

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
16 March 2012
REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO: 4
REPORT FOR THE PERIOD 1 December 2011– 29 February 2012	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 December 2011 to 29 February 2012.

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

3. Members are asked to note the content of this report.

4. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff: establishment

Maintain appropriate levels of staff

Andrew Thynne, a qualified and experienced archivist previously employed under a CyMAL grant for the Cardiff Library scoping project, has rejoined the Collections Team to cover a sickness absence. Cover for an imminent maternity leave absence is still being explored, as reported in the previous quarter.

The establishment provides for an additional professional post which has not yet been filled as the funding has been used to cover long term sickness absences and to fill short term gaps in the teams. Analysis of need has identified a permanent requirement for an additional professional conservator; a post which is potentially income generating. The recruitment process has been started with a review of the associated paperwork.

A decision has not yet been made on reversing the inappropriate decision by CCC's Vacancy Review Panel to make a temporary appointment to a permanent position on the Archive's establishment. The original request was submitted in August 2011 and has subsequently been chased at increasingly high levels in the authority.

Complete transfer to Cardiff County Council

All staff have transferred to CCC contracts. The Glamorgan Archivist met the Corporate Director and Chief Officer with responsibility for the service within the authority to clarify management arrangements.

The results of the Single Status exercise have been received and staff begun the process of signing agreements. The results were unexpectedly damaging. An appeal to consider the Archives as a whole has been turned down despite the excessive proportion of staff in detriment following Job Evaluation and the difficulty this will create for future recruitment and retention. All staff affected are appealing either individually or as a group. As the majority of staff are involved (17 out of 21 posts have been assessed as currently overpaid) this will adversely affect the achievement of targets on the current annual plan.

Revise competency frameworks

Work on this task will be continued in the next business year.

Volunteers

During the quarter 21 volunteers and work experience placements contributed 669 hours to the work of the office. 12 volunteers came from Cardiff, 4 from the Vale of Glamorgan, and 3 from Rhondda Cynon Taf. A further 2 were from outside the region. New volunteers include a qualified librarian who is helping to input the library into CALM and an architect and former architecture history lecturer who is working on the building plans for Rhymney Valley District Council.

One work experience placement commented:

'May I say how professionally my work experience placement was organised, how interesting the experience has been and how friendly and helpful you and your colleagues are...having completed this placement I am now much clearer as to exactly where my interests lie.'

A very high number of requests for volunteering opportunities have been received during the last three months. Twelve tours were provided for prospective volunteers and individuals considering a career in archives. To enable this demand to be met successfully and to ensure that volunteers get the best possible experience other organisations with volunteers programmes are currently being investigated to establish best practice. Meanwhile planning has begun for the launch of a large volunteer group project.

Volunteers from Glamorgan Family History Society have begun work on indexing the Cardiff Poor Law Union Lists of Paupers. As only one admission and discharge register survives for the Cardiff Workhouse, these lists are an invaluable resource for those researching the poor in Cardiff, be it for family history reasons or general historic interest.

Hannah Price, Archivist, has joined the Public Services Quality Group (PSQG) Sub-Committee on Volunteering as the only archivist from Wales. The aim of the group is to drive improvements in volunteering practice within the archive sector; to increase the number and range of volunteering opportunities and ensure the contribution and impact of volunteering is evaluated and celebrated.

The Go Wales recruitment agency asked to use the Office logo in their advertising material as an example of the 'prominent companies' they work with. Managed by the Higher Education Funding Council for Wales (HEFCW) the agency specialises in finding employment opportunities for students and recent graduates.

2. Staff: development

CCC systems and procedures

The Glamorgan Archivist attended a consultation on Everyone Matters, Cardiff County Council's draft equalities policy.

The Glamorgan Archivist and the Deputy Glamorgan Archivist met with a CCC Human Resources advisor to discuss application of the Council's Capability Procedure.

To assist quarterly feed-back a log is being kept of issues and delays experienced with internal orders and requests.

Building and operational procedures

Training in the use of evacuation chairs has been added to each full staff briefing. CLOCH trainees are included in the sessions.

Service culture

Core values have been reviewed by staff to ensure their continued relevance. The main statements are unchanged although minor amendments have been made to the supplemental amplifications.

Investors in People

Six-monthly Personal Development Reviews have been completed with staff in their teams to foster the main objective of improved communication.

A submission for the Wales Strategic Leadership Award is in preparation, with the assistance of Dr Pat Evans who has met the Management Team several times this quarter. Management Team meetings now include consideration of leadership issues and reflection which will feed back into service delivery.

Dr Evans delivered a training session on Coaching and Mentoring to the Management Team.

The Glamorgan Archivist attended a workshop on the Economic Impact Assessment Toolkit for archives and museums developed for CyMAL. She was the only archivist consulted in the development of the toolkit which is a method of assessing how much money heritage organisations draw into the local economy in relation to their cost.

Laurie Birch, Administrative Assistant, attended Typo 3 training to update the Glamorgan Archives profile on Archives Wales.

During the quarter members of the Access Team have attended Cardiff Council courses on Community Engagement and Cultural Awareness, which were delivered by Race Equality First. The information gathered at training has been cascaded to the whole of the Access Team. Both courses will serve to assist staff when dealing with the diverse community served both in the searchroom and at events organised and attended by staff.

A programme of short, monthly training sessions for the Access Team has been developed and implemented

during the quarter. The initial session updated the team on identification of pest infestation of, and damage to documents. Future sessions have been planned on the reporting system for conservation work, use of tithe maps, Quarter Sessions records, adoption records and probate records.

Hannah Price, Archivist, attended a day school held at Manchester University promoting innovative ways to utilise an organisation's images. Talks were provided by individuals from a variety of professions including teaching, archives and libraries, with examples of best practice.

One group of staff has visited the new Gwent Archives in Ebbw Vale. A second group visit and a specific conservation team tour have been arranged for March.

Professional staff meetings have been reinstated as part of the behavioural objective of promoting good communication. The work priorities and training needs of the Preservation Team are now decided at weekly meetings of the Conservator and his line manager.

3. Budget

Manage to best advantage

Budget monitoring takes place regularly and monthly meetings with finance officers are held to ensure compliance.

Income opportunities and paid services

The Wales Council for Voluntary Action and the Tenant Participation Advisory Service Cymru both booked Rhondda Fawr for events following successful visits during the previous quarter. Both organisations have already been in contact again to book the room for future events. TPAS were particularly impressed with the service provided, their administrator writing after the event, 'I want to say a really big thank you for everyone's hard work last week. It must have seemed a really long day for you, but we are really grateful for all you did'.

The Agreement for rental of repository space has been finalised and signed. The arrangements for the transfer of items have been made and will be completed by the end of the financial year.

A form for room hire has been devised to cover the various requests typically received from external groups.

Grants and partnerships

In a continuation of an established partnership with the LGBT Excellence Centre, the Glamorgan Archivist attended a series of events. With the CLOCH trainees she was invited to the launch of LGBT History Month, Wales organised by the Centre at the Senedd. For the event a PowerPoint presentation had been prepared displaying relevant entries from records including court cases, police records and news cuttings. The research for this had been carried out by a volunteer and the presentation created by Jennifer Jones, Records Officer. The Glamorgan Archivist was interviewed about the significance of the designated month. The presentation, the interview and photographs of the event are available on the Centre's website; and on YouTube. A poem written to mark the event by Wales' National Poet, Gillian Clarke, was presented to the Glamorgan Archivist and is now on display on the noticeboard in the main hall. The Glamorgan Archivist also represented the office at an event at the Cardiff Story developed for LGBT History month.

Heritage Lottery funded projects were celebrated at the Senedd in December. The Glamorgan Archivist attended representing the Office's partnerships with CLOCH, Ely Hospital, Welsh Pride and contributions to other local projects. The Glamorgan Archivist attended the launch of the new BBC Wales series, the Story of Wales at the National History Museum and the launch of Adamsdown Museum in the Cardiff Story. She attended an horizon scanning workshop on the historic environment in Wales at the invitation of CADW.

