have continued to move forward with the assistance of Cardiff Council’s legal staff.

Promote partnerships and networks

National

The Glamorgan Archivist attended a meeting of Archives and Records Council Wales (ARCW). She represented ARCW at a meeting of the Learned Society of Wales and is leading on the development of improved relationships with the Peoples Collection Wales and ARCW. With the Conservator she spoke at the first meeting in Wales of the National Manuscripts Conservation Trust on a project to conserve early plans of the Fonmon estate, funded by the Trust.

The project board for the Women’s Archive Wales (WAW) Canrif Gobaith/Century of Hope project which celebrates a century since the partial enfranchisement of women under the 1918 Representation of the People Act, met at the Archives. The Glamorgan Archivist attended a premiere of the film Tic-toc, a product of a previous WAW project, Voices from the Factory Floor. She spent Bank Holiday Monday commemorating the Greenham Common walk for peace at an event organised by WAW which included processions in Cardiff and along the old Severn Bridge. With Melanie Taylor, Records Assistant, she took part in Processions, a rally in Cardiff to commemorate the fight for women’s enfranchisement, supporting the Cardiff Story Museum. With the Senior Archivist, she attended the of Y Lle Hanes launch at the Wales Millennium Centre during National Eisteddfod week.

The Senior Archivist attended a number of planning meetings for Y Lle Hanes, the history area at the National Eisteddfod in Cardiff in August.

She attended the launch of the new List of Standardised Welsh Place Names held at the Pierhead in Cardiff Bay. The list is available to search via the Welsh Language Commissioner's website. She continues to represent Welsh archive services on the ARA Survey Group.

Visits

Eric Bush, Head of the Cayman Islands London office, visited as part of the islands' campaign to publicise the original settlers, one of whom was a Welshman named Waters or Walters, who arrived in 1658 from Cromwell's army in Jamaica. With his staff, Mr Bush toured the building and was shown a range of documents useful for this type of genealogical research.

The Archivist and Librarian from the Royal Welsh College of Music and Drama in Cardiff visited the searchroom to research the history of the college. They were also taken on a tour of the building.

Local

Cultural Ambition is a national project managed by CCSkills and funded by the Heritage Lottery which will provide traineeships in the heritage sector to young people from disadvantaged backgrounds. Recruitment of the first tranche is now complete following a series of regional meetings and Open Day events at the Cardiff Story Museum and Caerphilly Castle. Glamorgan Archives is a lead partner and the 2 trainees selected through the recruitment process begin their initial 6 month placements here in September.

The Glamorgan Archivist attended a meeting of the Cardiff Participation Research Network, managed by Cardiff University, which hopes to introduce heritage benefits to the city region planning process. She attended an event at the University to celebrate the Barbier archive deposited with its Special Collections and Archives.

Art Shell have been successful in a bid to the Arts Council Wales for funding to run a second artist residency at Glamorgan Archives. Supporting funding bids to ARCW and Cardiff University's Community Gateway were also successful. The six-month residency aims to engage the local community and strengthen links with the Archives. Several interested artists have been given tours of the Archives to help inform the preparation of submissions prior to the 30 August deadline.

The Senior Archivist met with the project officer of VCS Cymru's Attic project to discuss continued support and involvement. The project is running in partnership with Care and Repair Cymru and helps older people in clearing their attics, undertakes reminiscence work and signposts to potential places of deposit including archives and museums.

The Jewish History Association of South Wales is a Heritage Lottery funded project to uncover, document, preserve and share the tangible and intangible cultural heritage of the Jewish communities of south

Wales. Project staff and volunteers are housed in the Archives and conservation support has been provided along with archival advice. An accession of photographs has already been received through the project.

South Wales Records Society held their summer committee meeting at Glamorgan Archives. The Senior Archivist represents the Archives on the committee.

Archivist Laura Russell attended a meeting of the Caerphilly-Torfaen Fusion project.

The Archives continues to work in partnership with Grangetown Local History Society, providing a venue for monthly meetings.

Potential partnerships

The Senior Archivist met with representatives from South Wales Police to discuss the future deposit of records, the upcoming anniversary of the formation of South Wales Police in 1969, and the ongoing development of the South Wales Police Heritage Centre and Police Headquarters in Bridgend.

A successful meeting was held with staff from Trinity Fields Special School in Ystrad Mynach to discuss their involvement with Kids in Museums Takeover Day in November.

The Heritage and Cultural Exchange, the successor organisation to the Butetown History and Arts Centre, was assisted in its grant application to the Heritage Lottery Fund and a letter of support provided.

Discussions have continued with colleagues from the National Archives regarding plans to commemorate the Race Riots of 1919. Partnership work is planned with Archives based in port cities across England and Wales, including Cardiff.

At a talk on the forthcoming loan exhibition of Leonardo da Vinci drawings the Glamorgan Archivist discussed potential community projects with staff of the National Museum of Wales.

2. Building and systems

Maintain building

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required.

Issues with the fire detection system and with the gates to the rear car park were addressed during the quarter.

Both the Trend controllers, which link the building management system computer to the physical equipment monitoring the ventilation, heating and air conditioning in the building, failed. One has already been

replaced and the other is on order. These are expensive items which usually last longer.

Ensure compliance

The Senior Archivist attended Cardiff Council's staff consultation on the proposed new recruit portal.

Louise Hunt, Archivist, attended a Microsoft 365 workshop demonstrating the new software and working practices that will be rolled out across the council. Of particular interest were options for file sharing and collaborative working.

Rhymney, the upstairs meeting room, was used as a prayer room by a delegate attending an externally organised course in the building.

The Senior Archivist attends Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored.

All building health and safety checks are completed and current.

B. THE COLLECTION

1. Conservation

Repositories

Environmental conditions in the repositories are stable and within the required parameters to meet national standards for archive keeping despite the air conditioning system being out of order for a period over the summer. The control box which runs the plant and the building management system (bms) ceased to function and has had to be replaced at considerable cost. Staff monitored conditions closely over this period and an analysis of the results will inform settings on the bms. Actuators and sensors on the repository air handling unit have also been replaced. The update will increase staff control of the system and it should be possible to reduce plant running time without adversely impacting the repository environment. These measures will reduce the amount of energy needed to maintain environmental conditions and thus cut costs in the long term. Terminal boxes on the air handling units which supply conditioned air to the repositories have been replaced as they were no longer water-tight.

