

**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
13 MARCH 2009**

**REPORT OF:
THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO.3
REPORT FOR THE PERIOD 1 December 2008 – 28 February 2009	

1. PURPOSE OF REPORT

This report describes the work of the Glamorgan Record Office for the period 1 December 2008 to 28 February 2009.

2. RECOMMENDATION

Members are asked to note the contents of this report.

3. BACKGROUND

**A. TO ADVANCE THE NEW GLAMORGAN RECORD OFFICE
PROGRAMME**

**1. To procure a replacement for existing
accommodation**

Once again there has been substantial progress on site during the period.

The building has now reached its final shape and size and looks very impressive. The contractors are currently working to make the whole structure watertight so that the lengthy drying out process can begin in order for conditions to be suitable to house the Collection. In conjunction with that, the various trades are working on the detail of the first fix of mechanical and electrical services within the building.

A good dialogue has been established between the Programme team and the developers, with monthly client interface meetings and regular workshops to address specific issues. Carillion produce detailed monthly written reports and our project and cost managers, Turner and Townsend, produce fortnightly reports following their site observation visits.

Several days have been lost due to freezing conditions and the rain in recent months, but the effect of these is decreasing with the enclosure of the structure and the date for Practical Completion remains at 18 December 2009.

A major milestone was reached on 30 January when the building was 'topped-out'. This occasion was marked by a ceremony on site attended by all staff and the Vice Chair of Glamorgan Archives Joint Committee, Councillor Anthony D. Hampton of the Vale of Glamorgan Council. The Office was closed on the Friday morning to enable staff attendance; appropriate notice was given to potential visitors.

Carillion provided light refreshments and protective equipment and all gathered in the rain on the completed roof where Councillor Hampton gave a short address before he, with the assistance of the Glamorgan Archivist, poured the last remaining section of concrete roof parapet. A guided tour of the developing building was then given. Carillion staff and Turner and Townsend consultants were on hand to answer questions and indicate progress while the Glamorgan Archivist, Programme Director and Project Officer led groups through their future workspace.

This was the first time staff other than the Programme Team had been able to walk through the site, and the first time many staff members had seen it since actual construction began. Photographs of the event are available on the Office website and on the newly created Flickr account, details of which are explained in the *Publicity* section below.

Expenditure Report

Draw down for 6 Authorities	1,217,827.65
To be drawn down with next stage payment	15,270.00
From Reserve	2,678.09
Total	1,235,775.74

<i>Breakdown of Expenditure</i>	
Building construction	1,217,827.65
Land Cost	0.00
Professional Fees	15,270.00
Admin Fees and Internal Costs	0.00
Furniture and Fit Out	0.00
ICT Equipment and Voice Comms	0.00
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	2,678.09
Removal Costs	0.00
Conservation Equipment	0.00
Double Running Costs	0.00
Publicity and Launch	0.00
Total	1,235,775.74

Expenditure is within predicted levels and the NGRO programme remains on target for completion within budget.

2. To complete essential projects

Packaging

Preparation of the Collection for the decant has continued, focussing on Atlantic Wharf where steady progress has been made. An additional room has been secured at County Hall through the assistance of Mr Ian Barlow, which has provided much needed work space for the team. Having made excellent progress with the volumes the team has moved on to packaging large rolled plans. A total of 3,665 volumes were measured during this quarter and 2,362 boxes have been made. All but a few hundred volumes have now been measured.

The packaging team continues the replacement of old archive boxes which are too damaged or weak to survive the move into the new building, and the repackaging of their contents when necessary. A thousand standard

archive boxes have been ordered to meet the additional demand this creates.

Total Number Of Materials Packed			
Boxes Made	Volumes Boxed	Plans Rolled	Boxes Replaced
26,086**	26,292	47,766	27*
27,389 Volumes Measured**			Approx 350
Accessions*			

During the last quarter, around 24,000 additional items were added to the Document Locations database, which now contains over 108,000 entries. Due to the importance of the database for the decant, work is ongoing to ensure the accuracy of the entries; any problems are reported back to the Project team to be resolved, whilst students from the University's employment agency are carrying out editing work.

Fit out

The appointed Interior Design and Fit-out contractor, Eastlake Commercial Interiors, continue to work alongside the team and contractors in developing a theme for furniture for the new building.

Decant

Following the prequalification exercise, 13 companies were invited to tender for the contract to move the Office into its new building.

In mid January, the programme team hosted visits by prospective tenderers as part of the tender process. This gave companies the opportunity to see conditions at the various sites first hand and to raise any questions they needed to ask so that their bids could be completed accurately. A series of seven visits took place following which a Tender Bulletin containing a digest of issues raised was circulated to all those who had been invited to tender.

