

These minutes are subject to approval as an accurate record at the next meeting of the
Glamorgan Archives Joint Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held
at Glamorgan Archives, Leckwith, Cardiff on Friday 16 September 2011
at 2.00pm.

Present:

Members Representing: Vale of Glamorgan County Borough Council
County Councillors A D Hampton and A M
Ernest

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

Caerphilly County Borough Council
County Councillor Criddle

Rhondda Cynon Taff County Borough Council
County Councillors John David, E Jenkins, R.
Bevan

Officers in Attendance: Miss S Edwards, Glamorgan Archivist
Mrs Charlotte Hodgson, Deputy Glamorgan
Archivist
Mr Marc Falconer, Operational Manager
(Projects Accountancy), Cardiff County Council
Mr Stephen Ham, Solicitor, Cardiff County
Council
Ms Joanne Jones, Information Officer,
Caerphilly County Council
Mrs Andrea Redmond, Committee and Members
Services, Cardiff County Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

County Councillor M Butcher, Bridgend County Borough Council

County Councillor J Hooper, Cardiff County Council

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Ms Kate Thomas, The Lord Lieutenant

Mr McLaggan

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 Archives Joint Committee 17 June 2011 were approved as a correct record and signed by the Chairman.

4. MATTERS ARISING

Members discussed the Open Doors Project. The Glamorgan Archives had held an Open Doors event in conjunction with a Saturday opening on the weekend of 10th September 2011. The Committee were advised that no formal invitations had been sent as the Saturday opening had coincided with a football match. The event had worked well however and marketing of future events would be linked to Cardiff Council's advertising.

The Glamorgan Archives website, Twitter and Facebook were discussed. The Archivist advised the Committee that the new website was near completion and there would be links to Twitter and Facebook on the site.

The Chairman welcomed Stephen Ham, Solicitor, Cardiff Council to the Joint Committee.

5. REPORT ON THE PERIOD 1 JUNE 2011 – 31 AUGUST 2011 - REPORT OF THE GLAMORGAN ARCHIVIST

The Glamorgan Archivist presented her quarterly report on the work of Glamorgan Archives between 1 June 2011 and 31 August 2011.

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

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Complete transfer to Cardiff County Council

The Glamorgan Archivist has transferred to a Cardiff County Council contract at OM2.

Volunteers

An application form for all volunteers has been created and was available to download from the new website. A structured two week programme for work experience placements has been introduced. This provided five days working with members of staff in different areas of the Office, followed by a five day cataloguing project. They would be able to contribute to the ongoing success of the programme by providing feedback via evaluation forms supplied at the beginning of placements. Following their placement students were welcome to return to assist with a longer term volunteer project.

Two retired library professionals were helping to catalogue the local studies library and pamphlet collection into CALM. Work Experience students were helping to scan delicate glass slides from the Collection, and to attach these to the CALM catalogue. Once the new version of the public access catalogue is launched researchers would be able to view digital images via a link on the catalogue entry.

The Wales LGBT Excellence Centre, based in Cardiff, had received a grant from the Heritage Lottery Fund to collect oral history of the community throughout Wales; a project in which the Archives will be involved in an advisory capacity.

Volunteer and former member of staff Andrew Thynne had completed work on a pilot project to trial resources intended for use in a Wales wide project to transcribe tithe apportionments.

Former work experience student Elizabeth Clapham had gained employment as the new Archive trainee at Warwickshire County Record Office.

Building and operational procedures

Additional staff members had been trained in the use of the recently purchased Evacuation Chairs, designed to assist with the quick and safe removal of people who are mobility impaired in the event of an emergency evacuation. All appropriate members of staff have been instructed in their use.

Glamorgan Archives was invited to join a pilot group for the Wales Leadership Award – a new award for the accreditation and recognition of organisations demonstrating outstanding leadership qualities, following recommendations from the Office’s Investors in People advisor.

In July six members of staff visited the National Archives in Kew. They were provided with a general introduction to the services offered to the public at TNA, went through the reader registration process, and in the afternoon split into smaller groups focussing on specific areas of work. The day proved incredibly interesting for all involved, who identified several ways of working at the TNA which could be incorporated at Glamorgan Archives.

In June the Preservation Assistants attended a one day Conservation Matters in Wales seminar, ‘Use and misuse of objects’, on collections care within museums, archives and libraries. The different methodologies of preservation care across the heritage sector were explored and staff brought back an increased awareness of alternative approaches to the subject.