In one repository dead mould was identified on a series of rolled documents. The rolls have been removed for cleaning and all items in the immediate area checked. Items shelved near them in former premises have also been examined and a deep clean of the stacks is planned for later in the year when staff numbers allow.

Inspections of the insect traps confirm that there are no problems with pests.

Conservation and preservation plans

Staff and volunteers are working through the identified priorities. The programme of work to address collections which may be required by the ongoing Independent Inquiry on Child Sexual Abuse (IICSA) is continuing. All items identified as being in poor condition or unfit for production have been conserved. Items assessed as being in fair condition are having oxidised pressure-sensitive tape removed. Any further conservation will be done if the items are called for digitisation by the Inquiry.

For some years, Electoral Registers have been transferred from contributing authorities as unbound files. A project to case bind the backlog to make them easier to produce and to use is almost complete with 100 volumes produced this quarter.

The Conservator has carried out 3 conservation assessments for external organisations seeking grant funding. If successful, the work will be carried out in the Studio. External orders have been completed for bench work and boxmaking and a number of site visits were made to external organisations to assess storage conditions and advise on conservation issues.

During Collections week, the Assistant Conservator supported the Archivists, removing photographs from frames, removing oxidising sticky tape and dried adhesive, cleaning coal dust off engineering plans, encapsulating fragile items, repairing tears and photographs and testing negatives for cellulose nitrate.

Conservation volunteers are continuing work on Glamorgan Constabulary records identified as requiring basic preservation. The cleaning of crew agreements is ongoing along with work assisting the Glamorgan's Blood Conservator.

Conservation staff respond to requests from the search room and to assess new accessions as they come in.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

The first week in July was Collections Week. The searchroom was closed and volunteers took a holiday so that staff could concentrate on processing large accessions, and reviewing material which may contain information of interest to the ongoing IICSA. All outstanding collections relating to the inquiry were reviewed. 20 accessions were processed in total.

Testing of the new version of CALM continues and so uploading catalogue descriptions to the Archives Hub remains on hold. In the meantime, progress continues to be made on improving the catalogue

entries prior to exporting them for upload. Nearly 100,000 catalogue entries have now been checked and work has been carried out where necessary including translating descriptions into Welsh and adding missing information on the extent of material described.

Improvements made to the catalogue have helped to identify items previously misplaced. Better procedures have been put into place to record, identify, and locate mislaid items. 50 items that could not be found when requested in the searchroom in recent years have now been located.

Collection development

Initial receipts were issued within the target time. Full receipts were issued within the target time of 15 working days for 62% of the accessions. 83% of the accessions received between September 2017 and February 2018 had full receipts issued within 6 months. This continues to be slightly below the set targets owing to a temporary change in focus for collections days and closure periods when the backlog would usually be tackled. Collections which may include information relating to the care of children are instead being prioritised in light of the IICSA.

Laura Russell, Archivist, visited Cardiff's House of Fraser store, formerly known as Howell's. The store is likely to close at the end of the year and staff have identified material suitable for transfer to the Archives.

A group from St Quentin's Masonic Lodge, Cowbridge, visited for a tour and to discuss the potential deposit of their historic records. As the lodge do not have a permanent home they were very interested in finding suitable accommodation for the collection.

Heather Mountjoy, Archivist and Lydia Stirling, Conservator, visited the offices of the Principality Building Society to advise on the storage and potential deposit of their records. The Principality's Company Secretary then came to see where the records would be held and toured the staff and public facilities in the building.

New accessions continue to be highlighted on social media.

Digital preservation

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group and has contributed to meetings via telephone.

Two staff working on the ARCW digital preservation project visited in August to start devising a suitable workflow and acceptable solution for transferring and preserving electronic copies of local authority committee minutes and reports. They were introduced to current procedures for processing paper records and shown paper examples of the records proposed for ingest before meeting staff from Cardiff Council and the

Vale of Glamorgan Council to discuss requirements and assess the records in question. A suitable adaption of existing workflows seems to be achievable and work will now be carried out to set the system up for testing. This will include ensuring that the system has adequate security measures in place given the sensitive nature of some of the records involved.

This work comes at a time when the number of enquiries from depositors about depositing electronic records is increasing. In addition to the work being done with council records recent months have seen deposits received from churches, local societies and charitable organisations in electronic media.

Glamorgan's Blood

Louise Clarke, Project Archivist, has continued the cataloguing of post-nationalisation records and has now completed an initial listing of both the plan and glass plate negative collections. She was assisted by Jake MacDonald, Corporate Trainee who is cleaning, repackaging and scanning the glass plate collection, with 535 slides completed so far.

The project is promoted through social media, with 2 blog posts during the quarter, one on records relating to colliery disasters and the other concerning conservation work on the glass plate negatives.

The Senior Archivist and the Project Archivist gave a presentation on the project at the Senedd during the National Eisteddfod as part of the Y Lle Hanes programme of activities. The Project Archivist and Conservator presented a joint over-view of their work to date at the ARCW Forum.

The Project Archivist visited the Coal Authority Records Centre to liaise with Helen Simpson, Records Manager, about south Wales coalfield material held by the Authority and links with records held at Glamorgan Archives. She met Lee Reynolds and Keith Leighfield, former mining surveyors with the National Coal Board, to inform cataloguing work on the underground plans and to discuss potential ways in which to promote the plan collection. Lee Reynolds has used plans held at the Coal Authority to produce digital resources relating to underground workings at various collieries within south Wales.

Stephanie Jamieson, Project Conservator, has focused on the boxed, loose paper items this quarter. A plan for paginating and re-housing the NCB files was put together and adapted for the Arts Society volunteers. A total of 60 files have been completed by the group so far. These volunteers are also removing and re-housing any folded plans found in the NCB files. So far the group has re-housed 45 plans from the files.