With the Senior Archivist and Heather Coutanche, Records Assistant, she attended the launch of the Ely Hospital Project at Cardiff Story. Documents relating to the story were copied for the exhibition and staff took along (and closely invigilated) a few original items for the launch event itself. The Senior Archivist has continued to work with Cardiff People First on the Ely Hospital Project, attending meetings of the steering group and associated lectures, and also spending a day invigilating the exhibition. A deposit of additional documents relating to Ely Hospital was made on the day, and several other deposits have since been made as a direct result of people having visited the exhibition.

Collaborative work with heritage partners across Cardiff Council towards the production of heritage and education

portfolios continues, with the Senior Archivist representing the Archives on the relevant working groups.

During the quarter the Senior Archivist attended the first meeting of the Cardiff-wide First World War Centenary Steering Group. The purpose of the group is to work collaboratively towards marking the anniversary of the outbreak of the First World War in 2014.

Howell's School Llandaff launched a new library and museum which includes a display of its archives. The launch event was attended by the Deputy Glamorgan Archivist who was able to offer information on records deposited here and advice to the voluntary staff.

Advice was also given by the Deputy Glamorgan Archivist to Atlantic College following an invitation to visit St Donat's College and see their collection. Like many organisations it has extensive records of its activities, inadequately stored and listed. The Librarian was particularly concerned as she receives increasing numbers of research requests for information. A preliminary assessment was made and advice offered on the options for the future.

The Deputy Glamorgan Archivist spoke at the annual Conservation Matters Wales conference. The theme was Research and Innovation and she demonstrated the improvements in collections care enabled by the new building and working practices. Several partnership opportunities have been developed subsequently; with National Museum of Wales collections care team on seasonal variations environmental controls, and with a museum professional from Rotherham who visited the office to learn more about how the Collection was moved.

Further partnership working with National Museum staff is developing from their visit reported in December. More detailed information has been shared on the CALM software, one of the archival management systems being considered by the Museum. Placements are being arranged for paper and botanical conservators with particular reference to box making and packaging.

CLOCH

The Conserving Local Communities Heritage (CLOCH) trainees attended a high profile skills event, hosted by the Heritage Lottery Fund, at the Senedd in December within a week of their appointment. Supported by conservation staff from Glamorgan Archives, who demonstrated some

of the new skills the trainees will be learning, Mike Richards and Ben Bartlett met Assembly Members and Dame Jenny Abramsky, Chair of the Heritage Lottery Fund. All three trainees started their three-month induction at Glamorgan Archives on 10 January and followed a programme of two-day taster sessions around the core skills of their traineeship: digitisation, research and local history, collection and conservation management and community engagement as well as an introduction to the work of Glamorgan Archives. They are now spending three weeks in each of the following Glamorgan Archives work areas – Access, Collection Management and Conservation. Task sheets have been developed by the work-based supervisors, linked to units from the Qualifications and Credit Framework (providing a recognised framework for learning and development), and trainees complete a weekly learning log to help them reflect upon their learning.

As an existing *Skills for the Future* grantee, Glamorgan Archives was invited to apply for additional funding to extend the existing CLOCH project. The proposal submitted includes the creation of an additional six traineeships and the extension of current project by six months (to December 2014). The Trustees will meet on 22 May to make a decision. Funding has also been secured from CyMAL: Museums Libraries and Archives Wales for Assessor Award training for four project partners. This will support the assessment of the Level 2 Certificate in Libraries, Archives and Information Services (LAIS) which the trainees will be undertaking.

Hannah Price, Archivist, and the CLOCH Project Manager met with Rhian Ostler of the Workers' Educational Association to discuss partnership arrangements to support the delivery of accredited learning for the trainees in areas such as digitisation and information literacy. Once procedures and training are in place, opportunities for accredited learning will be offered to students on work experience placements and potentially other volunteers.

Archives and Records Council Wales (ARCW)

In her capacity as Chair of the Archives and Records Council Wales (ARCW) the Deputy Glamorgan Archivist has submitted applications to CyMAL to fund administrative support for the organisation, further the work of the Digital Preservation Consortium and establish the location and extent of records surviving for the steel industry in Wales. The ARCW Small Grants Panel met to

consider applications for funds, including two from Glamorgan Archives, and the Cynefin Project has been gathering momentum preparing for its Stage 2 submission to the Heritage Lottery Fund. A technical group meeting considered options and costings for the digitisation of tithe maps and the resource requirements of proposed community projects were evaluated. Glamorgan is involved with a potential textile art project. A milestone in ARCW's project to catalogue and promote business records in Wales was reached with a one day workshop at Swansea University - *The Bottom Line: the Value of Business Records for Research*. Following an introduction by the Chair of ARCW a series of speakers outlined their experiences of working with business records. Staff from the Archives, including the Glamorgan Archivist, attended to support the "meet the archivist" session at which catalogues of business archives were displayed and students advised on potential research.

ARCW is assisting CyMAL in a review of archive provision in Wales. The last baseline review of this type dates from 1996 and is in urgent need of updating. The Chair of ARCW has commented on the specification, teleconferenced to consider tenders submitted, and attended two advisory group meetings with the consultants to review methodology and findings. She and the Glamorgan Archivist attended a meeting of the group held in the Archives. The results will identify development needs and underpin future strategic development work. The Chair has also met with CyMAL officers including Linda Tomos to consider future plans and co-operative working.

ARCW contribution to the national UK agenda continues. Comments were made to the National Archives (TNA) on the review of on-line resources 'Finding Archives Project'. Proposals for an Archives Accreditation process for the UK progressed with two teleconference meetings and a workshop held in Newtown for comment from Wales. The Glamorgan Archivist also attended. The process continues through comments to an on-line site which encourages participation from the entire domain in the creation of the final document.

The Archives will host the first conference of Cymdeithas Enwau Lleoedd Cymru/Welsh Place-Name Society in October. Formed last year the Society has already attracted national attention in the media and a number of leading academics in Welsh and Celtic history, local and

family history, archaeology, natural history, folk-lore, and linguistics have lent their support. The programme so far includes Meri Huws, the newly-appointed Welsh Language Commissioners, Professor David Thorne and Richard Morgan, Archivist and place-name scholar. The event will be an excellent opportunity to draw attention to Glamorgan Archives as a primary location of historical records and research in Wales and to encourage links with both academic and local history communities.

Digital preservation

The Archives is a member of the ARCW Digital Preservation Consortium, an all-Wales collaborative project to explore options and make recommendations for digital preservation.

4. Building

Snagging and retention sum

Following receipt of the sign off from Turner and Townsend, project managers, the retention sum has been passed for payment.

Maintenance and building systems

The security system has been upgraded to permit out of hours monitoring and immediate police response to incidents. With the upgrade of the Redcare line to GMS dual signalling the building now meets the requirements of a Grade 3 security system under the European standard EN50131.

Recommendations of the Legionella report compiled by Hydra Clean have been followed up. Monthly inspections are now carried out and a system instituted to record the use of taps which are rarely turned on. Priority issues identified in the initial report have been addressed.

Searchroom staff have reported symptoms of low relative humidity in the public rooms. These include curling of parchment documents and a high incidence of static electrical shocks from exposed metal. The rooms are being monitored regularly to establish the facts while options for redressing the issue are considered.

Contracts are being re-negotiated and updated to ensure best value.

Fit out

To accommodate additional project staff and volunteers it has been necessary to purchase additional ergonomic chairs from Bridgend Office Furniture, the original

supplier. The chairs delivered were the wrong specification but have now been amended to match existing stock. More adjustable tables have also been acquired to meet the rising demand for group access.

Several older laptops, currently used by volunteers, have been updated so that they are faster and easier to use. To meet increasing demand more computers have been ordered for public use and additional laptops have been purchased for use by trainees and volunteers.

Launch and publicity

An illustrated report of the long launch year, January 2010 to March 2011, was completed and circulated in December. Electronic copies were sent to Chief Executives and Leaders of all contributing authorities, professional colleagues, AMs and MPs, major depositors and users who have expressed an interest in receiving updates on the Office. As a result the Chief Executive and Leader of Merthyr Tydfil CBC arranged to visit and were very impressed by what they saw. The Lord Mayor and Chief Executive of Cardiff CC were also welcomed. The report has been running on a loop on the large screen in the front hall for the entertainment of visitors. Feedback indicates that the full range of service activities had not previously been appreciated and has encouraged the establishment of the tradition. The next report, for the 2011/12 year, is currently in preparation.

