

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



GLAMORGAN ARCHIVES JOINT COMMITTEE

JUNE 2023

REPORT OF: THE GLAMORGAN ARCHIVIST TO THE GLAMORGAN ARCHIVES
JOINT COMMITTEE

AGENDA ITEM:

PURPOSE OF REPORT

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1st March to 31st May 2023.

BACKGROUND

2. 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.

ACHIEVEMENTS AGAINST ANNUAL PLAN

Please note that targets due for completion in later years may not be mentioned here unless work has taken place in this quarter.

- 3. Outcome 1: User communities are able to access the service's resources, no matter where they are in the world, through enhanced provision of digital services.**

1.1 Establish a priority programme for digitisation of collections and enhance access to digital collections through a broad range of avenues

The Glamorgan's Blood exhibition is now available to view through People's Collection Wales (PCW). The work to upload the images and text was led by PCW staff and undertaken by students studying on the Archive Administration course at Aberystwyth University. By making the exhibition available through PCW we hope it will reach a new audience across Wales and the world.

Discussions have been held with the Roman Catholic Archdiocese of Cardiff about the digitisation of safeguarding files that they hold. Agreement has been reached for Glamorgan Archives to undertake this work on their behalf, utilising the Corporate Trainee Digital Assistant post.

1.2 Improved access to collections through an enhanced online catalogue

Work to set up the Epexio public catalogue continues with indexes and research guides in the process of being added. The writing of in-house instruction manuals and further tweaks to the set-up of the database also continues before the system can be made live in the forthcoming months.

1.4 Increased use of social media shared amongst the whole team with growing usage figures

We continue to work with People's Collection Wales on their social media project with archive services from across Wales. The theme for March was Women's History Month and for April was Healthcare Professionals. Data has been received on the Love and Romance theme for January and February, with posts generating 41,380 impressions and reaching a total audience of 32,577 people across 4 weeks. The Women's History Month campaign in March generated 44,489 impressions and reached an audience of 36,309 over the course of the month.

We use our own social media accounts to publicise our events and activities and items for sale. In addition, our posts this quarter have featured St David's Day, World Book Day, World Wildlife Day, British Pie Week, International Women's Day and Women's History Month, International School Meals Day, Pi Day, St Patrick's Day, World Meteorological Day, the closure of Howell's Department Store in Cardiff, World Theatre Day, National Walking Day, Easter, National Pet Month, National Tea Day, Eid, International Day of the Midwife, the Coronation, Nurses Day, Norwegian Constitution Day, British Sandwich Week, and Whitsun. We also feature items from the collection in 'on this day' posts, where relevant.

The work of Bridgend photographer Edwin Miles continues to provide a focus for our blog posts. Images used this quarter feature Pencoed, Nash Point Lighthouse, Penllyn Chapel of Ease, and Ewenny Priory.

We have recently undertaken box-making work for Gloucestershire Archives. They posted a film of the box making machine in action, along with an explanation of the work being done and the reasons for its completion, on their social media channels. We shared it through our own channels to illustrate this element of the Archives' work.

1.5 Enhanced range of online events, with additional services like recorded events

Our events programme continues. In March, a successful in-person event was led by local historian Don Gerrard, who spoke on 'The Cowbridge Story'. In April we were joined by Rosie James from Cardiff Parks Services who gave a talk on 'The Pettigrews: The Family Who Landscaped Cardiff'. Another well-received talk, feedback included:

What a great talk, very enjoyable and fascinating to hear their connections with the Bute and Windsor Clive families.

Our February event, delivered online by Jen Evans of the Crowd Cymru project, was recorded and was made available through our You Tube channel in early-March.

1.6 Agree and deliver a digital preservation repository

An agreement was reached in March for Preservica to supply Glamorgan Archives with a digital preservation repository solution from 1st April 2023. Some initial meetings have been held and training will be conducted with all staff who will be using the system.

Work is also continuing with the development of the Wales consortium project. The business case has been finalised and will be used to apply for Welsh Government funding for the first year of the project. Some of the university archives from across Wales have joined in with the project in the hope of making it available to all Archives and Records Council Wales (ARCW) members.

4. Outcome 2: A wider range of people are aware of Glamorgan Archives and the work that the service does.

The majority of work under Outcome 2 is due to be completed in forthcoming years. However some progress has been made in the last quarter against the following targets:

2.2 Build relationships with local media outlets to tell stories of local interest from across Glamorgan

Filming took place in the Archives last year for a documentary on epilepsy. The resulting programme, 'Drych: Alex Humphreys - Epilepsy a Fi', aired on S4C on 19 April. Records of the Glamorgan Asylum were featured.

2.3 Work with existing and potential community groups from across the area through broad community engagement

Our project to create a Research Guide to Sources for the Study of Minority Ethnic History began in May. Ophelia Dos Santos was recruited to the role of Project Officer and began work on 2 May. The Project Steering Group met in early May and recruitment of volunteers and researchers is underway.