15 volumes from the NCB collection, highlighted as mouldy and moved to isolation, have been cleaned by Preservation Assistants, Catherine Morgan and Jayne Miller. The Project Conservator has begun repairing these items, so far completing work on an album of photographs

interleaved with newspaper clippings. She has also completed work on a heavily damaged colliery register, bound using door hinges.

The Project Conservator and Corporate Trainee have re-housed and cleaned 75 broken glass plate negatives. Work on the negatives with damaged emulsion will begin once the Project Conservator has attended the Conservation of Photographs on Glass Symposium and Workshop in Toronto in October. A grant of £500 was awarded by the Anna Plowden Trust and The Clothworkers' Foundation to attend this training opportunity.

The Project Conservator has continued her work on the Icon Photographic Materials Group committee, helping to organise the recent workshop and lecture with photographic conservator Debra Hess Norris.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions continue with 6 attendees this quarter. Sessions are delivered by an expert volunteer.

The new research guide, 'Queering Glamorgan: A Research Guide to Sources for the Study of LGBT History', was launched in August with a wine and cheese reception. The guide (and the refreshments) was funded by ARCW and produced by noted researchers Norena Shopland and Dr Daryl Leeworthy. It is available to download from the website. Feedback received following the launch has been overwhelmingly positive:

...pioneering ...excellent ...ground breaking

Your tiered and subtle classifications will re-write research methodology.

Gwych cael croesawu'r adnodd hwn ar gyfer ychwilio i hanes pobl LGBT

Looking through @GlamArchives's Queering research guide and it is amazing! ...Yn anhygoel yn Cymraeg hefyd!

Diolch – this is FABULOUS!

Programme of user events

The events programme continued with a talk by volunteer Ann Konsbruck on The Diaries of Henry Fothergill. Ann was one of a number of volunteers who transcribed the Fothergill diaries, and based the talk on her research inspired by this work. The transcripts can be downloaded from the relevant entries on the catalogue.

The Parliament and the First World War (WW1) exhibition closed at the end of June following a successful two months at the Archives when 285 people visited to view the display.

Members of Cardiff People First and Vale People First took over the Archives on 11 July. They worked in the searchroom producing documents and assisting visitors, completed digital photography orders, sorted a collection of transport related papers and took over social media. One member led tours of the building, which were attended by the general public along with members of other People First groups from Rhondda Cynon Taf, Blaenau Gwent and Torfaen. A colleague from Gwent Archives also attended.

Tours of the building were offered during the week of the National Eisteddfod, promoted through Y Lle Hanes.

Residents from Ely visited with Cadwyn Housing Association as part of their heritage project linked to the development of The Mill housing estate, on the site of the former Ely Paper Mill. The group included former staff from the Paper Mill. They were particularly interested in the range of repair papers used in the Conservation Studio and were pleased to be able to consult records of the Paper Mill, recognising themselves and former colleagues in many of the photographs. The intention is to create a heritage display telling the story of the Paper Mill in the community centre on the new estate.

A craft event for children was held in Rhondda as part of the RSPB's Living Levels project which explores the heritage of the Gwent Levels, extending as far as Rumney in Cardiff. The activities focussed on the Mesolithic Era, with the aim of engaging participants with the Levels and with the Archives. Several families attended, including residents from the new housing across from the Glamorgan Archives building.

Members of Cardiff City Community Table Tennis Club visited as part of their Heritage Lottery funded project to explore the history of table tennis in Cardiff and district. They undertook training in archive research and document handling, and were introduced to items from the collection relating to table tennis.

Representatives from the CF10 Rugby Trust visited for a tour and to learn more about our rugby collections.

Education

Pupils from Pontypridd High School visited as part of Artis Community's Camaraderie project, exploring the impact of WW1 on their locality, and developing an artistic response. They enjoyed the visit and were inspired to produce poetry and art work on their return to school. The project officer has since returned to photograph documents for use with a veterans group also engaged on the project who plan to visit in future.

During the last week of the school term Fitzalan High School held a series of events and activities based around WW1. As part of this a number of pupils visited the Archives for a tour, the WW1 workshop and to consult related documents. They too produced art work on their return to school.

A group of Year 4, 5 and 6 pupils from Albany Primary in Roath visited as part of the Parliamentary Archives partnership. In the morning they went on a tour and completed the quiz. This was followed in the afternoon by an introduction to WW1 illustrated with documents relating to the restriction of aliens and the role of women during the war. Using these as inspiration they produced poems and artwork which formed part of the Parliament and the First World War exhibition.

Allensbank Primary pupils came for the Coal and the Docks workshop.

Two pupils and two staff members from Porth Infant's School visited in July to deposit the records of the school which was closing at the end of the summer term. The pupils were shown the strongrooms where the records will be stored and were given small archive boxes to take away.

The blog was taken over by pupils from Radnor Primary on 15 June. Radnor University spent an afternoon each week at the Archives earlier this year, and on the blog they revealed what they had discovered about the history of their school and locality.

2. External events

Contribute to heritage events

The Senior Archivist attended a Heritage Day at Insole Court organised by the Cardiff Branch of the Glamorgan Family History Society. The event was very well attended and provided opportunities to engage with visitors who had not previously used the Archives and to meet representatives from other local heritage organisations.

Louise Hunt, Archivist, attended the Bridgend at War event held in the town centre in June. The event was very well attended with numerous stalls and events happening throughout the day. A large number of people enquired about the services provided by the Archives.

Melanie Taylor, Records Assistant, represented Glamorgan Archives at Y Lle Hanes at the National Eisteddfod. Located in the Wales Millennium Centre, Y Lle Hanes aimed to engage visitors with the history of Butetown and Cardiff Docks.

Identify and respond to major anniversaries

In July, the 60th anniversary of Wales and Cardiff hosting the Empire Games was celebrated with a series of blog posts. These articles also included the opening of Wales Empire Pool in 1958.