The Preservation Assistants now spend at least one day a week in the conservation studio doing bench work. Time tabled work is less likely to be abandoned in favour of their more regular duties and ensures their continual development.

Budget

Budget monitoring reports are received monthly and reviewed by the Administrative Officer with the Glamorgan Archivist.

Income opportunities and paid services

An exploratory meeting was held with staff from the Cardiff Story, who were seeking suitable storage facilities for their collection. Glamorgan Archives was one of the options being considered as a short to medium term solution, renting the future expansion space in the strongrooms. Charges for the service have been calculated to cover costs incurred.

The Heritage Lottery funded project, Conserving Local Communities Heritage, in which Glamorgan is leading a consortium of local authority and Higher Educational library and archive services has moved forward with project staff beginning

work in the Office. A meeting with the finance officer for Glamorgan Archives has clarified several issues including the cost centre for payment of the HLF grant. Initial claims have been submitted. Partner organisations are being visited and the details of their commitments agreed. A system is being devised, in consultation with staff of Cardiff County Council, to recruit and pay the bursary holders at whom the project is aimed. Meetings have also been held with training providers and qualification developers. It is hoped to trail some of the work based learning modules with the bursary holders and external funding is being sought to facilitate this. If successful the methodology will be extended and accredited training offered in future to staff and volunteers.

The Glamorgan Archivist attended the initial meeting of the Welsh Government Records Appraisal and Selection Steering Group. She attended the official opening of the Cardiff Story Museum where she was presented to HRH the Duchess of Cornwall, the opening of the National Museum of Art where she met the new Heritage Minister, and the Civic Service at All Saints' Church, Penarth. The Glamorgan Archivist met the consultant for a project to celebrate Wales' maritime heritage in partnership with Cardiff County Council and others, and attended a seminar held at the National Library where she represented the archive domain. Participants debated proposals to promote and develop maritime history and heritage. She also attended the Ely Tidal Harbour exhibition. Other partnership meetings attended were Welsh County Archivists Group, LSIS (formerly LLUK) Country Panel, Archives and Records Association regional meeting in Swansea, and Welsh Pride, the HLF project run by the Wales LGBT Excellence Centre. At the international conference arranged by the Excellence Centre she spoke on collecting LGBT archival material and delivered a presentation on behalf of an English museum.

In her capacity as Chair of Archives and Records Council Wales the Deputy Glamorgan Archivist has engaged in discussions on archival content development on the People's Collection Wales website, chaired the Assessment Panel for CyMAL's Small Grant Scheme, met HLF advisors for the project Cynefin; Mapping Wales' Sense of Place, represented the domain on the National Library of Wales Advisory Board and represented Wales on the panel considering the National Archives' proposals for Archives

Accreditation.

During the quarter, the Senior Archivist has attended meetings of the committees of the South Wales Records Society, Llafur, the Society for Welsh labour history, and the Glamorgan Family History Society. She has represented Glamorgan Archives in its partnership with Cardiff People First on its Ely Hospital Project. The Project Steering Group holds its regular meetings at the Archives. Cardiff People First's Women's' Group visited in July for a tour of the building and an opportunity to consult items from the collection which relate to Ely Hospital.

Building

The final defects walk through with representatives of the developer, builder and project managers was completed in August. A small number of items were identified for completion including amendments to the drainage pipes on the repository air handling units. A final list has been circulated for agreement. It anticipated that the retention sum can be paid during this calendar year.

Maintenance and building systems

Cardiff County Council staff have attended site to discuss signage requirements. A proposal for signs from Sloper Road has been agreed with the House of Sport but further negotiations need to take place with the other developments in Parc Morgannwg. A request has been submitted for double yellow lines and warning markings to protect access and exit routes to the Office and a quotation received following an inspection visit from a highways officer.

Members noted that the sign had now been ordered.

Members discussed the postcode of the Archives building in relation to people using Satellite Navigation to find the building. It was suggested that the Glamorgan Archivist enquire with the Post Office about obtaining a unique postcode for Parc Morgannwg.

Over the summer Arriva trains announced a decision to close Ninian Park station for three hours before and three hours after Cardiff City FC home matches. As this would adversely affect staff and service users a complaint was lodged by the Glamorgan Archivist and the Chair of the Joint Committee. Confirmation has

subsequently been received that following consultation the company has reduced the closure period to one hour after matches only, a far more manageably restriction.

Fit out

A new piece of furniture was to be installed in the public searchroom, a workstation identical in design to that in the front hall. It will hold 8 public access PCs, storing the towers and all cabling discreetly and neatly. It also has capacity for the addition of another 2 PCs in future; the cupboards beneath provide useful additional storage space for searchroom aids such as weights and cushions.