The tender process closed 9 February with 10 valid tender bids being received. These are being scored against the previously agreed evaluation criteria. It is hoped to award the contract to the successful bidder before the end of March. The tender process is being

overseen by Cardiff County Council's Procurement Section.

ICT

Meetings were held in December with the head of ICT for Cardiff University and with an account manager at Cardiff County Council to examine how the Office might be best served in terms of ICT provision on its new site.

Significant interest has also been expressed by private sector suppliers. On completion of the Decant Tender award the team will turn its efforts to explore all avenues to ensure a robust ICT solution providing good value for money.

Publicity

The new building has appeared in several articles in the business pages of the Western Mail where coverage has been by way of input from the various contractors.

Carillion continue to publish their newsletter for circulation to local residents and other interested parties.

Photographs depicting progress on site are forwarded by Carillion and Turner & Townsend on a regular basis. A selection of these is uploaded to the Office website and posted on notice boards around the building to keep visitors informed.

The Office has now opened its own account with Flickr, the photo-sharing website. An extensive collection of images of the construction of the new building have now been posted. As well as looking to the future, it is also intended that the site will include photographs illustrating past and present activities. To view the Record Office Flickr *Photostream*, visit www.flickr.com and search for "Glamorgan Record Office". There is also a link from the Office website.

Added value

Several 'added-value' projects have been identified and plans for funding applications will be drawn up during 2009 for submission. Typically these projects involve specialist conservation equipment, resources for developing education work and equipment or resources to facilitate our ability to make the Collection more available online, including through digitisation. One application has been submitted for assistance with the large conservation wall board to CyMAL's Strategic Grant programme. A decision is awaited.

B. TO ENHANCE THE COLLECTION

1. To maintain existing service levels

Ensure consistency

Continued monitoring of new accessions over the last three months shows a substantial increase in the percentage processed within the target time, up from 48% to 60%. This was greatly aided by the decision to increase the target period from 10 to 15 days.

The CALM accession template has been adapted to record cataloguing progress. It shows which collections have hard copy and electronic catalogues, and specifies if there is an entry on the Archives Network Wales website and on the National Archives searchable on-line catalogue. This provides a valuable tool to track our progression towards a fully searchable electronic catalogue.

Plan for receipt of records

On the instruction of the Marquess of Bute, the records deposited by the family have been examined by a representative of Christie's who have been given responsibility for assessing all the family's papers wherever held.

The first phase in the transfer of records from Glamorgan Record Office to other county offices and museums has been made. Gwent Record Office has collected 8 boxes of material relating to Gwent and Monmouthshire.

Contact has been made with Lansdowne Primary School, Canton who wish to deposit with us a substantial collection of school records dating back to the 1890s. This is likely to take place once the new building is occupied.

Maintain CALM

As part of the ongoing accessioning of parish records transferred from the National Library of Wales during 2008, up to date contact details have been established for parishes in the Diocese of Llandaff.

To ensure consistency staff have been issued detailed guidelines for cataloguing in CALM, these are in addition to those previously provided to aid the accessions process. New additions are consistently monitored to ensure alterations are being implemented.

Staff competency in the use of CALM is being assessed and a training schedule developed to ensure cataloguing standards are maintained during the transfer from cataloguing in Word to cataloguing directly into CALM. A target date of 1 April 2009 has been set after which all cataloguing will be done electronically.

During December, a virus was identified on the CALM database server by the University's IT department, INSERV. This resulted in a brief interruption to service as the server was disinfected, although a backup database was made available on a laptop in the searchroom to minimise disruption. Unfortunately, further problems with the server during February revealed that the virus had not been completely removed. Following more remedial work on the server, INSERV are confident that the virus has been eliminated and, with the introduction of tighter security protocols, the risk of new infection is minimal.

Maintain conditions in existing accommodation

Chubb have recently serviced the CO2 fire suppressant system and have tested the smoke alarms in the Cathays Park strongrooms

During routine cleaning of the light wells at Cathays Park several pigeon nests were discovered in a disused dehumidification unit housed in one. This was cleaned out and the University's Estates Department is exploring the feasibility of removing the machine, which has not worked for many years and cannot be repaired.

An inspection of one of the turrets in City Hall where modern local authority records are stored revealed water ingress in one area. The problem was identified and rectified by Cardiff Council staff.

The Conservation Officer continues to carry out Health and Safety inspections of the building before every staff meeting so that problems can be raised in the meeting and resolved.

Amber Electrical carried out PAT testing of electrical equipment in February.

Assess demands for conservation work

Conservation work is still being carried out on an emergency basis only, to allow public access to material. Other interventive conservation treatments are restricted to volumes in the packaging programme when the need arises.