The first hospital was opened on the Rookwood site in Llandaff in 1918. A series of articles commemorating this centenary and exploring the history of the house began on the blog in August and will continue into the autumn.

WW1 blog articles were reposted on social media to celebrate National Allotment Week and World Refugee Day. Other anniversaries and celebrations noted on social media include International Archives Day, Welsh Government's Year of the Sea, the 70th anniversary of the NHS, the 70th anniversary of the opening of St Fagan's Museum, Afternoon Tea Week, International Cat Day and Take Your Dog to Work Day.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met. Correspondents appreciate the work staff undertake on their behalf as this sample of their responses indicates:

Thank you for all your hard work and assistance you're all doing an amazing job.

Thank you so much for your help and advice. It's been a sad but fascinating insight into my family history. You do remarkable work, how wonderful to be employed there!

Interesting enquiries are reported in *Appendix II*.

Publicity

Filming has taken place in the searchroom for a forthcoming ITV Wales documentary on the 1919 Race Riots in Cardiff, and for an episode of the ITV series Long Lost Family which aired nationally on 28 August.

In addition to commemorating and celebrating anniversaries, the blog has continued to highlight the drawings and watercolours from the Mary Traynor collection, exploring the history of the buildings featured.

The Archives participated in #ArchivesLife on social media, a call asking archives across the world to post an image each day over 7 days relating to life within an archive.

SUMMARY

Another productive quarter has seen staff continue to engage with a wide range of communities, groups and schools to promote and encourage the use of the Collection as broadly as possible. External funding is now essential for the detailed cataloguing essential to enable users to find their way into archival resources and new sources of income continue to be explored. Staff levels are at the minimum for the provision of current levels of service. The building is almost 10 years old and essential components are beginning to fail. Digital preservation is becoming a requirement, bringing with it additional costs. All staff are thanked for their resilience and determination in the face of these challenges.

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 2018-2019 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
5 September 2018

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 June– 31 August 2018

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
Access	Promote service via anniversaries	12 social media posts	7
	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly
	Deliver educational service	10 educational visits	8
	Deliver on-site events	6 public events	5
The Collection	Contribute to Archive Hub	200 catalogues	0
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 62%; complex; 83%
	Repository conditions maintained	AHUs in full working order	Temporarily out of action
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	426 cleaned; 344 conserved; 290 boxes made
Resources	Meet income target	£83,750	£38,423
	Meet agreed revenue budget	£852,750	£37,000 overspent
	Manage volunteers workforce	6,600 hours; 100% reviewed	3,614
	Maintain establishment	14 fte	13 fte: 1 on maternity leave

Appendix 1

Glamorgan Family History Society Records			
Accession No:	2018/89, 180	Reference No:	D37/1/130-131
Journal numbers 130-131 Date of records: 2018			
John Henry and Audrey Brown of Cardiff Papers			
Accession No:	2018/90	Reference No:	D1577
Property records relating to 24 Tynant Street, Cardiff: conveyance, assignment, abstract of title Date of records: 1962-1977			
Phillip Earl of Pembroke William Lord Herbert his son and heir apparent to Edwd. Herbert Esq and Wm Andrews Gent.			
Accession No:	2018/91	Reference No:	D1574
Copy of an examined copy of Release Date of records: 1666			
Cardiff Jewish Community Records and Papers			
Accession No:	2018/92	Reference No:	DJR
Photographs Date of records: 1932-1937			
Noddfa Welsh Baptist Chapel, Ynysybwl, Records			
Accession No:	2018/94	Reference No:	D1585
Minutes of meetings, accounts, membership register, records of the Sunday School, correspondence, annual report, history of the chapel, programmes. Date of records: 1885-1990			
Records of Hebron Baptist Chapel, Ton Pentre			
Accession No:	2018/95	Reference No:	DWBAP9
Minutes, accounts, membership register, records of the Sunday School, annual report, correspondence, photographs and papers relating to other chapels and organisations in the Rhondda. Date of records: 1868-1988			
Michael O'Brien of Cardiff Papers			
Accession No:	2018/96	Reference No:	D1603
Scrapbooks and correspondence relating to Mr O' Brien's appeal against his murder conviction Date of records: 1990s-2000s			
Barry Probus 1 Records			
Accession No:	2018/97	Reference No:	D1591
Minutes of meetings Date of records: 1982-2014			

Cardiff City and County Council Records

Accession No:	2018/98	Reference No:	CC/C/59/1-17
----------------------	---------	----------------------	--------------

Council Yearbooks

Date of records: 1996-2014

Independent Order of Rechabites, Cardiff, Photographs

Accession No:	2018/99	Reference No:	D1583
----------------------	---------	----------------------	-------

Group photographs

Date of records: 1919-1947

Vale of Neath Railway Plans of Merthyr (Abernant) Tunnel

Accession No:	2018/100	Reference No:	D1593
----------------------	----------	----------------------	-------

Plans

Date of records: 1874

Barry Ecclesiastical Parish Records

Accession No:	2018/101	Reference No:	P28CW
----------------------	----------	----------------------	-------

Parish magazines

Date of records: 2010-2017

Rhondda Cynon Taf County Borough Council Records

Accession No:	2018/102	Reference No:	CRCT/C/3
----------------------	----------	----------------------	----------

Signed council and committee minutes

Date of records: 2014-2016

Stanley Bevan of St Brides Major, Police Constable, Notebooks

Accession No:	2018/103	Reference No:	D1582
----------------------	----------	----------------------	-------

Constable Bevan's notebooks

Date of records: 1938-1943

County Roads Board Records

Accession No:	2018/106	Reference No:	CRB
----------------------	----------	----------------------	-----

Pay lists of road labourers and bills for road labourers for the Western District

Date of records: 1874-1878

South Glamorgan Coroners Records

Accession No:	2018/107	Reference No:	CORS
----------------------	----------	----------------------	------

Coroner's files

Date of records: 1993-1995

Cardiff and the Vale of Glamorgan Coroners Records

Accession No:	2018/108	Reference No:	CORCV
----------------------	----------	----------------------	-------