Launch and publicity

Selma Chalabi, a researcher and presenter for BBC Radio Wales' Eye on Wales programme visited in June to conduct research for an edition focussing on national identity in the Senghenydd and Abertridwr areas. Documents relating to Senghenydd, including maps and census returns, were consulted and Rhian Phillips, Senior Archivist featured in the programme speaking on what the documents tell us about the changes in the community at Senghenydd since the mid-19th century.

Glamorgan Archives was approached by the producers and researchers for the Channel 4 series Time Team with a request for assistance with a forthcoming programme on Kenfig. The Kenfig Borough Ordinances were filmed on location in the former town hall under the close supervision of Michael Wilcox, Archivist.

A journalist and camera crew from S4C's Newyddion news programme visited Glamorgan Archives to film documents relating to Greenham Common and to conduct an interview with one of the Greenham protestors, Ann Pettit. The footage will form part of a feature marking 30 years since the march by Women for Life on Earth from Cardiff to Greenham Common.

Staff of Herefordshire Record Office planning new accommodation visited and held discussions with the Glamorgan Archivist. Oliver Morley, the Chief Executive and Keeper of the National Archives came with a colleague to see the new building and talk about how service delivery had been improved.

Conservation

The Glamorgan Archivist and the Deputy Glamorgan Archivist

have responded to requests from the British Standards Institute to review PAS (Publically Available Specification) 198 for environmental conditions relating to the storage of cultural collections.

Preservation Assistants Catherine Keegan and Jayne Miller have devised a 'Traffic Light system' to track new accessions from when they enter the building to their final permanent location. Accessions are placed in clear plastic storage boxes (Really Useful Boxes) with coloured cards affixed:

Red - new accession which has not been sorted

Amber – currently being accessioned

Green - ready to be packaged and bar coded

A spreadsheet has been set up for recording and tracking outside conservation jobs. The preservation files on the shared drive have been reorganised and where necessary consolidated or archived to make the files easier to navigate.

Eligibility for grants

The Conservator, Michael Hodgson, produced assessment reports on a series of items as part of a proposal for grant aid submitted as expressions of interest to CyMAL as joint funders with the National Manuscripts Conservation Trust. The bids were unsuccessful but the proposals were being re-worked and re-submitted to this or another funding stream in the future. This work exposed some of the barriers to securing grant funding for conservation, specifically, the requirement that the material is owned by the institution concerned, the requirement for a registered conservator and the small size of the grants available compared to the total cost of the work proposed.

Repositories management

The repository environment continues to be monitored and while not causing concern it is not quite as stable as might be desired.

The microform resources in strongroom 2A have been appraised and those suitable for disposal have been identified. The large series of birth, marriage and death indexes on microfiche have been accepted by Cardiff Central Library.

Cataloguing

The procedure for searching for mis-placed items is being revised.

This is initially the responsibility of the Access team, but if their checks produce no result the Collections team continue with their checks which include searching unlisted material, looking at shelves in the strongroom adjoining the supposed location and tracing the location of the item before the move to the new building.

Eligibility for grants

Record offices were invited to join a bid for funds by the Higher Education sector for a project to digitise materials relating to Wales during the First World War. Glamorgan Archives contributed a list of collections typical of the range found in local authorities for hospitals, food committees, and voluntary bodies showing the war effort at home. A letter of support for the project was written by the Deputy Glamorgan Archivist on behalf of ARCW.

Accessioning

35 accessions have been received in the last quarter. Of these, approximately 65% have been processed within the target of 10 working days. This figure is equal with that reported for the last quarter, but staff absences and work carried out on older accessions that had not been previously processed skew the data. When fully staffed, most deposits are processed within a few days of receipt. Volunteers have continued to assist with cleaning, preliminary listing and packaging of new accessions. This work is valuable pre-application experience for students hoping to pursue a career in archives.

The accessions backlog has been reduced to 51 deposits, a reduction of 8 over the quarter. This reduction was largely due to another successful 'collections day' where members of staff in the collections team worked through a number of deposits of cemetery records amounting to 170 registers which had previously not been processed. These were transferred by Bridgend County Borough Council. Individual items were identified, allocated to the creating authority, and subsequently listed in detail on CALM. In many cases, the registers were additions to registers (mainly from burial boards) already held and the opportunity was taken to correct errors in older lists.

In July the records of Bethania Welsh Baptist Chapel, Maesteg, were received from the Welsh Religious Buildings Trust.