An officer from the Protocol Office of the Welsh Government visited ahead of a planned visit from an Ambassador.

The *Time and Tide: Cardiff, People and Parliament* Project, completed in 2011, continued to generate useful publicity for the Archives. A report on the work done for the project by members of Grangetown Local History Society featured in Grange Community News. Rita Spinola, a society member, writes about her experience of working on the project, the visit to Parliament and carrying out research at Glamorgan Archives. Rita comments 'We all felt very proud of ourselves and I was very glad I did it all as I was a bit nervous at the beginning as I have never done any research before'.

A report on the project also appeared in the MOROL (Institute of Welsh Maritime Historical Studies) newsletter, November issue, with details of the work done by Mount Stuart Primary School, Grangetown Local History Society,

the launch at the Millennium Centre and visit to Parliament.

Felicity Barr, a student and history blogger, who is studying for a Masters degree at Cardiff School of Journalism, visited in November for a tour and to find out about services to schools and teachers. She interviewed Heather Mountjoy, Archivist, who outlined the workshops for primary schools and plans for future development.

Christmas always provides an opportunity to highlight collections with a festive theme. A press release on *Feeding the Poor at Christmas* featured on the Welsh Icons website on Christmas Eve. The Deputy Glamorgan Archivist spoke on the *Good Morning Wales* breakfast show about the subject.

The Archives holds a series of letters written by a member of Captain Scott's expedition from the Terra Nova. A press releasing featuring extracts from the letters was issued to coincide with the centenary on 17 January of the team's reaching the Arctic and was featured in an article, 'From Antarctic to Archives: Centenary of Captain Scott', which appeared on the Welsh Icons website and in an article on the BBC Website. ITV Wales News visited to film the Scott letters for the Wales Tonight programme on 17th January, and an image of one of the letters featured in opening sequence of the report.

The Cardiff People First Ely Hospital Project exhibition, which was held at The Cardiff Story Museum this quarter led to a series of features in South Wales Echo in January. These focussed on the history of the hospital, and Glamorgan Archives contributed with information from the Ely Hospital Records.

The Glamorgan Archivist has contributed a review to the Gwent Historian of a recent publication on John Hughes of Hughesovka.

News and events continue to be reported via Twitter and Facebook. The number of followers continues to increase.

B. THE COLLECTION

1. Conservation

Policies, strategies and procedures

The conservation module of CALM has been developed and the templates modified. The database records condition assessments and treatments for records and links this information to the catalogue entry. The Conservation Team provided useful feedback to a demonstration in the light of which further changes have been made. An instruction manual is in the process of being written. It is intended that the system will be fully implemented from April.

Eligibility for grants

Conservation condition reports have been carried out on three volumes to which are possible contenders for grants for their treatment:

- DBR/EA/12, DBR/EA/13 - Dyffryn estate accounts, late 18thC
- P55/CW/76 - Surveyors Account Book (1790-1807)

Following the completion of the joint project with Cardiff Library to scope the Cardiff Library Manuscript Collection, a further bid has been submitted to CyMAL to improve the secondary packaging of the collection of items held at the Library and Glamorgan Archives. This was the major recommendation of the Preservation Assessment Survey which identified 85.97% of the collection had inadequate packaging. Meetings have taken place with the Operational Manager of Cardiff Libraries and the Local Studies Librarian to consider this and future action on the rationalisation of the collection.

Promote services

A large map (3.5 X 2.5 metres) showing a proposed Aberdare tram route was cleaned by the preservation assistants and one of the CLOCH trainees. Photographs of this were posted on Twitter to favourable comments from followers.

Repositories management

Data from the Tiny tag data loggers placed in the strongrooms to supplement the building management system has been analysed. It indicates that the variation in temperature and relative humidity within the stacks is less dramatic than that shown on the main room sensors.

The problems with the high levels of relative humidity in 2 strongrooms which had been recorded when the air-conditioning plant was turned on have been rectified and all rooms are maintaining levels within BS 5454:2000. The computer which runs the bms has developed faults. A replacement is on order.

Income generation

Conservation work for external clients continues to be received. Details are given in *Appendix IV*.

Packaging Programme and conservation plan

A condition survey of all 48 items in the Mathews Collection (DM) requiring conservation has been carried out and the work allocated.

The CLOCH trainees have been given instruction in document cleaning, packaging, basic repair techniques, environmental monitoring and pest control. The trainees have been cleaning Crew Agreements, re-hanging Ordnance Survey plans and assisting with the cleaning and packaging of new accessions.

The conservation store has been reorganised following the delivery and installation of the shelving. Drawers and cupboards are labelled with contents and lists are maintained for stock control. Bassaire, the supplier, has finally been added to the Cardiff Council vendor list, enabling the establishment of a maintenance contract for the cleaning table.

2. Cataloguing

Policies, strategies and procedures

At a meeting of the Women's Archive of Wales (WAW) attended by the Deputy Glamorgan Archivist the procedures for the deposit of archives were finalised. Under these Glamorgan Archives will act as a clearing house for archives deposited with the organisation, but stored in the appropriate repository in Wales.

Existing criteria for the selection and sampling of building application and regulation files, drawn up for files received from Cardiff County Borough Council (1889-1974), were amended to take into account the particular bias in the content of the Rhymney Valley District Council files and the distinctive historical and geographical nature of this former authority.

Eligibility for grants

CyMAL has granted funding for an evaluation of the National Coal Board collection. This is one of the largest collections held and is partly catalogued only. The evaluation will provide data for a detailed application to national grant schemes for cataloguing.

A project led by the Higher Education sector and the National Library of Wales to digitise materials relating to the First World War has received funding. Local record offices, including Glamorgan, which expressed interest in joining the partnership, are waiting to hear the extent of their involvement.

Glamorgan Archives has contributed to a CyMAL grant application from several ARCW members for the investigation of records relating to the steel industry in Wales. The impact of steel on the development of Wales is comparable to that of coal but knowledge of the records' survival and access to them is poor. The Glamorgan Archivist and Deputy have been involved in a meeting and teleconference to take this project forward.

Accessioning

The 68 volumes of diaries of Owen Crawshay were received as an addition to the extensive holdings of papers of the descendants of Francis Crawshay of Treforest. Owen (1878-1970) was the son of Tudor Crawshay and grandson of Francis. He kept a detailed diary for almost every year between 1894 and 1970, and they have already been searched by CLOCH trainees to disclose his reactions to the death of Queen Victoria and the coronations of her successors up to 1953. One of the highlights of the jollities marking the coronation of Edward VII in 1902 (when Crawshay was in the army) was to catch a cat and give it alcohol to drink.

Barry Magistrates' Court closed in December 2011 and its functions together with its current records were transferred to the court in Cardiff. Following a survey of the records last spring some items were selected for deposit in the Archives, and these were collected at the time of the court's closure. They represent both the Vale of Glamorgan Magistrates Court and its predecessors the Petty Sessions divisions of Dinas Powis and Cowbridge, and include court registers, adoption papers and registers, licensing records and minutes of meetings of the magistrates; the dates covered are from 1886 to 1996.

The hospitals at Aberdare and Mountain Ash are both to close shortly, to be replaced by a new facility. A meeting organised by managers at Aberdare to discuss the disposal of artefacts and records was attended by an archivist and also by the curator of the Cynon Valley Museum. The policies of the Archives relating to collecting and making available hospital records were explained, especially as they relate to confidential records. There was discussion of areas such as photographs where the interests of the Archives and Museum overlap. It was agreed that the hospital staff would gather together archive material from Aberdare and Mountain Ash with the intention of depositing it in the spring

A large deposit of Cardiff Borough Town Clerk's records was received from Cardiff Castle. The task of removing duplicate records is being undertaken by volunteers and CLOCH trainees.

Sorting a recent deposit of photographs formed the basis of the Collections day held in December. The Collections team selected items for retention leaving the residue for return to the depositor, who has volunteered to assist in the identification of the selected photos.

The following email has been received from the officer currently responsible for the remnants of the Associated British Ports records:

The ABP Archive as you are aware had been divided up over the years.

Due to the ongoing review of the office accommodation occupied by Cardiff Council staff and the movement of teams as we work towards the more effective and efficient use of our buildings the residual information kept by Pat Thompson is currently being stored in the Cardiff Council Records Centre. The storage of this information is a short term solution only and officers from the Improvement and Information Team and Glamorgan Archives will need to work on a longer term strategy and solution in the next financial year.