The partnership project with the National Archives to create short audio dramas based on life in Butetown in the 1910s and 1920s, inspired by our collection of photographs taken by Bute Street photographer Fred Petersen, is progressing. Recording of the scripts written by authors Danielle Fahiya and Kyle Lima took place in April with a cast comprising professional actors and local residents. Editing work is underway.

The Glamorgan's Blood exhibition was on display at a number of Bridgend Libraries during March. The whole exhibition was featured at Pyle Library during the first part of the month. It was then split into two sections for display at the smaller libraries at Ty'r Ardd Local and Family History Centre in Bridgend and at Aberkenfig. In April it moved to Bargoed Library and in May it was on display at Merthyr Tydfil Library.

We continue to work with the Innovate Trust on their Secret Garden project. In March the group visited to view a range of maps showing Ysgubor Fawr Farm in St Fagan's, illustrating how the Farm and the surrounding area has changed over time. They visited again in early-May to create digital copies of the maps, receiving training from Records Assistant Melanie Taylor in using the digitisation camera equipment. They also spent some time exploring census returns for the Farm.

Trainees from the Invisible Cardiff project, let by The Wallich, visited for two sessions during April. The first session introduced the trainees to the Archives with a tour and a selection of items from the collection. The second session included document handling training led by the Conservator and an opportunity to explore items relating to their own areas of interest. The trainees are now working on developing their own tours of the city and have booked to return individually to the searchroom to progress their research.

Volunteers from the Jewish History Association of South Wales attended in March for a tour behind the scenes, having previously completed training in document handling and listing archive material. A new group of volunteers received the handling and listing training at two sessions delivered in May.

The Senior Archivist met with Dr Rachel Lock-Lewis of the University of South Wales and representatives from the Women's Archive Wales, Gwent Archives and West Glamorgan Archives to discuss options for the cataloguing and digitisation of collections relating to the women's liberation movement. Dr Lock-Lewis has been working on collections relevant to this topic across South Wales and is looking to secure funding to progress this work.

A Purple Plaque was unveiled to County Alderman Mrs Rose Davies of Abedare at Cynon Valley Museum on 12 May. Rose Davies was the first woman Member, Alderman and, in 1949, Chairman of Glamorgan County Council. We hold a small collection of her papers, and digital copies were used to publicise the unveiling and featured in a small display at the Museum.

The Senior Archivist attended a heritage walk organised in partnership by the Women's Archive Wales and Pontypridd Museum to celebrate International Women's Day. Sadly heavy rain on the day meant that the walk itself had to be postponed, but those who had booked to attend gathered at the museum and were given a talk on the women featured along the route, and introduced both to the Women's Archive and Glamorgan Archives.

The Senior Archivist met with representatives of Cor Meibion Morlais to discuss a project they are planning to celebrate the heritage of their base, Morlais Hall in Ferndale, formerly North Street Congregational Chapel. We hold a small number of records for the chapel and the Choir are keen to make use of these as part of their work researching the history of the site and the people connected to it.

The Senior Archivist visited Railway Gardens in Splott in Cardiff, which is run by Green Squirrel, to discuss potential partnership working around the history of their site and locality.

A small group of students arranged a Friday afternoon visit to the Archives in advance of their attendance at the conference of the Society for Name Studies in Britain and Ireland, which was being held in Bridgend. They were given a tour of the Archives followed by a display of documents relevant to name studies. Particular thanks must go to Richard Morgan, retired Archivist at Glamorgan Archivist and expert in local place names, who suggested items of note from within the collection.

Glamorgan Archives hosted the joint-AGMs of Glamorgan History Society and the South Wales Records Society on 13 May. The Senior Archivist was elected to the role of Secretary for the Glamorgan History Society. The formal meetings were followed by a talk by Prof. Madeleine Gray, Dr Alun Withey and Tony Hopkins on 'The Commonplace Book of John Gwin of Llangwm' and closed with tea and coffee.

The Glamorgan Archivist attended the Gelligaer Historical Society Conference at Llancaiach Fawr. Our place had been held from the 2020 conference, which was cancelled due to the pandemic, and we were pleased to be able to support the event on its return.

The Cardiff Branch of Glamorgan Family History Society continue to hold meetings at the Archives. In April they viewed a range of school records following on from the coffee and chat session in January on that topic which was led by the Senior Archivist.

Members of Whitchurch Hospital Historical Society have held two meetings at the Archives. They also visited for a tour behind the scenes and for an introduction to our collection of records from the Hospital.

Members of St Mellon's Library Ancestry Group visited the Archives in April for a tour of the building and an introduction to our sources. One member of the group was delighted to be able to look at a letter written by her grandfather to his friend during the First World War.

The Archives continue to host meetings of Grangetown Local History Society on the first Friday of each month.

The service works closely with the staff at the South Wales Police Heritage Centre, who visit regularly to consult items from the police collections held at the Archives. In April we provided a tour for a student on placement at the Heritage Centre.

5. Outcome 3: People of all ages have developed skills and are better prepared for the workplace through engagement with Glamorgan Archives.

3.2 Use collections to engage schools in discussions re topics of interest

A teacher from Pencoed Comprehensive School visited the searchroom to view material relating to the history of the school, which celebrates its 50th anniversary this year. The material will be used in school by staff and pupils to plan for the celebrations.