Marriage registers for the chapel were already held. This collection had been used as a cataloguing project for the Archive Administration students at Aberystwyth University. They catalogued the collection to item level, providing them with good experience of cataloguing following Glamorgan Archives guidelines and other appropriate standards. The students were also required to write a report and give presentations assessing the work they had done. A folder with this work was received together with the catalogue in an electronic format ready to import into CALM. Before then some work is needed to bring it in line with house style and policies.

Listing

A survey of the library was undertaken in June to assess its continued relevance to the work of the Office. Duplicates, obsolete editions and incomplete journal runs have been identified for disposal. Older issues of many journals and works of reference were now accessible online on the websites of major libraries, universities, historical bodies and central government agencies.

CALM database

A trial was carried out on the feasibility of adding data from one of the databases of building regulation plans previously compiled by volunteers in Microsoft Access to CALM. The process was relatively straightforward, although there is a degree of editing that needs to take place, both prior to the import taking place and afterwards. The latter could be carried out by work experience students as had been done with other collections. Once the information is in CALM the data can be searched alongside the other catalogues rather than in a separate database.

Work has also been carried out on adding the library to the CALM database. Since the pilot project detailed in the last report, the template in the database had been modified better to suit the data to be recorded. Work still needs to be carried out on the way in which these entries are viewed by the public, but eventually a vastly improved finding aid to the Office library would be produced. Previously the only finding aid was an incomplete card index.

Promote services

In July the Deputy Glamorgan Archivist was appointed as the Diocesan Archivist for Llandaff by the Archbishop of Wales. This

follows the death of Dr Chrystal Davies, who previously held the post in June. Dr Davies in her time as Diocesan Archivist was a good friend of the Archives and had been responsible for the deposit of many parish collections as well as the records of the Mother's Union for Llandaff. She was delighted in recent years by the transfer of parish collections from the National Library of Wales to the Glamorgan Archives and the office move to new premises.

Four further visits were made to collect new deposits, including two to Merthyr Tydfil Library. The Library holds some of Merthyr Council's own records, such as the overcrowding survey of 1936 which was transferred to the Archives during the visits, and also records of outside organisations such as chapels; discussions were held on the future deposit of these.

ACCESS

A series of five public workshops had been advertised and would take place during the autumn. The workshops, which last two hours, would be charged at £10 each or £40 when bookings were made for the full series of five.

Monitor facilities and services to identify potential improvements

At a recent Access Team meeting, the Senior Archivist delivered a short training session on customer service following the guidelines in Cardiff Council's Procedures for Handling Complaints.

Group use on site

Provide appropriate service

A total of 22 groups made use of the building in the quarter, bringing 321 individuals on-site.

Education

Two work visits for groups of Year 9 pupils at Blaengwawr Comprehensive School and Hawthorn High School took place during the quarter. The visits were organised by Education Business Partnership and were attended by 15 pupils from each school. The pupils were given a tour of the Archives completing a work booklet as they proceeded, focussing on what careers are on offer and what skills are required. The Archives is now a regular participant of the work visit initiative and further visits from schools have already been booked for the Autumn term.

Time and Tide: Cardiff, People and Parliament

Much of the focus for outreach work this quarter had been on the Time and Tide: Cardiff, People and Parliament project. In July a Year 5 class from Mount Stuart Primary School spent a day at the Archives. In the morning the children were given a tour, completing a quiz as they visited the searchroom, strongrooms, box-making and conservation. In the afternoon they were shown sources relating to the Cardiff Bay and Docks area of the city illustrating how much it had changed since the 19th century. The children particularly enjoyed looking at the maps and trying to find familiar landmarks. They were also enthusiastic about studying census returns which showed the nationalities of residents living in the docks area and finding these countries on inflatable globes. The children were extremely enthusiastic and it was very rewarding for staff to see how much they enjoyed the visit. Laura Gardener (a former Glamorgan Archive Trainee) and Mari Takayanagi from the Parliamentary Archives also attended the day and showed the students records from Parliament which helped shape the development of the docks.

Two days later Rhian Phillips, Senior Archivist, Heather Mountjoy, Archivist and Laura Gardner led the pupils on a walking tour of Cardiff Bay to look at buildings in the area and how they had changed. Copies of photographs held at Glamorgan Archives were handed out to pupils and they were asked to find the buildings and think about what they had been used for. The route went around Mount Stuart Square taking in several of the shipping company headquarters, past the Coal Exchange, the Oval Basin and across to the Norwegian Church with views to the docks still in use today.