Listing

The list of the Bleddyn Williams' collection of personal records (D777) has been revised with the assistance of Gwyn Prescott, who facilitated its deposit.

Sorting and weeding of the Rhymney Valley District Council building files (DCRV), totalling about 13,000, was

completed. All files were also cleaned. A handful of files not selected for permanent preservation and identified as not microfilmed and have been offered back to Caerphilly County Borough Council (as successor authority).

The records (D833) of William Aaron James (1847-1915), a former mayor of Cowbridge and a notable local builder, were listed. Taken as a whole, the records are an interesting and important testimony to the work of a busy local builder who conducted a wide range of construction work. Significant items include plans relating to the restoration of Llanmaes church, three short letters from Dr William Price of Llantrisant 1876, family papers, and an important body of records relating to local branches of the order of Oddfellows.

The period has seen notable progress in listing of smaller collections and in resolving errors and omissions identified from CALM and the locations database. Collections include:

- Penarth ecclesiastical parish records (P46CW)
- Corrections and additions to the records of Penarth Town Council (P46) for the period 1974 to 2001.
- Bethesda, Soar, Ebeneser and Adulam Baptist chapels, Merthyr Tydfil, transferred from Merthyr Library in 2002, 2004 and 2011. The records of Bethesda were especially interesting since they include an accounts book, compiled in Welsh, for the period 1820 to 1849. The volume is of more than local interest since it contains numerous mentions of the chapel's connections with other Baptist chapels and colleges in other parts of Wales and visiting preachers and students.
- Bethlehem Welsh Baptist chapel, Ogmere Vale.

The CLOCH trainee assigned to Collections has listed records of Cardiff Corinthians (D751)

A copy of the catalogue to the Duffryn Estate, Aberdare, Records (DBR) was passed to Lord Aberdare when he visited in December and was shown around the new building. He has since checked the catalogue in terms of which items require restrictions on their availability to the public and his comments have been incorporated into the catalogue. In a letter following his visit he commented on the *splendid new building* which he had *been enthusing about to a number of my colleagues in the House of Lords*.

Electronic records

Progress under this task is linked to the work of the ARCW project officer and reported under A3.

CALM database

Progress on the final stages of adding hierarchies to the catalogues in CALM has continued. Catalogues remaining to be checked amount to 140, many of which are small. The backlog has been reduced by 240 during the quarter. Work experience students and the CLOCH trainees have continued to assist in editing of catalogues on the database, helping to check and format entries previously imported. This provides them with valuable experience of using the CALM database and an understanding of how the raw data translates into the public catalogue. Volunteers have also assisted with checking the catalogues stored on the shared drive against what is on CALM in order to ensure that the most up to date catalogues are available.

Two volunteers have continued work on transferring catalogues to CALM by entering the data into Excel spreadsheets enabling import to the database. The transfer of the catalogue to the Duffryn Estate, Aberdare, Records (DBR) into Excel has now been completed and will now be checked and edited before being added to the CALM database. Part of the catalogue of the records of Stephenson and Alexander, Auctioneers and Chartered Surveyors (DSA) has now been transferred into CALM with completion anticipated in the next annual plan. Volunteers are also working on retyping the manuscript finding aids to the crew agreements of the Port of Cardiff (DCA).

Promote services

Text and photographs have been submitted for the new website on which the service will be highlighted.

C. ACCESS

1. Individual use on site

Continue to provide appropriate service

CyMAL is currently developing an online access template to enable visitors with access needs to find robust information that will allow them to plan their visits and anticipate any issues of accessibility. Glamorgan is the only archive to be involved in the project; staff tested a draft of the questionnaire and participated in a follow up telephone interview.

Develop training sessions for users

The last in the series of Autumn Workshops, Maps and Plans, was held during the quarter and was again well attended by members of the public. Following the success of the Autumn Workshops in late 2011, a series of Spring Workshops have been planned for early 2012. The workshops, which begin in March, have been advertised and bookings have already been received. They feature a combination of sessions on new themes and repeats of the most popular sessions from the previous seasons.

Monitor facilities and services to identify potential improvements

Further improvements have been made to the on-line document ordering site. One query remains to be resolved and discussions are ongoing with Axiell, the software provider, in an attempt to resolve this issue.

An electronic till has been procured for public related income, replacing the cash tin. Jenny Jones, Records Officer, has mastered the instructions and is training the administrative team in adding users and products, and to process cheques using the till.

The Administrative Team, Laurie Birch and Karen Jones, has received training in querying the electronic catalogue. As they answer telephone enquiries and are the first point of contact for many members of the public they need to know more about the Collection than formerly. To help them, guidance notes have been prepared on frequently asked questions, including information on coroners' reports, vehicle licensing records, and adoption queries.

Fees and charges

Work identified on this task in the current annual plan has been completed.

2. Group use on site

Provide appropriate service

A total of 32 groups have visited the Archives during the quarter, consisting of 436 individuals.

Family history tutor Julie Daniel brought four of her classes on visits to the Archives. Each group was taken on a tour of the building followed by the opportunity to view a selection of documents relating to their local area. The groups were drawn from Aberdare, Pontypridd and the Rhondda Valleys.

Sully Local History Group visited the Archives in January for a tour and to learn more about conducting local history research at the Archives.

Education

Access Team staff have developed an efficient means of tailoring workshop sessions for individual schools using basic resources such as maps, census returns and photographs. Digitisation of these resources for use with the interactive whiteboard has been undertaken by the CLOCH trainees, and power point slide shows on themes including the Victorians and the Second World War have been produced.

The interactive whiteboard has been used regularly during the quarter. This work has consolidated the training received during the previous quarter. The whiteboard has been especially useful as it allows staff to highlight words, phrases, and even large chunks of text from documents, which helps the children to focus on the items and issues under examination and therefore ensures they get the best out of a session. It is, however, important that the children still get the opportunity to view and handle original documents as this helps them to connect with the past in a more immediate way. As a result, use of the interactive whiteboard is interspersed with sessions using real documents.

A total of 4 primary school visits have been held during the quarter. In each session the pupils have been very engaged, asking numerous questions and enjoying becoming 'history detectives' with great enthusiasm.

The Year 5 class from Hengoed Primary School visited, continuing strong links with this school. Their visit focussed on the Victorians, and tied in with their work on a 'Horrible History of Our School' project which will be entered for the Welsh Heritage Education prize. Year 5 from Cwmclydach Primary School also visited as part of their work towards the same contest. They were looking at notable events in the Clydach Vale area during the last century, and were particularly interested in political figures including former MP for the Rhondda, T. Alec Jones.

Two Year 6 classes from Kitchener Primary School in the Riverside area of Cardiff visited as part of their work towards marking the centenary of their school in April this year. They investigated the history of Riverside during

the past century, with subjects including death and disease, floods and snow, and the First and Second World Wars.

A CyMAL small grant has been awarded to assist schools with travel costs. The application resulted from the realisation that schools were cancelling visits because coach hire was too expensive; an issue which was more acute the further the school is from the Archives.

In January, two groups of second year undergraduate Creative Writing students from Cardiff Metropolitan University visited for a tour, and to see documents which could potentially inspire and inform their work. The students are currently studying a module on historical fiction, and are also developing ideas for their dissertation which will be completed during the next academic year. All the students registered with us during their visit, and several expressed an interest in returning to use documents from the Archives as part of their ongoing creative writing work.

A Cardiff University Workshop was attended by staff from the Business School, City and Regional Planning, and four PhD students in subjects as diverse as archaeology, architecture and English. They were given a tour of the building, a demonstration of the catalogue and a display of documents. Several have indicated an intention to return.

The First Friday Group met three times during the quarter. Plans are underway to hold a joint event with the University of Glamorgan's Postgraduate Society in order to publicise the group and increase membership.

Develop group sessions

Arrangements have been made to hold two public lectures during the Spring. One will focus on creative writing and archives, for which options for funding from Literature Wales are being investigated; the other will be based on the theme of Wales and slavery.