Coroner's files

Date of records: 1996-1998

Welsh Historic Gardens Trust, Mid And South Glamorgan Branch Records

Accession No:	2018/109	Reference No:	D699
----------------------	----------	----------------------	------

Annual report

Date of records: 2017

Friends of Llandaff Cathedral Records

Accession No:	2018/110	Reference No:	D127
----------------------	----------	----------------------	------

Annual report

Date of records: 2017-2018

Friends of Nant Fawr Community Woodlands Records

Accession No:	2018/111	Reference No:	D1578
----------------------	----------	----------------------	-------

Minutes, newsletters, publicity leaflets, maps, photographs, correspondence on relevant issues including the original setting up of the group and the Llanishen Reservoir campaign

Date of records: 1990s-2010s

Cardiff High School Old Girls' Association Records

Accession No:	2018/112	Reference No:	DX263
----------------------	----------	----------------------	-------

Photographs taken at centenary celebrations, 1995

Date of records: 1995

Pantbach Road Pharmacy Records

Accession No:	2018/113	Reference No:	D1579
----------------------	----------	----------------------	-------

Prescription register for private prescriptions where the prescriptions were made up in the pharmacy at 165 Pantbach Road, Rhiwbina.

Date of records: 1947-1948

Melingriffith Tinsplate Works Records

Accession No:	2018/114	Reference No:	D1580
----------------------	----------	----------------------	-------

Photograph album, loose photographs, 'The Elyn Owl' 1932.

Date of records: 1920s-1930s

Canton St. John Parish Records

Accession No:	2018/115	Reference No:	P150CW
----------------------	----------	----------------------	--------

Parish journals

Date of records: 1982-1983

Abermorlais Girls' School, Merthyr Tydfil, Class Syllabus and Notes of Lessons Book

Accession No:	2018/116	Reference No:	D1584
----------------------	----------	----------------------	-------

Class Syllabus and Notes of Lessons

Date of records: 1911-1912

Cynon Valley Constituency Labour Party Records

Accession No:	2018/117	Reference No:	D817
----------------------	----------	----------------------	------

Executive and General Committee Minutes

Date of records: 1980s-2000s

David Edwards, Colliery Manager, Newlands Colliery, Pyle, Papers

Accession No:	2018/118	Reference No:	D1581
----------------------	----------	----------------------	-------

Notes on incidents of fires in Newlands Colliery

Date of records: 1928

Dr Norman Mills Papers

Accession No:	2018/119	Reference No:	D1604
----------------------	----------	----------------------	-------

Outgoing correspondence to a wide range of individuals and organisations sent in Dr Mills' role as Consultant in Public Health Medicine, Unit General Manager for Llandough Hospital and Chief Executive of Llandough Hospital and Community NHS Trust.

Date of records: 1974-1999

Norena Shopland Collection

Accession No:	2018/120	Reference No:	D1227
----------------------	----------	----------------------	-------

Flyers, papers and reports relating to LGBT events and consultations.

Date of records: c2010-2018

St Fagans Community Council

Accession No:	2018/121	Reference No:	P33
----------------------	----------	----------------------	-----

Council minutes, accounts and precept records

Date of records: 1962-2014

No Fit State Circus Records

Accession No:	2018/122	Reference No:	D1309
----------------------	----------	----------------------	-------

Photographs and associated papers relating to the Circus: 250 Years Young project.

Date of records: 2018

Mrs Carys Howe of Barry Collection

Accession No:	2018/123	Reference No:	D1592
----------------------	----------	----------------------	-------

Papers relating to the development of Barry

Date of records: 20th century

Penarth Ecclesiastical Parish Records

Accession No:	2018/124, 158	Reference No:	P46CW
----------------------	---------------	----------------------	-------

Holy Nativity, Registers of services: St Augustine Incumbents' notebook including details of burials, plot numbers, costs and some family details

Date of records: 1885-2005

Barry and District Soroptimist Records

Accession No:	2018/125	Reference No:	D647
----------------------	----------	----------------------	------

Minutes of meetings, AGMs, Programme Action papers and general papers

Date of records: 1969-2016

Llandaff Diocese Mothers' Union Records

Accession No:	2018/126	Reference No:	DMUL
----------------------	----------	----------------------	------

'In Touch' magazine, Summer 2018

Date of records: 2018

Methodist Church, Mid Glamorgan Mission

Accession No:	2018/127	Reference No:	D896
----------------------	----------	----------------------	------

Wesley Methodist Church, Abercynon, Sunday School Account Book

Date of records: 1992-2005

Coity, Nolton and Brackla Ecclesiastical Parish Records

Accession No:	2018/128	Reference No:	P80CW
----------------------	----------	----------------------	-------

St Mary the Virgin, Coity, duplicate marriage register

Date of records: 2014-2018

Dinas Powis Petty Sessonal Division Records

Accession No:	2018/129	Reference No:	PSD/228/3, PSD/230
----------------------	----------	----------------------	-----------------------

Remitted fee book, register of child maintenance payments

Date of records: 1937-1973

Vale of Glamorgan Petty Sessonal Division Records

Accession No:	2018/130	Reference No:	PSVG/12-13, PSVG/1/29A, PSVG/2/6-7
----------------------	----------	----------------------	--

Court registers, 1981-1985; juvenile court registers, 1982-1985; register of licensing, betting and rates, 1985-1986.