3.3 Strengthen existing and develop new partnerships with Higher and Further Education establishments in the area

The Senior Archivist met with PhD students from Cardiff University's School of History, Archaeology and Religion to discuss their planned research on histories of Black Welsh coalminers and on the immigration of people of colour to South Wales from the 19th century onwards.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

A number of Cardiff University students continue to work in the Conservation section, helping with ongoing projects.

6. Outcome 4: The legal and evidential value of archives is at the forefront of the service's work.

4.1 Work to increase advocacy and representation within constituent local authorities

The Glamorgan Archivist hosted Cardiff Council's Governance and Legal Services Management Team meeting in March, including a tour of the building.

The Glamorgan Archivist also attended Caerphilly County Borough Council's Information Management Project Team meeting in March to discuss the types of records that officers might be able to transfer to the Archives, including digital records.

4.3 Ensure records from all partner authorities are transferred to Glamorgan Archives in a timely and efficient manner, and are stored to the best professional standards both in paper form and electronically

The Glamorgan Archivist and Louise Hunt, Archivist, met with representatives from the Coroner's Office in April to discuss the process around providing access to coroners' records on deposit. A new procedure and templates have been sent to the Coroner for review.

7. Outcome 5: Collections are gathered, kept and shared using the best professional standards.

5.1 Begin a systematic stocktake of all collections as part of Collections Weeks

Preparation for the Collections Week in June has included updating a survey of outstanding accessions and other items stored in the temporary holding area of the strongroom. As a result of this work, a list of material awaiting return to depositors because it falls outside the scope of the collection policy has been compiled. Depositors will be contacted again with an opportunity to collect items before the unwanted material is disposed of.

5.2 Ensure a balance of cataloguing, conservation and digitisation priorities

Initial receipts for accessions were issued within the target time. Full receipts were issued within 15 working days for 86% of the accessions; the target is 60%. 93% of the accessions received between June and November 2022 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

Further records were collected from the House of Fraser store in Cardiff, formerly Howell's Department Store, on its closure in March. These add to the records previously received from the store, and include material relating to Bethany Baptist Chapel which was enclosed within the store building.

The Senior Archivist and the Conservator visited UWC Atlantic in St Donat's to view the college archive. The conservator gave advice on storage conditions and we provided recommendations on items to be retained permanently. The College are now considering options for the future storage of the collection.

As a result of the evaluation of catalogue prioritisation data, cataloguing of local authority records will be prioritised, with one team working solely on these records during future Collections Weeks.

5.3 Develop coherent programme of external funding applications

Work has continued on the Burges plans of Cardiff Castle, etc. as part of the National Manuscripts' Conservation Trust-funded project. Emily O'Reilly, a private works-of-art-on-paper conservator is working alongside the Conservator and Assistant Conservator to repair a series of large-scale plans. Twenty plans have been completed so far, with a further eleven either already being worked on or still to be started. Three students have been assisting with the project, either working on their own plans or assisting with the general work underway.

The Archives has been successful in obtaining funding from the Friends of the National Libraries towards the purchase of a survey of St. Donat's and Sully from 1776. This small volume, which includes a beautiful watercolour painting in the opening pages, was listed for sale through an antiquarian bookseller in Hay-on-Wye. After being alerted to the item by a service user, the Glamorgan Archivist liaised with the seller and the funder to put the funds in place to facilitate the purchase. Glamorgan Archives wishes to thank the Friends of the National Libraries trustees for their support of £2,500. As the service does not maintain a document purchase fund, external funding is essential when items like this become available for purchase.

An application to the Business Archives Council cataloguing grants scheme for work on the records of the Principality Building Society is being worked on for submission in June 2023.

5.4 Complete half-finished collections

Work continues on the Coroners' records when time allows. The work on the Associated British Ports collection has stalled after the departure of the Archivist working on it but plans are underway for how to complete this project.

5.5 Reinterpret collections descriptions so that they reflect modern views of history

The project to look at archival catalogues for offensive and biased terminology stalled slightly due to issues with the recruitment of the Project Officer with the National Library of Wales. The post has been readvertised and interviews will be held in June. It is hoped to be able to get this underway soon afterwards.

8. Outcome 6: Resources are managed to the best possible advantage with all due consideration given to sustainability and value-for-money, whilst maintaining a flexible and agile service.

6.1 Manage budget to ensure best value for money and appropriate use at all times

The Glamorgan Archivist and Admin Officer continue to meet regularly with the service's accountant to discuss the budget and ensure that funds are spent where required ensuring best value for money. This year's budget outcome currently seems to be looking more positive than was feared when the budget was set.

A large order of ready-made standard archive boxes was made at the start of the financial year from the usual supplier and has since been received. Buying in bulk allows the service to maximise the saving available and those boxes should last for at least the whole of this financial year at current rates of use.

6.2 Maximise income generation opportunities

The potential projects for mounting further collections online through agreements with commercial digitisation suppliers continues to progress. In particular, this includes school records as well as other collections that have been identified, such as Burial Board material.