Monitor for improvement

As part of LGBT (Lesbian, Gay, Bisexual, Transgender) history month Hannah Price, Archivist, attended an Archivists' Training Event held at Lancashire Archives. The day looked at the practicalities of uncovering and celebrating the 'hidden history' of LGBT men and women and how to actively upon collections, develop educational resources and plan events and volunteer projects.

3. External events

Establish criteria for involvement

The Senior Archivist attended the Christmas meeting of the Grangetown Local History Society, where the film of the Society's work on the Time & Tide project was shown, along with images of items from the collection relating to Grangetown.

Laura Russell, Archivist and Heather Coutanche, Records Assistant, attended the Bridgend Reach Rural Development Heritage Conference on Saturday 21 January at Bethlehem LIFE Centre, Cefn Cribbwr. The Bridgend History and Heritage Steering Group was established to look at how local and national bodies can work together for the benefit of Bridgend's heritage. The event was divided into a morning and afternoon session; the morning session was open to the public and was designed as an information exhibition where people could investigate which heritage related facilities were available to them locally and the services these offered. The afternoon was a question and answer session for exhibitors where collaborative working strategies were discussed. Glamorgan Archives has committed to supporting the work of the Bridgend Reach Group at future events and initiatives.

The Senior Archivist attended a seminar on the Welsh Baccalaureate Qualification, which focussed on the potential delivery by heritage organisations of workshops aimed at Welsh Baccalaureate students. She also attended a briefing session by the BBC and Culture 24 on the new BBC web initiative 'Things to Do'. The session outlined how heritage organisations are able to publicise events through the BBC 'Things to Do' website.

The Senior Archivist attended meetings of the South Wales Records Society and the South Wales Museums Group. The latter was also attended by the CLOCH trainees.

Develop equipment and promotional materials

New promotional materials are being arranged to coincide with the launch of the new website which has a different name. Mugs have been ordered and samples of pencils and coasters are being considered by staff.

Draft designs for a new leaflet and pop-up display banner have been received from Cardiff Council Communications. The designs were circulated to staff for

comment and feedback provided to the designers. The final draft is in progress.

Following the success of the Time and Tide project the Office has agreed to continue working with the Parliamentary Archives in another project for the Cultural Olympiad.

4. Remote enquiries

Meet target times

970 remote enquires were received during the quarter. The vast majority were replied to during the target time of 10 working days.

Review post book

A new post book was produced for use during 2012. As a result of the review process, the post book has been streamlined, with the number of categories used for post reduced significantly and brought in line with Glamorgan Archives' areas of work. Because financial transactions are now recorded on Cardiff Council's automated SAP system these details have been removed from the post book to avoid duplication.

In light of these changes to the post book, the guidelines for using it and the procedures for dealing with remote enquiries have been updated to ensure the system is as efficient as possible.

Review filing system

A new file structure for digital images has been implemented based on the core functions of the Office. Images are being brought together into one folder for ease of access and to enable effective preservation. Staff guidelines have been produced. If the system proves to be robust and useable it will be applied across the electronic filing system as a whole.

5. Website development

Review website

The new website has been finalised and fully translated into Welsh. It will be launched early in the next quarter.

Develop remote access

The security issues with the CALMView software identified by Cardiff Council ICT have been resolved following consultation with Axiell, the software provider. Staff have continued to configure the user interface of the software to ensure it complements the new website and is also as user friendly as possible.

SUMMARY

This has been a difficult quarter as staff come to terms with the results of the job evaluation exercise. That there has been no reduction in service levels is a great tribute to the positive attitude of the team and their confidence in their abilities and the importance of the job they do. I am indebted to them all for their continued commitment to the future.

5. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

6. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report are funded from within the 2011-12 revenue budget supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
1 March 2012**

Appendix I

Margaret Gibbon of Cowbridge Collection			
Accession No:	2011/162	Reference No:	D833
<p>All records were created by or in the care of William Aaron James (1847-1915) of Stafford House, Cowbridge, who ran a small building firm in the town. James appears as a builder in directories in the East Village in 1875 and later in West village 1884 and 1906, employing fourteen men and three boys in 1881. James was one of the first aldermen of the new corporation of Cowbridge 1886, serving as mayor in 1889, 1899 and 1914. James married Selina Booth (born 1857 at Leek, Staffordshire) in 1876. Children recorded in census returns 1881-1911 include William Arthur James (born 1879), Clara Gwladys James (born 1887), and Ethel Selina James (born 1890). James's mother Harriet S James (born 1809) inhabited the same house at 26 Westgate Street in 1901. James served as secretary of the St Quintin's Lodge of the Manchester Unity of Oddfellows.</p> <p>Date of records: 1838-1924</p>			
Cardiff theatre programmes			
Accession No:	2011/163	Reference No:	D834
<p>Theatre programmes from the Sherman Theatre, New Theatre and Splott Amateur Operatic Society</p> <p>Date of records: 1974-1980s</p>			
Cardiff Medical Society Records			
Accession No:	2011/164	Reference No:	DCMS
<p>Minutes of the Executive Committee</p> <p>Date of records: 1948-1988</p>			
Aberdare Library Collection			
Accession No:	2011/165	Reference No:	D386/70-71
<p>Parish plan of Aberdare (1:2500), c 1900; plan of Aberdare Tramways, 1905</p> <p>Date of records: c1900-1905</p>			
Manley, Hopkins, Son and Cookes, Average Adjusters, Cardiff, Records			
Accession No:	2011/167	Reference No:	D827
<p>Records of Manley Hopkins, Son and Cookes, Cardiff Adjusters of Average. Lists of cases</p> <p>Date of records: 20th century</p>			
Cathays Cemetery diary			
Accession No:	2011/168	Reference No:	D826
<p>Diary of burials at Cathays Cemetery, Cardiff</p> <p>Date of records: 1898</p>			
Evacuees' letters			
Accession No:	2011/170	Reference No:	D828
<p>Letters from former World War II evacuees, mainly to Rhondda .</p> <p>Date of records: 1989</p>			

Peterston-super-Ely Parish/Community Council Records			
Accession No:	2011/172	Reference No:	P48/7-8
Minutes of the parish council, community council and playing fields management committee			
Date of records: 1934-2006			

Vale of Glamorgan County Council Records			
Accession No:	2011/173	Reference No:	CVG/C/RE/16
Register of Electors 2012			
Date of records: 2011			

Garw Valley Garden History and Heritage Company Records			
Accession No:	2011/174	Reference No:	D829
Bryn y Wrach Common Field Survey, Bryn y Wrach Mound Investigation, Bryn y Wrach Exploring a local mystery, A Guide to the Archaeology of Llangeinor Parish			
Date of records: 2010-2011			

Gwladys Griffiths Papers			
Accession No:	2011/175	Reference No:	D830
Musical theory notebook of Gwladys Griffiths, Clydach Vale			
Date of records: 1910			

Caerphilly County Borough Council Records			
Accession No:	2011/176	Reference No:	CCA/C/RE/16
Register of Electors, 2012			
Date of records: 2011			

Vintage Motor Cycle Club South Wales Records			
Accession No:	2011/177	Reference No:	D831
'The History of the South Wales Section of the Vintage Motor Cycle Club 1961-2011'			
Date of records: 2011			

Audrey Syer of Cardiff papers			
Accession No:	2011/178	Reference No:	D832
Programmes from Cardiff theatres and other entertainments			
Date of records: 1933-1977			

Rhondda Cynon Taf County Borough Council Records			
Accession No:	2011/179	Reference No:	CRCTC/1/161-168
Council and committee meeting papers			
Date of records: Jan-Dec 2011			

Cardiff County Council records			
Accession No:	2011/180	Reference No:	CC/C
Council and Committee meeting papers			
Date of records: Jan-Dec 2011			

Christopher Taylor of Cardiff Collection			
Accession No:	2011/181	Reference No:	D732
Transport company records Date of records: 1918-1973			

South Glamorgan County Council Records			
Accession No:	2011/182	Reference No:	SD/SO/35/1-20
Record cards of children in care Date of records: 1960s-1980s			

Vale of Glamorgan Petty Sessions Records			
Accession No:	2011/183	Reference No:	PSVG/2-9
Juvenile court registers, 1985-1996, Domestic court registers, 1985-1991, registers of adoptions, 1959-1977, adoption papers, 1974-1977, Licensing registers, 1968-1989, register of cases, 1969-1984 Date of records: 1959-1996			