Continue liaison with contributing authorities on records management

The Office continues to facilitate the South Wales Information Forum.

2. To complete projects essential for the NGRO

Plan for the use of CALM in the NGRO

The Glamorgan Archivist, Principal Archivist, Project Officer and Archivist responsible for collection management met to discuss the future development of CALM. It was established that the catalogue database must be fully populated prior to the move. Visits to other record offices have been scheduled in order to assess alternatives for the importing of data from paper catalogues into CALM. Electronic data supplied by The National Archives as a result of our inclusion on their searchable on-line catalogue (see below) is already being successfully imported into the database. The first visit, to West Glamorgan Record Office, took place in late February.

In addition to the CALM modules currently used by the Office the system has features which have yet to be implemented including the facility to manage document production, locations and details of users. To determine which, if any, of these features should be developed for future use, research has begun into the functionality and benefits each offers. As the introduction of certain functions, such as the users' database, would require that CALM interfaces with other systems within the new building, the visitor management system in this case, it is important that the implications are considered well-ahead of the move. Also under investigation is whether the barcodes that have been applied during the decant preparations can continue in use for document production after the move.

C. TO PROMOTE ACCESS TO THE COLLECTION

1. To maintain existing service levels

Lists of material now in the West Glamorgan Record Office have been removed from all the subject-based handlists in the searchroom.

Training was given to searchroom staff on the Office's holdings of electoral registers and in setting up laptop computers for the use of volunteers.

Digitised copies on CDs of pedigree rolls transferred from Cardiff Library and of the Associated British Ports photographic collection were placed in pockets in the handlist binders. They can be viewed by searchers using a lap-top rather than handling the originals.

Registers of electors between 1890 and 1913 are contained in two large volumes for each year which cover the whole of the county of Glamorgan outside the boroughs. They are arranged alphabetically by names of polling districts which often do not coincide with the names of towns and villages with which people are familiar and are thus very difficult for both searchers and staff to use. A searchable index to the registers for 1890-1898 has been compiled to match place names with the names of polling districts and so provide easier access as well as reducing handling of the records. As the handlist of electoral registers is the one most often used in the searchroom, a second copy was produced by one of the students on work experience.

A backlog of books to be accessioned and catalogued for the Office library had built up over several months but has now mostly been cleared by making time for Harvey Thomas, Records Assistant, to work on the library two or three days a month.

The Principal Archivist attended a seminar 'The Big Ask: How to handle enquiries' organised by the Museums Association. Speakers considered the effects on enquiry services of legislative changes, such as the Data Protection and Freedom of Information Acts and the increasing opportunities offered by digital media. Although the museums sector is not as advanced as most archives offices in having a strategic approach to processing enquiries examples of good practice were cited which will be considered in planning procedures in the new building.

From 1 March a new system of handling telephone enquiries will be instituted. Enquiries which cannot be answered by staff at their desks will be entered through the post book and treated in the same way as post and email. Callers will be encouraged to write in with their enquiry to avoid mistakes in transmission. This is intended to streamline the enquiry system making it more focussed and consistent. During the quarter 69% of enquiries were responded to within the target of 10 working days.

Access to records

Richard Morgan, the Archivist on the Packaging Team, has produced extensive revisions to catalogues, rough lists of previously unlisted items and amended lists using current reference codes. A procedure has been established to integrate these with existing electronic copies and make all revised lists available in hard copy in the Searchroom for public use.

The National Archives (TNA) invited all record offices in Wales to take part in a project to make archival catalogues available on-line. Electronic files of lists from this Office, amounting to over 150mb, were supplied to TNA. The intention is to make them available as searchable PDF files on the TNA website, linked to the existing index of the National Register of Archives. Although this is not a fully searchable index, it will allow the public to browse our catalogues, at item level, remotely.

The Office is also a partner in the successful all-Wales application to the National Cataloguing Grants scheme. The collective bid 'Wales Powering the World' includes the Powell Duffryn and the Cardiff Chamber of Commerce collections and is expected to begin in April.

Manage programme of on-site group visits

Three classes were held for Cardiff University's Centre for Lifelong Learning under the title Making More of the Glamorgan Record Office attracting a total attendance of 16. Four family history groups organised under Rhondda Cynon Taf CBC's Continuing Education visited the Office on Monday mornings. The work of the Office was explained to them and they were given a tour and shown examples of the records held. They then had some time to explore the family history sources for themselves. In all, twelve groups used the facilities of the Office. In all, 12 groups have met in the Office.

