

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives, Leckwith, Cardiff on Friday 17 September at 2.00pm.

Present:

Members Representing: Vale of Glamorgan County Borough Council
County Councillor A D Hampton

Cardiff County Council
County Councillors J Hooper, J Parry, R Jerrett
& A Robson

Caerphilly County Borough Council
County Councillor J B Criddle

Rhondda Cynon Taff County Borough Council
County Councillors R Bevan (Chair), John
David, E Jenkins

Bridgend County Borough Council
County Councillor Patricia Hacking

Officers in Attendance: Miss S Edwards, Glamorgan Archivist
Ms Charlotte Hodgson, Principal Archivist
Ms Victoria Morgan, Solicitor,
Cardiff County Council
Mr Marc Falconer, Operational Manager (Project
Accountancy), Cardiff County Council
Mr H B Jones, I.T Business Manager,
Caerphilly County Council
Mrs Andrea Redmond, Committee and Members
Services, Cardiff County Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

County Councillors L C Morgan, Bridgend County Borough
Council;

County Councillor M G Parker, Caerphilly County Borough
Council;

County Councillors M Davies (Mrs), Rhondda Cynon Taff County
Borough Council;

County Councillor A M Ernest, Vale of Glamorgan County
Borough Council;
Mr M McLaggan
Mrs K Thomas, Lord Lieutenant

2. DECLARATION OF INTEREST

Members had no declarations of personal interest in matters pertaining to the agenda.

3. MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Joint Archives Committee 25 June 2010 were approved as a correct record and signed by the Chairman.

4. REPORT ON THE PERIOD 1 JUNE - 31 AUGUST 2010 -
REPORT OF THE GLAMORGAN ARCHIVIST

The Glamorgan Archivist presented her quarterly report on the work of the Glamorgan Record Office between 1 June and 31 August 2010.

Members were advised of a number of issues that were being taken forward including:

New Glamorgan Record Office Programme:

- Leighton Andrews, the Minister for Children, Education & Lifelong Learning, and Assembly Member for the Rhondda, visited the Archives in July.
- Australian MP, Frances Bedford visited the Archives in August, with an interest in the history of women's suffrage.

Publicity:

- Glamorgan Archives free online access to the 1911 census via the FindMyPast website was publicised in the *South Wales Echo* which carried a feature on the census and reported its launch at the Office on 25 June 2010.
- In July *Your Family Tree Magazine* ran a feature on archives and family history organisations in Gwent and the wider South Wales area. Glamorgan Archives contributed an advert to this feature which included an image of the new building, details of our services and contact information.
- In June 2010 Cardiff celebrated the centenary of Captain

Scott's departure from the city on board the *Terra Nova*. This presented an ideal opportunity for the office to highlight its collection of letters from Wilfred Bruce, a member of the expedition and Scott's brother-in-law. A press release on the collection was circulated and as a result ITV's reporter, Paul Brand, visited the Archives to film the letters which featured in an item for *Wales Tonight*.

- The BBC visited and filmed in Taf for its family history series *Coming Home*, which featured the former Blue Peter presenter, Sarah Green. Ms Green is related to the founders of the Angelina Street Mission based in Cardiff Docks. She and her father were filmed in the search room looking at photographs and documents from the collection of records relating to the Mission.
- Another episode of the series used records from the Office. Michael Wilcox, Archivist, took a number of Roman Catholic baptism registers to be filmed at St. David's Cathedral in Cardiff. The registers showed baptisms of the family of actor Michael Sheen, who was present in the church for the filming. The *Coming Home* series will be shown in the autumn.

Fit Out:

- Research has continued into the most appropriate reprographic solutions for use in the public area. An on-site demonstration was arranged of a self-service book-scanner and although it performed impressively, similar results could be achieved with more affordable options.