The Glamorgan Archivist has continued to liaise closely with colleagues in the Cardiff Council Registration team regarding the renting of office and storage space from mid 2023. This has included a visit from the Registration Service's Cabinet Member Cllr. De'Ath, who was interested to see the Archives. The Glamorgan Archivist and the Conservator visited the Registrars in their current home in City Hall to view the registers before they transfer into the Archives to ensure that they are safe to be put into the strongroom.

A large number of box-making orders were completed in March before the end of the financial year following the delivery of card that had been ordered months before. The delay in the supply chain caused considerable issues but the hard work of the Preservation Assistants ensured that the box-making orders were all completed on time.

6.3 Maximise staffing complement through grant funding and efficient use of resources

Advertising is underway for the part-time role of Admin Officer within the Glamorgan Archives team following the retirement of the previous (full-time) postholder in February.

Ancestry operative Lettie Chatham, who has been based at Glamorgan Archives since 2019 and has undertaken digitisation of our records for Ancestry, left for a new role at the start of May. Lettie started with us as a volunteer before moving to work for Ancestry.

6.4 Ensure an inclusive and well-developed workforce

All staff have received their end-of-year performance review.

Four members of staff continue to attend weekly Welsh classes.

On St David's Day Melanie Taylor, Records Assistant, attended Cardiff Council's celebration event at City Hall, where she was presented with an award for completing Welsh Level 5.

Hannah Price, Archivist completed three one-hour training sessions entitled 'Copyright in Context'. The online training focused on managing copyright in the workplace.

Hannah Price, Archivist attended a Women's History Day School organised by the Women's Archive of Wales.

The Glamorgan Archivist intended a RLUK seminar on Building Inclusive and Diverse Collections. She presented at a session for Sporting Heritage on the Wales consortium for digital preservation and how that might help sporting collections, as well as attending a separate Sporting Heritage session on the research value of sporting items.

6.7 Ensure a broad range of opportunities for volunteers

During May the funeral was held for Mary Bell, who died in April. Two members of staff attended the service in Barry. Mary had volunteered at the archives since 2015 and will be greatly missed by volunteers and staff. We are pleased that her husband continues to volunteer with us.

During the quarter, 35 volunteers and students have contributed 654 hours to the work of the Archives.

Archive volunteers are contributing to the following projects:

- cleaning and transcribing crew lists of Cardiff registered ships (1863-1913);
- listing building plans of the Gelligaer Urban District Council (c1910-c1974);
- digitisation of photographs from the Cardiff Bay Development Corporation collection (1987-2000);
- creating an electronic index to the Coal Annuals (1903-1932);
- listing bound auction particulars from the Stephenson and Alexander collection (1880-1967);
- indexing the Leversuch family correspondence (1928-1960s);
- indexing letterbooks of the Cardiff Exhibition (1894-1897);
- extracting information relating to World War Two from school log books across Glamorgan;
- indexing Quarter Sessions depositions (1860-1907);
- listing records of Stephenson & Alexander, Auctioneers and Chartered Surveyors (c1710-c2012);
- cataloguing deeds within the Cardiff Library collection.

Conservation volunteers are continuing to work on:

- Police newspaper cutting books
- National Coal Board plans
- Associated British Ports collections (photographs and volumes)

In addition, several volunteers work independently on research projects.

In preparation for the withdrawal of the Crew List Index Project website staff have developed a database to enable the project to be continued in-house. Volunteers have been involved in the testing of this database.

6.8 Ensure service is run transparently

The searchroom remains busy. Feedback on our visitor services includes:

Thank you so much for all your help, I am very grateful. The staff at Glamorgan have been a great help for my dissertation so thanks again to you all.

This is just a short note of thanks for assisting me on Tuesday with use of the Archives and for the very efficient service.

I just wanted to say a huge 'thank you' for being so accommodating earlier this week and for making my visit so fruitful. It was such a lovely environment to work in and I was delighted to have found so much relevant material.

The target for responding to remote enquiries is met.

6.11 Work more collaboratively with neighbouring archive services

The Senior Archivist continues to represent the office on the ARCW Marketing Group, sharing best practice on promotion of our services.

The Glamorgan Archivist continues to attend the Welsh County Archivists' Group and Archives and Records Council Wales meetings. She has also taken over as the ARCW representative on the pan England and Wales Records at Risk committee.

6.12 Improve management of Glamorgan Archives building

The full electrical safety test of the building was completed in this quarter. This brought to light a number of small issues that have been dealt with as part of the ongoing maintenance of the building.

The shelving in the strongrooms received a service from the company that installed it during the build process over a decade ago. This was the first time that it had been done since the building was completed, but only known issues were identified. There is more to be done and some small repairs required.

Planning is underway to repaint the Reprographics Studio to improve the standard of the images that can be captured with the digitisation camera equipment. This will help with photographing large items, such as the Cardiff Castle plans.

The environmental conditions in the strongrooms have remained within acceptable levels over the quarter despite some remedial repairs being required to the plant equipment that manages the environment.