Stephen Luke of Maesteg Collection			
Accession No:	2011/184	Reference No:	D559/U/1
Printed ephemera relating to Maesteg and district Date of records: c2003-2011			

Dinas Powis Petty Sessions Division Records			
Accession No:	2011/185	Reference No:	PSD/224-229
Minutes of justices' meetings, 1886-1974, register of adoptions, 1947-1959, adoption papers, 1927-1974, licensing registers, 1959-1963, registers of fees and fines, 1945-1947, 1960-1966. Date of records: 1886-1974			

Cowbridge Petty Sessions Division Records			
Accession No:	2011/186	Reference No:	PSCOW
Juvenile court register, 1965-1970, register of adoptions, 1936-1959, adoption papers, 1939-1974, register of licences, 1916-1954, register of fees, 1945-1953, cash book, 1942-1948, copy letter book, 1937-1937, minutes of justices' meetings, 1955-1971 Date of records: 1916-1974			

Coity Higher Parish/Community Council Records			
Accession No:	2012/1	Reference No:	P80/10/1-15
Minutes Date of records: 1974-2007			

Barrett family of Cardiff Papers			
Accession No:	2012/2	Reference No:	D835
Cardiff printed ephemera relating to Boys' Brigade; New Trinity Congregational Church; visit of the Prince of Wales, 1969; Cardiff Nantes fellowship; testimonials of Nesta M Trewartha, school mistress Date of records: c1888-1989			

Women's Archive of Wales/Archif Menywod Cymru: Women for Life on Earth Records

Accession No:	2012/3	Reference No:	DWLE/13
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Sticker 'Women for Life on Earth STAR marches'
Date of records: 1983

Women's Archive of Wales/Archif Menywod Cymru

Accession No:	2012/4	Reference No:	DWAW8/U/6-7
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Project management group minutes, 2007-2011; AGM minutes and agendas, 1998-2011; finance and HLF grant papers, 2008-2010; Newsletters, 2009-2011; Annual Conference organisation; correspondence; publicity material; photographs

Date of records: 1998-2011

Llancarfan Society Records

Accession No:	2012/5	Reference No:	DLNS
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Newsletter 148
Date of records: December 2011

Pontypridd Poor Law Union Records

Accession No:	2012/6	Reference No:	UPP/150/1-5
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Printed manuals relating to administration of the Poor Law
Date of records: 1858-1913

Crawshay family Papers

Accession No:	2012/7	Reference No:	DCR/F/101
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Wills (copies) of Francis Crawshay and Laura Crawshay
Date of records: 1878,1896

Graham Croad Collection

Accession No:	2012/8	Reference No:	DX325/7
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Calendars (illustrated with photographs) published by Glamorgan Federation of Women's Institutes
Date of records: 1980s

Women's Archive of Wales/Archif Menywod Cymru Records

Accession No:	2012/9	Reference No:	DWAW8/U/7
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Newsletter
Date of records: December 2011

Howells School Llandaff, Records

Accession No:	2012/10	Reference No:	D131
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Hywelian Guild (formerly Hywelian Magazine)
Date of records: 2012

S Chivers and Co Ltd shareholder's Papers			
Accession No:	2012/11	Reference No:	D836
Chairman's staements, letters to shareholders from chairman and liquidator sent to Mrs E B Roberts, Penarth			
Date of records: 1973-1983			

Virgin family of Canton, Papers			
Accession No:	2012/12	Reference No:	D837
Ely Hospital magazines and photographs; Avon Street Canton, photographs			
Date of records: c1935-2010			

New Trinity United Reformed Church, Cardiff, Records			
Accession No:	2012/13	Reference No:	DECONG6
Minutes, Church meeting, 1977-1989, Elders, 1985-1993, Sunday School Committee, 1955-1978; Register of members, Cash book, 1984-1995, Visitors' book, 1963-1996			
Date of records: 1963-1996			

Llandaff Road Baptist Church, Cardiff, Records			
Accession No:	2012/14	Reference No:	DBAP19
Sunday School cash book, 1938-1973, church histories			
Date of records: 20 th century			

Hirwaun Nursery School Records			
Accession No:	2012/15	Reference No:	D838
Admission register			
Date of records: 1978-2000			

Crawshay Family of Trefforest and of Bonvilston House Papers			
Accession No:	2012/16	Reference No:	DCR/F
Diaries of Owen Crawshay and Barbara Crawshay			
Date of records: 1894-1970			

Merthyr Tydfil County Borough Council records			
Accession No:	2012/17	Reference No:	CMT/C/2/49-60
Deeds to council properties			
Date of records: 19th - 20th century			

Ely Hospital Cardiff Master and Medical Superintendent's Journal			
Accession No:	2012/18	Reference No:	D839
Ely Hospital Cardiff Master and Medical Superintendent's Journal, 1929-1937			
Date of records: 1929-1937			

South Glamorgan County Council records			
Accession No:	2012/19	Reference No:	SD/EC/U/1,2
Economic Development: photographic slides (c1200) of buildings and scenes across South Glamorgan county; publicity booklet 'The County of South Glamorgan'			

Date of records: 1970s-1990s			
Peterston-super-Ely Parish/Community Council records			
Accession No:	2012/20	Reference No:	P48/9-10
Financial statements for audit 1954-1984, receipts and payments book 1986-2009			
Date of records: 1954-2009			

Rhys Family of Cardiff and Nantymoel, papers			
Accession No:	2012/21	Reference No:	D842
Accounts book of W Henry Rhys, 1893-1896; family papers			
Date of records: 19th-20th century			

Cowbridge Record Society Collection			
Accession No:	2012/22	Reference No:	DCRS
Lyn Howells (Transport) Ltd, Coychurch, Daily Accounts book, 1964-1965, Transit of Animals Vehicle Log, 1968-1969, Ledger, 1963-1965; John Raymond Transport, Daily Accounts, 1957-1961; David Brothers (Butchers) Cowbridge, Ledger 1976-1997; Albums of photographs taken by Remy Lloyd-Jones of Cowbridge c 1976-1985; Maendy Congregational Chapel, Roll of Honour 1914			
Date of records: 1914-1997			

Vale of Glamorgan Methodist Circuit Records			
Accession No:	2012/23	Reference No:	D843
Records relating to properties in Vale Circuit, Barry, Penarth and Dinas Powis			
Date of records: 19th - 20th century			

Adulam Independent Chapel, Merthyr Tydfil, records			
Accession No:	2012/25	Reference No:	D189/1-4
Members contributions book 1943-1965 and accounts 1912-1959			
Date of records: 1912-1965			

Merthyr Tydfil Borough Council records			
Accession No:	2012/26	Reference No:	BMT/T/35-37
Salary records, 1934-1957; general education and Welsh Intermediate education cash books, 1940s-1950			
Date of records: 1934-1957			

Borough of Cardiff, Town Clerk			
Accession No:	2012/27	Reference No:	BC
Assorted records of the Town Clerk			
Date of records: Mid 19th - early 20th century			

Hugh James Solicitors, Cardiff records			
Accession No:	2012/28	Reference No:	D841
Deeds			
Date of records: 16th - 19th century			

Llandaff Society Records			
Accession No:	2012/29	Reference No:	DLDS/1
Newsletter No 121			
Date of records: 2011-2012			

Wonen's Archive of Wales/Archif Menywod Cymru			
Accession No:	2012/30	Reference No:	DWAW8/U/8
Annual Conference October 2011, agenda; The 14th AGM, 15 October 2011, agenda; 13th AGM, 16 October 2010, minutes; Chair's Report 2010-2011			
Date of records: 2010-2011			

Christopher Taylor of Cardiff Collection			
Accession No:	2012/31	Reference No:	D732
Electrical distribution plans			
Date of records: 19th -20th century			

Notable accessions

Cardiff theatre programmes: Audrey Syer of Cardiff papers (Accessions 2011/163, 2011/178, References D834, D832)

Two deposits of programmes throw light on Cardiff theatres over a period of nearly 50 years, from 1933 to the 1980s. Audrey Syer appears to have been a keen theatre-goer, particularly at the Prince of Wales (until it was converted to a cinema in 1958) but also at the Empire and New Theatres, collecting over 250 programmes for drama, musicals, ballet and opera. The other deposit (D834), much smaller, is mostly of programmes of the Splott Amateur Operatic Society in the 1970s and 1980s.