Date of records: 1981-1986

South Glamorgan County Council Chief Executive's Department Records

Accession No:	2018/131	Reference No:	SD/CH/7/1-9
----------------------	----------	----------------------	-------------

Council Yearbooks

Date of records: 1974-1983

Cardiff Borough Council Records: Clerk's Department

Accession No:	2018/132	Reference No:	BC/CD/25
----------------------	----------	----------------------	----------

Year books

Date of records: 1909-1968

Vale of Glamorgan Borough Council: Chief Executive's Records

Accession No:	2018/133	Reference No:	DCVG/C/6
----------------------	----------	----------------------	----------

Year books

Date of records: 1985-1987

Vale of Glamorgan County Borough Council: Chief Executive's Department Records

Accession No:	2018/134	Reference No:	CVG/C/5
----------------------	----------	----------------------	---------

Year books

Date of records: 1995-2001

Cardiff City Council Records: Chief Executive

Accession No:	2018/135	Reference No:	DCC/C/12
----------------------	----------	----------------------	----------

Year books

Date of records: 1974-1996

Records of the Nantymoel Workmen's Hall

Accession No:	2018/137	Reference No:	D1587
----------------------	----------	----------------------	-------

Plans and drawings of proposed alterations to the Workmen's Hall, report

Date of records: 1950-2001

Treforest County Secondary School Records

Accession No:	2018/138	Reference No:	D1588
----------------------	----------	----------------------	-------

Register of members of staff and qualifications

Date of records: 1928-1973

Lan Wood Secondary Modern School, Pontypridd Records

Accession No:	2018/139	Reference No:	D1589
----------------------	----------	----------------------	-------

Admission register

Date of records: 1966-1973

Dawnays Limited, Bridge and Structural Engineers, Swansea, Records

Accession No:	2018/140	Reference No:	D1596
----------------------	----------	----------------------	-------

Accounts, bills and technical drawings for properties in Pontycymmer, Nantymoel and Sarn

Date of records: 1950-1953

Walter Richard Barnes, builder, Abercynon, Papers

Accession No:	2018/141	Reference No:	D1590
----------------------	----------	----------------------	-------

Records of building firm Barnes and Talbot, including tenders and plans for work for local authorities and the National Coal Board; also deeds to family properties

Date of records: 1896-1991

Porth Infants School

Accession No:	2018/144, 149, 151	Reference No:	ER32
----------------------	-----------------------	----------------------	------

Admissions books and photographs, log books, admissions register, photographs, school awards. Date of records: 1919-2018

A. W. McKinty of Cardiff, Collection

Accession No:	2018/145	Reference No:	D80
----------------------	----------	----------------------	-----

Photographs and commentaries featuring James McKinty, Journalist

Date of records: 1947-1970

Ystrad-Rhondda District Oddfellows Society Records

Accession No:	2018/146	Reference No:	DODD
----------------------	----------	----------------------	------

Presentation certificate to a former secretary of the Loyal Lady Kate Lodge thanking them for their service

Date of records: May 1894

Penygraig Junior School Records

Accession No:	2018/147	Reference No:	ER28
----------------------	----------	----------------------	------

Log books, admission books, punishment register, photographs, records regarding school achievements, prospectus

Date of records: 20th century

Rhydri Primary School Records

Accession No:	2018/148	Reference No:	ECG36
----------------------	----------	----------------------	-------

Log books, admissions registers, punishment book, school compendium, stock and stores book, inventory book, photographs

Date of records: 20th century			
Llwyncelyn Infants School Records			
Accession No:	2018/150	Reference No:	ER21
Stocks and Stores Accounts, History of Llwyncelyn Infants School			
Date of records: 1942-2018			

Records of the Roald Dahl Arts Project			
Accession No:	2018/152	Reference No:	D1594
Records related to the proposed Roald Dahl Arts Project, later the Brainwave Project Trust			
Date of records: 1996-2003			

Christopher Taylor of Cardiff Collection			
Accession No:	2018/153	Reference No:	D732
Transport company files			
Date of records: 20th century			

Women's Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2018/154	Reference No:	DWAW8/37
Images of WAW events, flyers, posters, annual reports			
Date of records: c1998-2007			

The Bute Docks Company Cardiff Registers			
Accession No:	2018/156	Reference No:	D1595
Registers of the Bute Public Graving Dock			
Date of records: 1889-1890			

Cardiff Magistrates Court Records			
Accession No:	2018/157, 162	Reference No:	PSCBO
Date of records: 1987-1988			

Barbara Castle Campaigner Papers			
Accession No:	2018/159	Reference No:	D1600
Campaign papers, correspondence, posters			
Date of records: 1970-1980s			

Pentyrch Ecclesiastical Parish Records			
Accession No:	2018/160	Reference No:	P65CW/50
Parish magazines			
Date of records: 2013-2018			

Anthony M. Ernest and Robert M. Ernest of Penarth Papers			
Accession No:	2018/161	Reference No:	D387
Family papers and photographs and records relating to Penarth; minute book of Penarth Operatic and Dramatic Society; records of the Costa Rica Coffee Co Limited; programmes relating to the Empire Games, Cardiff			
Date of records: 20th century			

Llancarfan Society Records			
Accession No:	2018/163	Reference No:	DLNS
Newsletter 174			
Date of records: Jun 2018			

Llantrisant and District Local History Society Records			
Accession No:	2018/164	Reference No:	D134
Meisgyn and Glynrhondda, Vol X, No. 2			
Date of records: Jul 2018			

Bethany Presbyterian Church, Nantymoel, report and balance sheet			
Accession No:	2018/165	Reference No:	D1597
Report and balance sheet			
Date of records: 1967			

Cardiff Philatelic Society Records			
Accession No:	2018/166	Reference No:	D1602
Society minutes, correspondence, programmes and papers			
Date of records: 1970s-2000s			

John Hopla Society School Awards, Records			
Accession No:	2018/167	Reference No:	D1598
Awards booklet, programme and leaflet sent to schools			
Date of records: 2018			

Western Mail Welsh National War Memorial poster			
Accession No:	2018/168	Reference No:	D1599
Poster with photograph of the Welsh National War Memorial, Cathays Park, Cardiff and photographs of officials who supported the building of the memorial			
Date of records: c1928			

Cowbridge with Llanblethian Town Council			
Accession No:	2018/169	Reference No:	D1605
Council papers			
Date of records: 1980s-2000s			

Cardiff City Council Seamen's Registers			
Accession No:	2018/170	Reference No:	D1601
Registers			
Date of records: c1917-1927			

Mark Baker of Ferndale Papers			
Accession No:	2018/171	Reference No:	D1606
Underground plans of Tower and Mardy Collieries			
Date of records: 20th century			