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	17.0°C	50.5%	18.9°C	47.6%	19.4°C	48.1%	17.9°C	49.3%
Variation	±1.3°C	±2.0%	±1.6°C	±2.4%	±1.8°C	±1.8%	±2.0°C	±2.6%

Relative Humidity*

Pest monitoring continues in the strongrooms and buffer zones, but nothing of any significance has been discovered.

SUMMARY

9.

LEGAL IMPLICATIONS

10. 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 Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.
11. The Glamorgan Archivist acts at all times 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.

FINANCIAL IMPLICATIONS

12. Any direct financial implications arising from this report have been accounted for in the 2021-22 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.

**Laura Cotton
Glamorgan Archivist
9th June 2023**

Appendix I

Margaret Gwenonwy Morgan Papers			
Accession No:	2023/26	Reference No:	D1919
Personal papers of Margaret Gwenonwy Morgan from her time as a student at the South Wales Training College for Cookery and the Domestic Arts, Cardiff, 1915-1918. The papers include testimonials, workbooks, teaching diploma and photographs. Date of records: 1915-1918			

Architect's drawings relating to Court Colman, Pen y Fai School and Vicarage, Bridgend			
Accession No:	2023/27	Reference No:	D1921
'Court Colman', Bridgend, drawings; Cottages at Court Colman, specification and articles of agreement; Pen y Fai School, drawings; Proposed vicarage, Pen y Fai Date of records: 19th-20th century			

Dyffryn Gardens, Records			
Accession No:	2023/28	Reference No:	D1900
Scrapbook compiled by the Traherne family covering, primarily, the period 1938-1939; reports of plans for Dyffryn Gardens to be used for other purposes, 1943; newspaper cutting, 1995 Date of records: 1938-1995			

Ogmore Valley Local History and Heritage Society Collection			
Accession No:	2023/29	Reference No:	D126
Records, including: papers and photographs of the Ingram family (William Ingram, scriptwriter); colliery records and photographs; school photographs, Ogmore Grammar, Ogmore Vale Secondary Grammar and Tynewydd Junior; photographs by Louis Lusadi of Nantymoel. Date of records: 19th-20th century			

The Dolphin Sub Aqua Club, Cardiff, Records			
Accession No:	2023/30, 36	Reference No:	D1922
Records, including minutes of committees and AGMs, financial papers, membership records, constitution, updated history of the Club, newsletters, records of associated organisations Date of records: 1969-2020			

Penarth, All Saints Ecclesiastical Parish Records			
Accession No:	2023/31	Reference No:	P199CW
Vestry minutes, 1935-1981; deed of appropriation, 1907; Faculty, 1928; minutes of Parochial Church Council, Church correspondence, and building plans Date of records: 20th century			

Robert Lewis of Cwrt-y-Vil Road, Penarth, Papers			
Accession No:	2023/32	Reference No:	D1924
Letters written to Mr John excusing Bob Lewis' absence from school Date of records: May 1944			

Delyth Mead of Porthcawl Collection

Accession No:	2023/33	Reference No:	D1925
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Programmes, including: Cardiff City Football, 1951-1964; Cardiff Rugby, 1953-1981; Taff Swim, 1957; Battle of Britain Week, 1957; Empire Games, Cardiff, 1958
Date of records: 1951-1981

Howells (House of Fraser), Cardiff, Records

Accession No:	2023/34	Reference No:	D1680
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Records, including deeds of Bethany Baptist Chapel; photographs of staff, events, shopfloor and trade displays; newspaper cuttings; advertisements; some miscellaneous correspondence and accounts
Date of records: c1807-2000

Boverton Castle Co-operators (Welsh Land Settlement) Limited

Accession No:	2023/35	Reference No:	D1926
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Rules

Date of records: 1937-1946

Young Family of Ogmere Vale, Papers

Accession No:	2023/37	Reference No:	D1045
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Records relating to Ogmere Vale Nursery School, including weekly summary registers, time book, accident book, teachers' attendance register, nursery record sheets and plans
Date of records: 1947-1972

Cardiff Lugansk Twinning Association Records

Accession No:	2023/38	Reference No:	D1296
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Records including photographs of exchange visits and relating to the 2015 exhibition at Cardiff Story.
Date of records: 1987-2015

Cardiff and the Vale of Glamorgan Coroners' Records

Accession No:	2023/39, 43	Reference No:	CORCV
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Stray files held in Coroner's office; Coroner's files, numbers 1-1869.
Date of records: 1996-2007

Bethany English Baptist Church, Blaenclydach, Records

Accession No:	2023/40	Reference No:	D760
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Records, including trust deeds, accounts and correspondence
Date of records: c20th century-2007

Aberdare and District Soroptomist International, Records

Accession No:	2023/41	Reference No:	D1927
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Minutes, 2013-2023; membership records, 1956-2023; correspondence, 2008-2023; insurance, 2018-2023; history of the club 1956-1981.
Date of records: 1956-2023

Cllr Helen Pooley of Cardiff Papers

Accession No:	2023/42	Reference No:	D1308
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Papers relating to Helen Pooley.
Date of records: 1950s-1960s

'A Book of Reference to the Maps of the Manors of St Donats and Sully and other Lands in the County of Glamorgan, the property of Thomas Drake Tyrwhitt Esquire'

Accession No:	2023/44	Reference No:	D1928
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Surveyed by Edward Thomas of Margam, Land Surveyor. Two paintings at the front of the volume show the North Gate of St Donats Castle and the castle viewed from the North West. The survey covers land held as St Donats Manor and in the parishes of Llantwit Major, Marcross, Sully and St Andrew. Recorded are details of tenements and tenants, field names, acreages, cultivation, and the total acreage of constituent parts of the estate.