Maintain service to educational users

Matthew Geary, Field Officer for the National Grid for Learning, Cymru, visited in February to discuss developing a map based resource on the 'Impact of the Industrial Revolution on Glamorgan'. This will be hosted on the NGfL website and will feature images of pre and post industrial Glamorgan using maps, engravings, photographs and documents from the Record Office. Work will continue over the next few months providing the NGfL with images on specific topics such as coal, railways and shipping. The material will then be available

for teachers to use in the classroom, helping to bring our original sources to a much wider audience.

A group of four children from Carnetown Primary School made a follow up visit with their teacher in January, continuing research on the history of their school for its centenary celebrations. The children consulted the school log books, looking for interesting entries for use in an exhibition and school history.

Representatives of the Education Business Partnership for Mid Glamorgan, Cardiff and the Vale of Glamorgan, and the Cardiff Humanities Advisor for primary schools attended a meeting in January to finalise plans for future teacher familiarisation days. Publicity has now been sent out for a familiarisation day for primary schools to take place in April, with teachers again being given the opportunity to return for a three day placement to carry out research on primary sources and to develop lesson plans. For this work the Office has been awarded an Education Business Partnership award for 2008 which cites our "continued support of both primary and secondary teacher placements and encouraging follow up support, project activities and class visits."

Julie Elliott, a teacher at Creigau Primary School, who used the Office last summer to compile resources for use with her class, has returned to prepare another set of resources on the Bute Dowry. This time she intends to bring her class in for a day using prize money from the previous project, which won a Welsh Heritage Initiative Award, to cover the transport costs.

In December the principal Archivist met David Wyatt and Keir Waddington of Cardiff University's History and Archaeology Department to discuss future projects including plans for post-graduate and undergraduate students to use original sources for their dissertations. Provisional plans were made for a launch event in the new building.

The Principal Archivist participated in a new venture in partnership with the Architectural Subject Librarian at Cardiff University. Six sessions were held for second year undergraduate students to review sources of information for their project on 'urban conditions' which this year focussed on Tonypandy. Students were shown sources available on the Office website and were invited to visit the searchroom to pursue any historical perspectives. Over half those attending the sessions visited the Office,

some of them arriving in the building before the Principal Archivist had returned herself. Following the success of this venture requests for similar tours have been received from other subject librarians at the University.

Over the last five years the Record Office has been involved in several projects with Tonypany Community College. Projects have included groups using collections relating to the Tonypany Riots and the school's work on the Powerhouse Project. As a result the Office was invited to attend an event for community partners as part of the school's inspection by ESTYN.

The First Friday group of post-graduate researchers using the Office and its resources met once. No meeting is held in January and the February meeting was cancelled due to bad weather.

Liaise with heritage initiatives

The Glamorgan Archivist attended a meeting of the CyMAL Advisory Council at which the TNA's draft Archive Policy was presented and discussed. The Minister subsequently agreed a proposal for a Welsh variant to include a preface from him and Welsh case studies. The Glamorgan Archivist has supplied a short note for inclusion on the new record office, emphasising the partnership aspects of its funding and proposed operation.

She also attended a meeting of the Wales Country Panel of Life Long Learning UK on which she represents the archive domain. The panel was addressed by Sir Adrian Webb, currently the chair of the Wales Employment and Skills Board, and discussed with him the skills needed to give Wales a future competitive edge.

The Glamorgan Archivist sits, at the invitation of CyMAL, on the round table which has been convened to discuss the proposed sale of books by Cardiff County Council's Library Service. Three meetings have been held this quarter, one in the Glamorgan Record Office, which provided an opportunity for the Director of CyMAL and Cardiff County Council's cabinet member for culture to be given a tour of existing premises and an update on the development of the new building.

A Learning Advisory Group has been set up to inform the development of the People's Collection, an all Wales project to create an on-line environment for cultural heritage funded by the Welsh Assembly Government.

Charlotte Hodgson, the Principal Archivist has been invited to represent the archives domain. A learning strategy will be developed to include resources for those involved in both formal and informal education. Although the project currently involves the national collections only the future intention is to include all holders of collections. This Office has an existing track record with on-line education resources and partnerships with teachers which was seen as valuable to the national partners.

The Principal Archivist attended a meeting of the Welsh County Archivists Group on behalf of the Glamorgan Archivist. This was followed by a meeting of the Archives Wales Project Management Board, which looked at the current progress with a series of projects including the refurbishment of the Archives Network Wales website and the consultation of user groups as part of the 'Cynefin' Project. The Record Office has facilitated the consultation of genealogical users through its connections with the Glamorgan Family History Society. Consideration was also given to future all-Wales projects and the submission of applications for funding to CyMAL.