Glamorgan Wesleyan Methodist Records

Accession No:	2018/172	Reference No:	DWESMA
----------------------	----------	----------------------	--------

Hope Methodist Chapel, Penrhiwceiber, Minutes and accounts, 1964-2007; Miskin Methodist Church (Bethesda, Glyngwyn Street), minutes, 1938-2013

Date of records: 1938-2013

Glamorgan Wesleyan Methodist Records

Accession No:	2018/173	Reference No:	DWESMT
----------------------	----------	----------------------	--------

Castle Street, Dowlais, minutes 1938-1978; South Street, Dowlais, Congregational notices, 1987-1991, Covenanted givers, 1980s-2000s, Vestry cash books, 1968-1971

Date of records: 1938-2000s

Rhondda Valley English Methodist Circuit Records

Accession No:	2018/174	Reference No:	DWESRH
----------------------	----------	----------------------	--------

Blaenrhondda Methodist Church, minutes, 1926-1972, collection journal, 1949-1953, pulpit notices, 1954-1958, cash book, 1959-1970

Date of records: 1926-1972

Barry Ladies Choir Records

Accession No:	2018/175	Reference No:	D1506
----------------------	----------	----------------------	-------

Programmes, photographs, newscuttings

Date of records: 20th century

Bethany Baptist Church Records

Accession No:	2018/176	Reference No:	DBAP15
----------------------	----------	----------------------	--------

AGM meeting papers, monthly announcements, church messenger magazines, members directory

Date of records: 2017-2018

U-Print of Cardiff Records

Accession No:	2018/177	Reference No:	D1607
----------------------	----------	----------------------	-------

Funding application, exhibition material, Community Printshops Directory

Date of records: 1979-1989

Penygraig Infants School Admissions Register

Accession No:	2018/178	Reference No:	D1608
----------------------	----------	----------------------	-------

Admissions Register

Date of records: 1890-1909

Societe Franco-Britannique de Cardiff, Records

Accession No:	2018/179	Reference No:	D593
----------------------	----------	----------------------	------

Society agenda, AGM minutes, President's report, treasurer's report to AGM, annual accounts 2017/2018, nominations, programme of meetings and events

Date of records: 2017/2018

Notable accessions

Anthony M Ernest and Robert M Ernest of Penarth, Papers (D387) and Costa Rica Coffee Co Ltd, Records (D395)

An additional deposit of records has been made, including programmes of the Penarth Operatic and Dramatic Society and a minute book for 1949-1955, programmes, information leaflets and tickets for the Empire Games which took place in Cardiff in 1958 and information on the development of Penarth in the 1980s-1990s.

The Costa Rica Coffee Co Ltd was founded by members of the Ernest family in 1924 and the additional records include a list of customers, newspaper cuttings and correspondence, 1926-1932.

Abermorlais Girls' School, Merthyr Tydfil, Class Syllabus and Notes of Lessons Book (D1584)

An unusual item relating to Abermorlais Girls' School, Merthyr Tydfil has been deposited by a book collector. A volume of tutor's handwritten notes prepared during 1911 provides a glimpse of the weekly syllabus of work comprising notes on geography, history and object lessons together with blackboard illustrations

Nantymoel Workmen's Hall, Records (D1587)

Records of proposed alterations to the Workmen's Hall at Nantymoel have been received. Items include some thirty plans and drawings together with a bundle of tickets, leaflets and printed accounts covering the period 1950-2001

Barbara Castle of Ynysybwl, Campaigner, Papers (D1600)

Barbara Castle was actively involved in many campaigns in south Wales and Cardiff in the 1970s and 1980s. Many of these focussed on homelessness, campaigns for better housing and support for tenant groups and housing associations, including the South Wales Association of Tenants. She was also involved in anti-poverty campaigns and wider political issues, including support for the miners' strike, against health cuts and work with the Cardiff Socialist Feminist Group. The records include campaign papers, correspondence and posters.

Cardiff City Council Seamen's Registers (D1601)

Two Seamen's registers compiled in connection with seafarers' lodgings in Cardiff have been donated. The volumes cover 1917-1927 and record the name, age and nationality of the seamen, the name of the last vessel from which they were discharged and the port of discharge. Information regarding the subsequent voyage is also noted.

Intriguingly the registers include sections of Arabic text while the majority of those listed originated from the port of Aden, Yemen.

Rhydri Primary School Records (ECG36)

An additional transfer has been received from Rhydri Primary School, Caerphilly. Records include log books, admissions registers, punishment book and photographs celebrating the School's 70th anniversary. The collection also includes several receipts for pairs of boots issued by the headteacher during the early 1930s in respect of the Coalfields Distress Fund.

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
June – Aug 2017	1513	(786)	46	2655
Sep – Nov 2017	2375	(1713)	59	2772
Dec 2017-Feb 2018	1730	(1141)	57	3277
Mar – May 2018	1871	(1245)	43	2806
June – Aug 2018	1977	(1272)	59	2765

	Remote Enquiries	Website Hits
June – Aug 2017	863 (+74 un-printed thank you emails)	10485
Sep-Nov 2017	938 (+53 un-printed thank you emails)	10518
Dec 2017-Feb 2018	797 (+106 un-printed thank you emails)	10085
Mar – May 2018	924 (+90 un-printed thank you emails)	10282
June – Aug 2018	942 (+106 un-printed thank you emails)	11170

Interesting Enquiries

Family history continues to be popular, with a number of recent enquiries focussing on criminal ancestors. One genealogist was seeking help in researching a family story about her great, great uncle who allegedly murdered his wife in 1948. Another was investigating her mother-in-law who had apparently been convicted twice for bigamy and had given birth to a child whilst in Cardiff prison. Both cases were referred to prison records and newspapers.

A family historian visiting from New Zealand made a surprising discovering amongst the records of Merthyr Tydfil Poor Law Union. His grandfather had been born in the workhouse and the creed register provided additional information, including the name of his great grandmother, which has featured as a family name ever since. He was pleased to discover its origin.