The whereabouts of the accompanying map is unknown.

Date of records: 1776

Pamela Rosemary Hill of Cardiff Papers

Accession No:	2023/45	Reference No:	D1902
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Letter from former chairwoman of the Standing Conference of Womens Organisations to Pamela Rosemary Mumford nee Hill, regarding the imminent collapse of the organisation.

Date of records: 2008

Paradice family of Cardiff Papers

Accession No:	2023/46	Reference No:	D1930
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Rail pass completed for Pte. Charles Paradice to travel from Cardiff to Hammersmith (1918), National Ration Book (1918), Souvenir Programme for a Sunday School Rally, United Methodist Church, Cardiff and Barry Circuits (1926).

Date of records: 1918-1926

Cardiff Civic Society Records

Accession No:	2023/47	Reference No:	D1371
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Publications in response to Cardiff Local Development plan, 2006-2026 (2009-2011); Civic News (Summer 2008, Spring 2009); Our Vision for Cardiff (2022).

Date of records: 2009-2022

John Francis Morgan, Mechanical Engineer, Papers

Accession No:	2023/48	Reference No:	D1932
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Records relating to the updating of colliery infrastructure at Lady Windsor, Cwm, Tymawr, Nantgarw, and Tynant. Covering ropeways, conveyors, wagons, rails and pumping.

Date of records: 1953-1962

Richard Pugh of Cardiff Papers

Accession No:	2023/49	Reference No:	D1933
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Programmes, newsletters and fliers from performing arts venues across Cardiff.
Date of records: 1970s-1980s

Plans for Sherwood, Newport Road

Accession No:	2023/50	Reference No:	D1931
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The house was built in 1875. Plans showing intended alterations to the first and second floors.
Date of records: nd, late 19th century

Llancarfan Society Records

Accession No:	2023/51	Reference No:	DLNS
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Newsletter 189
Date of records: May 2023

Friends of Llandaff Cathedral Records

Accession No:	2023/52	Reference No:	D127
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Ninetieth annual report.
Date of records: 2022-2023

Cross Family Papers

Accession No:	2023/53	Reference No:	D1934
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Letter sent to Charles Cross from the Chief Constable of West Sussex (Capt Arthur Williams), 15 Dec 1926. The letter thanks him for looking after the police billeted at his hotel during the 1926 strike. Also, poster advertising celebrations on the retirement of Mr and Mrs Cross, early 1950s.
Date of records: 1926-early 1950s

Ordnance Survey Plans

Accession No:	2023/54	Reference No:	OS/CS/6
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OS six-inch plans: 32 NE (1900); 40 NE (1900), 43 NW (1900), 43 NW Provisional edition (1948), 43 SW Provisional edition (1947), 43 SW Provisional edition (1938), 46 NE Provisional edition (1947).
Date of records: 1900-1947

Cardiff United Synagogue Records

Accession No:	2023/55	Reference No:	D765
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Records of administration since the creation of the Synagogue.
Date of records: 1909-2022

Bridgend County Borough Council Records. Electoral registers

Accession No:	2023/56	Reference No:	CBR/C/RE
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Electoral registers.
Date of records: 2002, 2004-2012, 2014-2021

South East Wales Unitarian Society Records			
Accession No:	2023/57	Reference No:	DUNI
South East Wales Unitarian Society papers relating to closed Unitarian Churches/Chapels. Also records of Highland Place Unitarian Church Aberdare Date of records: c1960s-2013			

Papurau'r Parch. T. B. Phillips, Tyla Gwyn / Papers of the Revd. T. B. Phillips, Tyla Gwyn			
Accession No:	2023/58	Reference No:	D1935
Diaries, poetry and essays, letters Date of records: 1890s-1910s			

Welsh Football Magazine Records			
Accession No:	2023/59	Reference No:	D1936
A Captial Season: Celebrating Cardiff Football Clubs' Achievements in 2021-22 Date of records: 2022			

Notable accessions

Cardiff United Synagogue Records (D765)

A large deposit of records has been received from the Cardiff United Synagogue. The first synagogue in Cardiff opened at East Terrace, Bute Street in 1858. In 1897 the Cathedral Road Synagogue was opened, followed by the Clare Road Synagogue in 1900 and the Windsor Place Synagogue in 1918. In 1955 the Penylan Synagogue was opened in Cyncoed and this was superseded by the Cyncoed Gardens Synagogue in 2003. Records of administration since the creation of the Synagogue have been received including minutes, committee papers, photographs and correspondence covering the period 1909-2022.