The Office is a partner in a major national project for the National Archives entitled *Living the Poor Life*. TNA staff have selected a number of Poor Law Unions around the UK, including Cardiff Union, and have digitised several volumes of correspondence, 1834 – 1871, ready for groups of volunteers to catalogue.

Local survival of records for Cardiff Union is poor and those records held at TNA are poorly listed and massively underused. Volunteer editors, based at the Glamorgan Record Office, are cataloguing scanned copies of Union correspondence. The end result will be a searchable catalogue and scanned images of the Cardiff Poor Law correspondence available on-line via TNA's website. The volunteers include former members of the First Friday group, existing long term volunteers, and new recruits eager for a challenge. The project is managed by TNA staff and facilitated locally by the Record Office.

The Cardiff Poor Law Union covered a huge geographical area. It consisted of 45 parishes in Glamorgan and two parishes in Monmouthshire. The Union extended into the Vale of Glamorgan and northwards as far as Eglwysilan, Llantrisant, and Llantwit Fardre. The volumes of correspondence are a fantastic resource for the 19th century on poverty, education, health matters, labour and

employment as well as giving a huge amount of detailed information on hundreds of individual paupers.

The Glamorgan Archivist spoke to the Llandaff Mothers' Union on Hughesovka.

Several organisations have requested permission to use images of documents held by Glamorgan Record Office on their websites. These include a site on parks and gardens, another wishing to feature images from the collections for a Butetown photographer and the Angelina Street Mission Church on www.multipleheritage.co.uk, and images for the revised Archives Wales website. An image from the Bute Estate Collections was also supplied to CADW for inclusion in a publication *Aberdare: Understanding Urban Character*.

Community Archives

The Community Archives Wales project failed to procure continuation funding and the project management group, on which the Glamorgan Archivist sat, has been disbanded. Contact with the community groups will be continued and support offered.

Women's Archive of Wales

The Heritage Lottery funded Roadshows project has continued with great success and much publicity. One roadshow was held in Pontypridd on 28 February attended by the Glamorgan Archivist, Mike Hodgson, Conservation Officer, and Harvey Thomas. Several accessions were received on the day and advice given on research and on caring for documents and photographs.

The Glamorgan Archivist, with members of WAW, met a project worker from the Women's Library to discuss arrangements to hold a Women's Liberation Movement workshop in Cardiff. The Women's Library has been awarded a Leverhume grant to organise events around the UK to record regional variations in experiences of the movement in the 1970s and came to us as the Welsh representatives. The events encourage women to record oral testimony but have, in previous locations, resulted in the disclosure of artefacts and archives in need of preservation. The event will be in May in the Old Library with the assistance of Cardiff Museum.

2. To complete essential projects

Develop website

The newsfeed section on the Office website has been updated to keep the public informed of events and current news. These have included reports on the 'Powering the World: Welsh Industry Through Archives' project, and a report and photographs of staff attending the 'topping out' ceremony. February's news 'We're closing in: targeting benefit fraudsters 1901 style' linked together family history research done for a Canadian lady on her Welsh ancestors, the Sibleys of Cardiff and the Government's new campaign to target benefit fraud. The Sibleys were convicted of defrauding the Cardiff Board of Guardians in 1901, the first case of its kind in the area.

Contingency plan for access

A list of contact details has been drawn up for university and college departments which need to be notified of the closure of the Office at the time of moving to the new building.

D. TO ENSURE EFFECTIVE MANAGEMENT OF RESOURCES

1. To maintain existing service levels

Maintain appropriate levels of staffing

Two members of staff have continued on sickness absence. To maintain services staff from the packaging team have continued to assist in searchroom production, two volunteers have been taken on for a few hours a week to complete specific tasks, (digitisation and administrative data entry), and Harvey Thomas, who has completed an undergraduate course in archive administration, will be taking on archivist duties with an honorarium.

Harvey has the additional distinction of never having taken a day's sick leave in almost 14 years of service. He is an excellent role model and has my thanks.

Two year-12 pupils, one from Ferndale Comprehensive School and one from Ysgol Gyfun Gartholwg were each given a work experience placement of 4 days.

Six volunteers worked a total of 192 hours for the Office. Eluned Glover completed the listing of Cardiff RDC building plans, a project that has been in train for several years. She has now joined the team working on the TNA Poor Law project. Other volunteers have been listing building plans from Maesteg UDC and scanning glass plate negatives. They include two placed by the charity QUEST and one by SCOPE.

During the quarter volunteers have completed an index to the registers of constables of Glamorgan Constabulary c1955-1969. We now have indexes covering all members of the force from c1895 until 1969 when it was amalgamated with the borough forces of Cardiff, Merthyr and Swansea to form the South Wales Constabulary.