When the children were back in the classroom they developed their visit to the Archives and the tour around Cardiff Bay. The work will feature in an exhibition at the Wales Millennium Centre in September which will be open to the public for two weeks. The pupils also visited Parliament and the Parliamentary Archives in October.

In August the focus for the project moved to engagement with the older generation represented by six members of Grangetown Local History Society. Over two days members carried out research on four individuals who had given evidence to parliamentary committees during the passage of legislation sponsored by the

Marquess of Bute to develop the docks in Cardiff in 1830 and 1866. This part of the project will be completed when the group visit the Parliamentary Archives in September. The research will be available on the Parliamentary Archives website and will form part of the exhibition at the Wales Millennium Centre in September.

All the activities with Mount Stuart Primary School and Grangetown Local History Society have been filmed by students from the Cardiff School of Creative and Cultural Industries at the University of Glamorgan. Two short films have been produced which will be hosted on the Parliamentary Archives website and shown at the exhibition.

Members discussed how Glamorgan Archives connects with local schools. The Committee were advised that Glamorgan Archives worked with the Education Business Partnership, which engaged with teachers, lots of school group visits were planned, and Governors being invited to inform schools of the work undertaken by the Archives Office.

Members offered to pass information to their respective Authority's schools and head teachers.

Another element of the project had been a series of summer lectures given by Parliamentary Archives staff at Glamorgan Archives. Three of the series had taken place during this quarter on 'Sources for Local and Family History at the Parliamentary Archives', 'Suffragettes and Parliament' and 'The Great Fire of Westminster 1834'. The lectures had been well attended and with light refreshments being offered, had provided a pleasant social occasion for some of our researchers as well as new visitors to the Archives.

Develop group sessions

An interactive whiteboard had been purchased for use with visiting groups. The whiteboard can be used simply as a replacement for a projector and screen when delivering power point presentations. However, its interactivity means that it can be used to full effect when working with schools, where teachers use whiteboards on a day-to-day basis in the classroom.

Remote enquiries

976 remote enquiries were received during the quarter; the vast majority of these were replied to within the 10 day target. This was slightly down on the figures for previous quarters, a result of the quieter summer period, but represented an increase on figures for the same period last year.

Website development

Cardiff Council's Communications and Media team have begun work on updating the website, in conjunction with Glamorgan Archives' Website Working Group. Initial designs were produced for approval by staff and were discussed at the August staff briefing. Feedback from staff was provided to the designers who were now progressing with the preferred design option.

Develop remote access

Work on making the catalogue available externally using CALMView had been progressed during the quarter. Discussions were continuing with Cardiff Council IT with the aim of making the catalogue available on the updated website when it is re-launched.

Members were informed of the production of the Glamorgan Archives Annual report.

Members discussed the value of retaining the Ely Tide collection as a very important collection for Cardiff and the Vale of Glamorgan.

Members discussed the British Standards Institute Standards reviewing the PAS (publically available specification) and were informed that this had been out to public consultation and feedback had been provided.

SUMMARY

The building and its systems and procedures had settled with staff now comfortable in their new roles. Increasingly, managers were able to use shared, searchable databases to control work flows and track processes. Linking more systems to that holding the catalogue will speed up enquiries and improve the ability to manage the Collection. The improved facilities had energised the community engagement programme which, together with

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conservation and training was a key objective for future development. All staff were thanked for their continuing commitment, as were members without whose support the 21st century archive would have remained an aspiration.

RESOLVED – That the content of the report be noted.

6. ROTATION OF CHAIR AND VICE-CHAIR – REPORT OF THE GLAMORGAN ARCHIVIST

The Glamorgan Archivist provided Members with a report on the rotation of Chair and Vice-Chair of the Glamorgan Archives Joint Committee.

RESOLVED - That the content of the report be noted.

7. ANNUAL STATEMENT OF ACCOUNTS 2010/2011 – REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT COMMITTEE – VERBAL UPDATE

The Committee were provided with a verbal update in which they were advised that the audit had not been concluded to date. The report would be brought back to the Joint Committee at its December 2011 meeting.

RESOLVED – To receive the Annual Statement of Accounts 2010/2011 at the December 2011 meeting of the Glamorgan Archives Joint Committee.

8. ANY OTHER BUSINESS

Members discussed the possibility of establishing links with academia and co-option. A report would be brought to a future Joint Committee meeting outlining potential academic partners.

**COUNTY COUNCILLOR A ROBSON
CHAIRMAN**