Young Family of Ogmore Vale, Papers (D1045)

School records have been donated by the family of a former teacher. Winifred Hopkins was born in 1908 in Pontycymer and trained as a teacher at Bangor Normal College. Before her marriage she taught at Tondy Infants and Blaengarw Junior Schools and in 1941 she returned to work as head of the Ogmore wartime nursery. She continued after the war, when the nursery was taken over by Glamorgan County Council, until her retirement in 1971. Items received cover the period 1947-1972 and include an Ogmore Vale Nursery School weekly summary register, time book, accident book and teachers' attendance register.

Dyffryn Gardens, Records (D1900)

The National Trust has deposited a scrapbook compiled by the Traherne family. Cennydd Traherne (later Sir Cennydd) purchased Dyffryn Gardens in 1937 after the death of Florence Cory and in April 1939 the Glamorgan local authority agreed terms with the Traherne family for the lease of Dyffryn. The house and gardens are still owned by Vale of Glamorgan Council, but the National Trust took over their maintenance and running in January 2013 on a 50 year lease. The scrapbook covers, primarily, the period from April 1938 to April 1939 when Cennydd Traherne

offered Dyffryn Gardens as a “Gift to the Welsh People” with a proposal that it be developed as the National Botanic Garden for Wales

The Dolphin Sub Aqua Club, Cardiff, Records (D1922)

Records of a local sub aqua club have been received from a former committee member. The Dolphin Sub Aqua Club, Cardiff, was formed 1969. It practised at the Guildford Swimming Pool, Guildford Crescent, Cardiff and from 1971 trained at the Wales Empire Pool until its closure in 1998 when training moved to Llanishen Leisure Centre. In 2012 it amalgamated with Cardiff Underwater and South Glamorgan BSAC to form the Trident Club. Records received include minutes of committee meetings, membership, diving logs, administrative files, and Club history.

Aberdare and District Soroptimists, Records (D1927)

Founded in 1921, Soroptimist International is a global volunteer movement that advocates for human rights and gender equality. Its membership work on grassroots projects helps women and girls achieve their individual and collective potential, realise aspirations, and have an equal voice in communities worldwide. The Aberdare and District Soroptimists club was established in 1956 and ran for over sixty years before closing in 2023. Records donated include minutes, membership records and correspondence covering the period 1956-2023.

'A Book of Reference to the Maps of the Manors of St Donats and Sully and other Lands in the County of Glamorgan, the property of Thomas Drake Tyrwhitt Esquire' (D1928)

Purchased with funding from the Friends of the National Library of Wales, the survey covers land held at St Donats Manor and in the parishes of Llantwit Major, Marcross, Sully and St Andrew. Surveyed by Edward Thomas of Margam in 1776 it records details of tenements and tenants, field names, acreages, cultivation, and the total acreage of constituent parts of the estate.

Cross Family of the Rhondda Papers (D1934)

An interesting collection of papers has been received from an individual whose ancestor, Charles Cross, owned a hotel in the Rhondda. The records include a letter sent to Mr Cross by the Chief Constable of West Sussex, Captain Arthur Williams, thanking him for looking after the police billeted at his hotel during the 1926 strike. Also included is a poster advertising the celebrations on the retirement of Mr and Mrs Cross in the early 1950s.

Penarth, All Saints Ecclesiastical Parish Records (P199CW)

An additional deposit has been received from All Saints Church, Penarth. The Church was built 1889-1891 and subsequently rebuilt owing to fire and damage caused during the blitz. Vestry and Parochial Church Council minutes together with correspondence and building plans have been received to be added to the parish records and minutes deposited previously.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Feb-Apr 2022	227	0	0	1625
May-Aug 2022	471	164	5	2414
Sep-Nov 2022	666	431	19	1855
Dec 2022-Feb 2023	517	262	15	1911
Mar-May 2023	673	379	11	1989

	Remote Enquiries	Website Hits
Feb-Apr 2022	1201 (+256 un-printed thank you emails)	9081
May-Aug 2022	1265 (+296 un-printed thank you emails)	8789
Sep-Nov 2022	1041 (+ 204 un-printed thank you emails)	9133
Dec 2022-Feb 2023	894 (+ 174 un-printed thank you emails)	6300
Mar-May 2023	973 (+ 218 un-printed thank you emails)	6700

Interesting Enquiries

We have supported several academics researching interesting and unusual topics this quarter. Several items from the collection, including records of Barry Borough Council, school log books, and records of the Treforest Industrial Estate, were consulted as part of research into South Wales as an area of sanctuary for people fleeing from oppression, discrimination and persecution. A Research Fellow in African and Comparative Literature at the University of Oxford commissioned us to undertake research on his behalf into Cardiff Petty Sessions records, as part of his work on a biography of the Zimbabwean writer, Dambudzo Marechera. Diaries and local authority records were used by an academic researching a weather event during the late-19th century.