Cardiff Medical Society Records (Accession 2011/164, Reference DCMS)

The minute book of the Society for 1948 to 1988 was found among the records of Caerphilly Miners' Hospital deposited in the previous quarter. Probably the secretary of the society was working as a doctor at Caerphilly. The book is a continuation of the series begun in 1870, when the Society was founded, which has been passed to the Archives in several deposits since 1955.

Evacuees' letters (Accession 2011/170, Reference D828)

A former teacher at Trealaw Primary School presented two boxes of letters written in response to an appeal from class 6 of the school which was printed in the Daily Mirror in June 1989. The letters describe the experience of people who had been evacuated as children during World War II, mostly to the Rhondda. As a result of the appeal a reunion of evacuees was held in the area in September 1989, and the event was filmed for a news item by Thames Television, as many of the evacuees were from the south-east of England; a DVD of the film is included in the deposit.

Wintle Henry Rhys, cabinet maker and undertaker of Bridgend Records (Accession 2012/21, Reference D842)

Rhys' account book for 1891-1896 was transferred from the Pembrokeshire Record Office to which it had been donated after being found in a miscellaneous lot of old books at a sale. It clearly originates in Glamorgan – Rhys with his unusual first name is easily identifiable in the census returns, and his main customer listed in the book at this date was Col. Turbervill at Ewenny Priory. The accounts include details of material bought at a cost of over £200 for construction of a 'repository', perhaps a furniture store: 15,000 bricks were bought from Pencoed and Aberkenfig, and the galvanised roof cost £4 8s 11d.

Vale of Glamorgan Methodist Circuit Records (Accession 2012/23, Reference D843)

The Vale of Glamorgan circuit was formed from the amalgamation of the Barry and Penarth circuits and officially came into being on 1st September 2009. The Barry circuit was created in 1955 from the Penarth and Barry Circuit which had been in existence since 1933 when the Cardiff and Penarth Circuits joined. The new Vale of Glamorgan Circuit manages churches in Barry, Penarth, Dinas Powys and St Athan as well as the Amelia Trust Farm. Churches in the circuit include the Barry Methodist Church, Porthkerry Road which was opened in 1889, Albert Road Methodist Church, Penarth built in 1907 and Holton Road Methodist Church which opened in 1911. The Barry Island Wesleyan Methodist Church was opened in 1902. The Vale of Glamorgan Circuit is part of the Wales Synod which is a district comprising 17 circuits in Wales. The records relate to Vale of Glamorgan Methodist Circuit properties at Barry, Penarth and Dinas Powis including title deeds, conveyances, leases and building plans, 1860-2011 and Charity Commission correspondence, 2009.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Dec 10 – Feb 2011	1598	(596)	40	2193
March – May 2011	1638	(506)	41	2394
June-August 2011	1742	(480)	30	2472
Sep-Nov 2011	1650	(680)	40	2798
Dec 11 – Feb 2012	1217	(436)	32	2745

	Remote Enquiries	Website Hits
Dec 10 – Feb 2011	1004	12088
March – May 2011	1009	12675
June-August 2011	976	12161
Sep-Nov 2011	1030	14083
Dec 11 – Feb 2012	970	13280

Interesting Enquiries

During the quarter several academic users have either contacted us with queries or visited the searchroom to conduct research.

A postgraduate student producing a dissertation on the strengths and weaknesses of using census returns to research the history of a town visited the searchroom and was shown how to use the online returns.

A Professor of Wesleyan and Methodist Studies at Duke University, North Carolina, USA contacted the Archives seeking information on a series of letters written by Charles Wesley to Mary Jones of Fonmon Castle during the mid-18th century. The letters have been digitised and the Professor was directed to the Gathering the Jewels website where he was able to view copies.

Another academic visited in search of an image suitable for use on the cover of his forthcoming publication on the Civil War 'A Storme Out of Wales: The Second Civil War in South Wales, 1648'. He consulted the Plymouth Estate

maps along with various other maps and prints, and was subsequently granted permission to use a 19th century engraving of Cardiff Castle (ref.: DX535/1a).

A member of staff from the History Department at Cardiff University consulted Cardiff Urban and Rural District Council Records in preparation for a paper on health in rural Glamorgan, 1848 – 1914, to be delivered at a conference in Norway. He found they disagreed on the health provision available at the time, and discovered that a major factor in this was a lack of water due to apparent severe droughts in the summers of the 1870's.

Two students studying media and journalism at Cardiff University have been regular visitors during the quarter. They are working on a 10 week project which requires them to pick a topic and tell the story in pictures, while keeping a diary of their experiences in putting the project together. One student is looking at the Rev. R. J. Barker and his wartime experiences, and the other is focussing on dancing and will possibly use the Cardiff Caledonian Society Records.

We have continued to answer queries from our constituent authorities. Notable amongst these during the quarter was an enquiry from the Arts Development Officer at the Vale of Glamorgan Council researching the Barry Summer School held during the 1960s and 1970s in connection with its possible re-opening later this year.

The Cardiff Harbour Authority contacted us for assistance with plans by the Cardiff Bay Visitor Centre to produce a range of historical postcards of Cardiff Docks. We suggested they consider using some of the striking images from the Cardiff Chamber of Commerce Records.

A researcher from The Cardiff Story investigating the history of an incendiary bomb held at the museum visited in an attempt to ascertain when it fell. It was dropped on Claude Road in Roath, and ARP records were used to prove whether or not this was part of a raid which took place on 18th May 1943.

An officer from the British Transport Police has been in correspondence. He is searching for plans of Cardiff Central Bus Station in order to assist with security search duties relating to forthcoming Olympic Games events in the city. No plans are held of the station's recent renovation, but we were able to provide historic plans which proved to be of use.

Several enquiries from the media have been received during the quarter. These include researchers from the BBC consulting police records for a drama documentary set in Butetown during the 1930s. They viewed the fingerprint and photographic registers and the newscuttings books in search of details of the types of crimes committed, the punishments received and the extent of repeat offending.

Pontypridd Library contacted us as the television station Al Jazeera were filming a segment on a Palmer family that lived on Broadway Road, Pontypridd in 1919. A member of the family assisting with the filming wished to ensure that his family were living at that address at the time, and wanted to confirm the exact address. Having consulted electoral registers we were able to confirm this quickly over the phone as filming was taking place the following day.

The Editor of the Airship Heritage Trust Journal sought permission to publish an item from the Cardiff Chamber of Commerce Records. The item consists of a portion of the outer cover of the Super Zeppelin brought down over Potters Bar in 1916 and subsequently purchased at the Cardiff Exchange. The Journal was granted permission to publish an image of the item.

Information on records of freemen was provided to the Editor of the Glamorgan Family History Society Journal for an article in a forthcoming edition.

An enquirer researching her father's death in an industrial accident during the 1970s contacted us in search of the inquest papers. These are held here and she subsequently visited to view the records. Due to the sensitive and potentially upsetting nature of the records arrangements were made for her to view the file in a private room under staff supervision.

Two visitors came to the searchroom with a Victorian photograph wishing to identify the type of photograph. The Conservator was able to identify it as a nineteenth century cabinet card and offered advice on storage and measures to prolong the picture's life.

A researcher creating a Welsh native fruit and vegetable garden contacted us, looking for records of native Welsh flora. A catalogue search produced a number of relevant sources.

An Australian researcher contacted us in an effort to trace the details of an ancestor's suicide in Cardiff at turn of the 20th century. She wished to establish whether depression was a contributory factor as family members have been diagnosed recently with this condition.

An enquirer researching Charles Lethbridge, who encountered a possible airship or UFO on Caerphilly Mountain in May 1909, contacted the Archives seeking further information on the story. We suggested he consult general family history resources to find out more about Mr Lethbridge, and also police records which might mention the incident or other sightings reported at the time. The article produced as a result of this research was subsequently added to the searchroom library.

Staff were also able to assist an enquirer who was seeking to reunite her father with his long-lost sister. We provided information which allowed them to trace the sister, and the enquirer replied to thank us, writing 'My Dad and his Sister have now spoken and I will be taking him to Wales to meet up next weekend! They are both so delighted to be in touch again after nearly 50 years. Thank you again for taking the trouble to research this information for me'.