Continue commitment to liP

Personal Development Reviews will be undertaken with every member of staff during March and April. It is hoped to include long-term volunteers and casual staff in the process. The reviews will be informed by Cardiff County Council's appraisals tool kit which will be instituted during the coming year.

Individual training has been reported under the target to which it applies.

The National Archives (TNA) Self Assessment Exercise

The results of this exercise for local authority archive services in England and Wales were released at the end of December. The Office's scores are shown below. The questionnaire is arranged in five main sections; the scores achieved on each section are given, together with national and UK averages. The score for 2007 is given in brackets after the score for 2008.

	Star rating	Score	<i>Average score in Wales</i>	<i>Average score in the UK</i>
Section 1: governance	4	82.5% (75%)	57% (59%)	62.0% (64.0%)
Section 2: documentation of collections	3	67.5% (46%)	59.5% (55.5%)	59.0% (57.0%)
Section 3: access and outreach services	3	63% (50%)	48.5% (43%)	57.0% (52.5%)
Section 4: preservation and conservation	3	71% (67%)	63% (57.5%)	65.0% (62.0%)
Section 5: buildings, security and environment	1	43% (44%)	57.5% (53%)	64.5% (60.5%)
Overall score	2	63% (55.5%)	55.5% (51.5%)	61.0% (58.0%)

The Record Office has improved in every section except buildings and environment, where there has been a slight decrease. Offices with less than 45% in any section may not score higher than two stars, however well they do in other areas. TNA has identified Glamorgan as a service with the capacity for further improvement, in this case clearly linked to the new building.

3. To complete essential projects

Complete hand over of services

Meetings in connection with the hand over of services from Rhondda Cynon Taf CBC to Cardiff County Council have continued. Human Resources staff from both authorities, with Unison officials, have met all staff for consultation on three occasions. A concordance of policies and terms and conditions was compiled and examined at a full staff meeting with questions arising referred back to HR and addressed in the consultation meetings. Individual meetings have been offered and arranged for early March.

Meetings have also been held on payroll issues. Details of staff to transfer have been supplied and staff personnel files handed to HR.

It has not yet been possible to link to Cardiff CC's intranet because of virus protection in both the Council's and the University's systems. Ways around the problem are being explored and in the mean time hard copies of forms essential for training in the new systems will be supplied.

Plan staffing establishment in NGRO

The draft establishment brought to the previous committee meeting is being finalised as systems and processes in the new building are taking shape. Staff will be kept informed of progress.

SUMMARY

The quarter has seen a major step forward in the new building with the completion of the roof. Staff have now had an opportunity to walk around their new premises and appreciate the future benefits to which their present trials will lead. As well as the usual thanks to staff for their continued support I should like to take this opportunity to tender my sincere appreciation of the commitment and support I have received from officers of Rhondda Cynon Taf CBC who have been a reliable and cheerful support through some dark and confusing times. We will miss you all.

Susan Edwards
Glamorgan Archivist

APPENDIX 1

Appendix 1: Accessions

Glamorgan County Council Highways Section Records, c.1900 - 1970s			
Accession No:	2008/175	Reference No:	GD/R/5/2/1-3; GD/R/6/1-32
Plans and photographs of the Cynon Valley area showing road improvements and new roads.			
Bettws Ecclesiastical Parish Records, 1722-1819			
Accession No:	2008/176	Reference No:	P77CW/1/1/1
Registers: Baptisms (1725-1745, 1760-1817); Marriages (1722-1725); Burials (1723-1746, 1760-1819).			
Caerphilly County Borough Council Records, Dec 2008			
Accession No:	2008/177	Reference No:	CCA/CRE/13
Register of electors, 2009.			
Powell Family of Glamorgan and Breconshire Papers, transcribed 2008			
Accession No:	2008/178 2009/13	Reference No:	D595/1-2 D595/3
Account written by D. Delamare (nee Powell) of Ohio in 1862, describing how her family left Cowbridge for America in 1801; Powell pedigree; statement of Watkin Powell with notes by his brother Thomas.			
Vale of Glamorgan Council Registers of Electors, 2008			
Accession No:	2008/179	Reference No:	CVG/CRE/12
Registers of electors.			
Rhondda Cynon Taf County Borough Council, 2008			
Accession No:	2008/180	Reference No:	CRCT/C
Committee reports and minutes.			
Maesteg Urban District Council Record, c.1925-1926			
Accession No:	2008/180	Reference No:	UDM/C/35
Land Charges Act 1925. Ordnance Survey plans.			
Glamorgan Family History Society Journal, March-Sept 2008			
Accession No:	2008/181	Reference No:	D37
Journals nos 89, 91.			
Ystradyfodwg Parish Vestry, 1870-1880			
Accession No:	2008/182	Reference No:	D596
Ystradyfodwg vestry minutes 1870-1880.			
Cogan Ecclesiastical Parish Registers, 1784-1948			
Accession No:	2008/184	Reference No:	P32CW/7; P32CW/8; P32CW/9
Baptisms & Burials (1784-1812); Marriages (1935-1945); Burials (1813-1830, 1857 and 1932-1948).			
Colwinston Ecclesiastical Parish Registers, 1766-1949			
Accession No:	2008/185	Reference No:	P90CW/8; P90CW/9; P90CW/5/4; P90CW/5/6; P90CW/5/7
Baptisms and burials (1766-1812); baptisms (1813-1951); marriages (1771-1806 and 1813-1949).			
Cyfarthfa Ecclesiastical Parish Registers, 1857-1989			
Accession No:	2008/186	Reference No:	P165CW/41-58
Baptisms (1857-1916); Marriages (1857-1989); Banns (1857-1976).			
Glyncorrwg Ecclesiastical Parish Register, 1702-1813			
Accession No:	2008/187	Reference No:	P72CW/15
Baptisms and burials (1702-1813).			