Local historians make regular use of the Collection both in the searchroom and remotely. Topics include the crash of a Spitfire aircraft in Caerphilly during 1941,

covered in Glamorgan Constabulary aircraft crash reports; the history of the Great House, Llandough near Cowbridge, up until its demolition at the end of the 19th century, which involved the use of Ordnance Survey maps, the tithe plan and estate records; and preparatory research for a talk on the wells of Cardiff to be given at the Eisteddfod, where once again Ordnance Survey maps proved useful.

A number of enquiries have been received regarding places of worship. The parish archivist from St Augustine's, Penarth was seeking information on the layout of paths through burial ground during the 19th century, which were located on an Ordnance Survey plan. Albert Road Methodist Church in Penarth is undergoing renovation. The minister has visited to consult plans and correspondence relating to previous building work undertaken during the 1960s and 1980s. A researcher exploring the history of St Aidan's Church, Barry, which was converted from a theatre to a place of worship during the 1900s, used Barry Borough Council records concerning the building, parish records for Cadoxton-juxta-Barry, and Ordnance Survey plans.

Colliery records have been drawn on by a house historian investigating the histories of two colliery sites on which his house is now built. Sales particulars, mineral plans, local authority building plans and papers relating to collieries in Caerphilly and the Rhondda provided information.

Commemorations of the centenary of WW1 continue to be assisted with a recent visitor researching police officers who served through deposited personnel records.

Academic researchers remain regular users of the Collection. Current topics include publicity surrounding the Welsh devolution referendum in 1997; the Older Lesbian Network Wales; the impact of the economic depression of the 1930s on mental illness in south Wales, and the Aberfan Disaster. A medical student also visited as part of his research into the high number of deaths due to surgery prior to the establishment of an anaesthetic department in Cardiff.

Several authors have used the Collection to inform forthcoming books, including research on Ewenny Pottery and on the Merthyr Tydfil Quaker settlement. A screenwriter used court records and photographs as research for a forthcoming television drama based on the abduction in Cardiff in 1869 of Esther Lyons, and the subsequent court case.

A couple planning a wedding at Penarth Pier Pavilion in December were helped in their research on the pier's history which will be included in their celebrations.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	6
Grangetown Local History Society	58
National Trust Tredegar House Volunteers	13
Cadwyn Housing Association	4
Cardiff City Community Table Tennis Club	3
CF10 Rugby Trust	3
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	17
Women's Archive Wales, Canrif Gobaith/Century of Hope project board	6
South Wales Records Society	10
Cayman Island delegation	5
<i>Events</i>	
The Diaries of Henry Fothergill	18
Cardiff People First / Vale People First Takeover Day	22
Y Lle Hanes National Eisteddfod tours	2
Living Levels family activity day	15
Launch of 'Queering Glamorgan: A Research Guide to Sources for the Study of LGBT History'	19
<i>Exhibitions</i>	
Parliament and the First World War	141
<i>Filming</i>	
Long Lost Family	5
ITV Wales 1919 Race Riots documentary	2
<i>Education</i>	
Artis Community / Pontypridd High School	11
Albany Primary School	16
Allensbank Primary School	29
Fitzalan High School	
Porth Infants School	4
<i>Individuals Meeting Staff</i>	164
<i>Tours for prospective volunteers</i>	2
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 46	681

Appendix IV

Bench work		
Glamorgan County Council Departments:		
GD/E/46/1	General Certificate of Education 'O' level examination results	Oxidised sticky tape removed
GD/S/13	36 boxes of adopters' applications: marked 'superseded'	Oxidised sticky tape removed
GD/S/12	42 boxes of mother and baby applications: marked 'superseded'	Oxidised sticky tape removed
GD/S/16	102 boxes of child care files	Oxidised sticky tape removed
Police records, Glamorgan Constabulary and South Wales Police		
DCON/293/3/4, 293/4/10, 293/2/6,299/10/17	4 Police Occurrence books	Oxidised pressure sensitive tape removed and repaired
DCONC/9/5/3,4	2 Divisional disciplinary books	Oxidised pressure sensitive tape removed and repaired
DCON/295/1/1, 286/3	4 registers of reserve and auxiliary services	Loose pages reattached into post binding
DCON/285/1/1,2	2 volumes personal records	Cleaned, creases flattened, loose pages reattached.
DCON/295/2/3	Occurrence book	Cleaned and repaired
DCON/296/3, 292,302; DSWP/19	8 telephone message books	Cleaned, repaired; loose pages reattached; rebound.
DCON/285/2	Register of H.M. Forces reservists	Cleaned and repaired
DCON/292/1/3	Register of air raid wardens	Loose pages reattached
DSWP/17/1,2	2 diaries, Porth Police Station	Cleaned and repaired
DCON/179	2 police note books	Cleaned and repaired
DCON/299/9/15	Record of beat patrol	Oxidised pressure sensitive tape removed and repaired
DCON/2/1/6	Standing orders	Cleaned and repaired
DCON/296/5/11	Duty book	Cleaned and repaired
DCON/269/5/15	Crime complaint book	Consolidated and repaired

D1495 Pontypridd YMCA	6 photographs	Removed from frames, repackaged
P28CW/13/2	6 photographic negatives	Substrate tested and repackaged
	100 Electoral Registers	Case bound
Cleaning and Packaging		
SGCC	30 bundles of rolled plans	Repackaged
DNCB	9 boxes and 15 volume mould infected items	Cleaned
DNCB	34 glass plate negatives	Cases made and repackaged
Crew lists	89 booklets	Cleaned
Bespoke boxes made		
Various	216 boxes	
Barcoded and Relocated		
Various	1016 boxes and maps	Barcoded
External Work		
Local Historical House	2 volumes	Cleaned, repaired and rebound
Local University	1 collection 25 boxes made	Condition assessed and treatment plan report for NMCT grant application
Local Museum	1 volume	Condition assessed and treatment plan report for Independent Museum Association grant application
Welsh Archive	1 map	Condition assessed and treatment plan report for NMCT grant application
National Government department	6 folders	Condition assessed for mould and advice given on storage conditions
Local Archives	266 boxes	
Private company	24 boxes	