Public Access IT

- There has been an upsurge in the use of Electronic IT, at times every piece of electronic equipment has been in use.
- The ability to keyword search in the catalogue has made use easier.
- The Parish register database was launched in July.
- Increasing use is impacting on staff time and many people using office supplied databases would in the past have been searchroom users.

Deleted: y

Snagging:

- There is still an issue with the Shower Floor and also the one-way glass in Taf, solutions continue to be looked at.

- The majority of issues have been resolved or explored with reasonable solutions in sight.
- Construction of the 'House of Sport' has started on the adjoining site to the Glamorgan Archives. In case the building works, in particular the pile driving, caused any problems a series of photographs were taken to provide evidence of the state of the building before work began.

Building Systems:

- Staff have received training from Tiger Fire.
- Further work is needed to enable staff to access reports from the building maintenance systems.
- The design of the telephone call management system, for directing incoming calls based on a series of options, has been finalised and a prototype set-up by Cardiff Council.
- Five members of staff have received training on workstation assessment, enabling them to assess and set up workstations of any other member of staff or member of the public.

The Collection:

- During the quarter, 87 accessions have been received, slightly higher than the same period last year.
- During the last quarter of 2009/10 the target period for processing new accessions was increased to 15 days, this has now returned to the original target of 10 days.
- There are now only four major collections remaining to be added to CALM, two have been retyped and are being checked by an archivist. Further catalogues, such as those for the National Coal Board collections and Cardiff Library Collection, are being revised prior to inclusion on CALM.
- A major review of Barry Urban District and Borough Council records has been completed comprising 350 letter books, 177 correspondence bundles, and over 960 individual files, volumes, boxes bundles and papers.
- As part of the grant funded *Wales Powering the World* project, uncatalogued business collections from repositories across Wales will be catalogued over a two year period. Cardiff Incorporated Chamber of Commerce Records (DCOMC) and Powell Duffryn Limited (DPD) were the collections proposed from Glamorgan Archives. DCOMC has been temporarily transferred to Swansea University where Stacy Capner, cataloguing archivist for the project, is

based. Once complete and the collection returned DPD will be similarly transferred.

- A collection cataloguing agreement has been signed with the Public Catalogue Foundation – Oil Paintings in Public Ownership, for the inclusion of four paintings held by Glamorgan Archives. The published catalogue will cover collections in South Wales and is part of a series for the whole of Britain.

Conservation:

- Boxes are still being made – 569 were made in the last quarter, and enquiries have been received about the use of the box making service.
- Archives are building up a portfolio of outside organisations wanting to buy in their expertise.
- Weekly meetings of the Conservation Team are held to co-ordinate work and highlight any problems immediately, one problem that had arisen is that the recent delivery of box card revealed that the pitch of the rear door access ramp is too steep for the office pallet truck when laden with a pallet of card. Solutions are currently being explored.
- The Conservator accompanied the Senior Archivist to a road show for ‘Welsh Voices of the Great War’ at St Fagan’s Museum. He contributed advice on the care and storage of items that members of the public brought along.
- The Senior Archivist attended a meeting of the CALM Digital Records User Group Meeting on 22 July at The National Archives, Kew.

Access:

- During the last quarter, there were 829 unique, individual visitors who registered, making a total 1237 visits.
- Visitor comments, extracted from the *Comments* book on reception, remain overwhelmingly positive, with such comments as “fantastic help from all concerned”, “wonderful experience and staff could not have been more helpful”, and “brilliant help from all staff”. The level of assistance from staff is consistently praised.
- One critical comment had been received from a user requesting that “there should be more than just one fiche reader available...several should be in searchroom”. The Glamorgan Archivist discussed the matter with the user at

the time of their visit and was able to allay their concerns to some degree by discussing how much of the information they were looking for is now accessible via the internet rather than solely on fiche.