Dennis Sellwood of Llanbradach Papers, 2008			
Accession No:	2008/188 2009/3	Reference No:	D163
'Impressions of my life' Part V; Material relating to Friends of Caerphilly Music for whom Dennis Sellwood organises publicity: scrap book; photograph; newspaper cuttings and press releases (1990-2004); letter from Ron Davies MP to Derek Lamb, Secretary of the Caerphilly Labour Party, and draft reply (Nov 1998); photocopy of newspaper cutting transcript of the full speech given by Davies to the House of Commons (Nov 1998).			
Roath Park United Reformed Church Records			
Accession No:	2008/189 2009/14	Reference No:	D601
Records include marriage register (1971-2003), photographs, plans, newsletters, reports and accounts.			
Flemingston Parish Register, 1576-1725			
Accession No:	2009/1	Reference No:	P10CW/1/1/1
Composite register 1576-1725.			
The Tradesmen's Local Advertiser, c.1890			
Accession No:	2009/2	Reference No:	D600
Handbills advertising trade in Cardiff.			
Glamorgan Family History Society Records, December 2008			
Accession No:	2009/4	Reference No:	D37
Glamorgan Family History Society Journal No. 92, December 2008.			
Llancafarn Society Records, December 2008			
Accession No:	2009/5	Reference No:	DLCS/1
Llancafarn Society Newsletter 137. December 2008.			
Llandaff Society Records, Autumn 2008			
Accession No:	2009/6	Reference No:	DLDS/1
Llandaff Society Newsletter No. 108. Autumn 2008.			
Women's Archive Wales/Archif Menywod Cymru, January 2009			
Accession No:	2009/8	Reference No:	DWAW7
Newsletter.			
M Catty Collection, 1970			
Accession No:	2009/9	Reference No:	D597
Postcard of Fontygary caravan park.			
Bridgend Chemists Records, 1861-1970			
Accession No:	2009/10	Reference No:	D602
Prescriptions registers, 1861-1874, 1918-1922, 1953-1970; poisons register 1936-1959.			
Edmondson family of Cowbridge Papers, 18-20 Century			
Accession No:	2009/11	Reference No:	DED
Correspondence, genealogical notes (mostly compiled by Mrs Emma Edmondson), photographs.			
Coity with Nolton Parish Records, 2006-2008			
Accession No:	2009/12	Reference No:	P80CW/29
Marriage register, Coity church.			
Stephenson and Alexander, estate agents, Records, 1851-1953			
Accession No:	2009/15 2009/17	Reference No:	DSA/29/1-48 DSA/6/841-927
Sundry papers; auction particulars, other firms.			

Llandaff Society Records, 2009			
Accession No:	2009/16	Reference No:	DLDS/1
Newsletter No109.			

Hywelian Guild, Llandaff, Records, 2009			
Accession No:	2009/18	Reference No:	D131
Hywelian Magazine			

Ministry of Power reports, 1954-1966			
Accession No:	2009/19	Reference No:	
Four reports undertaken by the Inspector of Mines into explosions at: Glyncoerrwg Colliery (1954); Lewis Merthyr Colliery (1956); Tower Colliery (1962) and the Cambrian Colliery (1965). Report of the Tribunal appointed to inquire into the disaster at Aberfan (1966).			