Appendix III

<i>Local and Family History Groups</i>	
Glamorgan Family History Society	2
Sully Local History Group	15
Julie Daniel Family History Class Jan	10
Julie Daniel 2nd Feb x2	31
Julie Daniel 22nd Feb	14
<i>Professional Organisations</i>	
CLOCH Steering Group	9
TPAS 5th Dec	50
Pat Evans and Head Teacher Leader Group	6
WCVA x 2	12
WCVA x 2	12
Ely Hospital Project, 13 Dec	10
WAW, 6 Jan	2
Cymal Typo3 Workshop	10
Culturenet Cymru Digitisation Training for CLOCH Trainees	5
TPAS, 2 Feb	50
Economic Impact Toolkit Workshop, Cymal	7
Archives in Wales: a baseline review meeting	11
<i>Educational Organisations</i>	
Cardiff Metropolitan University Creative Writing Workshop x 2	29
Hengoed Primary School, Year 5 class	24
Kitchener Road Primary School, Year 6 class	32
Kitchener Road Primary School, Year 6 class	30
Cwmclydach Primary School	26
Cardiff University Workshop	6
<i>Individuals</i>	
Prospective volunteers	8
Elspeth Morris, Cardiff Library	1
Lord Mayor of Cardiff – Councillor Professor Delme Bowen	1
Volunteers and work experience placements	13
Lord Aberdare	1
Nicola Lane (Quest)	1
Lisa Emerson	1
Merthyr Tydfil CBC Leader and Chief Executive	2
Chief Executive of Cardiff Council	1

<i>Autumn Talks Series</i>	
Maps and Plans	20
<i>Public Tours</i>	
December	0
January	4
February	0
<i>First Friday, Dec, Jan, Feb</i>	
December	6
January	1
February	2

Appendix IV – Conservation

Cleaning and Packaging Programme

Volumes (cleaned and in custom made boxes)	Loose papers (no of standard boxes)	Locating in Strongroom (including barcoding)
300 (195)	4000 (83)	330

Bench work

Reference	Title & Description	Treatment
P28/7a	Barry Parish Collection Tithe plan, 1841	Dry clean, remove old repairs
DJE/27	Lydric Jenkins of Bargoed Collection Plan of a surface & mineral estate in Gelligaer, c.1882	Dry clean, wash and re-back/repair
DTHO/715/1	Thomas of Llanbradach Collection. Lease of Taff St, Llanwanno, 1854	Relax parchment, clean & repair
DMW/300	Mathews Family Papers Estate plan of Charles Fort, St Christopher, West Indies, 1731	Flatten parchment, dry clean, consolidate pigments, prepare for flat storage
DMW/301	Mathews Family Papers. Plan plantation, St. Christopher, c.1730	Flatten parchment, dry clean, consolidate pigments, repair & prepare for flat storage
EC1/15	Albany Road School, Roath Infants admission register, 1893-1899	Pull volume, dry clean and repair pages, re-sew, reattach boards and make new spine
DMW/126	Mathews Family Papers Letter from Sam. Athill, Antigua, to Geo. Mathew, Surrey, 1814	Dry clean and repair

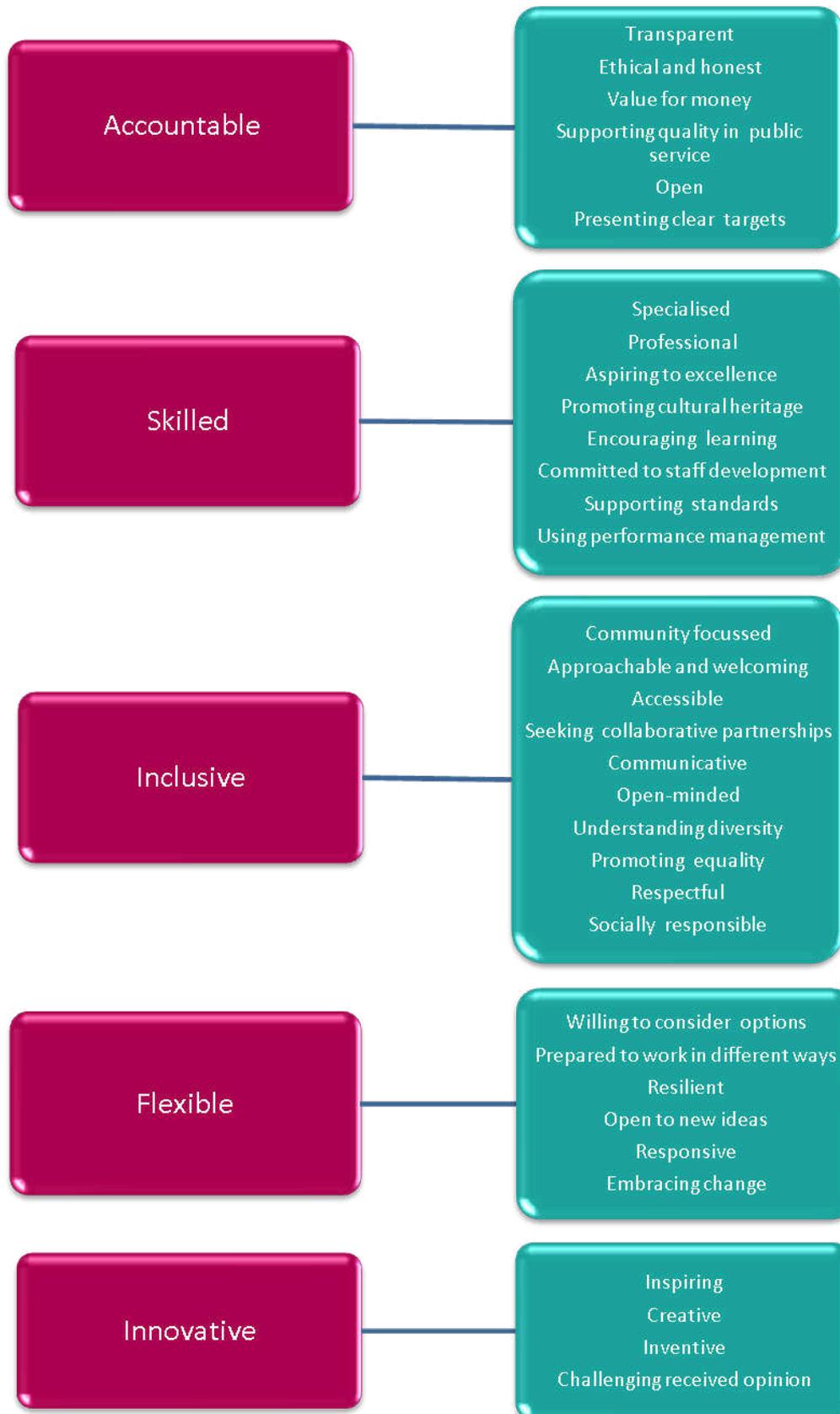
DMW/331	Mathews Family Papers Grant of land in Nevis, 1679	Flatten parchment, dry clean & prepare for flat storage
DMW/8	Mathews Family Papers Pre-nuptial marriage settlement, of Wm. Mathew and Margt. Garnier, 1731	Flatten parchment, dry clean, repair & prepare for flat storage
DMW/6	Mathews Family Papers Letters patent, appointing Walter Hamilton, Wm. Mathew, and others, commissioners, c.1715	Flatten parchment, dry clean, repair & prepare for flat storage
2011/165	Aberdare tramways plan	Dry cleaned

*Part of a project for volunteers and CLOCH trainees to dry clean the Tithe Map collection

External Work

Owner	Description	Treatment
Cardiff University Library	Lithographs from the <i>Jungle Book</i> , 1903	The full conservation treatment has been completed and the prints have been returned to the owner
Private individual	7 photographs of British footballers, c.1930	Photographs were washed and bleached to see if red dye staining the prints (flood damage) Could be removed. Unfortunately the dye proved to be insoluble
West Glamorgan Archive Service	Map of the Manor of Cadoxton-juxta-Neath c.1601	Conservation of the parchment map has been completed – removal from wooden support, clean, flatten, repair and mount for storage

Appendix V – Core Values



Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 December 2011– 29 February 2012

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202