- The Archivist updated Members on the Extension of opening hours; From July, the office is opening one Saturday morning each month, 9am-12pm, and on the following Monday, staying open until 8pm. The service is exactly the same as during regular hours.
- Everybody visiting during the extended hours is being given a survey to complete, to find out whether our current hours are meeting their needs. At the end of the sixth month trial, the survey results will be fully analysed but over half of the users who have so far taken advantage of the extended opening hours stated they could not visit at any other time, almost all being in full-time work or education.
- Guided tours of the new building are being offered on the 3rd Wednesday of each month at 2.30pm.
- In July invitations were sent out to local organisations, including local history societies, advertising tours of the new building.
- A secondary school teachers' familiarisation day took place in June. For the first time the day was a joint venture between Careers Wales organisations for Cardiff and the Vale of Glamorgan and our neighbours in Gwent, with some of the teachers coming from Gwent schools.
- Debbie Savage of UWIC visited the building for a meeting with Heather Mountjoy, Archivist. Ms Savage was given a tour to look at the new facilities and to discuss the running of a workshop for artists next year.
- The Glamorgan Archivist attended meetings of the CyMAL Advisory Council and the LLUK Wales Country Panel. She represents the profession on both. At the invitation of Jane Hutt she attended the Minister at the Senedd to meet the Australian MP, Frances Bedford. She addressed a meeting of the Society of Archivists Wales on Volunteering at Glamorgan Archives.
- In her capacity as Vice-Chair of ARCW (Archives and Records Council of Wales) Charlotte Hodgson attended meetings of ARCW, the National Council of Archives, and several meetings with Creative Cultures.
- The National Council of Archives has merged with several

other archive bodies and is known as the Archives and Records Association. This body was launched at a reception at the Palace of Westminster which the Principal Archivist attended.

Resource Management:

- Following confirmation of the long-term sickness absence of the Strongroom Supervisor a temporary appointment has been made to cover public.
- The bid submitted to the Heritage Lottery Fund Skills for the Future grant was successful and the Glamorgan Archivist has been involved in a further series of partnership meetings to progress the project.
- Training on SAP has been completed by the Administrative Officer, Principal Archivist and Glamorgan Archivist. The Glamorgan Archivist attended a training session on Cardiff CC's Digigov recruitment system.
- Fourteen volunteers contributed 640 hours to the work of the office during the quarter. Eight new volunteers began work, four finished and ten are currently active, working up to two days a week. Two of them were placed with the office by QUEST a charity helping people with disabilities to find work, and one by the National Autistic Society.

RESOLVED – That the content of the report be noted.

5. REVISED DRAFT STATEMENT OF ACCOUNTS FOR 2009/2010 - REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE

The Chairman apologised to the Committee for the delay in receiving the report.

The Operational Manager (Project Accountancy) outlined the key aspects of the draft statement of accounts for 2009/2010, noting that the statement was still in draft and currently unaudited. The Committee was being asked to agree the unaudited accounts to meet the deadline of 30 September 2010, and agree that the final audited accounts be brought back to a future meeting of the Committee, anticipated to be December 2010, for final agreement and signature.

The Operational Manager (Project Accountancy) drew attention to

the fact that the accounts were still unaudited at this stage and briefly outlined that this was because the position with regard to the presentation of how the new GRO building was funded by the constituent Local Authorities was unresolved at this stage. The Operational Manager (Project Accountancy) assured the Committee that these outstanding technical accounting adjustments would almost certainly not have an impact on the operational financing of the Archives Service as the adjustments would have no implication for the General Reserve.

RESOLVED – That the unaudited draft statement of accounts be approved and agree that the final audited statement of accounts be brought back to a future meeting of the Committee for final approval and signing off.

6. Any Other Business

The Archivist explained that each Committee Member had an information pack on their seat – outlining a course that was being held at the Archives entitled ‘itea and biscuits’, providing information on Internet Security and Making the most of the Internet, for older people.

The Chairman suggested that the Archivist contact each Authority for them to pass the information onto their respective Older Peoples Forum’s.

**COUNTY COUNCILLOR R BEVAN
CHAIRMAN**