Notable Accessions:

Powell Family of Glamorgan and Breconshire Papers

Accession: 2008/178

Reference: D595

The Powell family were originally from Penydarren near Merthyr Tydfil. By the end of the eighteenth century the family were living at Bylch Gwyn, a cottage near Cowbridge. It was from here that they emigrated to America in 1801. The account of their emigration was written by D. Delamare, (nee Powell) much later in 1862. She recalls the family's journey, from Cowbridge to Cardiff and Bristol and then the voyage across the Atlantic to New York. The family eventually settled in Utica and she describes her impressions of America and the towns they visited.

Records comprise an account written by D. Delamare of Ohio in 1862, describing how her family left Cowbridge for America in 1801; a Powell pedigree; and a statement of Watkin Powell with notes by his brother Thomas.

Dennis Sellwood of Llanbradach Papers

Accession: 2008/188; 2009/3

Reference: D163

Friends of Caerphilly Music is a voluntary body which encourages the performance of live music within the district and especially in schools. Local historian Dennis Sellwood organises publicity for the group.

This material includes a scrap book; photographs; newspaper cuttings and press releases; correspondence between Ron Davies MP and Derek Lamb, Secretary of the Caerphilly Labour Party; photocopy of newspaper cutting transcript of the full speech given by Davies to the House of Commons.

Bridgend Chemist Records

Accession: 2009/10

Reference: D602

The chemists was bought by a Mr Rich in 1910 and subsequently sold to S. T. Treharne in 1926 who moved the business to 18 Dunraven Place, Bridgend. It was later sold to Neville Davies in 1959 and subsequently to Hugh Thomas in

1970. Mr Thomas moved the business to 3 Brackla Street Centre, Bridgend in 1981. In 1992 it was sold to Alan Rees who moved the pharmacy to its current premises 50 Nolton Street, Bridgend. It was subsequently bought by SR Bailey Ltd in 2004.

Records include three prescriptions registers and a poisons register.

Edmondess Family of Llantrithyd, Cowbridge and Llandough Records

Accession: 2009/11

Reference: DED

The Edmondess family fortune was founded on careers in estate management, the law and the army. In 1755 the family purchased the estate of Beaupre in St. Hilary which added considerably to their assets in Glamorgan. The Edmondess also occupied Llandough castle from 1776-1794. The family has been called a Welsh example of an early modern nouveau riche family (Thomas, St. Hilary, 2000) who were able to divide their time between the Town House at Cowbridge and their country seat at Beaupre.

This most recent addition to the collection includes correspondence, genealogical notes and photographs.

Appendix II

	Number of user visits	Number group visits	Individuals in group visits	Number of documents produced
Dec 07 – Feb 08	957	8	86	2084
March- May 2008	1097	10	105	1971
June-August 2008	987	7	44	1986
Sep-Nov 2008	1004	11	116	1870
Dec 08 – Feb 09	1042	13	113	1624

	Number of enquiries		Number of web-site hits
Dec 07 – Feb 08	Postal 237	e-mail 402	7218
March- May 2008	Postal 153	e-mail 417	7471
June-August 2008	Postal 160	e-mail 350	7908
Sep-Nov 2008	Postal 171	e-mail 389	9242
Dec 08 – Feb 09	Postal 175	e-mail 373	7579

Interesting enquiries

Police and crime

A PhD student studying infanticide and baby farming from the 1870s to 1930s looked at police newscuttings, photographs and records of the Glamorgan Asylum.

A searcher looked at police records for reference to an ancestor who worked at Scotland Yard and helped to introduce finger printing in the Cardiff borough police.

We provided a Canadian family historian with information on two of her ancestors who were imprisoned in Cardiff for obtaining poor relief under false pretences in 1901, and we attempted to trace the subsequent history of their children who were put into foster homes.

Religion

The first mosque in Cardiff is supposed to have been opened in Glynrhondda Street in 1860 according to some sources, but when a researcher from Cardiff University looked for evidence of it, none could be found. The street itself was not built until the 1880s according to the index of building plans in 'Cardiff the Building of a Capital' and street directories have no mention of a mosque in Cardiff until c1900

Armed forces

A group in Coventry has erected a memorial to a party of soldiers who died there during the Second World War when a bomb they were defusing exploded. One of the men was from Grangetown, Cardiff, and we were able to trace his birth, his parents' names and the fact that he had a brother and sister although we have no information on their present whereabouts.

Six enquiries related to crew lists or shipping registers, six to former inmates of workhouses or children's homes and five to former members of police forces. We also answered enquiries on adoptions from local authorities and After Adoption Wales.

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

14 March 2008

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE RECORD OFFICE
1 December 2007 to 29 February 2008

Background Papers

Searchroom handlists.

Officer to Contact: Susan Edwards – 029 2078 0282

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