An interesting enquiry was received regarding research into prosecutions under vagrancy laws in York in 1596. One of the few descriptions of the case in question is to be found amongst the Fonmon Castle papers. A large number of diaries,

photographs and programmes relating to early theatre productions were consulted in the searchroom as part of a Europe-wide study on amateur theatre during the 18th and 19th centuries. Other topics explored by academics include the Caradog Music Scholarship and film censorship under local councils.

Local and family history continue to inspire researchers to consult with us. This quarter we have supported work on the Barry Island Winter Garden and Pavilion; helped a family historian visiting from Australia to trace ancestors from the Rhondda, with reference to scholarships awarded by Rhondda Education Committee which enabled her father to attend University; and assisted an American researcher to decipher the name of a place featured on a family document from 1860s.

A school librarian from Alabama in the USA has received funding to travel to the UK to research those who emigrated to work as coal miners in their community. Included are people from Wales and Scotland, and they hope to visit Glamorgan Archives during their trip.

We responded to a request for assistance from a member of the Institute of Explosive Engineers with research on Second World War bombing in the rural district of Cardiff. The marketing team from Lanelay Hall visited as part of their work to explore and promote the history of the hall. And a researcher from the National Archives contacted us as part of his work on the 'great escape' from Island Farm Prisoner of War Camp.

Appendix III

Events		
The Cowbridge Story		30
The Pettigrews: The Family Who Landscaped Cardiff		37
Invisible Cardiff x2		26
Innovate Trust, Secret Garden Project x2		18
Ask the Experts		8
JHASW Volunteers: Tour		7
JHASW Volunteers: Training on listing records		3
JHASW Volunteers: Training on document handling		3
Education		
SSNIB Student Group		6
Cardiff University History PhD students		3
Local and Family History Groups		
Grangetown Local History Society x3		40
Glamorgan Family History Society Cardiff Branch		10
Whitchurch Hospital Historical Society x3		15
Glamorgan History Society Council		9
Glamorgan History Society / South Wales Record Society AGMs		31
St Mellon's Hub Genealogy Group		14
Sully U3A		14
Training		
Menter a Busnes		15
Lewis Martin Court x4		24
Individuals meeting staff		66

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<i>Feb</i>	5954	2503	1670	5100	1230	121
<i>Mar</i>	5981	4968	1687	6335	1245	128
<i>Apr</i>	6006	6633	1867*	17,709	1258	73
<i>May</i>	6025	4192	1897	11,715	1265	85
<i>Jun</i>	6043	2691	1910	5884	1270	107
<i>Jul</i>	6088	19,005	1923	7824	1297	125
<i>Aug</i>	6095	2315	1933	8209	1300	120
<i>Sep</i>	6109	4023	1948	2150	1311	117
<i>Oct</i>	6133	6498	1974	15,957	1317	100
<i>Nov</i>	6146	14,090	1993	5229	1321	116

<i>Dec</i>	6150	3232	2002	4663	1358	115
<i>Jan</i>	6179	4467	2019	7508	1362	121
<i>Feb</i>	6193	2830	2027	4673	1384	115
<i>Mar</i>	6234	18,753	2067	15,239	1399	101
<i>Apr</i>	6258	2633	2106	16,037	1408	90
<i>May</i>	6288	6499	2131	5779	1426	117

* Figures are now provided based on followers, not likes

Appendix IV

Bench work		
PT.SSR.3.16,4,6, 19,18,7,8,17,13,1 5&14,11,10,2,1,1 2	15 Cardiff Castle Summer Smoking Room Plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
PT.RG.11. 10,8,4,7,	4 Cardiff Castle Roof Garden Plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
DXON/2/22	WI Scrapbook	Butterflies stuck back together
DCONC/5/63,50,	Police Newspaper cutting books	Cleaned & repaired
DCONC/5/22	Police Newspaper cutting books	Cleaned, repaired and rebound
Q/S/R1851/B,C,D	2 Quarter session roll	Cleaned, flattened and repaired
PT.RG.10.18	1 Cardiff Castle Roof Garden Plans	
43.12	9 OS maps	New hangers attached
Cleaning and Packaging		
Various	51 boxes of crew lists and fishing lists	Cleaned and re boxed
DABP/Plans/117, 113,80 DDB32/1, 50/1,12/2, 51/2,39/1,12/1,26 /1, 51,1	11 bundles of plans	Cleaned
DNCB	19 plans	Repackaged
DCBDC13/22, 6,3,5	4 folders of photographs	Repackaged
D1411/2/13/6	Surface Work, Pay Book, Risca Collieries	Cleaned
D1663/1/3	Scrapbook	Repackaged
Colliery papers	2 Boxes	Cleaned
Various	2 Boxes	Cleaned
Bespoke boxes made		
Various	270 Boxes	Made
Barcoded and Relocated		
Various	145 Items	Barcoded
	1000 Boxes	Moved
External Work		
Private individual	4 volumes	Repaired
Private conservator	7 Boxes 10 sleeves	Made
Local Archive	Boxes	Made
Local History Association	3 photographs	Flattened and encapsulated

English Archive	883 Boxes	Made
English university	50 Boxes	Made
Private conservator	15 Boxes	Made
Private conservation company	37 Boxes	Made
Private individual	1 Box	Made